

MARCH 2020

MUNI FACULTY OF SOCIAL STUDIES

monthly
newsletter for
International
Students



IMPORTANT DATES

March 3
Library Tour

March 10
International Student
Breakfast

March 27
Graduation

MEET LUDMILA

assistant for studies



My name is Ludmila Polášková from Office for Studies, I work with international students in full degree programs at FSS. I will be happy to help you with your study strategy (in coordination with the guarantor of the program):

- choosing courses, and making sure that you comply with the template;
- checking the course of your study, whether you meet requirements to pursue in the following semester;
- lead you through the procedure of interrupting the study;
- helping you to prevent or solve unwanted study situations.

I can also print you the Confirmation of Study or the Transcript of Record.

Please don't hesitate to contact me: rather sooner than later to make your study smooth, satisfying, and pleasant.

Enjoy your semester,
Ludmila

INTERNATIONAL STUDENT BREAKFAST

March 10 9:00-10:00
Atrium

Almost every month of the semester, the Faculty of Social Studies organizes events specifically for international students. The first event of the semester will take place on Tuesday, March 10.

Please RSVP [here](#).



RENEW YOUR VISA - PLANNING AHEAD

For full degree students

If you are studying here for your full degree and are required to have a Czech visa or residence card, you should start planning when you need to apply for your appointment at the Ministry of the Interior (Hněvkovského 30/65, Brno). Appointments are often booked up to 3 months in advance, it's possible to book it online here <https://frs.gov.cz/en> and the process MUST be started before your current visa expires. It's possible to go there also without the appointment, but in this case it's necessary to go there really early in the morning and you'll have to wait long time.

For students planning on going home for the summer holidays, please make sure you will have a valid visa to return, i.e. if your visa expires September 4, you will not be able to return after this date if you haven't started the new process. Also don't forget to ask for a „bridge visa“ especially if you plan to leave the Czech Republic before your visa application will be approved.

It is not possible to apply for visa extension more than 120 days before your current visa is set to expire, however you can book an appointment in advance.

Students should also be aware of the financial proof needed, to make sure they have enough money in their account prior to applying for the visa. It's also necessary to have valid medical insurance, the proof of accommodation (if you stay in dormitory ask them directly to send it) and the proof of study (ask Klára or Ludmila).

It is the students responsibility to make sure they have a valid visa in order to study in the Czech Republic.



LIBRARY TOUR

Tuesday, March 3 11:00

Have questions about how to check out books, print or use the online resources. You can join the library tour at 11:00 on Tuesday to have all your questions answered!

Just meet in the library at the front desk at 11!



MARCH GRADUATION

Friday, March 27

Graduation for students who finished their studies last semester will be on Friday, March 27.

International students should receive information regarding the graduation ceremony from Ludmila.



JAZZFEST BRNO

March-May

Each year, world famous Jazz musicians travel to Brno to perform during the Jazz festival. The festival starts in March and lasts until May. If you are a lover of Jazz music, or just want to try something new, this is a great opportunity. To see the schedule and performing artists, visit their [website](#).



ORIENTATION WEEK DISCOUNTS

Did you attend orientation this week? If so you want to make sure you take advantage of the discounts found in your welcome package to various places around Brno.



ELECTRONIC CONFIRMATION OF STUDIES

Students are now able to request their Confirmation of Studies online in the IS system. The confirmation is not immediate, but it should help with the process of getting this document. It can be used for things like taxes, job, insurance, etc. For some visas, it may be sufficient to prove enrollment into the next semester.

To request your confirmation of Studies go to the "During Studies" tab in the Student section of your IS account. You will then click on "confirmation of studies" and then "Issue Confirmation". For more information, visit the FAQ page [here](#).

 > Student > Confirmation of Studies ✦

The confirmation of the length of completed studies can be issued for your chosen studies

[Issue confirmation](#)

 Information on processing personal data (GDPR) and explanation of rights.

MEET THE INTERNATIONAL OFFICE STAFF



LUDMILA POLÁŠKOVÁ

Study support for full degree BA and MA students.

email: lpolasko@fss.muni.cz
room 1.16



DAGMAR HÁBOVÁ

Erasmus Coordinator, study support for PhD students

email: habova@fss.muni.cz
room 1.14



ERINANNA SMITH

Non-academic support

email: smith@czs.muni.cz
room 1.14



KLÁRA NĚMEČKOVÁ

Assists students with degree recognition and visas

email: 217236@mail.muni.cz
room 1.14

Contact Hours - Ludmila

Monday: 13:00-15:00
Tuesday: 13:00-15:00
Wednesday: 9:00-11:00
Thursday: 9:00-11:00

Contact Hours - Klára & Dagmar

Monday: 13:00-15:00
Tuesday: 13:00-15:00
Wednesday: 9:00-11:00
Thursday: 13:00-15:00
Friday: 9:00-11:00