



Palacký University
Olomouc

We are happy to
you in our

WELCOME
OFFICE



Palacký University
Olomouc

A place to:

**Meet
&
Bond**

**Recieve
comprehensive
guidelines,
applications, and
associated
documents.**

**Access
Information
Resources
(Physically or
Virtually)**

**Enhance
Communication
and Language
Proficiency**

**Engage
and
Socialize
(Activites, Events)**

**Foster
Cross-cultural
Competences**

**Become
integral part of
Palacký
University
(direct access to
UP events &
news)**



Palacký University
Olomouc



Mgr. Alena Vyskočilová, DiS
Head Manager of Welcome Office



Mgr. Pavel Flekač
*Communication with Students
Administrative Support Assistance*



Mgr. Jan Brzobohatý
*Communication with Students
Presentation of History and Culture
Olomouc Coordination*



Bc. Jan Orság
*Communication with Students
Translation and Text Interpretation*



Viktor Slávik
*WO Public Relations Coordinator
Instagram, Facebook, LinkedIn*



Aim of Support

Undergraduate Students
Bachelor's Degrees

Graduate Students
Master's Degrees
Ph.D. Programmes

Academic Workers and Guests



Welcome Office



Palacký University
Olomouc

Welcome Office and Faculties

Faculty of Arts



Faculty of Law



Faculty of Science



Faculty of Health Sciences



Faculty of Education



Faculty of Physical Culture



Faculty of Medicine and Dentistry



Sts Cyril and Methodius
Faculty of Theology





Academic life

General Study and Accommodation Information


- Identification **cards** (creating an account, signing up)
- **Library** orientation (book reservation/searching system, library events)
- University **canteens** system (ordering food, pathways to canteens)
- **Faculties** and other university **facilities** (signing up for lectures, **STudy-AGenda** orientation, sport facilities)



Personal life

Information concerning living in Olomouc

- **Support** with the **application** (Department of Asylum and Migration Politics)
- **Medical care** and **well-being** (instructions and process guidelines)
- **City** and downtown **orientation**
- **Travel** to Olomouc and orientation in public **transportation** (DPMO)
- **Banking** systems and accounts (assistance with account creation)
- **Insurance**, medical care and other **therapies**
- **Other facilities arrangements**













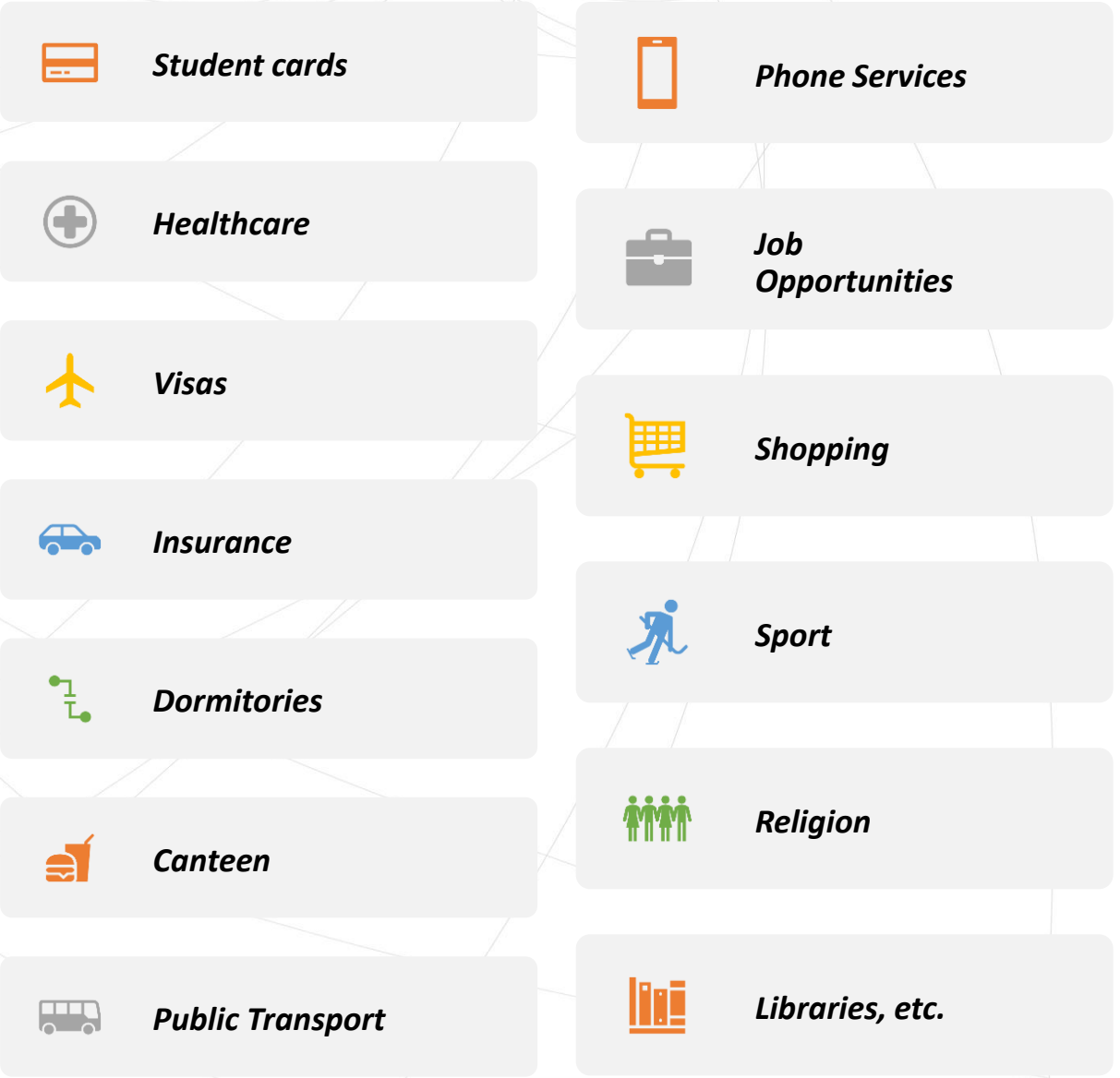
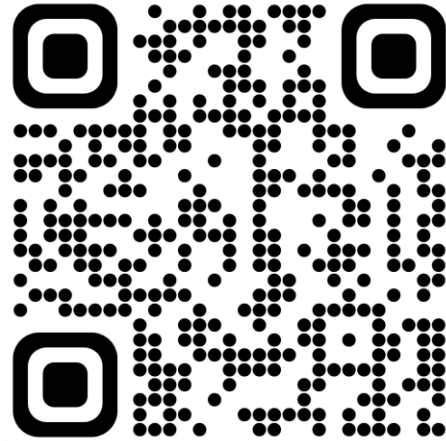
Palacký University Olomouc - Welcome Office

Guided Tour of Olomouc

 IT services	 Getting around
 Leisure time	 UP Employees

Begin your Palacký University journey with confidence! Our **Welcome Office** is your **all-in-one support centre** for **students, postgraduates, and guests**. We're here to guide your every step of the way and make your stay enjoyable.

- We're your **one-stop centre** for **support** and **info**.
- Got questions? We've got **answers** and **guidance**.
- We'll connect you to the **right experts**.
- Schedule appointments** with ease.
- Reach us anytime! 





Palacký University
Olomouc



Welcome to Well-Being

A Journey To Your Mental Harmony





Palacký University
Olomouc [Link](#)

Welcome to Well-being

A Journey to your Mental Harmony



presentations and workshops for international students



Palacký University
Olomouc

UP Digital Realm
Palacký Integral Systems and Webpages



Palacký University
Olomouc

<https://www.upol.cz/en/students/>

Palacký University Olomouc

Students

Employees

Alumni

Doctoral SPace

Contacts



CZ



Students

Faculties

Facilities

Degree Students

Exchange Students

Guide



Learn Czech!
choose from
our language courses



Portál
STAG
Applications



IT services



Library



10
September

Street Art Palacký
9. 9. – 19. 9. 2023



Palacký University
Olomouc

STudent AGenda System

Palacký University Olomouc

Students Employees Alumni Contacts CZ

Students

Faculties Facilities Degree Students Exchange Students Guide

Learn Czech!
Choose from our language courses

Portál STAG Applications

IT services

Library

19 August International Summer school in Refugee law and Rights 19. 08. – 28. 8.

04 September Ecology 2019 4. 09. – 6. 9.

Calendar of Events

Students of the international study programme GLODEP graduated
3. 7. 2019

Students from all over the world studying Czech in summer
6. 6. 2019

UP plans international alliance with four universities
27. 3. 2019

- Access your **study records**
- Check your **schedule**
- Register for **examinations**
- Register for a **study groups**
- Register for elective and **optional subjects**
- Dormitory and canteen



Palacký University
Olomouc

Palacký University E-mail

When to use it?



Academic
workers
(educators)

Student Affairs
Officers

UP Integral
Departments
(Welcome Off.)

Administrative
Support
Officers (MOI)

frantisek.palacky01@upol.cz



Palacký University
Olomouc



Enter canteen catering system

Borrow books in libraries

Copy and print

Access building or lecture
rooms



Palacký University
Olomouc

Mastering Residency
*Navigating the Path to Success Through
Documentation*

VIZUM

00768

Visa number

PLATI PRO
VALABLE POUR
VALID FOR

CZ

Validity period

OD
DU
FROM

09-02-17

DO
AU
UNTIL

30-06-17

TYP VÍZA
TYPE DE VISA
TYPE OF VISA

D

POČET VSTUPŮ
NOMBRE D'ENTRÉES
NUMBER OF ENTRIES

MULT

DĚLKA PŮBYTU
DURÉE DE SEJOUR
DURATION OF STAY

142

DNI
JOURS
DAYS

Visa type

Number of entries

MÍSTO VYDÁNÍ
DELIVRE A
ISSUED IN

ASTANA

DNE
LE
ON

31-01-17

ČÍSLO PASU
NUMERO DE PASSEPORT
NUMBER OF PASSPORT

Duration of stay

PRÍJMENÍ, JMÉNO
NOM, PRÉNOM
SURNAME, NAME

POZNÁMKY
REMARKS

D/VC/

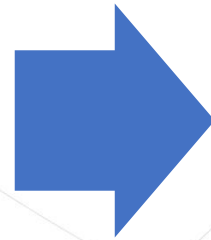
Visa code





What is the difference?

Long-term visa
*for the purpose of
studying*



**Long-term
residence permit**
*for the purpose of
studying*

Issued for multiple entries for a maximum one year.

Issued for stays longer than one year.

Issuance of a single entry visa.



Palacký University
Olomouc

Always contact
Welcome Office for
support regarding
communication with
Ministry of Interior.





MINISTRY OF INTERIOR

Department for Asylum and Migration Policy

Handles visa, residence applications,
biometric scanning proceedings

tr. Kosmonautů 989/8, 779 00 Olomouc



FOREIGN POLICE

Handles **arrival registrations** to the Czech Republic.
Keeps track of your stay.

Smetanova 14, Olomouc



Palacký University
Olomouc

Department for Asylum and Migration Policy

Address	tř. Kosmonautů 989/8, 779 00 Olomouc
Office Hours	Monday and Wednesday: 8 a.m. to 5 p.m. Tuesday and Thursday: 8 a.m. to 12 p.m. Friday: Upon the Invitation
Telephone	+420 974 801 801
E-mail	pobyty.olomouc@mvcrcz



Palacký University
Olomouc

Foreign Police

Address	Smetanova 14, 779 00 Olomouc
Office Hours	Monday and Wednesday: 8 AM to 5 PM
Telephone	+420 974 761 829
E-mail	krpm.ocp.sekretariat@pcr.cz



Palacký University
Olomouc

UPON ARRIVAL

What to do?

If you don't live at the dormitory – register at the **Foreign Police** within **3 days** after your arrival.

If you have **D-VR visa** please contact **WELCOME OFFICE** via e-mail immediately.

Welcome Office is the main contact point for **MOI**.





UPON ARRIVAL **D/VR** VISA HOLDERS

What to do?

Here's how to report the arrival to the Welcome Office:

- Send an email to welcome@upol.cz.
- Use "**First entry in CZE**" as the subject of the e-mail.
- Make sure to include your **given** and **family names**, **date of birth**, **nationality**, **faculty**, and **the date of your arrival** in the Czech Republic.
- WO arrange your appointment for biometric scanning, and then **you can complete** your long-term residence permit **procedure**.



Palacký University
Olomouc

Extension of Residency

No earlier than 90 days before the expiry date.

Extension long-term visa x long-term residence permit *(in person X mail)*

WO can help you **double-check** and complete your documents.



An extension has to be **registered** via **MOI frs.gov portal** through students' IDs

Once your **application is approved**, please **wait for the biometric scanning**. MOI regularly sends us appointment notifications, and **we will inform you accordingly**.

Compulsory documents for the Extension/Transfer*

Application Form	Travel Document	Enrolment in Education (confirmation)	Proof of Accommodation
1 photograph	Comprehensive Medical Insurance	Proof of Funds	Fee Payment

***Transfer** from long-term visa to long-term residence permit – **ALWAYS in person!**



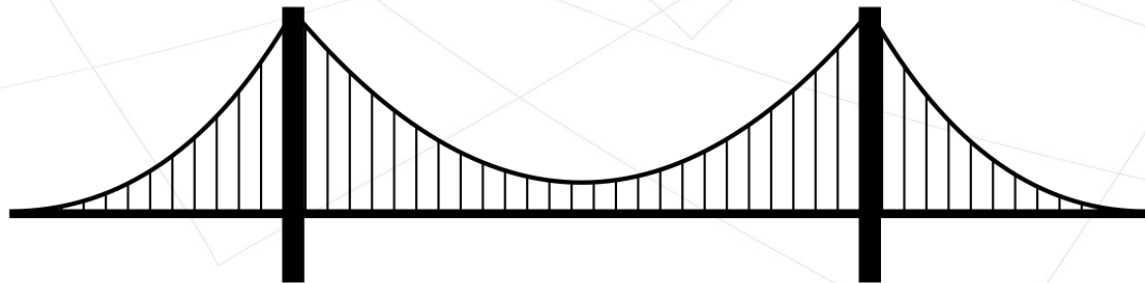
Bridging Label (Visa)

WHAT IS A BRIDGING LABEL?

- It's a visa sticker in your passport just like a real visa. It can be used for traveling inside the Schengen area.

WHEN CAN YOU GET IT?

- The bridging Visa works exactly like a bridge, meaning that it allows your stay inside the Czech Republic in the time between the end term of a legal stay and the beginning of another one.

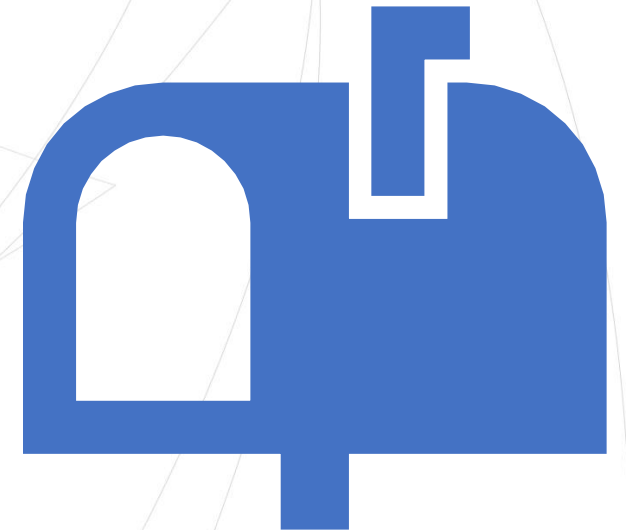




Application procedure takes time

Check your mailbox!

- MOI communicates via **mail** (letters), in **Czech** language.
- If you don't understand, don't hesitate to ask (Welcome Office).
- **Do not ignore** such mails!



Free time tips

Events in Olomouc

1.9.2024 - 15.9.2024



Welcome Office
Palacký University Olomouc


Orientation Days

Core Information For Your Stay At Palacký University



Welcome Office
Palacký University Olomouc

Employee Volunteering Day For UP Staff




Welcome Office
Palacký University Olomouc

New Digital Revalidation for ISIC/ITIC Cards!



Welcome Office
Palacký University Olomouc


Your Guide to Moving into UP Dormitories 2024/25!



Accommodation and dining

Welcome Office
Palacký University Olomouc

New Educational Opportunity for Olomouc's International Families: Maple Bear School



Welcome Office
Palacký University Olomouc

A day in life of Derek Chu



#WelcomeOffice ambassador

General Medicine
3rd year
Taiwan

Welcome Office
Palacký University Olomouc

Faculty of Medicine and Dentistry

My Story Derek Chu



#WelcomeOffice ambassador

General Medicine
3rd year
Taiwan

Welcome Office
Palacký University Olomouc

Faculty of Medicine and Dentistry

Meet Derek Chu

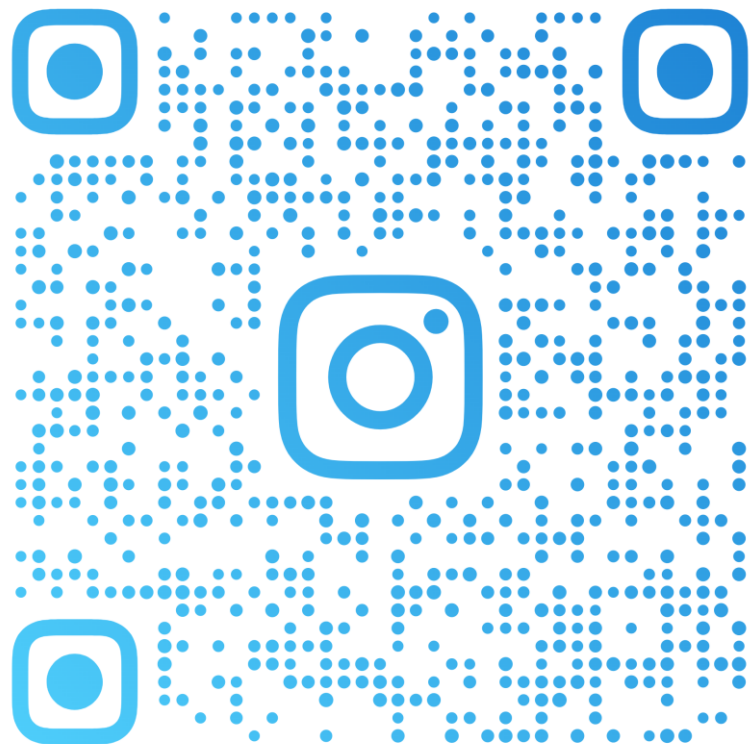


#WelcomeOffice ambassador

General Medicine
3rd year
Taiwan

Welcome Office
Palacký University Olomouc

Faculty of Medicine and Dentistry



UP_WELCOME_OFFICE



Palacký University
Olomouc



Derek Chu

Ambassador Programme

Hello! My name is Derek Chu and I'm currently in my third year of the General Medicine program at Palacký University. I'm thrilled to be the Welcome Office ambassador, sharing my incredible experiences at UP. As a freshman, I vividly remember feeling a mix of excitement and apprehension in this completely new environment. However, after two years of immersing myself in this wonderful place, I have grown familiar with its intricacies and now I'm eager to extend a helping hand to anyone facing challenges while studying. If you ever encounter any difficulties at the university, don't hesitate to reach out to me. I'm here to assist you every step of the way!



Faculty of Medicine
and Dentistry



The top 3 must-visit places by my choice:

1. CoffeeCat

2. Maida Olomouc

3. Čech Park

Ask Derek!

Your e-mail*

Your question*

Submit



Palacký University
Olomouc



Lake Poděbrady

783 35 Horka nad Moravou

A popular spot for its natural setting and recreational activities. Enjoy swimming in the lake, playing beach volleyball, or having a picnic by the water. It's an ideal destination for those who love the outdoors and want a refreshing escape.

.....



Handy Tricks for Studying



List of Monthly Events



Entertainment Tips



Important Notifications



University Guidelines



Recommendations



Student and Campus Life



Palacký University
Olomouc



LinkedIn ®

UP Welcome Office

facebook

Welcome Office Palacký University



Instagram

up_welcome_office



Palacký University
Olomouc

We are here for you!

Vodární 601/6

welcome@upol.cz

+420 585 631 245

Thank you for Your Attention.

Your Welcome Office Team

