

MAIL AND PACKAGE GUIDELINES

Follow these guidelines to ensure that you receive/send mail smoothly while abroad.

IMPORTANT: Receiving Mail and Packages

Important: Packages sent from the U.S. to Prague will incur a **mandatory customs fee**. When your package arrives in Prague, you will receive a notice that your package is waiting for you at a designated post office. You have a certain time period to pick it up before it is sent back. You must bring your passport and the notice slip with you and expect to pay a fee. Verto Education will not accept and pay for packages on the students' behalf.

The Verto Study Center address is:

Your Name
c/o Verto Education
28. října 377/13
110 00 Staré Město
Praha, Czech Republic

Sending Letters

We do encourage you to send a letter or postcard home to family and friends. You may send letters and small, flat envelopes from any Česká pošta (post office). Verto staff can give you more information about this on site.

A note about sending packages *from* the Czech Republic:

- Sending packages home can be quite expensive. We do not encourage students to send packages if they do not have to. If students need to send something home, they should ask Verto staff for suggestions and assistance.