CGIS: Undergraduate Program in Central European Studies at Charles University in Prague, Czech Republic

Fall 2017, Winter 2018, or Academic Year 2017-18

Student Program Supplement

University of Michigan
Center for Global and Intercultural Study (CGIS)
# TABLE OF CONTENTS

## PROGRAM OVERVIEW
- Important Arrival and Departure Information .......................................................... 1
- Housing ......................................................................................................................... 2
- Hotel Prokopka ............................................................................................................ 2

## BEFORE YOU GO: TRAVEL, MONEY, AND VISAS ...................................................... 2
- Travel to Prague ........................................................................................................... 2
- Visa ............................................................................................................................... 2
- Contact and Visiting information for American citizens ................................................ 3
- American Citizen Services .......................................................................................... 3

## HEALTH ISSUES .......................................................................................................... 4

## FEES AND BILLING ..................................................................................................... 4

## WHO TAKES CARE OF WHAT .................................................................................... 4

## A FINAL WORD ........................................................................................................... 4

## CONTACT INFORMATION ......................................................................................... 5
- Undergraduate Program in Central European Studies .................................................. 5
- University of Michigan .................................................................................................. 5
- Emergency .................................................................................................................... 5
Congratulations on your participation in the University of Michigan’s program at the Undergraduate Program in Central European Study (UPCES), Charles University, Prague, Czech Republic. This information explains how the program will work for you as a U-M student and should be read in conjunction with UPCES’s academic handbook and pre-departure information, given to you by UPCES upon your admittance into the program.

PROGRAM OVERVIEW

As a U-M student in Prague, you will take courses organized specifically for the Undergraduate Program in Central European Studies (UPCES.) Classes are made up of American, Czech and other European students. The European segment comes from both students of Charles University and other European Erasmus students studying abroad in Prague. This integration guarantees students take their courses in an international, multicultural environment.

More detailed information on courses, program dates, arrival and on-site orientation is available at the UPCES website: http://upces.cerge-ei.cz/

When you arrive at UPCES, you will need to enroll in classes there and you will earn 16 credits total. Information about UPCES classes (including course syllabi) can be found at: http://upces.cerge-ei.cz/current-students/courses. At UPCES, U-M students are required to take five classes. The Czech language class is mandatory and grants four credits. The remaining 4 classes, chosen from the core and general curriculum, carry three credits each.

At the same term you are participating in classes in the Czech Republic, you will be registered at U-M as a full time student. Please register for STDABRD 332 (15 credits) for the term you are abroad. CGIS will automatically receive a transcript for each U-M student upon completion of your coursework there and then we will update your transcript with the correct number of credits that you earned on the program.

Please note that it generally takes at least 2 months from the completion of your program until we receive your transcript from UPCES. Then at least one more month is required for CGIS to process your transcript and get the credits/grades to appear on U-M transcripts.

Grades and credits will be taken directly from your UPCES transcript without conversion.

LSA students will earn in-residence credit for your work in the program. The grades you received for your classes will appear on your U-M transcript and the grades will be calculated into your U-M cumulative GPA.

Non-LSA students must check with their college or school to determine its policy on CGIS credits, grades, and if these grades will be calculated into your cumulative U-M GPA.

IMPORTANT ARRIVAL AND DEPARTURE INFORMATION

At the beginning of each semester, UPCES organizes an orientation for newly arrived students. The UPCES orientation is mandatory and all students must attend. Here is a link to the UPCES website where you can find important dates for arrival, orientation, holidays, trips, exam schedules and other events: http://upces.cerge-ei.cz/calendar/up-next

Among other things, the orientation will explain UPCES academic policies, services offered, and other useful information. It is also a good time to meet fellow international students. IMPORTANT: Do not plan any trips during your program until the UPCES staff confirms the visa registration dates with the Immigration Office in Prague (a requirement of your visa). This will be handled for you by the UPCES staff sometime after your arrival. During the first week in Prague, you will be given a brief introduction to Prague and the UPCES program by the UPCES staff. The primary amount of your orientation takes place in the second and third weeks of your stay in Prague.
Students are required to remain in Prague for the final farewell reception; exams may not be scheduled early.

HOUSING

All students spend the first few days after your arrival in Prague living at the Hotel Prokopka. During this time you will be looking for an apartment. UPCES makes this hotel reservation and pays for the first three nights of your stay. However, students are responsible for any additional nights. Most students find flats and move out of the hotel within a few days. The hotel address is:

HOTEL PROKOPKA
Prokopova 197/9
130 00 Prague 3
Tel: + 420 222 781 647
Fax: + 420 222 782 185
E-mail: info@prokopka.cz
http://www.prokopka.cz/welcome.html

UPCES will provide assistance, both before and after arrival, with finding flats in Prague, but students are responsible for their own leases, rent, etc. For questions about housing arrangements, see the Housing Information sheet provided by UPCES.

BEFORE YOU GO: TRAVEL, MONEY, AND VISAS

TRAVEL TO PRAGUE

CGIS does not make travel arrangements; all students make their own flight reservations. Students can also request UPCES staff to meet them at the airport and be taken to the Hotel Prokopka on arrival. To arrange this, email your arrival information (name, airline, flight number, day and time of arrival) to UPCES as soon as possible. UPCES will handle travel arrangements for the weekend excursion and other day trips planned throughout the term. See the following link for more information:

More information regarding your arrival in Prague will be provided by UPCES prior to your departure.

VISA

IMPORTANT-PLEASE READ: Obtaining a visa and following the correct procedure is ultimately the responsibility of each student who is applying. CGIS and UPCES will try to provide assistance in the process, but the Czech Consulates make the final decisions regarding the issuance of the visa and whether or not you have followed the proper procedure. You are encouraged to read the general guidelines that have been provided to you by UPCES and then to carefully review the official Consulate website (relevant to you) to be certain you are following the procedures and requirements that the Czech government has given to applicants. CGIS is not responsible if the following information differs from the Czech Consulate requirements.

If you are a U.S. citizen, you need a visa for this program. Non-U.S. passport holders will have to check with their government and/or a Czech consulate to determine their specific visa and application requirements. The length of your stay in Prague will be approximately four months.

U.S. citizens will need to apply through the Czech Consulates in the U.S. This can be an extensive process and is estimated to take approximately 70-90 days. We recommend that you start the visa process no later than late-May for fall participants or late-October for winter term participants, to ensure that you will receive your visa in time for the program. The link below offers more information about the student visa process. You will also receive more information regarding how to apply for your visa from
UPCES. In addition, UPCES will provide you with several documents which you will need in order to apply.

If you are a permanent resident of Michigan, you need to send your visa application to the Czech Consulate in CHICAGO. If you are an out-of-state student, you will need to determine which Consulate services your home state.

For students applying through the Chicago Consulate***, please see the following website for required documents:

The director of UPCES provides all students with very clear instructions to guide you through the visa application process in an email. Please read all information very carefully, print out the required visa application form and follow all directions that are given to you in the email and its attachments.

Notary Public services are available at many banks, credit unions, and local government offices. The CGIS front desk may also be able to provide this service. UM students can also have documents notarized at Student Legal Services free of charge.

University of Michigan
Student Legal Services
Division of Student Affairs
715 N. University Ave., Suite 202
Ann Arbor, MI 48104-1605
**Telephone** 734.763.9920
**Fax** 734.936.0844

**NOTE:** UPCES will provide each participant with detailed information about what is required when you apply for your student visa. CGIS does not recommend applying for your visa until you have received these instructions and the required documents from UPCES.

We suggest that you make a copy of your visa application and all the documents for your records.

***For non-Chicago applicants, double-check requirements with your Consulate!***

**CONTACT AND VISITING INFORMATION FOR AMERICAN CITIZENS**

**AMERICAN CITIZEN SERVICES**

When you arrive your host country, register with the nearest American consulate or embassy. It is important they know where to reach you in the event of an emergency. Check the U.S. Embassy website in your host country to see if it is possible to register before you leave. It helps if you know where you will be living ahead of time, although it may be possible to update this information later. Here is a link to the main website of the American Embassy in Prague: [https://cz.usembassy.gov/](https://cz.usembassy.gov/)

<table>
<thead>
<tr>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Embassy</td>
</tr>
<tr>
<td>Tržiště 15</td>
</tr>
<tr>
<td>118 01 Prague 1</td>
</tr>
<tr>
<td><strong>E-mail:</strong> <a href="mailto:ACSPRG@state.gov">ACSPRG@state.gov</a></td>
</tr>
</tbody>
</table>
Here is the link for the **American Citizens Services** section of the Embassy website:  
https://cz.usembassy.gov/u-s-citizen-services/

Please see the following link for information on how to register with the Embassy online:  
https://step.state.gov/step/

Before going to the consulate or embassy, you may want to call ahead to check office hours devoted to providing services to U.S. citizens, usually limited to two or three hours a day. This information is often available from U.S. Embassy websites, which are accessible at [http://usembassy.state.gov](http://usembassy.state.gov), the State Department Embassy links page. Don’t forget to take your passport with you when you go.

**HEALTH ISSUES**

The UPCES handbook contains information on local medical centers with English-speaking staff.

For information about recommended vaccinations and health measures for Central and Eastern Europe, consult the Centers for Disease Control website: [wwwnc.cdc.gov/travel/](http://wwwnc.cdc.gov/travel/)

**FEES AND BILLING**

Although students are registered at U-M while participating in the program at UPCES, tuition and other fees are paid directly to CERGE-EI Foundation. UPCES will help navigate local real estate market, but students are responsible for their own leases, rent, etc. and these costs will be paid on-site. Students are responsible for paying the CGIS administrative fee; this is the only fee charged by the U-M to UPCES program participants. For more information, please see current budget sheet on the UPCES brochure page in Mcompass:  

UPCES provides students with information about program costs and payment in its acceptance materials.

**WHO TAKES CARE OF WHAT**

UPCES is responsible for final acceptance decisions, all academic arrangements, on-site orientation, and for arranging housing for the first days in Prague. UPCES will help navigate local real estate market, but students are responsible for their own leases, rent, etc. CGIS assists students in preparing to study in Prague, provides support services while abroad, and processes the academic results (grades) from study at UPCES for the U-M academic records. Each student is responsible for obtaining a passport, applying for a student visa, making the travel reservations, and paying program fees to CERGE-EI Foundation. The UPCES student manual contains useful information about how to handle money while in Prague, what to pack (and what to leave at home), and what to expect while studying at UPCES and living in Prague.

**A FINAL WORD**

Enjoy your time abroad. You’ll find you have more independence than at Michigan, and this can enable you to pursue interests and take advantage of opportunities that might not present themselves here. If there is anything our office can do to make your stay easier, please let us know.
CONTACT INFORMATION

UNDERGRADUATE PROGRAM IN CENTRAL EUROPEAN STUDIES

Nicki Norris, UPCES Director
Undergraduate Program in Central European Studies
CERGE-EI
Politickych veznu 7
110 00 Prague 1
Czech Republic
Phone: +420 224 005 201
Fax: +420 224 005 225
Email: nicki.norris@cerge-ei.cz
Website: http://upces.cerge-ei.cz/

UNIVERSITY OF MICHIGAN

Center for Global and Intercultural Study
University of Michigan
G155 Angell Hall
435 S. State Street
Ann Arbor, MI 48109-1003
Phone: 734-764-4311; Fax: 734-764-3229
Email: cgis@umich.edu
Web: wwwlsa.umich.edu/cgis

Ebony Ellis, Senior Intercultural Programs Advisor
Email: enellis@umich.edu

EMERGENCY

In the event of an emergency on-site, immediately call local emergency services. You should know your local address and the 911 equivalent number in your host country and carry that number with you at all times.

Contact your local program director/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan Department of Public Safety, which has the following 24 hour number: (734) 763-1131. They will then contact the necessary on-campus offices, including the Center for Global and Intercultural Study, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly.

To contact HTH Worldwide in the event of an emergency or regarding insurance questions call 1.800.257.4823 or collect +1.610.254.8771 or globalhealth@htheworldwide.com