

NEW

AU ANGLO
AMERICAN
UNIVERSITY

STUDENT

GUIDE

HI



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**WELCOME TO ANGLO-AMERICAN
UNIVERSITY IN PRAGUE**



NEW STUDENT GUIDE

ADMISSIONS OFFICE  admissions@aauni.edu

staff: Kateřina Dudys, Julie Trabandová, Iuliia Shirinkina



REGISTRAR  registrar@aauni.edu

staff: Drake Dewey, Jozef Bartík, Lukáš Sajdl, Kateřina Matoušová



Ambassadors



WE'RE EXCITED THAT YOU'RE A PART OF THE AAU COMMUNITY

Welcome to AAU, where an exceptional university experience awaits you!

Immerse yourself in the best modern education, building on the Anglo-American traditional teaching approach. Our focus is on small, dynamic groups that foster real-world experiences through seminars, internships, and project-based learning. We aim to identify and fulfill individual learning needs, ensuring a tailored and engaging learning environment.

As part of our close-knit community, your success is our priority. From New Student Orientation to graduation, our dedicated faculty, staff, and student organizations will be your biggest cheerleaders.

At AAU, you're not just a student—you're a valued member of our community, shaping the university's future and leaving a lasting legacy. Join us in this exciting adventure!



*Welcome to AAU,
the university in the heart of Europe.
We're thrilled you're here!*

NEW STUDENT CHECKLIST

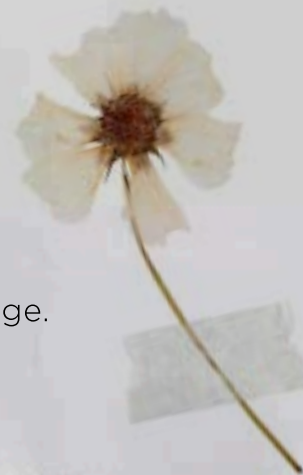


- ☐ Commit To AAU By Paying Your Tuition For The First Semester
- ☐ Apply For Your Visa On Time To Ensure A Seamless Transition
- ☐ Reserve Your Space At The AAU Housing
- ☐ Start The Diploma Recognition Process
- ☐ Make Sure You Can Access All Your AAU Accounts (AAUNet, MyLearning, MyAAU, Etc.)
- ☐ Complete Entry Level Assessments
- ☐ Meet Your Academic Adviser And Register For Classes
- ☐ Electronically Sign The University-Student Agreement
- ☐ Submit Verified Copies Of Your Diploma And Transcript
- ☐ Attend New Student Orientation To Get Acquainted With AAU
- ☐ Explore Prague And Begin Your Classes!



Visit our website

here for a complete guide
on what to expect at every stage.



admitted students timeline

fall semester

COMMIT BY PAYING TUITION BY THE DATE STATED ON YOUR INVOICE¹

- **MARCH-MAY**— Submit your visa application² and reserve your AAU Housing
- **APRIL** — Access your AAU accounts
- **APRIL-JUNE** — Complete the Entry Level Assessments (ELA)³
- **MAY**— Registration opens, contact your Dean's Office
- **JUNE-AUGUST** — Sign the University Student Agreement
- **MAY-JUNE**— collect verified original diploma and transcript
- **AUGUST-SEPTEMBER** — submit verified original documents to the Registrar
- **AUGUST**— Bring your family to Family Orientation at AAU⁴
- **AUGUST**— Attend New Student Orientation
- **AUGUST-SEPTEMBER** — Start classes
- **SEPTEMBER** — Add/Drop Period

meeting



FOR SPECIFIC DATES, PLEASE SEE OUR ACADEMIC CALENDAR

¹ if you need more time to make your decision, please contact your admissions counselor.

² it is recommended to submit the visa application as soon as possible to join aaU on time.

³ you are able to complete the e.l.a. even after june, but you won't be able to register for classes without it.

⁴ family orientation is designed for family members. students will participate in their own orientation.



spring semester

COMMIT BY PAYING TUITION BY THE DATE STATED ON YOUR INVOICE⁵

- **OCTOBER - NOVEMBER** — submit your visa application⁶ and reserve your HOUSING
- **NOVEMBER** — access your AAU Accounts
- **NOVEMBER - JANUARY** — complete Entry Level Assessments (ELA)⁷
- **NOVEMBER** — registration opens, contact your Dean's Office
- **JANUARY** — sign the University Student Agreement
- **DECEMBER - JANUARY** — collect verified original diploma and transcript
- **JANUARY - FEBRUARY** — submit verified original documents to the Registrar
- **JANUARY** — attend New Student Orientation
- **JANUARY - FEBRUARY** — start classes
- **FEBRUARY** — ADD/DROP period

FOR SPECIFIC DATES, PLEASE SEE OUR ACADEMIC CALENDAR

⁵ if you need more time to make your decision, please contact your admissions counselor.

⁶ it is recommended to submit the visa application as soon as possible to join aaU on time.

⁷ you are able to complete the e.l.a. even after june, but you won't be able to register for classes without it.

KNOW BEFORE YOU GO



HOW TO

Get in Touch

If you need any kind of help, your main contact point is Kateřina Dudys and Iuliia Shirinkina.

They can assist you with visa, registration, arrival, payment questions and more.



Kateřina Dudys

katerina.dudys@aauni.edu



Iuliia Shirinkina

iuliia.shirinkina@aauni.edu

For help with scholarships and financial aid, Drake Dewey is your contact. His email is financial.aid@aauni.edu or book an online meeting [here](#).



Drake Dewey

financial.aid@aauni.edu

Receive Financial Aid

You might be eligible to receive financial aid from AAU, including scholarships and discounts. The great news is that there is no additional application process required for you.



To receive financial aid, we just need your diploma, complete transcript, and/or proof of English proficiency, and GPA.

If you qualify, Drake will reach out to you directly. In the meantime, you can find more details about financial aid and scholarships [here](#).



some of the scholarships available for new students include:

First-Year Honours Scholarship – for exceptional academic and English language performance.

Bilateral Recognition Scholarship – for students with diplomas recognized through Czech bilateral agreements.

External Distinction MA Scholarship – for outstanding academic results from other institutions.

Alumni Scholarship – for graduates of AAU.

AAU also offers scholarships for current students, such as:

Merit-Based Scholarship – for students demonstrating outstanding academic performance during their time at AAU.

Lennon Wall Journalism Scholarship – for committed BA Journalism students for contributions to the AAU student newspaper.

Community Engagement Scholarship – for students actively participating in enriching campus life.

President's Scholarship – for exceptional achievements and circumstances, awarded at the discretion of the AAU President.

Bring a Friend Referral Program – for referring new full-time, degree-seeking students to AAU.

To see a complete list of AAU's scholarships, please visit [here](#). Do not hesitate to reach out if you have any questions!



Complete Diploma Recognition Process

The diploma recognition process is a key to Czech accreditation which grants you the ability to work (for visa-seeking students) in the Czech Republic during your stay. It is a process required by the Czech Ministry.

!!!

Start the process as soon as you are able to. From experience, our students recommend not to take this lightly and begin on time.

Need guidance? Reach out to our our Admissions Team at admissions@aauni.edu or katerina.matousova@aauni.edu if you are already enrolled at AAU.

The Diploma Recognition Process details can be found [here](#).

Get a Czech phone number

- ✦ Vodafone is the most popular provider and offers student pricing; they join our orientation to help you.
- ✦ Have your passport and ID ready
- ✦ Ask for an eSIM card. That way you can keep your home country sim card in your phone and not worry about losing it.
- ✦ Prior to departure check with your phone provider to make sure you can use your phone abroad
- ✦ Decrease international call costs with alternatives like FaceTime, Facebook Messenger, or WhatsApp.

3

STEPS

Open a Czech bank account

- ✦ Most popular banks are: Raiffeisenbank, ČSOB, Česká Spořitelna, Komerční Banka, UniCredit Bank
- ✦ You will need 2 forms of proof of ID and proof of legal residence, visa or purpose of stay documentation.
- ✦ AAU highly recommends opening a Czech bank account for any future job opportunities, fee-free cash withdrawals, easier money transfers and smooth visa extension.



Pay Abroad

The currency in Czechia is the Czech Crown (česká koruna)

Most places accept cards. If you have a foreign debit/credit card, check with your bank provider for international usage before you leave.

We recommend to still have cash on hand for the first few days:

Use local bank ATMs (Raiffeisen, ČSOB, KB, Česká Spořitelna, etc.) to avoid high fees at Euronet ATMs.

Visit [eXChange](#) (Kaprova 14/13, 110 00) for currency conversion with good rates near the school.



Be in the Loop

Actively check your email not to miss any important updates and steps.

Take the time to read the emails in detail. If anything seems unclear, reach out to the Admissions team.



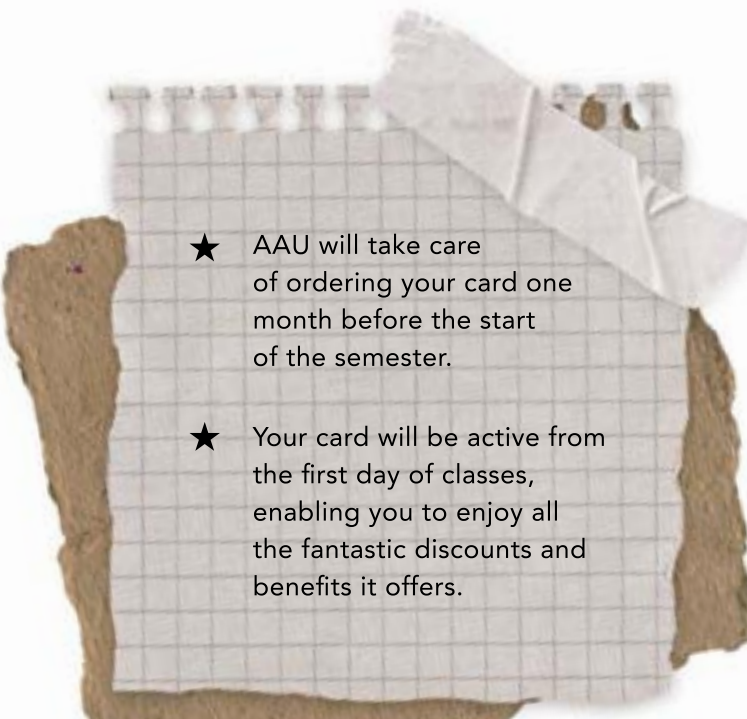
Follow and reach out to [AAU Ambassadors](#) if you want peer advice.

Be sure to participate in webinars and open house events to stay in the loop.

Connect with other new coming students through [Goin'](#).
The access is shared through email by the Admissions Office.



Get discounts

- 
- ★ AAU will take care of ordering your card one month before the start of the semester.
 - ★ Your card will be active from the first day of classes, enabling you to enjoy all the fantastic discounts and benefits it offers.

ISIC

ISIC - International Student Identity Card is a globally recognized student ID offering exclusive discounts and benefits worldwide, making it an essential companion for students.





Lítačka

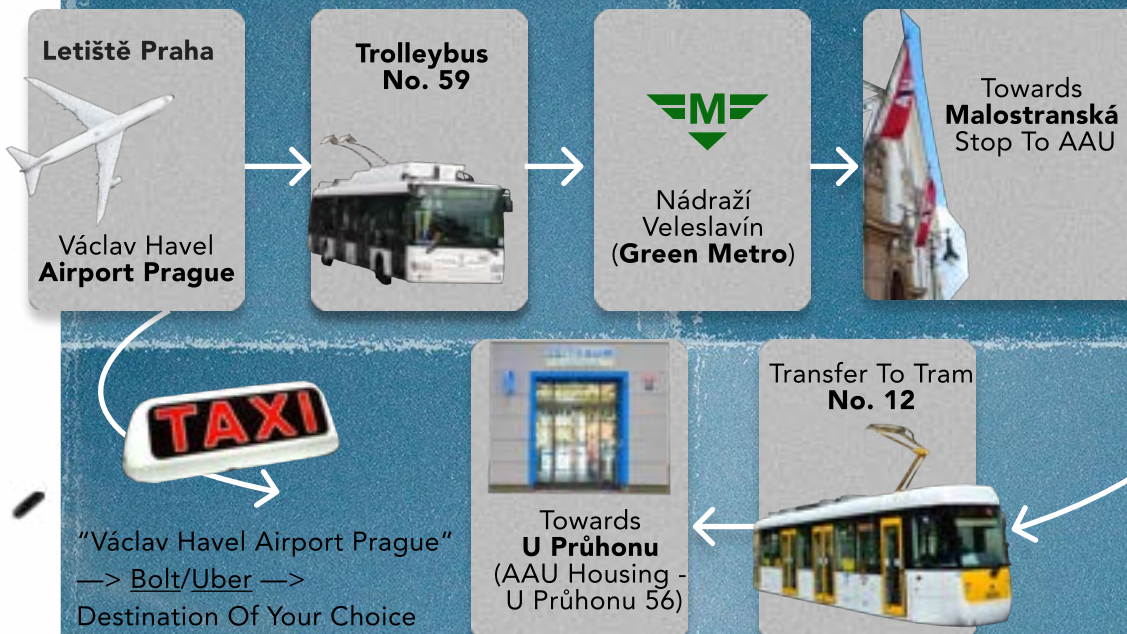
Lítačka - your go-to mobile tool for purchasing and managing single tickets (30 minutes or more) or long-term passes for Prague's public transportation. The long-term pass is recommended as it is more budget-friendly and convenient.



- ★ Download the PIDLítačka app to your phone [here](#)
- ★ Set up your account and enter your ISIC card in the app to apply student discounts
- ★ Purchase the ticket or pass within the app
- ★ Once your ticket or pass is active, simply show it to transport inspectors if needed during your journey.

Get from the airport

FROM THE AIRPORT TO THE CITY CENTER



Pro tip: avoid regular taxis waiting in front of the airport as they have higher rates and can be costly.

Get around Prague or Czechia

Discover the ease of Prague's metro, operating daily from **4:36 AM** until midnight, with three lines to choose from: the green Line A, yellow Line B, and red Line C. AAU is conveniently situated at the **Malostranská stop on Line A**.

green LINE A
yellow LINE B
red LINE C

metro:

Check out the metro lines map below for easy navigation:





tram:

With **24/7** service, trams run throughout the city center, including night operations from midnight to **4:30 AM**. Conveniently, all night trams stop at the central Lazarská stop, ensuring a safe journey back to your accommodation.

tickets:

You can buy a single ticket (30 minutes or more) or long-term passes with **PID Lítačka app**. Paper tickets can be purchased in ticket machines at public transport stations.



city bus:

Buses operate all over Prague, covering areas beyond tram and metro reach. Daytime buses run **from 4:30 AM to midnight**, while night buses operate from midnight to 4:30 AM at intervals of 30 to 60 minutes.

other:

It is also possible to get around Prague and the whole country using trains (**České dráhy**, **RegioJet**, and **Leo Express**) or long-distance buses (**RegioJet** and **Flixbus**), but you should always check their fares as they might not accept regular public-transport tickets or your **Lítačka**.

As an AAU student you are eligible for significant discounts thanks to your **ISIC card**! Complete fare information for transportation in Prague can be viewed [here](#).

pro tips:

You can also buy your ticket with a card directly on a tram or before going down to the metro station (not possible on trains, metros or buses); be sure to activate the ticket. Ticketing rules for night travel remain consistent with daytime. For domestic travel we recommend using the [IDOS website](#) or app for [Androids](#) or [iOS](#).



Our current students have put together this packing list to help you get ready for your academic journey. Start early and check off items as you pack to avoid stress at the last minute.

PACKING LIST



- ☐ Passport, Visa, and Important Documents for travel
- ☐ Verified Copies of your Diploma and Transcript + documents needed for recognition

- ☐ Medication (check with AAU Insurance agent if you can bring it!)
- ☐ Prescription Glasses
- ☐ Some Cash (Czech Crowns)

- ☐ Seasonal Clothing and Shoes
- ☐ Formal Attire
- ☐ Raincoat/Umbrella
- ☐ Laptop/Tablet, Phone and Chargers



- ☐ Universal Power Adapter
- ☐ Toothbrush, Toothpaste, and Dental Supplies
- ☐ Towel and Washcloth (not provided by AAU Student Housing)

- ☐ Things you can get among others in Czechia: toiletries, school supplies, phone plan and SIM card, basic medical supplies, clothing for other seasons, towels and washcloths, kitchen and bathroom supplies and home essentials.



- ☐ Travel size Shampoo, Conditioner, Shower Gel and Deodorant.



- ☐ What you will receive from AAU Student Housing: bed with mattress, pillow and duvet, set of bed linen, bedside table, desk, chair, desk lamp, trash bin, wardrobe, hangers, plate, bowl, glass, mug, cutlery, cooking utensils, pan, pot with lid and kitchen towel.





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SERVICES AT AAU

AAU offers an array of services and opportunities to ensure your comfort, growth, and engagement throughout your studies. Get involved and make the most of your AAU experience!





AAU SERVICES

Exchange Programs: Use the amazing opportunity to broaden your horizons and earn credit toward your degree through our numerous university exchange and Erasmus programs scattered around the globe.

New Student Mentor program: Connect with experienced student volunteers for guidance and support.

Academic Tutoring Center: Get free tutoring help from fellow students with academic writing, citations, math or economics.

Career Center: Create your professional network, learn more about your internship and job opportunities, and receive personalized assistance from the Career Centre with your CV or LinkedIn profile.

Psychological Counseling: Benefit from free counseling sessions for emotional prosperity.

Library: Access English publications and borrow textbooks for classes, all for free.

Printing Center: Use printers with Study Assistants available for technical help.

Registrar: Find assistance with documents, recognition, visas, and more once you start your classes.

Academic Accommodations & Support: Ensure equal access to education for all students.

Student Complaints: Share your concerns with us. Your concerns matter.





STUDENT ENGAGEMENT

Sound Bricks Student Radio:

Tune in to a student-run 24-hour radio broadcast.

Student Clubs:

Explore a wide variety of popular clubs at AAU, from Rock Climbing to Business and Finance, for engaging experiences and connections. Funding comes from the Student Council and club members' efforts.

Art Exhibitions:

Experience diverse art exhibitions throughout the year, showcasing various artists.

On Campus Work:

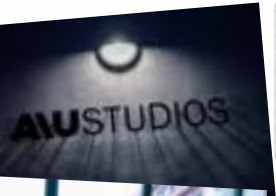
Explore part-time job opportunities within the university, such as at the campus cafe or reception.

Student Council:

Run for Student Council to be involved in university decisions and represent the student body. All are encouraged to apply and win your colleagues' votes!

Lennon Wall Magazine:

Engage in student-run journalism covering campus and contemporary issues. Both online and in printed form.



BEING AN AAU STUDENT



BE ON TOP OF YOUR STUDIES

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- Use the "**Current Students**" section on the web to access resources easily
- Plan ahead with our Academic Calendar

- Know the times of your classes - once you have your **AAU email**, check out your timetable [here](#)

- Get familiar with **MyLearning**
- Learn outside of class by attending various **AAU events**
- Follow AAU and Student Council on social media to stay updated!

@aaustudentcouncil



Visit popular study destinations:

- ★ **National Library**, a historical and calm library located just one bridge away!
- ★ **Cafedu**, a 24-hour study café near the Muzeum metro station
- ★ **National Library of Technology** at ČVUT campus in Dejvice



Zeitraum Housing Guide



STUDENT HOUSING



- ✖ Enjoy the convenience of **AAU Housing**, located 20 minutes away from campus.
- ✖ Choose from single or double rooms and reserve for a semester or two.
- ✖ Recommended for all degree-seeking students, especially during the first semester, as accommodation confirmation is necessary for your legal stay in Czechia.
- ✖ If you opt for a private apartment, be cautious of sketchy offers and carefully review your contract before signing! We recommend getting separate housing only once you are in Prague personally.



Get Organized: Stay on top of things and never miss any deadlines

Discover Your Learning Style: Find the study methods that work best for you

Be Present and Participate: Engage in classes to save time studying later.

Stay Connected: Keep in touch with your loved ones, near or far.

Keep Absences in Check: Don't forget to keep track of your absences!
You're allowed to miss a max of $\frac{1}{3}$ of your classes.

Balance is Key: Take time for yourself and your personal life.

Embrace Exchange Opportunities: Consider going for an exchange program and immerse yourself in new cultures.

Explore Czechia and Europe: Travel and explore the new wonders!

Be Mindful of Your Surroundings: Prague is a vibrant city with people, bikers and cars all around.

Most Importantly keep an open mind, seek similarities, and celebrate differences! Our student body is composed of citizens from as many as 80 countries which is an amazing opportunity to grow alongside diverse friends and gain new perspectives from all around the world!

Shop Smart: Avoid touristy areas for shopping and exchange as it can be pricey. Discover hidden gems instead!

VISA & RESIDENCE PERMITS



BEFORE ARRIVING IN PRAGUE

Before you dive into your academic experience, it's essential to navigate the visa application process smoothly. Applying for a visa on time ensures a seamless transition and legal stay in the country. The length of the processing differs from country to country and can take from 3-6 months. In this guide, we'll walk you through the key steps and requirements.

Steps for getting visa/residence permit:

Step 1: Determine the type of visa/residency you have to apply for based on your purpose of stay (Other vs. Study). For students admitted under Czech accreditation, apply for a long-term visa or residency with the purpose of "study". For American accreditation students, select the purpose "other". It is very important not to select the wrong type as it will lead to visa rejection.

Step 2: Gather all necessary documents. The list can be found [here](#) or directly at the government's web [here](#) under Application. In addition, please make sure to read the visa email sent upon your admission to AAU.

Step 3: Get in touch with [your local Czech Embassy/Consulate](#) to learn how to submit your application. The process may differ depending on your location, but in most cases, it involves an in-person appointment at the Czech Embassy/ Consulate in your home country or legal residence. Keep in mind that some countries also accept visa applications by mail. Reach out to [your local Czech Embassy/Consulate](#) for precise instructions on submitting your application.

Step 4: Fill out the application with precision. Attach all necessary documents, pay the relevant fees, and be prepared for a possible interview as part of the process. For professional guidance and assistance, you may want to consider partnering with specialized visa agencies such as [Pexpats](#) and [Foreigners](#). Their expertise can help streamline your application and ensure a smoother visa journey.

Step 5: Allow the authorities time to process your application, which typically takes around 90 days, however, delays are not uncommon. During this period, be prepared for the possibility of being asked to provide additional documents or information to support your application.

Step 6: Congratulations! If your application is approved, you'll need to collect your long-term visa or residency permit from the Embassy/Consulate where you submitted your application. This final step completes the process, allowing you to officially begin your stay in Czechia.

Difference between 'Study' and 'Other' visa:

OTHER	STUDY
Only for students in US accreditation	Only for students in US+CZ accreditation
Work during studies not permitted	Work during studies permitted
Min. 90 days visa processing time	Min. 60 days visa processing time
Unable to participate in <u>Erasmus+ exchanges</u>	Able to participate in <u>Erasmus+ exchanges</u>
Students who have not completed the <u>Diploma Recognition Process</u> need to choose this purpose.	<u>Diploma Recognition Process</u> needs to be completed first.

Difference between Long-term Residency and Long-term Visa:

LONG-TERM RESIDENCY	LONG-TERM VISA
One year+ stay	90+ days up to one year stay
Apply for 1 year or more residency	Apply for 6 months or 1 year visa
Required housing length min. 1 year	Required housing length min. 6 months
A year-long residency can be extended for another year or more	A 6-month visa can be extended for an additional 6 months.
	After that, it is necessary to switch to a long-term residency permit

Please also note that different Embassies or Consulates might prefer one type of permit over another, and we recommend listening to their advice or working with a visa agency.

AFTER ARRIVING IN PRAGUE

Report Your Arrival to the Foreign Police

Once you arrive in Prague, it's time to inform the Czech Foreign Police about your arrival and the place where you'll be staying if your stay **exceeds 30 days**. If you've chosen the Zeitraum Student Housing, you can cross this off your to-do list because your details will be automatically reported to the Foreign Police.

Citizens of the 27 EU member states (plus Norway, Iceland, Liechtenstein, and Switzerland) - You need to report to the Foreign Police within 30 working days of your arrival at: **Olšanská 2176/2, 130 00 Praha 3**. Always make sure to double check with your housing provider/landlord if they have reported you to the foreign police as this will save you the trip!



Non-EU citizens - You must report within three days of your arrival.

Long-term residence permit holders are required to report their arrival and undergo the process of biometric data collection at the Department for Asylum and Migration Policy, Czech Ministry of the Interior (MOI), located at **Hládkov 682/9, Praha 6 – Střešovice**. **At the Ministry, you will need an appointment**. Email ssc@aauni.edu with your preferred date, and they'll gladly help you book the appointment. Just remember to avoid class times or any other unavailability to avoid the difficult re-scheduling process.



Long-term visa holders should report to the Foreign Police at **Olšanská 2176/2, 130 00 Praha 3**.

Always make sure to double check with your housing provider/landlord if they have reported you to the foreign police as this will save you the trip!

Biometric Residence Card

Sooner or later, you will have to get your biometric residence card as all students eventually have to switch to long-term residence permit. To do it, follow these steps:

Book an appointment with help of the Registrar - if you need to extend your residence permit/switch your type of permit, email ssc@aauni.edu with your preferred date, and they'll help you book the appointment. Just remember to **book on time** and avoid days when you are unavailable.

Check application status - Visit the [MOI's website](#) for your application status regularly. Approved applications will have a reference number online. Rejected or suspended applications will receive a registered letter with further details.

Schedule biometric scan - Once approved on MOI's website, book a biometrics scan appointment. Get help from the AAU Registrar or [book here](#).

Get your residence card - During the appointment, provide your biometric data, and in return, you'll be assigned a specific date to collect your residence card, granting you authorization for a long-term stay. Be sure to pick it up within 60 days. Additionally, do not forget to extend your card on time in the future.



Applying for an Extension

If you are a visa-seeking student, you will have to extend your stay. Always make sure to apply before your previous permit expires. Aim for a spot between 30- 90 days prior expiration. You can file your application at the Ministry of the Interior office in person, or with the help of your visa agent. When the time comes, you can always reach out to the Registrar at registrar@aauni.edu for help.

Here's a checklist of the requirements:



- Fill out the application form neatly using block letters and a blue pen.
- Have the passport or acceptable travel document up-to-date and ready.
- Prepare the confirmation of your stay's purpose or confirmation of studies.
- Secure proof of accommodation.
- Bring two photos. You can take them at photo-booths found in metro stations like Muzeum, Můstek, Náměstí Míru, Anděl, Vltavska, Florenc, I.P. Pavlova, and Vyšehrad.
- Provide evidence of sufficient funds to cover your stay in Czechia.
- Don't forget your travel health insurance—safety first!
- Pay for the extension by card.
- On request, you may need to present a criminal record confirmation or a medical report.

Remember, all documents (except the passport) should be no older than 180 days. Also, they must be in Czech or officially translated and notarized.

Reporting Changes

If you live in Czechia it's important to always tell the authorities if anything changes about your residence. This includes things like your last name, marital status, travel documents, or address. It's your legal duty to keep them informed.

Below are the addresses of the offices where you should go based on where you live:

If you live in Prague 1, 3, 6, 7, 8, or 9, go to **Žukovského 888/2.**

If you live in Prague 2, 4, 5, or 10, go to **Cigánkova 1861/2.**

HEALTHCARE



By Czech law, you have to arrange travel and medical insurance with one of the authorized insurance companies in Czechia. It is required that it covers the entire length of your visa and is issued in the Czech language. The insurance benefit must cover at least EUR 400 000 and as a student, you are required to have a comprehensive insurance plan.

Trusted insurance companies include
AXA, Slavia, SV Pojišťovna, Uniqa, and Pojišťovna VZP.



AAU'S INSURANCE AGENT

For all your insurance needs, don't hesitate to reach out to our AAU Insurance Agent, Ms. Michaela Lesnak or check out [this website!](#) She's here to guide you through setting up your insurance plan and will be your go-to support throughout your studies. And guess what? This service is absolutely free for all AAU students!



**MICHAELA
LESNAK**

Contact me at
michaela@helloinsurance.eu;
or via Whatsapp on +420 792 757 833



GENERAL PRACTITIONER

AAU recommends finding a general practitioner for the duration of your stay. To find a doctor visit vzpforforeigners.cz or chat with current students to see if they have one you can register with! For even more choices, try Znamylekar.cz or doktor.cz. These websites are in Czech, but you can conveniently translate them to English in your browser. They allow you to search for doctors based on specialization, location, language, and patient reviews.

In Czechia, you can choose between private or state healthcare. Private doctors offer more flexibility and shorter wait times but might be pricey. Check out online directories like Expats.cz or Prague Medical Institutes for private doctors and clinics.

expats.cz

ZnamyLekar



PragueMedicalInstitute



[VZP for Foreigners](http://VZPforForeigners)

Doktor.cz

WHERE TO GO WHEN YOU'RE FEELING UNDER THE WEATHER

The first choice is always your general practitioner, however, if you do not have one, you can visit the ER at Prague's Public Hospitals. First you need to call your health insurance provider's assistance line. They will guide you through the process and will make sure your paperwork is in order. The assistance line for specific insurance companies are:



AXA	+420 292 292 220 (AXA ASSISTANCE)
PVZP	+420 296 841 333 (AXA ASSISTANCE)
Slavia	+420 255 790 262 (global assistance)
SV Poj.	+420 222 518 100 (global assistance)

IMPORTANT

Always contact your healthcare provider first to avoid paying the full cost at the hospital!



Public Hospitals



General University Hospital In Prague (Všeobecná Fakultní Nemocnice V Praze) Address: U Nemocnice 499/2, 128 08 Prague 2



Thomayer Hospital (Thomayerova Nemocnice)
Address: Vídeňská 800, 140 59 Prague 4



Bulovka Hospital (Fakultní Nemocnice Královské Vinohrady - Bulovka)
Address: Budínova 2, 180 81 Prague 8



Motol University Hospital (Fakultní Nemocnice V Motole)
Address: V Úvalu 84, 150 06 Prague 5 - Have A Department With English-Speaking Staff!



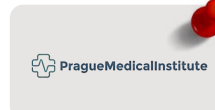
Na Homolce Hospital (Fakultní Nemocnice Na Homolce)
Address: Roentgenova 2/37, 150 30 Prague 5



Private Clinics



Canadian Medical:
Vešslavínská 1, Prague 6



Prague Medical Institute:
Na Poříčí 1075/26, Prague 1



Unicare:
Na Dlouhém Lánu 11, Prague 6



My Clinic: Telehouse Building,
Generála Píky 430/26, Prague 6

Friendly reminder: services and medical departments can vary at each hospital. For the latest info on specialties and appointment procedures, check out their official websites or contact them directly. If you need a hand, AAU insurance agent, Ms. Michaela Le Poidevin, is always here for you!

Prioritize your health. If you're moving to Czechia and taking medications, consult your doctor about availability and legality. Regulations vary across countries.



LIFE IN PRAGUE



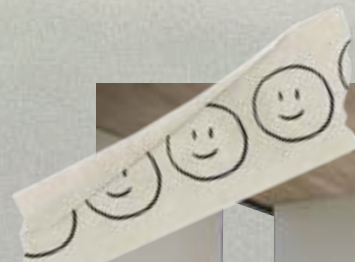
As a newcomer you can indulge in many cultural events, art exhibitions, and live performances that showcase the city's creative spirit. Exploring the hidden gems and cozy cafés are a way to immerse yourself in the local culture. Don't forget to savour the diverse culinary scene, which caters to all tastes and preferences. For leisure, unwind in one of the city's many parks, enjoy nature walks, or take a boat ride. Soon enough you will feel like a local too! Though Czech is the official language in Czechia, do not worry if you do not speak it. Prague is very multicultural and English speaker friendly.



COST OF LIVING

Prague is known for its affordable cost of living, but it's always wise to plan ahead. We recommend creating a monthly budget to ensure your expenses are in check. Wondering how much you'll need? On average, student living costs range from 900 to 1400 USD per month. This includes meals, accommodation, public transport, and entertainment. Prices vary based on your personal lifestyle.

To get a better idea of estimated costs of living in Prague, check out this handy resource **Numbeo**. Take charge of your finances and enjoy your student life to the fullest in this great city!



PRAGUE ESSENTIALS

Navigate your way with ease around Prague using these useful online resources for expats that are here to guide you:

expats.cz

Expats.cz - A handy website for apartment hunting, job searching, staying updated on news, and finding general information about Prague and the Czech Republic.

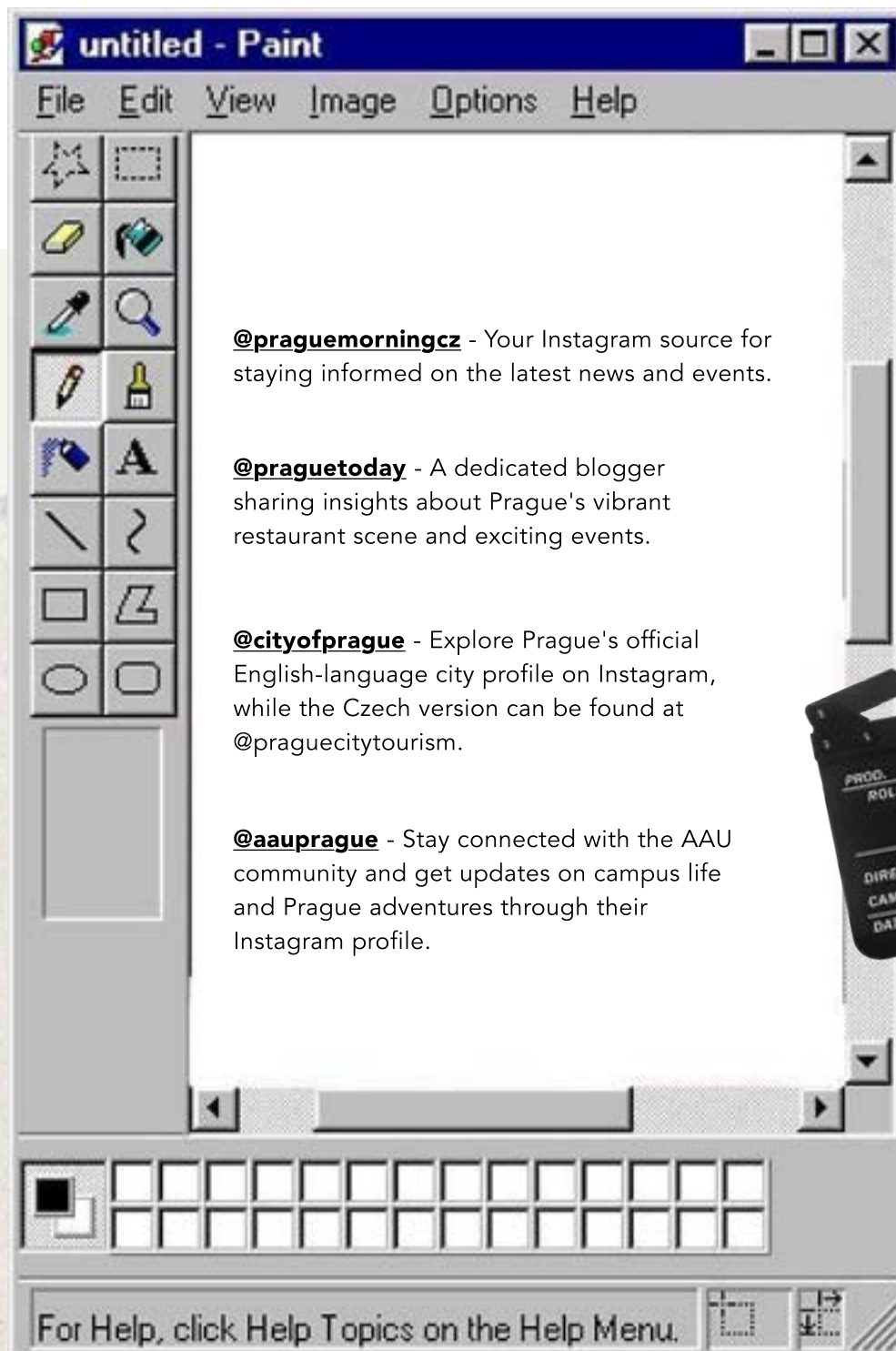
EXPATS IN PRAGUE Facebook Group - A gathering of Prague residents seeking assistance and sharing insights on various subjects for English speakers.

prague morning

Prague Morning - An online platform dedicated to delivering news tailored for English speakers in and around Prague, ensuring you're well-informed about the city's happenings.

Honest Guide - Your YouTube companion in Prague, led by Janek and Honza. Unveiling local secrets and travel tips, they ensure you explore the city like a pro, steering clear of tourist scams and discovering authentic experiences.

Prague on Social Media



Naturally, the ultimate route to discovering is alongside friends! Connect at AAU or in Prague and start uncovering the magic of Prague together.

Where to Shop

Supermarkets and Department Stores: Tesco, Lidl, Kaufland, Albert, Billa, Globus, Penny. Collect points on their phone apps and get many discounts and special offers!

Online Stores with Home Delivery: Košík and Rohlík

Toiletries and Personal Care: available in the supermarkets or specifically in DM, Rossmann, Teta, Douglas and Sephora.

Pharmacies: Dr. Max and BENU Lékárna are most popular!

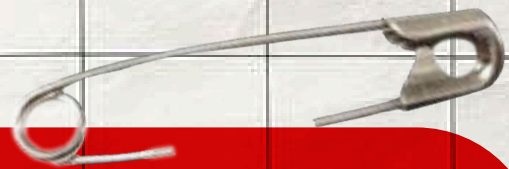
School Supplies: find them in supermarkets or stores called "Papírnictví" (Stationery Shops)

Shopping Centers: Palladium, Arkády Pankrác, OC Nový Smíchov, Westfield Chodov, OC Letňany, Metropole Zličín, Fashion Arena, Prague Outlet, Galerie Harfa, Centrum Černý Most, OC Fénix.

Furniture & Home: IKEA, Sconto, JYSK, xxxLutz, Möbelix and many others!

Sport and outdoor equipment: Decathlon, Intersport, Sportissimo or Husky.

Before setting out on your shopping excursion, don't forget to confirm store locations and operating hours, as they may vary. All shops are easily accessible by foot or public transport. Many offer online shopping and benefit cards, ensuring you unlock discounts and seamless convenience so do not forget to use them!

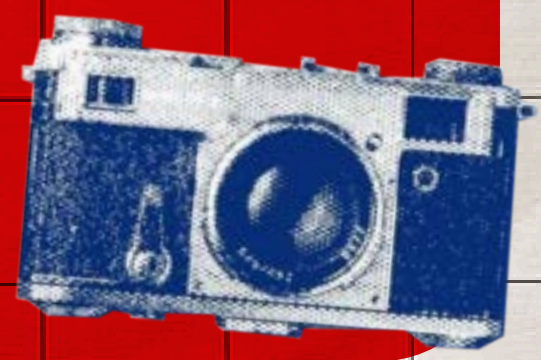


ON CAMPUS EMERGENCIES

!?



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Who Can You Go to in Case of on Campus Emergency



Jeta Sahatqija

Vice President for Student Affairs
jeta.sahatqija@aauni.edu



Academic matters
Dean of your School of Study



George Hays, Ph.D.

International Relations
and Diplomacy
george.hays@aauni.edu



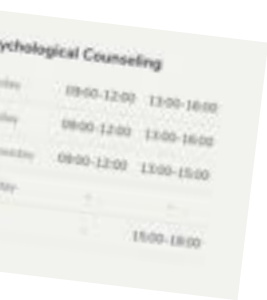
Jiří Schwarz, PhD

Business
j.schwarz.sba@aauni.edu



Karen Grunow-Hårsta, Ph.D.

Arts, Humanities, and
Social Sciences
karen.grunow@aauni.edu



psychological counselor

Additional support: Psychological Counseling; counseling@aauni.edu



SU LUO

Psychological Counselor

su.luo@aauni.edu



VIKTORIJA YUFEST

Psychotherapist and
adjunct counselor

vityou777@gmail.com



PETRA NARWA, MGR.

Psychological Counselor

petra.narwa@aauni.edu



Reception: in case of lost items, connecting with
other staff, help with direction, help in the
classroom or similar
info@aauni.edu or +420 257 530 202



For the complete list of where to go when you need help including emergencies, discrimination or harassment matters, please check the **Student Handbook**.



Medical assistance at AAU is just around the corner if you ever need it. Each floor is equipped with a first aid kit, and our first aid trained staff's offices are easy to spot with green crosses. For any minor medical issues, head over to the reception area – it's your go-to place for quick help. If there's ever a more serious medical situation, we will call for an ambulance right away.

Pro tip: If you're taking any medication or have a health condition we should be aware of, just let the Dean's Office and the VP for Student Affairs know. We want to make sure your time here is the best it can be, so we're more than happy to make special adjustments for you or be mindful of any health risks.

**IN CASE OF EMERGENCY
BREAK THE GLASS**



EMERGENCIES IN CZECHIA



Understanding whom to contact in emergencies can be crucial. In case of emergency, remember these key numbers:



112 The General Emergency Line

(tip to remember: 1+1=2)

In the EU, including Prague, 112 is the go-to general emergency line, much like 911 in the US. It's the number to call for significant emergencies, especially if you don't speak Czech, as operators are fluent in English. Whether you need urgent assistance from the police, fire department, or any other emergency services, 112 will connect you with them.

You can also reach out to specific numbers at:

150 The Firefighters



155 The Ambulance



158 The Police



In Czechia, these services are part of public services, therefore, the costs are covered by the government or your pre-paid health insurance. With that in mind, if an emergency occurs, please do not hesitate to reach out to 112 or one of specific numbers.



LOST/STOLEN PROPERTY

Navigating emergency and property loss procedures in a new country can be daunting. Here are essential steps to follow if you encounter such situations in Czechia:

Stolen property: report the loss to any police station. Our recommendation is the police station at Vlašská 3 as they have English-speaking staff and are open 24/7.

Lost/stolen credit card: call your bank immediately to block it and order a new one. Many banks give the option to block the card from your internet banking apps.

Lost/stolen passport: apart from the police you should contact your Embassy/Consulate in Prague.

Lost/stolen residence permit: If your residence card is lost, stolen, damaged, or has a dysfunctional biometric data carrier, promptly report to the Malá Strana police station at Vlašská 3, within 3 days. If the incident occurs abroad, inform the nearest Czech embassy. Similarly, you are obliged to announce the finding or acquisition of a residence card that you previously declared lost or stolen. When reporting the loss of a residence card, an MOI worker is to provide you with a paper confirmation that the loss has been reported. To get a new residence card, provide the required documents, and visit the relevant office for biometric verification and card collection. Remember to pay an administrative fee of 4,000 CZK.



AAU's INTERNAL RULES

We want you to have an amazing experience at AAU! That's why it's crucial for you to be familiar with our rules, regulations/policies, and standards outlined in the Academic Codex. Understanding and following these principles will help you thrive and make the most of your time here. Be sure to review the guidelines thoroughly to get a full understanding of how things work at AAU! Rest assured, you can always refer back to them during the semester for any necessary information, making it super useful to know where to find them.



Students' Conduct Codes

The Study and Examination Code: regulates everything regarding your rights and duties as a student.

The Code of Conduct and The Code on Discipline for Students: are all about setting the rules for how to behave, the core values we follow at AAU, and some general guidelines. It also explains what happens if someone breaks the rules and the consequences they may face.

The Scholarship Code: explains the rules for student scholarships.

The Financial Code: defines fees and tuition.



Policies Concerning Students



Policy on Relationships, Disputes and Sexual Harassment: outlines rules and expectations regarding relationships and outlines disciplinary procedures and penalties related to this area



Admissions Policy: is all about how students can get into the school. It outlines the criteria and requirements students must meet to be accepted and become a part of our community.



Scholarship Policy: covers how you can earn scholarships and the rules you need to follow to qualify for them.



Financial Policy: deals with how financial matters are handled within AAU. It covers payment methods, deadlines, and any other financial arrangements you may need to make during your time here.



Recognition Policy: explains what are necessary steps to be fully admitted to both our Czech and American accreditation.



Other Policies: Communication Policy, Thesis Policy, Student Council Policy, Campus Policy, Library Policy, etc.



When it comes to all of our policies, we've got you covered! Just head over to [AAUNET](#), where you can easily find all the info you need. Staying informed is the key!



CZECH CULTURE



THIS SIDE FOR THE ADDRESS



Czech Etiquette



Familiarize yourself with Czech etiquette. The Czechs value their customs and traditions, so a little knowledge of their cultural norms can go a long way in creating positive and meaningful interactions. From greetings and table manners to social interactions, understanding Czech etiquette will help you navigate daily life with ease and respect



Greetings: Entering/leaving a store or a restaurant with a greeting accompanied with a smile or a nod is considered a standard.

Small talk is uncommon: In Czechia, asking someone how they are may get you a full sentence reply. Saying **"hi"** is enough!

Personal space: Czechs are warm-hearted people once you get to know them. However, it's worth noting that not everyone is a fan of hugs or other forms of friendly affection.

Public transport courtesy: Step aside to let others off and offer seating to the elderly, pregnant women, and those in need. Taking your backpack off will leave more space for your fellow passengers!

Space on escalators: Stand on the right side of escalators to let others walk through on the left.

Tipping and paying: Tipping at restaurants is common, so round up the bill to a nicer number. Tipping around **10%** is common. Paying separately? Head to the cash register and they can split the bill, including the tip.

Visits: When visiting someone's home, consider bringing a bottle of wine or flowers – always appreciated! In Czech homes, remove your shoes upon entering, and your host may offer comfy slippers.

Master Some Common Czech Phrases

English Word	Czech Word	Pronunciation
Hello (formal)	Dobrý den	(dobree den)
Hello (informal)	Ahoj/Čau	(Ahoi, Chao)
Good morning	Dobré ráno	(dobreh rahno)
Good evening	Dobrý večer	(dobree vecher)
Good night	Dobrou noc	(dobrow nots)
Goodbye	Na shledanou	(naskhledanow)
Please	Prosím	(proseem)
Thank You	Děkuji	(dyekuyi)
Excuse me	Promiňte	(prominteh)
Yes	Ano	(ano)
No	Ne	(neh)
Do you speak English?	Mluvíte anglicky?	(mluveete anglitsky?)
I don't understand	Nerozumím	(nerozumeem)
Bathroom	Toaleta/Záchod	(toaleta, zaahkod)
How much does it cost?	Kolik to stojí	(kolik to stoyee)
Cheers! (when drinking)	Na zdraví!	(Na zdravee)



Can I pay, please? = Můžu zaplatit, prosím?
(muju zaplatit proseem)



Interest in learning more Czech?

AAU offers Czech classes that you can take as part of your degree!
Consult your Dean's Office for more information.



AAU served a pivotal role in my development from undergraduate student to finance professional. [It] allowed me to unlock my full potential, secure an offer at an Ivy League MBA program, and transition into a career as an investment banker at a prestigious firm in Chicago. Few undergraduate experiences provide the unmatched exposure to diversity of perspectives...that I encountered during my three years in Prague.

*Jean Kallenburg
USA, BA in Business
Administration, 2023*

AAU Student Ambassadors
(@aau.ambassadors)