### TABLE OF CONTENTS

**PROGRAM OVERVIEW** .......................................................................................................................... 4

- Important Arrival and Departure Information ...................................................................................... 4
- Housing .................................................................................................................................................. 5
- Hotel Prokopka ..................................................................................................................................... 5
  
**BEFORE YOU GO: TRAVEL, MONEY, AND VISAS** ........................................................................... 5

- Travel to Prague ................................................................................................................................... 5
- Visa ....................................................................................................................................................... 5
- Contact and Visiting information for American citizens ........................................................................ 6
- American Citizen Services ..................................................................................................................... 6

**HEALTH ISSUES** ................................................................................................................................. 7

**FEES AND BILLING** .............................................................................................................................. 7

**WHO TAKES CARE OF WHAT** ............................................................................................................ 7

**A FINAL WORD** ................................................................................................................................... 7

**CONTACT INFORMATION** .................................................................................................................. 7

- Undergraduate Program in Central European Studies ............................................................................ 7
- University of Michigan ........................................................................................................................... 7
- Emergency ............................................................................................................................................ 8
Congratulations on your participation in the University of Michigan’s program at the Undergraduate Program in Central European Studies in Prague, Czech Republic (CIEE). This information explains how the program will work for you as a U-M student and should be read in conjunction with CIEE academic handbook and pre-departure information, given to you by CIEE upon your admittance into the program.

**PROGRAM OVERVIEW**

As a U-M student in Prague, you will take courses organized specifically for the Central European Studies in Prague, Czech Republic (CIEE). 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. Students will also take courses at the CIEE Study Center.

More detailed information on courses, program dates, arrival and on-site orientation is available at the CIEE website: [https://www.ciee.org/go-abroad/college-study-abroad/programs/czech-republic/prague/central-european-studies](https://www.ciee.org/go-abroad/college-study-abroad/programs/czech-republic/prague/central-european-studies)

Enter, rank, and submit your courses in your Course Selection task at [http://my.ciee.org](http://my.ciee.org) and you will earn 16 credits total. Information about CIEE classes (including course syllabi) can be found at: [http://syllabi.ciee.org/Pages/default.aspx](http://syllabi.ciee.org/Pages/default.aspx).

At CIEE, U-M students are required to take 4 courses. 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 336 (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 CIEE. 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 CIEE 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, CIEE organizes an orientation for newly arrived students. The CIEE orientation is mandatory and all students must attend.

Among other things, the orientation will explain CIEE 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 CIEE 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 CIEE staff sometime after your arrival. During the first week in Prague, you will be given a brief introduction to Prague and the CIEE program by the CIEE staff.
**HOUSING**

You will be asked to complete a housing survey as a part of your pre-departure materials. CIEE will notify you when this online form is ready. All housing surveys must be submitted by November 15th. CES and CNMJ students can choose from three options (Homestay, CIEE administered apartments, CIEE administered residence). Please understand, that it’s not possible to place all students in their first choice option. Your housing allocation depends on a variety of factors. Allocation of single rooms is on a first-come, first-serve basis, but students with specific medical/health needs have priority. We strongly recommend that you complete your housing survey as soon as possible once it has been posted in your CIEE My Account. While CIEE will make every effort to honor your preferences, there may be circumstances that will make these options subject to change. Please be open-minded about the housing options, as each of them will offer you the opportunity to take full advantage of your time in Prague. Also, make sure to fill out the housing survey properly; it is difficult to place students that Prague housing staff has no or very little information about. Be as detailed as possible.

**BEFORE YOU GO: TRAVEL, MONEY, AND VISAS**

**TRAVEL TO PRAGUE**

CGIS does not make travel arrangements; all students make their own flight reservations. Students will be picked up from airport and taken to housing. Students should book a flight to arrive in Prague on Tuesday, January 30, 2018, between 9 am and 3 pm at Václav Havel Airport Prague.

More information regarding your arrival in Prague will be provided by CIEE Prague 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 CIEE 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 CIEE 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 CIEE. In addition, CIEE 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:
Link to Student Visa requirements for a "long-term visa" at the Chicago Consulate’s website: http://www.mzv.cz/chicago/en/consular_information/visa/long_term_visa_over_90_days/index.html

The director of CIEE 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: CIEE 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 CIEE.

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/

<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>E-mail: <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, the State Department Embassy links page. Don’t forget to take your passport with you when you go.

HEALTH ISSUES

The CIEE 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/

FEES AND BILLING

Billed by U-M Student Financial Services to student account on Wolverine Access. Fee includes an automatic 5% discount for U-M students. U-M students are also eligible for additional CIEE scholarships that may be applied to the Program Fee; please see http://www.ciee.org/study/scholarships/ for details. Program fee includes an optional on-site airport meet and greet, full-time leadership and support, tuition, housing, orientation, cultural activities, local and regional excursions, pre-departure advising, and a CIEE iNext travel card which provides insurance and other travel benefits. Students in the homestay option have two meals per day provided as part of the program fee. No meals are included in the residence option. For more information, please see current budget sheet on the CIEE Prague brochure page in Mcompass: https://mcompass.umich.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10274

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

Jana Čemusová, Center Director Undergraduate Program in Central European Studies
CIEE Study Center
Štulcova 89/1
Praha 2 – Vyšehrad
128 00 Czech Republic
T: 00420-224-923-084
Email: jcemusova@ciee.org

UNIVERSITY OF MICHIGAN

Center for Global and Intercultural Study
University of Michigan
500 Church Street
Suite 200 Ann Arbor, MI 48109-1003
Phone: 734-764-4311; Fax: 734-764-3229
Email: cgis@umich.edu
Web: www.lsa.umich.edu/cgis
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 GEOBlue Worldwide in the event of an emergency or regarding insurance questions call 1.800.257.4823 or collect +1.610.254.5304 or https://www.geo-blue.com/