



WELCOME OFFICE

Hradec
Králové
Region

BASIC INFORMATION ABOUT
THE REGION AND HRADEC KRÁLOVÉ

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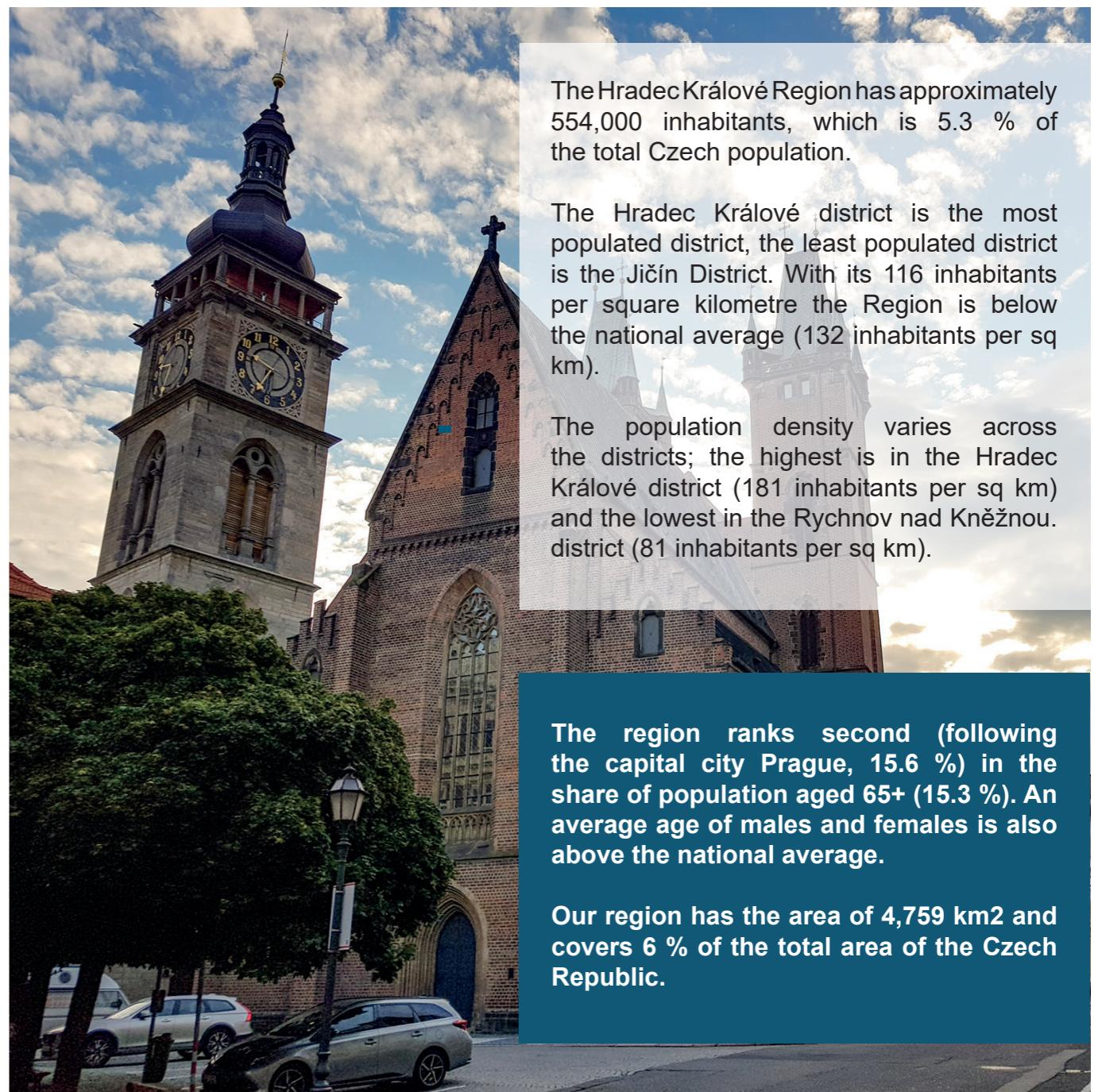
THE REGION AND HRADEC KRÁLOVÉ

The Hradec Králové Region (Czech: Královéhradecký kraj, pronounced [ˈkraːlovɛɦradaɛtʃkɪ ˈkraj]) is an administrative unit (Czech: kraj) of the Czech Republic located in the north-eastern part of the historical region of Bohemia. It is named after its capital Hradec Králové that is located just 100 km from the capital city Prague.

Due to the fact that in 1866 there was the decisive battle (the Battle of Königgrätz) of the Austro-Prussian War in which the Kingdom of Prussia defeated the Austrian Empire, we sometimes mark Hradec Králové as the place where Europe was divided.

Our region is divided into 5 districts:

Hradec Králové, Jičín, Náchod, Rychnov nad Kněžnou and Trutnov.



There are Krkonoše (the Giant Mountains) and Orlické hory (the Eagle Mountains) in the north and northeast passing to fertile Polabská nížina (the Elbe Lowlands). Both mountain ranges are separated by Broumovský výběžek (The Broumov Promontory) which used to be a flat basin between two mountain ranges. Large rock towns were created slowly by nature there – the Teplice Rocks and the Adršpach Rocks, Broumov Hills, Křížový vrch (Cross Hill) and Ostaš.

This area belongs to the most abundant water reservoirs of the best quality in the Czech Republic. An important part of the territory comprises the Krkonoše foothills and the Orlické mountains. Main watercourses are the Elbe with its tributaries the Orlice and the Metuje. The highest point of both the region and the Czech Republic is Mount Sněžka (1,602 m above sea level) in the Krkonoše Mountains. The lowest point is the surface of the River Elbe where it leaves the territory of the Hradec Králové District (202 m above sea level).

The Hradec Králové region is an agricultural and industrial region with well-developed tourism. The industry is concentrated in big towns and intensive agriculture in the Elbe Lowlands (Polabí). The biggest concentration of tourism in the Czech Republic is in the Krkonoše mountains. Two thirds of the area of the Krkonoše National Park lie in the region's territory and the most valuable localities of the National Park can be found in the region's territory. The following places belong to the protected landscape areas: Broumovsko, Orlické hory, and Český ráj (Bohemian Paradise).

Information about the region can be found here - www.hkregion.cz/en/.
And Hradec Králové itself Hradec Králové here - www.hkinfo.cz/en.



CULTURAL SPECIFICITIES OF THE CZECHIA

Although the Czech Republic is one of the youngest states in the world, as the republic came into existence in 1993 after splitting with Slovakia, it is one of the richest countries when it comes to culture.

Culture of the Czech Republic has held true through centuries of changes. When traveling through the Czech Republic, you can find a lot of castles and chateaus that were built long time ago.

They open their doors in early spring and close for the winter in late autumn. Czech families like to visit castles during the weekends or holidays.



Czechs love to attend the theatre and opera. Summer festivals are also very common and are held in many cities across the Czech Republic.

When talking about sport, Czechs are mad about football (soccer) and ice hockey. The national teams for either sports are well respected worldwide and always have a huge support locally. Each sport also has popular domestic leagues. Sport is a source of strong waves of patriotism.

One of the most popular sports is skiing. Both downhill and cross country skiing. Many families spend their holidays in the mountains during Christmas and spring holiday.



During the summer time Czechs do other popular sports – kayaking and canoeing. You can see many boats on the rivers throughout the country but the Vltava river is the most popular one.

It is very common to meet people in the forest with full wicker baskets and rubber boots in the autumn as mushrooming is the national pastime.



If you want to spend this time in the mountains, you need to book your chalet or hotel in advance. Not only skiing in the mountains but hiking is also very popular. The most visited place is Sněžka, the highest point of the Czech Republic.

Despite many churches in the country, the majority of people don't attend church. After a long period of communism the majority of people claim themselves to be non-believers. Despite this fact, Christmas and Easter are celebrated by the majority of the nation.

Czechs consume the most beer per capita in the world. They drink on average about 161 liters of beer per person each year according to the figures published in The Economist. Czechs seem rather reserved when introduced to a new person. Usually, they do not trust people they do not know.



Their behaviour may appear formal – the reason may be the use of the second person in Czech language, the 'polite' form. It is used with people who you do not know, in a formal social interaction, or when younger generation is addressing the older one. We don't smile but it does not mean we are unhappy.

Czech people are naturally very polite and do not tend to be overly direct in communication. They generally avoid confrontation – informal straightforwardness in dealing is common. After getting to know them better you will love their cheerful and helpful character and you can experience what warm and firm friendship is about. They are very hospitable and enjoy to be a nation of realistic and very practical people.

Going to the cottage (in Czech chata or chalupa) is such a national pastime that the Czech language even uses the specific nouns *chataření* and *chalupaření* to describe what you do when you stay at a cottage. Typical *chataření* and *chalupaření* leisure includes activities such as: repairing or reconstructing an old cottage/farmhouse, building a new cottage, planting flowers or vegetables in the garden, mowing the grass, tending fruit trees, going for walks in the forest, cycling, mushrooming, picking berries, having outdoor barbeques, fishing.



Visiting the nearest local pub is also considered to be a valid and vital cottage activity. According to Czech authorities, 1 out of every 7 Czechs owns a cottage which puts the Czech Republic in the second place after Sweden in the number of cottages per capita.



HRADEC KRÁLOVÉ FACILITIES

SCHOOLS

In the Czech Republic, pre-school facilities cater to children aged 3 to 6. Compulsory education goes from the age of 6 to 15. Secondary schools cater to young people from 16 to 19.



The school year runs from 1st September until 30th June. Except for the pre-school level, the Czech educational system is overwhelmingly public and free of charge.

Schools that offer teaching solely in a language other than Czech are private, and hence charge fees. In Hradec Králové there is a possibility to send children to the kindergarten with bilingual teaching www.englishandgarden.cz.

At The First Private Elementary school in Hradec Králové, English is taught starting the first class.

All three Universities in Hradec Králové (University of Hradec Králové, Charles University, University of Defence) are well-known, internationally recognized public universities with a broad selection of study programmes in English.

The universities host every year students from all the world. www.uhk.cz/en/



CULTURE

In Hradec Králové **The Regions International Theatre** Festival has been held every year for several decades. The last week in June is full of concerts, performances, and workshops. The Klicpera Theatre in Hradec Králové is a well-respected professional theatre with a long tradition. Their plans are to have some "English friendly" performances in the future.

The Hradec Králové Philharmonic Orchestra is well-respected not only in the Czech Republic, but also worldwide as well as they regularly perform in many important concert halls in Europe and worldwide. www.fhk.cz/en

The Gallery of Modern Art is located at Velké náměstí. The collections represent a development of modern Czech art from late 19th to early 20th century until today. As of 2008, Gallery of Modern Art (commonly abbreviated as GMU) has a collection of modern art as well as a collection of other works, including former Vladimír Preclík Gallery. The Gallery organises an educational programme in English every month. www.galeriehk.cz/?lang=en

The Museum of Eastern Bohemia was built at the beginning of 20th century by one of the best architects of that time Jan Kotěra. This unique building was declared a national cultural monument in 1995. In the museum there can be found permanent collections (archeological and historical). Museum organizes many different exhibitions throughout the year. **1866 War Museum** is situated in Chlum where a significant battle took place. www.muzeumhk.cz



Petrof Museum is dedicated to the company's founder, Mr Antonín Petrof. Pianos have been made in Hradec Králové by Petrof family since 1864. In the museum you can find instruments that represent a cross-section of what the company has produced within more than 150 years. Nowadays, Petrof Gallery has the biggest concert hall in our region where they organize concerts and a lot of various events. www.petrofgallery.com

Dancing theatre of Honza Pokusil. The theater creates original projects for children and adult audiences through contemporary dance art, physical and musical theatre. They work with important actors and musicians of the Czech and foreign art scene. They also organize regular courses in contemporary dance, neo-ballet and acrobatics for children and adults, movement and music workshops and educational programmes for schools and the general public. They are able to give lessons in English and Spanish. www.honzapokusil.cz

More information about Hradec Králové region can be found at Tourist information center Hradec Králové. www.hkinfo.cz/en

SPORT

A lot of local people, and visitors as well, dedicate a large portion of their free time to various sporting activities. No wonder as sports are excellent way to relax. We can proudly say that our region is one of the most visited regions when we are talking about skiing because the Krkonoše and the Orlické mountains are located in our region. Both locations offer great conditions for winter sports from December until April. During winter time the shuttle buses run every weekend from Hradec Králové to Deštné v Orlických horách. The timetable can be found on the websites of public transport company www.dpmhk.cz/en.

During summer time in July and August the shuttle buses take bikers to interesting parts of the Krkonoše mountains and Podkrkonoší, the Orlické mountains, Kladské pomezí and Bohemian Paradise. Timetables are available on the websites of our region. www.hkregion.cz/en/

Snežka, the highest peak of the Czech Republic, is visited by thousands people every year. But not only Snežka, hiking the mountains is a very popular activity with Czechs in general. www.giant-mountains.info/

On the contrary, Hradec Králové is flat and is very popular with cyclists. Families often spend weekends cycling in the city forests that offer great condition for this sport. Mountfield Hradec Králové is an ice-hockey club playing Czech Extraliga and the team participated in the quarter finals every season. Almost every match is sold out as the ice hockey is very popular in Hradec Králové. www.mountfield-hk.cz



Football Club Hradec Králové has been playing the top league for the second year. A new stadium is currently being built in Hradec Králové. Stadium will have a capacity 8,000 seats and will meet the conditions for UEFA category 4, which means that European Cup matches of the Czech national team will also be able to be played there. The stadium can hold up to 25,000 people for concerts.

In Hradec Králové, "Sport day" is held every year where all sports in the town are presented and they try to get new members to their clubs/teams.

Many professional athletes have grown up in the clubs in our region. Information about sport facilities in the town can be found here - www.hkinfo.cz/en/sports.

SUPPORT FOR FOREIGNERS

Don't hesitate to contact us with any issues you need to solve.
If we are not able to help you, we will recommend where to seek help.
The contact person for Welcome Office in Hradec Králové is Mrs Emília Vetráková.

Phone: +420 725 977 397

Email: welcomeoffice@cirihk.cz

We are continuously publishing important information and what is going on in the town and the region on the social media:

Facebook: [Welcome Office HK](#)

Instagram: [welcome_office_hk](#)



FOREIGNERS CZECH is a professional dynamic company providing complex services for foreigners/expats starting with an apartment rental or purchase, through immigration assistance (visa), health insurance, transportation, and moving all the way to translation, language courses, or business consultation. They provide continuous assistance throughout the whole relocation process and the entire stay with a wide range of other services that can be arranged on a single spot. Their professionals, with long experience in the field of relocation, immigration, and real estate, give continuous support whenever during your stay.

Address: Malé náměstí 14/30, Hradec Králové, 500 03

Phone: +420 792 324 408

Email: hradec@foreigners.cz

• Working hours: Mo – Fri 10 – 17:00

Foreigners.cz

FOR STUDENTS is located in Hradec Králové too. This professional agency has been helping foreign students and expats since 2003. Their goal is to help clients to acclimatize to their new environment until they are confident to venture out on their own. They are able to help with health insurance, translations, visa, transportation, Czech courses, moving, driving licence, housekeeping and laundry and many more.

 **Address:** Tomkova 953, Hradec Králové, 500 03

 **Phone:** +420 775 078 190

 **Email:** hradec@forstudents.cz

Working hours: Mo 08:30 – 17:00, Tue & Wed 08:30 – 15:00, Thu & Fri 08:30 – 15:00.

During summer time the office is open Mo – Fri 08:30 – 13:00.

 www.forstudents.cz

INTEGRAČNÍ CENTRUM PRO CIZINCE HRADEC KRÁLOVÉ

The mission of this organisation is to support the integration of third-country nationals, people who have been granted international protection and EU nationals living in the Hradec Králové region into majority Czech society. The Centre in Hradec Králové has provided services since January 2013, when it was established with a financial support from The European Fund for the Integration of Third-country Nationals.

Services provided: interpreting, Czech courses – preparing for the permanent residence exam, extra lessons with volunteers, information on foreigners' law, help and accompaniment at dealing with authorities, employers and doctors, contacts on other services, facilities and institutions, multicultural events and education courses, info centre, leisure time activities and workshops, social and legal counselling: residence in the CR, employment, housing, social system, education, health care and insurance, business conditions in the CR.

 **Address:** Šafaříkova 666/9, Hradec Králové, 500 02

 **Phone:** +420 492 604 940

 **Email:** poradna.cizinci@hk.caritas.cz

 www.cizincihradec.cz/en/

ORGANIZATION FOR AID TO REFUGEES HRADEC KRÁLOVÉ OFFICE

They are focused on help to foreigners from the third countries living in the region of Hradec Králové and Pardubice. The office provides legal and social assistance. They also provide counselling for the asylum seekers and job coaching. At the office, there is a social worker and a job coach providing help during the opening hours.

 **Address:** Gočárova 1620 (3rd floor), Hradec Králové

 **Phone:** +420 733 121 186

- **Opening hours:** Mo-Fri 9-17, Thu and Fri by appointment only
- All services are provided free of charge

 www.opu.cz/en

IMMIGRATION ISSUES AND WORK PERMISSION

If you need a visa depends on your nationality. If you have been accepted for university studies in the Czech Republic, you should check whether you need a visa to enter the country. The same applies for those who got a job offer.

We can provide you with general information about entry formalities. But it is not our competence to expedite the visa issuance/ appointment process. Long-term visa and residence permits processing is solely under the authority of our Embassies abroad and the Czech Ministry of the Interior which follows a rigorous process.

DIFFERENCE BETWEEN LONG-TERM VISA AND RESIDENCE PERMIT

Both long-term visa and residence permits are issued when the stay on the territory of the Czech Republic is expected to exceed 3 months. In general, the long-term visa is primarily intended for people who expect to stay in the Czech Republic for several months – for example, study program lasting several months, etc.

The long-term residence permit is primarily intended for people who expect a longer stay in the Czech Republic – for example, a study in a university programme, employment, etc. Employment card and blue card are both types of long-term residence permits.

SIMILARITIES:

- Allow stay exceeding 90 days (3 months).
- Allow movement in the Schengen Area – stay in the other Schengen Area States may not exceed 90 days within any 180 days and must be of a non-profit nature.
- Long-term visas and long-term residence permits can be extended on the territory of the Czech Republic – in case the purpose of stay continues, kindly contact the respective branch of the Ministry of Interior according to the place of residence.

DIFFERENCES:

Long-term visas are issued:

- As multiple visas for a maximum of 1 year.
- For the purpose of health, culture, sport, study, scientific research, family, entrepreneurship and other.

Long-term residence permits are issued:

- As one-entry visas for the purpose of collecting a long-term residence permit for stay on the territory of the Czech Republic in the duration of 60 days and validity 6 months.
- For the purpose of employment (employment card or blue card), study, scientific research, and family unification. www.mzv.cz/jnp/en

PROBLEMS WITH VISA APPLICATION

It is not within our competence to expedite the visa issuance/appointment process. Long-term visa and residence permits processing is solely under the authority of our Embassies abroad and the Czech Ministry of the Interior which follows a rigorous process.

Try to check the status of your application. If you don't succeed, please contact your local Czech Embassy, its staff will give you more precise information. You can also turn to the Ministry of the Interior's information hotline.

REGISTERING WITH THE CZECH FOREIGN POLICE

Registration at the Foreign Police Department is compulsory for all foreign nationals staying in the Czech Republic for more than 30 days. They must register within 3 days from the date of arrival to the country. Read more about this obligation [here](#).

Make sure you save enough time for this visit, as there is always long waiting time at this office if you don't have reservation for exact time.

MOI office Hradec Králové

- Responsibility for the Hradec Králové, Rychnov nad Kněžnou and Jičín districts

 **Address:** Ulrichovo nám. 810/4, Hradec Králové, 500 02

 **Phone:** +420 974 801 801

(information and appointment line; Mo - Th: 8.00 - 16.00 and Fr: 8.00 - 12.00)

- **Opening hours:** Mo, We: 8.00 - 17.00
Tu, Th: 8.00 - 11.30 and 12.00 - 14.00 (only for clients with an appointment)
Fr: 8.00 - 11.00 (only for clients with an appointment)

MOI office Trutnov

- Responsibility for the Trutnov and Náchod districts

 **Address:** Horská 78, Trutnov, 541 02

 **Phone:** +420 974 801 801

(information and appointment line; Mo - Th: 8.00 - 16.00 and Fr: 8.00 - 12.00).

- **Opening hours:** Mo, We: 8.00 - 17.00
Tu, Th, Fr: only for clients with an appointment

Printing of order tickets for unordered clients is completed up to 30 minutes before the end of working hours. In case of full capacity, the printing of order tickets for unordered clients may be terminated early.

The online reservation can be made [here](#) - online reservation [here](#). And the status of your application can be checked [here](#) - status of application [here](#).

Ministry of the Interior offers to the caller the closest term for appointment possible. It is not checked whether the offered term falls within the time limit prescribed by the law for respective legal act (i.e. for submission of the application).

of their visit to the Ministry of the Interior office.

Please note that priority will always be given to the booked clients to avoid longer waiting times! In extreme cases, unbooked clients may not be checked in. mvcr.cz

HOW TO EXTEND YOUR VISA OR LONG-TERM RESIDENCE PERMIT

Is your residence permit for the purpose of studies ready to expire? Extend it properly:

- If you have visa with validity period shorter than one year, you can extend it up to 1 year (which is the maximum duration of this type of visa). You can apply for the extension in person at regional offices on the Ministry of the Interior of the Czech Republic or via post ([how to extend a long-term visa](#)). If you were already granted a long-term visa, you can also directly apply for a long-term residence permit for the purpose of "studies". This new application has to be made in person at an OPC's office. ([how to lodge a new application for a long-term visa](#)).
- If you already have long-term residence for purpose of "studies" which validity is expiring soon, you can extend it in person or via post ([how to extend a long-term residence permit](#)). This is applied only in case you continue your studies at the same school/university.
- In some cases there is an application fee required. If you send your application via post, please do not forget to attach fee stamps (kolek) of respective value. Overview of fees can be found [here](#). Fee stamps can be bought at a post office and the office located directly in the building on the ground floor at Ulrichovo nám. sells them too.

VISIT TO OTHER COUNTRIES

Both long-term visas and residence permits allow visits to other countries in the Schengen area, provided the stay in the other Schengen Area states does not exceed 90 days within any 180 days and is of a non-profit nature.

Your family members – children, spouse or registered partner **can apply for a long-term visa** or residence permit for **family reunification purposes**. You can find more information at the website of the Ministry of Interior.

EU CITIZENS AND SWITZERLAND

People from EU/EEA countries and Switzerland are exempt from student visa requirements. To enter the Czech Republic, EU citizens only need a valid passport or national ID card.

EU students have, however, a reporting duty after their arrival if the intended stay in the Czech Republic is longer than 30 days. In this situation, within 30 days of entering the Czech Republic, a student is required to report his/her presence to the Foreign Police Department in the location of his/her stay in the Czech Republic. This obligation does not apply if the person providing accommodation submits the registration forms on behalf of the student, i.e. in case of stays in student dormitories.

For more information regarding the stay of EU citizens and their family members in the Czech Republic click [here](#). Information leaflets for EU citizens and their family members are available [here](#).

NON EU CITIZEN

Students from countries outside the EU have to turn to the local Czech embassy or consulate and apply for a student visa. Please note, that the whole procedure requires some paperwork and can take up to 60 days, so it is recommended to apply for the visa well in advance.

The regulations for obtaining visas change from time to time, so the information listed here should be considered as guidelines only. You should always consult your local Czech embassy or consulate or check the [website of the Ministry of Interior of the Czech Republic](#) for the latest information regarding visa requirements.

There are **short-term visas** (for stays up to 90 days) and **long-term visas** (for stays over 90 days). Students arriving for a period longer than one year should apply for a long-term residence permit for study purposes.

The following documents are mainly required for receiving a student visa or a residence permit:

- Application form,
- letter of acceptance for studies,
- a valid passport and passport photos,
- proof of financial resources for the stay (e.g. in the form of a bank account statement or confirmation of being beneficiary of a grant),
- confirmation of guaranteed accommodation,
- valid international health insurance,
- abstract from the Register of Criminal Records.

Please note that some documents (e.g. the abstract from the Register of Criminal Records) must be translated into the Czech language by a translator with an official rubber stamp.

The Foreign Police examines the visa applications and notifies the Czech embassy or consulate to issue the visa.

In case of applying for a short-term language/preparatory courses, students should apply for a short-term visas (for stays up to 90 days), in case of long-term language/preparatory courses, students should apply for a visa to stay over 90 days (long-term) or a long-term residence - for the purpose of studies (at public higher education institutions) / for the purpose of other (at private higher education institutions). More information can be found [here](#).

*Entry & Residence
Czech Republic - Student
Missions of the Czech Republic Abroad*

WORK PERMISSION

It is allowed to work in the Czech Republic with the work permission only if you are not from EU country. Citizens of EU/EEA countries and Switzerland or their family members do not need an employment permit, Employee Card or Blue Card to be employed on the territory of the Czech Republic. These nationals have the same legal status as citizens of the Czech Republic, as the country is a member of the European Union.

Foreigners from third countries (except some special categories of employees, such as holders of long-term residency permits, students etc.) need one of the following:

- Work Permit – most common in cases of seasonal work, or applicants for international protection etc.,
- Employee Card – for long-term stay in the territory of the Czech Republic where the purpose of the stay (longer than 3 months) is employment,
- Blue Card – for a long-term stay involving the performance of a highly skilled job.
- Intra-Company Transfer Card – for transfer within a group of companies (from a group company outside the EU into Czech Republic), where the purpose of the stay is work (longer than 3 months) as a manager, specialist or employed intern.

Labour code in the Czech Republic regulates the legal relations arising in connection with the performance of dependent work between employees and their employers, labour relations of collective nature and other aspect related to employment.

The fundamental principles of labour relations are especially legal protection of employee status,

satisfactory and safe working conditions for performance of work, fair remuneration and equal treatment of employees and prohibition of their discrimination.

Czech law knows three types of contracts between the employer and the employee. Every type has its own specifications and the rules. It is illegal to work for the company without having a contract.

There are two types of regular employment contracts in the Czech Republic – Employment Contract for a definite period and Employment Contract for an indefinite period.

In regular Czech employment contracts, the probationary period, with the maximum of 3 consecutive months for regular employees and up to 6 consecutive months for managers, may be concluded.

The length of standard weekly working hours shall be 40 hours per week. The basic statutory period of paid leave is 4 weeks regarding the labour law. There are many companies that are giving extra week.

*Employee Card
Ministry of Labour and Social Affairs*

INTEGRATION COURSES

The aim of the adaptation-integration course is to introduce participants their rights and obligations related to their stay in the Czech Republic. The course also helps with getting familiar with local and cultural aspects and it warns against negative elements.

WHO MUST TAKE THIS COURSE?

The integration course is compulsory for every holder of:

- A long-term residency permit,
- a long-term residency permit due to a change in the purpose of residency,
- a long-term residency permit for humanitarian reasons, especially if the foreign national is the spouse of an asylum holder and the marriage date precedes the arrival date of the asylum holder in the Czech Republic, a minor or a dependent child of an asylum holder, unless the child is an asylum seeker, or a foreign national who used to be a Czech citizen in the past,
- a permanent residency permit due to reasons of special consideration,
- a permanent residency permit if such residency is beneficial for the Czech Republic,
- a permanent residency permit for a child of a foreign national who is a holder of a permanent residency permit, if the application was made for the purpose of family reunification in the Czech Republic,
- a permanent residency permit after the previous permanent residency permit issued to the same foreign national was revoked due to a continuous six-years' absence in the Czech Republic or continuous twelve-months' absence in the European Union,
- permanent residency permit after four years of continuous residency in the Czech Republic if the foreign national has completed the international protection procedure. All of the above issued after 1st January 2021.

THE DUTY TO TAKE THE INTEGRATION COURSE DOES NOT APPLY TO THE FOLLOWING CASES:

The duty to take the integration course does not apply to EU nationals and their family members and family members of Czech citizens.

It also does not apply to holders of the following type of Czech residency permits:

- A long-term residency permit for the purpose of studies,
- a long-term residency permit for the purpose of protection,
- a long-term residency permit for the purpose of investment,
- a long-term residency permit issued by the Ministry of Foreign Affairs of the Czech Republic
- an Intra-Company Employee Transfer Card,
- an Intra-Company Employee Transfer Card of another EU member state.

The compulsory integration course also does not apply to foreign nationals younger than 15 or older than 61 at the time of the final decision on the residency permit.



Also those foreign nationals who took the integration course after 1st January 2021 do not need to take it again.

Holders of Employee Cards and Blue Cards issued under the government programs "Highly Skilled Employee" and "Key and Scientific Personnel".

The course costs 1,500,- CZK. Information how to enrol for the course are [here](#). A fine of 10,000,- CZK is payable for failure to fulfil this obligation.

TRANSPORT

Public transport in Hradec Králové. The public transport works well in Hradec Králové. The timetable can be found on www.dpmhk.cz/en/.

If you commute daily it is recommended to have a City card which is possible to obtain at:

- Dopravní podnik města Hradec Králové, Pouchovská 153,
- Terminál hromadné dopravy, Nádražní,
- Turistické informační centrum Hradec Králové, Eliščino nábřeží 626.

When applying for the city card it is necessary to have passport-sized photo (3.4 x 4.5 cm), to fill in personal data on the application form, 95,- CZK for the fees. When you are using the city card, the travelling is cheaper. Single basic fare with paper tickets costs 20,- CZK, with the city card 14,- CZK only.



It is as well possible to buy a ticket for certain period and the prices are as follows:

• 1-day transferable	80,- CZK
• Monthly transferable	650,- CZK
• 7-day basic	180,- CZK
• Monthly basic	480,- CZK
• 3-month basic	1,290,- CZK
• 7-day reduced	90,- CZK
• Monthly reduced	230,- CZK
• 3-month reduced	600,- CZK
• Half year basic	1,950,- CZK
• Yearly basic	3,700,- CZK
• Half-year reduced	980,- CZK
• 12-month school fare	1,480,- CZK
• Yearly reduced	1,800,- CZK
• Fare for night routes costs	30,- CZK

WHERE TO BUY A TICKET?

A ticket can be bought directly from the bus driver. The price is 30,- CZK. Therefore it is better to buy a ticket in advance for 20,- CZK at tobacconist's, at Public Transport Terminal and at Dopravní podnik of Hradec Králové.

You can also buy a ticket via sms. The price is 25,- CZK and is valid for 60 minutes within the first zone, 45 minutes withinin the second zone. For one journey you text just HK on 90230, for 24 hours ticket you send "HK24" on 90230.

HOW TO PAY PENALTY

What to do when you do not have the ticket and you were checked by a ticket inspector?

The current fine for a person travelling without a ticket is **1,550,- CZK**. This can be reduced to **500,- CZK** if you pay on the spot. If you don't have money with you, the inspector will give you a record of the transport inspection and you have to pay up to 3 working days. You can pay the fine at the Customer Service of **Dopravní podnik**, Poučovská 153. They are open from Monday to Friday from 7 am. to 4.30 pm.

Another option how to pay the fine is to send money on the account number **656020201/0100**. Be sure you placed the variable symbol. You find this symbol on the record you got from the inspector (**číslo zápisu**). If you do not pay up to 3 working days, you have to pay full amount of the fine and that is **1,550,- CZK**. The full amount must be as well paid in case you prove yourself with someone's city card or with the fake one.

Do you have valid travel document but it just happened that you didn't have it with you?

If the passenger does not have a travel document with him during the check and if he proves within 3 working days from the day of the check at the counter of the customer center DPMHK, a.s., Poučovská 153, HK, that his document was valid at the time of the check, he will pay a surcharge of 50,- CZK. The provision does not apply to individual paper tickets.

In every case, a ticket inspector is obliged to give you a written record of your fine and payment confirmation with their signature. Make sure you **don't leave any debts unsettled** – the city transport office claims fines even from abroad.

If you do not pay the fine in time, the transport company will hand over the matter to the law firm and your case might end up at the court.

Ticket inspectors have an official badge. They might wear a uniform but they can be in plain-clothes too. If you have doubts about their authenticity, you can ask to see their ID card which has to have the same number as their badge. If you don't want to pay on the spot and you're not carrying your passport, ticket inspectors will call the police in order to confirm your identity.

It is possible to charge your City card (městská karta) at the Tourist information center, but unfortunately there is no possibility to pay a fine there.

TAXI IN HRADEC KRÁLOVÉ

There are few taxi companies operating in Hradec Králové.

Usually the price does not differ significantly. Common prices are 100,- CZK up to 3 km, 150,- CZK up to 5 km and over 5 km the price is 30,- CZK per km.

English speaking taxi drivers in Hradec Králové:

Tomáš Wallstein

 Phone +420 603 450 030

Michal Koza

 Phone +420 775 594 946

Taxi Sprint Hradec Králové s.r.o.

 Phone +420 605 123 456



CAR RENTAL IN HRADEC KRÁLOVÉ

There are few rentals in Hradec Králové. When hiring a car make sure that it is insured and check properly when taking over the car. If there are some damages, make sure that all is written down in the protocol.

Otherwise, it might happen that they will ask you to pay damages found when returning the car. To rent a car you just need to have a valid driving licence. The prices for rent vary and depend on equipment and the category of the car.

- [Rentalcars.com](#)
- [autozak.cz](#)
- [nejlevnejsipujcovnavozu.cz](#)
- [travelcar.cz](#)
- [autonapul.cz](#)
- [pronajemaut.cz](#)
- [rentcarhk.cz](#)
- [Carteon.cz](#)
- [Auto-pujcovna.net](#)
- [HoppyGo.com](#)

HOW TO GET FROM PRAGUE TO HRADEC KRÁLOVÉ

There are 3 ways to get from Prague to Hradec Králové - by train, bus or car. The fastest way to get from Prague to Hradec Králové is to drive a car, which takes over an hour.

There is a direct train departing from Praha Hlavní nádraží and arriving at Hradec Králové Hlavní nádraží. Services depart hourly and operate every day. The journey takes approximately 1h 42m. Trains are operated by České dráhy.

IN KARTA

If you travel frequently you might consider to buy In Karta that helps you to save a discount of up to 25, 50 or 100 % on every journey.

More information about the card can be found here - [www.cd.cz/en/](#).



The bus runs from Florenc station or from Černý most, metro/subway line B. From Černý most it takes approximately 1 hour and 10 minutes by bus.

A ticket can be bought directly at the bus driver or it is possible to buy (and it is recommended to do so) a ticket online with [www.rome2rio.com](#), [www.flixbus.cz](#), [www.idos.idnes.cz/en](#).

All buses and trains can be found on [www.idos.idnes.cz/en](#).

TRANSPORT SERVICES FROM PRAGUE TO HRADEC KRÁLOVÉ

The fastest and the most comfortable way how to get from Prague to Hradec Králové is to order a transport company:

Tomáš Wallstein

 Phone +420 603 450 030

Michal Koza

 Phone +420 775 594 946

 Foreigners.cz

 prague-airport-transfers.co.uk

The price for such a service is around 3,000,- CZK.



CAR REGISTRATION

If you're interested in registering a vehicle in the Czech Republic as a local person, you have to have valid temporary or permanent residency.

Legal person must have registered office in the Czech Republic. In order to register an imported vehicle you will have to show the original

NEW CAR REGISTRATION

To register a new car, you need the following documents:

- Car insurance - in the Czech Republic it's mandatory to have insurance before getting behind the wheel. As your car won't have any registration certificate or CZ plate numbers yet, it will be insured under a VIN code number. Be sure to notify the insurance provider with the plate number after registering the car.
- Confirmation of technical inspection - Even with completely brand new cars, all vehicles must undergo at least a basic technical inspection. You can do this through the dealer or with an independent service. The inspection must be no older than 30 days from the date of registration. After this, your next required inspection must be completed 5 years from the initial registration. Certificate of light inspection are not necessary if buying a new, electric vehicle.
- Registration certificate, COC (Certificate of Conformity) lists, and Invoices - Next, a dealership can arrange a registration certificate for the new car, or you can easily do this on your own. If the dealership does not provide registration, you'll need either a sales contract or invoices to prove car ownership when registering. Also, be sure the dealership provides a certificate of conformity (CoC) list with your new vehicle. The CoC is like the birth certificate of your car, and it makes registration after sale easier for future owners. It is also required documentation for exporting the car to different countries.
- Czech residency permit - Finally, with any new car, you need a Czech residency permit even if you have an EU passport. If you do not have Czech residency, you can register a car under your trade license or your company's name. However, registering a car under a trade license or company makes it a business vehicle, and comes with several disadvantages.

USED CZECH CAR REGISTRATION AND OWNERSHIP TRANSFER

Registering a used vehicle in the Czech Republic follows a similar process to that above for new cars. You will however also need the original car certificates, as well as power of attorney from the seller. pexpats.com/czech-car-registration

DRIVING LICENCE IN THE CZECH REPUBLIC

If you intend to stay and drive in the Czech Republic for more than 6 months and your driving licence wasn't issued by an EU country, you must obtain a Czech driving licence.

Regardless of your citizenship, if your driving licence was issued by an EU-member state, or if you are planning to stay in the Czech Republic for less than 6 months, you are free to use your foreign driving licence.

INTERNATIONAL DRIVING PERMIT FOR DRIVING IN THE CZECH REPUBLIC

It's important to note that if the information in your driving licence is not stated in Latin alphabet (for example, it's in Russian, Arabic, Thai etc.) or if it misses your photo, you may come across problems here. In such case it is recommended to get your licence officially translated or get an International Driving Permit. You need to do this before leaving the country that issued your driving licence.

An International Driving Permit or a certified translation of your licence are required in the Czech Republic alongside your foreign driving licence if the latter doesn't provide the necessary information in letters that a Czech police officer could read.

More information about exchanging or obtaining the Czech driving license can be found here - praguereferral.cz

The agenda for the exchange of driver's licenses falls under the jurisdiction of the Hradec Králové Municipality. Reservation for the appointment can be done in advance - hradeckralove.org

Address: Magistrát města Hradec Králové, Československé armády 408, 502 000, Hradec Králové

DRIVING SCHOOL IN HRADEC KRÁLOVÉ PROVIDING SERVICES IN ENGLISH:

BK driving school

Mr. Břetislav Kuta



Adress: Komenského 266, Hradec Králové, 500 03



www.fb.com/bretislav.kuta



Email: info@autoskolabk.cz



autoskolabk.cz



Please note that this school is able to give you a driving training on vehicles with automatic transmission only. In order to obtain a driving license, you must complete 28 hours of driving and 10 hours of theoretical training. The cost of such a service is approximately 30,000,- CZK.

ACCOMMODATION

You have several options for arranging accommodation while staying in the Czech Republic. All universities in Hradec Králové provide student dormitories or you can arrange your own housing in a private flat. The costs depend on the location and quality of the accommodation.

STUDENT DORMITORIES

Most universities in the Czech Republic offer students the possibility of being accommodated in dormitories. Single rooms are rare, so you will probably share the room with a room-mate. The accommodation is usually apartment-type, consisting of two twin rooms with a shared kitchenette, shower and toilet.

Rooms are usually equipped with all basic furniture items (bed, desk, chair and shelves). Kitchens are equipped with a cooker, refrigerator, running water and basic kitchen furniture. The obtainment of other furnishings and amenities like curtains, carpets, blankets, pillows, cleaning equipment, dishes, water boilers, toasters etc. is up to the student.

Information about this kind of accommodation can be found either at the [universities' websites](#) or by contacting the Department of International Relations. You will either be able to reserve a room by yourself or further information will be provided to you by the programme coordinator of your university. Prices vary but an average monthly fee is around 120 EUR per month in the room with roommates (usually two people staying in one room).

Prices include bedding and bed linen, access to a shared kitchenette or kitchen and bathroom facilities, and utility costs. Living in a dorm is a great way to get to know other people and share your experience, as you will meet a lot of students from various backgrounds. If you are arriving with your partner who is not a student or an employee of the University, make sure you agree on the price. For non-students the price is much higher.

In Hradec Králové there are 2 student dormitories:

Na Kotli

 **Address:** Na Kotli 1147, Hradec Králové, 502 96

 **Phone:** +420 495 763 626 – office,
+420 495 763 600 - reception

 cuni.cz

Jana Palacha

 **Address:** Palachova 1137, Hradec Králové, 500 12

 **Phone:** +420 495 500 611 – reception
+420 495 500 634 – office Jana Palacha
+420 495 763 626 – accommodation office

 cuni.cz

PRIVATE ACCOMMODATION

Students can also find their own private accommodation, usually either a room in a shared flat, or a flat. It is common for international students to share bigger flats especially in the city centre. After you have settled in and know your way around, this might be an ideal option for you. The advantage of your own housing is the possibility to choose your flatmates and the surroundings.

Prices depend on the size, location and equipment of the flat. The rent is about 500 – 800 EUR per month for a 2-3-bedroom flat. A room in a private flat costs approx. 250 EUR per month. Be prepared to pay a deposit as well. It will be returned to you upon your departure, provided that the accommodation is left in acceptable condition. Private rooms or flats can be found through newspaper advertisements, websites or real estate agencies. Do not forget to have a look at the notice boards in the university building too.

You can also check the following websites to search for private apartments:

- Foreigners.cz
- Forstudents.cz
- Spolubydlici.cz
- sreality.cz/en
- Student-room-flat.com
- Expats.cz
- Flatio.cz



REAL ESTATE AGENCIES

When you want to purchase or rent property, you need the relevant information before you make a decision. It is always better to hire a professional agent when looking for a flat/house to rent or buy.

Every real estate agent should be able to help you:

- To provide you with a description (first-hand) of the available properties with details of the property.
- Escort you to view the properties you have selected and make sure you get what you want.
- Buying, selling or renting residential and non-residential properties.
- Preparing, revising and concluding contracts (i.e. brokerage, reservation, future or final purchase, lease contracts) concerning land, buildings, non-residential premises, houses and apartments.
- Representing you when dealing with the Land Registry office.
- Representing you with tax office.
- Organizing advocate custody and escrow account.

If you are using a real estate agent when renting a flat, they usually charge one month rent. When buying or selling property, fees ranges from 3 – 5 % of the purchase price.
justlanded.com

Under the following link, you can find explanation how to understand Czech real estate when we are talking about size of the flat.

flatio.com

HOTELS IN HRADEC KRÁLOVÉ

Boromeum Residence

-  **Adress:** Špitálská 192, Hradec Králové, 500 03
-  www.boromeum.cz/en/

This residence is very popular not only with students but also there is a possibility to rent furnished suites/flats with cleaning service for different kinds of periods.

Hotel U královny Elišky

-  **Adress:** Malé náměstí 117, Hradec Králové, 500 03
-  www.hotelukralovnyelisky.cz/en

Hotel Alessandria

-  **Adress:** Tř. SNP 733, Hradec Králové, 500 03
-  www.alessandria.cz/en/home/

Hotel Aldis

-  **Adress:** Akademika Bedrný 371/12, Hradec Králové, 500 03
-  <https://www.hotelaldis.cz/en/>

Hotel Tereziánský dvůr

-  **Adress:** Jana Koziny 336, Hradec Králové, 500 00
-  www.hotelterezianskydvur.com/en/

Hotel Nové Adalbertinum

-  **Adress:** Velké náměstí 32, Hradec Králové, 500 03
-  www.noveadalbertinum.cz/en/

Hotel Okresní dům

-  **Adress:** Palackého 409, Hradec Králové, 500 03
-  www.hotelokresnidum.cz/en/

Hotel Grand

-  **Adress:** Československé armády 295, Hradec Králové, 500 03
-  www.grandhk.cz/en/

Hotel Černigov

-  **Adress:** Riegrovo náměstí 1494, Hradec Králové, 500 02
-  www.hotelcernigovhradeckralove.com/en/

BANKS

There are many banks and foreign bank branches operating in the Czech Republic. Mostly dominated by foreign capital, the domestic banking sector is comparable to most similar-sized economies in Western Europe.



WHAT IS NEEDED TO OPEN AN ACCOUNT AND HOW IT WORKS?

- A bank account can only be opened by visiting one of bank branches.
- The documents required to open a bank account are as follows: a valid passport and a permanent or temporary residence permit. If you are from the EU, the primary document can be your national ID card, passport or residence permit. If you are not from the EU, banks cannot accept a national ID card. Also, it is worth mentioning that you will need to have a Czech phone number.
- Everything is then active within 3 working days and the client receives his/her login details.
- It is recommended to take someone who can translate to Czech and vice versa with you. It is important because all documents and terms and conditions are in Czech so do it like that if you want to be sure that you understand everything clearly. It is also good to know that internet banking and mobile apps are in Czech only at some banks (AirBank, mBank). For example Equabank, Raiffeisen Bank, Česká spořitelna, Komerční banka, ČSOB, Fio have an application in English.
- Opening and using an account is usually completely free, just as using debit cards. Fees for individual services may vary from bank to bank.
- If you have visa for one year only and you are staying longer, it is always necessary to bring new visa to the bank.
- When opening an account, pay attention how your bank is able to communicate with you. Some banks still prefer to use regular post. This can cause problems if you are moving. It is always important to report your address, where you are able to receive your post, to the bank. However, most banks communicate with their clients through internet banking.
- Be sure that you close your account when leaving the Czech Republic. If you pay some fees for the account, you can have soon debt.

All non-anonymous deposits made by natural persons and legal entities and held in Czech koruna or a foreign currency are insured in the Czech Republic.

The amount of compensation is calculated from the sum of the depositor's insured deposits at the bank/credit union in question. Compensation amounting to 10 % of this sum is provided, up to an equivalent of EUR 100,000 per depositor per bank/credit union.

The CNB is the central bank of the Czech Republic and it is the supervisor of the Czech financial market and the Czech resolution authority. It is established under the Constitution of the Czech Republic. More info can be found on the website of www.cnb.cz/en/

BANKS BRANCHES IN HRADEC KRÁLOVÉ:

Air Bank

-  **Adress:** Aupark Shopping Center , Gočárová 1754/48a, Hradec Králové, 500 02
 - **Working hours:** Mo – Su, 09:00 – 20:00
-  www.airbank.cz

Moneta Money Bank

-  **Adress:** Dukelská třída 1713/7, Hradec Králové, 500 02
 - **Working hours:** Mo – Fri, 09:00 – 17:00, Sat 09:00 – 14:00, Sun closed
-  www.moneta.cz/web/en

Komerční banka

-  **Adress:** Nám. Osvoboditelů 798, Hradec Králové, 500 02
 - **Working hours:** Mo 9:00 – 12:00 13:00 – 18:00, Tue - Thur 09:00 – 12:00
13:00 - 17:00, Fri 08:00 - 12:00 13:00 – 15:00, Sat & Sun closed
-  www.kb.cz/en/

Komerční banka

-  **Adress:** Čelakovského 642, Hradec Králové, 500 02
 - **Working hours:** Mo 9:00 – 12:00 13:00 – 18:00, Tue - Thur 09:00 – 12:00
13:00 - 17:00, Fri 08:00 - 12:00 13:00 – 15:00, Sat & Sun closed
-  www.kb.cz/en/

ČSOB

-  **Adress:** Collinova 573, Hradec Králové, 500 02
 - **Working hours:** Mo 08:00 – 11:30 12:30 – 17:00, Tue Mo 08:00 – 11:30
12:30 – 16:00 Wed 09:00 – 11:30 12:30 – 17:00 Thur 09:00 – 11:30 12:30 – 16:00
Fri 09:00 – 11:30 12:30 – 16:00 Sat & Sun closed
-  www.csob.cz/en

Equa Bank

-  **Adress:** Gočárova tř. 549, Hradec Králové, 500 02
 - **Working hours:** Mo – Fri 09:00 – 17:00
-  www.equabank.cz/en

Fio Banka

-  **Adress:** Masarykovo nám. 6, Hradec Králové, 500 02
 - **Working hours:** Mo – Thur 08:30 – 18:00, Fr 08:30 – 17:00
-  www.fio.cz

Česká spořitelna

-  **Adress:** Československé armády 402/25, Hradec Králové, 500 02
 - **Working hours:** Mo – Fri 08:30 – 17:00, Sat & Sun closed
-  www.csas.cz/en

Česká spořitelna

-  **Adress:** Brněnská 1825/23a, Hradec Králové, 500 09
 - **Working hours:** Mo – Fri 09:00 – 19:00, Sat & Sun 10:00 – 19:00
-  www.csas.cz/en

Raiffeisenbank

-  **Adress:** V Kopečku 75, Hradec Králové, 500 02
 - **Working hours:** Mo – Fri 09:00 – 17:00, Sat & Sun closed
-  www.rb.cz/en

Raiffeisenbank

-  **Adress:** S. K. Neumanna 487, Hradec Králové, 500 02
 - **Working hours:** Mo – Fri 09:00 – 17:00, Sat & Sun closed
-  www.rb.cz/en

UniCredit Bank

-  **Adress:** Ulrichovo nám. 854, Hradec Králové, 500 02
 - **Working hours:** Mo, Tue, Thu 08:30 – 16:30 Wed 08:30 – 17:30, Fri 08:30 – 15:30
-  www.unicreditbank.cz/en

MISCELLANEOUS

EMERGENCY NUMBERS

- **112** - the universal emergency number which will connect you to police, fire and ambulance services. This number can be called from a mobile phone without credit or a SIM card. In addition to Czech, they also speak English and some other world languages.
- **150** - Fire and Rescue Service
- **155** - Emergency Medical Service (Ambulance)
- **156** - Municipal Police
- **158** - Police



PUBLIC HOLIDAYS IN THE CZECH REPUBLIC IN 2022

We have 2 types of holidays - state holidays and other holidays. The only difference is that during other holidays the shops can be open, but other services are closed.

When a public holiday falls on a Saturday or Sunday, it is held that day, is not moved to other days, the following Monday is a regular business day.

WHAT DOES IT MEAN WHEN THERE IS A PUBLIC HOLIDAY?

- Stores, which are bigger than 200 square meters, are closed during public holidays.
- You can only shop in shops smaller than 200 square meters, petrol stations, railway stations.
- Banks are closed.
- Schools and kindergartens are closed.
- All services are closed.
- Public transport runs less frequently than during weekdays.
- During some holidays, buildings that are not normally open, are open to the public.

STATE HOLIDAYS WHEN SHOPS ARE CLOSED:

- January 1st - New Year's Day (*Nový rok*),
- April 10th (in 2022) - Easter Monday (*Velikonoční pondělí*),
- May 8th - Liberation Day (*Den vítězství*),
- September 28th - Statehood Day (*Den české státnosti*),
- October 28th - Independence Day (*Den vzniku samostatného československého státu*),
- December 24th – Christmas Eve (*Štědrý den*) closed after 12:00,
- December 25th - Christmas Day (1. svátek vánoční),
- December 26th - 2nd Day of Christmas (2. svátek vánoční).

STATE HOLIDAYS WHEN SHOPS ARE OPEN:

- April 7th - Good Friday - (*Velký pátek*),
- May 1st - Labour Day (*Svátek práce*),
- July 5th - St. Cyril and St. Methodius Day (*Den slovanských věrozvěstů Cyrila a Metoděje*),
- July 6th - Jan Hus Day (*Den upálení mistra Jana Husa*),
- November 17th - Freedom and Democracy Day (*Den boje za svobodu a demokracii*),
- December 24th – Christmas Eve (*Štědrý den*) - open until 12:00.

WHAT IS THE WEATHER LIKE IN THE CZECH REPUBLIC?

We have four seasons – winter can be cold, the temperature can go far below zero some days, summer temperature can go up to over 35 °C. The weather condition is changing and it is never sure what to expect having regard to all the global climate change.

CZECH CURRENCY

Czech Koruna (Kč). A valid official exchange rate can be checked here – Central bank exchange rate fixing – Czech National Bank (cnb.cz)

LANGUAGE

The official language in the Czech Republic is Czech. The younger generation understands and speaks English. Many older people can speak German and Russian.

ELECTRICITY SOCKET

For Czech Republic there are two associated plug types, types C and E. Plug type C is the plug which has two round pins and plug type E is the plug which has two round pins and a hole for the socket's male earthing pin. Czech Republic operates on a 230V supply voltage and 50Hz. You might need a travel adaptor, which is a device that simply allows you to plug into electrical socket.

SIREN TESTING

On the first Wednesday of each month at 12:00 am, the Fire Services and Operations Center operates and maintains the warning system by activating the alarm siren. The tone is uninterrupted and lasts 140 seconds. It starts by rising in pitch, before sustaining its highest pitch for the duration of the test. No action required. The purpose of the test is to verify the functionality of the warning system.

SERVICES IN HRADEC KRÁLOVÉ

Laundry

- Self-service laundry and drying service
- Address:** Pospíšilova 1156, Hradec Králové
- Capacity of 10 – 18 kg. 10 kg laundry cost 140,- CZK, 18 kg costs 140,- CZK and takes 40 minutes. Drying costs 70,- CZK per 15 minutes. Detergent and fabric softener are included in the price. You need to have coins when going to use this service.
- **Opening hours:** Openit is open daily, including weekends from 7 am till 9 pm.

www.pradelny-tajkar.cz

BWJ čistírna, prádelna

- Chemical cleaning, washing, ironing, wet cleaning, carpet cleaning and clothing repair.

 **Adress:** Gayerovy kasárny, Československé armády 216/41, Hradec Králové

- **Working hours:** Mo – Fri, 07:00 – 17:00

 www.bwj.cz

Cleaning services can be found as well at the shopping center Au Park and Futurum.

Where to exchange money in Hradec Králové:

Money exchange offices (směnárna) can be found at the shopping malls and banks. Don't forget to bring your ID or another personal identification document, i.e. passport. For exchanges exceeding 1,000 EUR you are legally obliged to prove your identity.

Always go to official, marked exchange office and avoid street sellers. Count your money on the spot and be careful of incorrect rate calculations, beware of hidden fees, check your banknotes for fakes and don't be afraid to return a bad exchange, always have a receipt of the transaction. File a complaint to the Czech National Bank if an exchange office doesn't recognize your claim to cancel transaction.

Chase Flex

 **Adress:** Švehlova 308/5, Hradec Králové, 500 02

- **Open:** Mon – Fri: 09:00 – 18:00, Sat: 09:00 – 12:00, Sun: closed

EUROEXCHANGE s.r.o.

 **Adress:** Pilnáčkova 436 (Kaufland), Hradec Králové, 500 03

Open daily: 08:00 – 20:00

LIBRARIES

Hradec Králové City Library (Městská knihovna) is a public library with a universal book fund and services. The library is funded by the City of Hradec Králové. Books in English are available there.

Registration fee for adults at Městská knihovna is 150,- CZK, for students up to 26 and seniors over 60 years 50,- CZK per year.

 **Address:** Městská knihovna Hradec Králové, Wonkova 1262/1a, 500 02 Hradec Králové

 www.knihovnahk.cz/english

The Research Library (Studijní a vědecká knihovna) is a public universal library that offers lending services, inter-library loans, literature searches, database services, internet services, copying services, reference and information services.

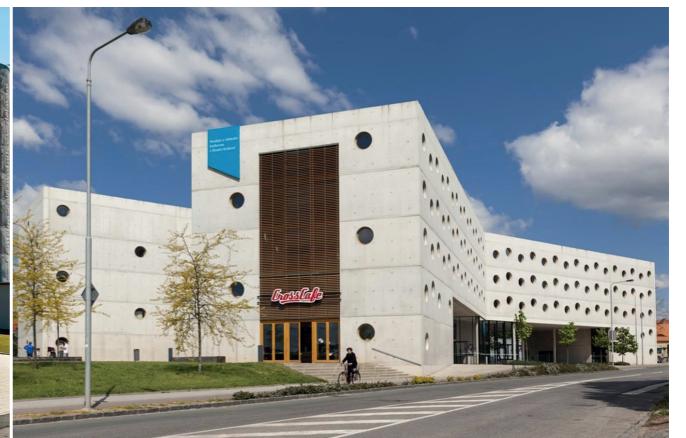
Registration fee at the Research library is 200,- CZK per year, 30,- CZK per month, students up to 26 pay per year 100,- CZK.

 **Address:** The Research Library in Hradec Králové, Hradecká 1250, 500 03 Hradec Králové

 www.svkhk.cz

To borrow books to take them home you need to be registered in the library. For registration the passport and confirmation or contract about accommodation in the Czech Republic are needed.

The confirmation from the student dormitory should be sufficient too. You can register for a month only, or for the whole year. The library is able to lend the books without registration, but in that case 150,- CZK deposit must be paid for every book borrowed.



HEALTHCARE & INSURANCE

Medical care in the Czech Republic is on a very good professional and technological level. Health care is provided by state-run and private medical facilities.

Medicines to relieve a flu or a cold and other similar medicaments can be purchased without a prescription in pharmacies. A prescription from a doctor is required to purchase other medicines.

Czech law requires anyone staying in the country to have health insurance, but not everyone qualifies to receive coverage from the state. A new amendment to the Foreigner's Act took effect on August 2nd, 2021, requiring foreigners with long-term residence in the Czech Republic to buy a health insurance contract with the commercial branch of Všeobecná zdravotní pojišťovna (VZP), officially known as Pojišťovna VZP (PZVP).

Commercial health insurance is a private contract between the insured person (the foreigner) and the insurance company. It is available for foreigners staying in the Czech Republic (or those applying for residence) who are not included in the public health insurance system.

For commercial health insurance, foreigners staying in the Czech Republic based on a long-term visa or a long-term residence permit with the purpose of business are not included in the public health insurance system and must buy commercial comprehensive (also called "contractual") health insurance from PVZP.

That includes:

- Foreigners with resident permit or long-term visa (for business, study, family reunification),
- foreigners who are self-employed,
- third-country nationals living in the Czech Republic for three months or longer.

Every person who has a working contract with the employer is covered with health insurance. People working on a freelance basis and having permanent residence need to arrange contractual insurance individually with a public health insurance provider.

A foreigner's guide to private health insurance in the Czech Republic - Prague, Czech Republic (expats.cz)

Pojišťovna VZP offers 3 types of insurance program:

- *Foreigners' Basic Medical Insurance*
- *Foreigners' Comprehensive Medical Insurance Plus*
- *Foreigners' Comprehensive Medical Insurance Exclusive*

Foreigners' **Comprehensive Medical Insurance Exclusive** equates to the public health insurance of Czech citizens, it enables easy orientation both for medical facilities and for the insured themselves. Both parties, the patient and the medical facility, can be confident that the care will be fully covered by the insurance company, up to the amount of the agreed indemnity limit.

Since February 18th, 2022, students who arrange Foreigners' Comprehensive Medical Insurance.

EXCLUSIVE will have **free medical expenses** insurance in the Schengen area. You can arrange Foreigners' Medical Insurance [online](#) or at Pojišťovna VZP, a. s. and VZP CR sales points.

Pojišťovna VZP, a.s.



Adress: Hořická 1710/19a, Hradec Králové, 500 02



pvzp.cz

English speaking doctors in Hradec Králové and our region

You always need to contact firstly the assistance service of your insurance company before going to the doctor. They are able to give you information which doctor you can visit, they guarantee you that the treatment is covered by the insurance company and they are able to find you an English speaking doctor. You can only visit a doctor who is contractor with your insurance company. The assistance service is available nonstop, its staff is able to communicate in English and other languages.

Contacts for the assistance service can be found on your insurance card from P VZP: +420 272 099 943, email info@axa-assistance.cz.

Contracted doctors in our region can be find [here](#).

University hospital in Hradec Králové belongs to one of the best in the Czech Republic. More info about the hospital - fnhk.cz.

EMERGENCY

Emergency for adults is located at Fakultní nemocnice (University Hospital) Hradec Králové on the ground floor of the pavilion Emergency – Pohotovost, building No. 50. Access is marked with special signs. Working hours is 24/7. The phone number for emergency service is +420 495 834 115. When using this service, it is necessary to buy a voucher for outpatient treatment priced 90,- CZK. fnhk.cz

Children's Emergency Department is located in the **CENTRAL** wing (gate A) of the pavilion of Children's Clinic, ground floor, building no. 18. Access is marked with special signs.

- **Working hours: 24/7**

The phone number for this emergency service is +420 495 834 616, except working days from 7:00 – 15:00 when the number is +420 495 833 427.

Emergency Dental Care

Dental Emergency Department is located on the ground floor of the annexe of the Clinic of Stomatology, building no. 11. Access is marked with special signs.

The phone number for this emergency service is +420 495 832 504.

- **Working hours:** Monday to Friday 16:00–21:30, Saturdays, Sundays, public holidays 8:00–21:30

There is also a reserved **surgery of the Clinic of Stomatology** for injuries, bleeding, and swellings: This surgery is intended only for patients with swellings, bleeding, and facial injuries including teeth. It does not treat patients if there is no danger in delay, i.e., tooth pains without swellings, loose fillings or crown jackets, and gum pains.

- **Working hours:** Daily 22:00–08:00

Emergency Pharmacy

On the premises of the University Hospital there is an Emergency Pharmacy opened for twenty-four-hours a day – the Blue Robot Pharmacy in the building no. 10 (in the Pavilion of Internal Medicine). Access is marked with special signs; the entrance is via Pohotovost – Emergency. The phone number for this emergency service is 495 834 308.

- **Working hours:** Monday to Friday: 18:00–7:00, Saturday to Sunday: 17:00–8:00,
Public holidays: twenty-four hours

Outside the above-mentioned hours of emergency service, the Blue Robot Pharmacy works in the usual mode. On work days from 7:00 to 16:00 there is also Hospital Pharmacy available at building no. 20.