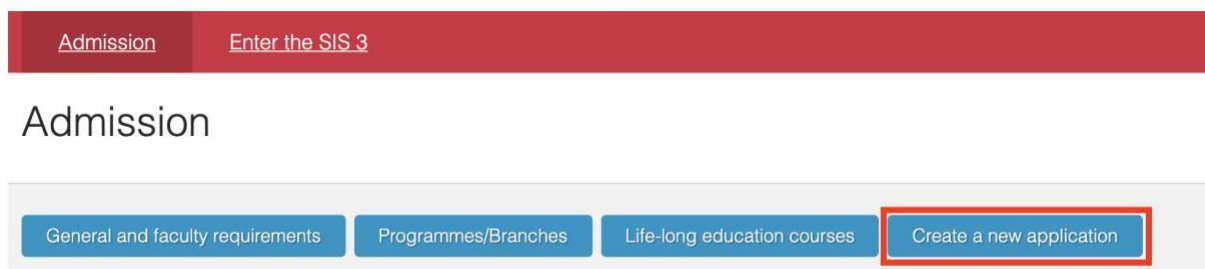


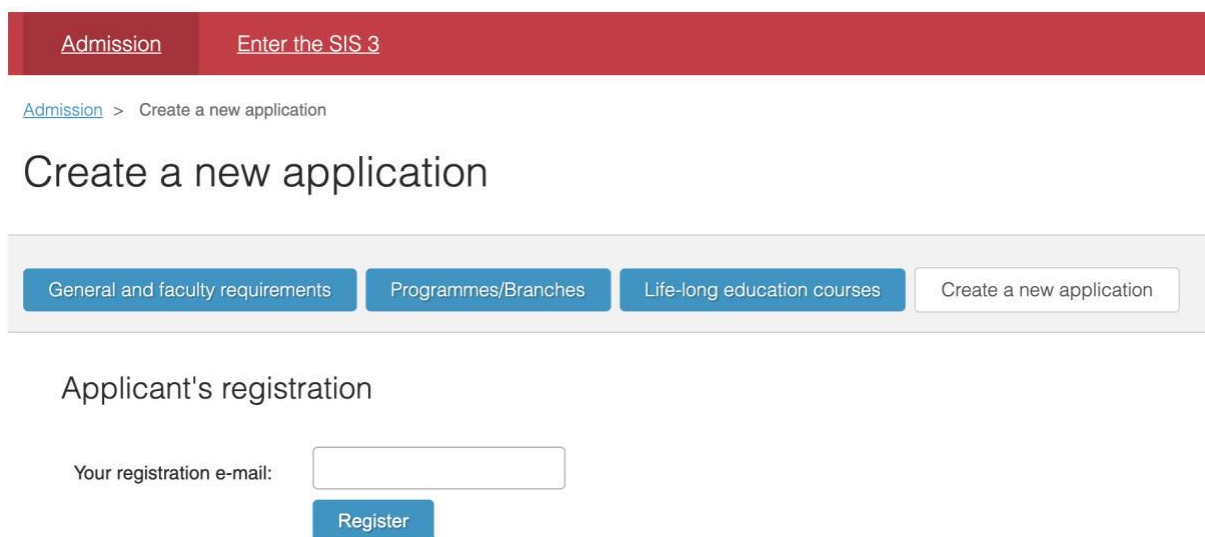
1. To start your application, go to [our Admissions portal](#) and click on „Create New Application“.
(If you have a direct link to the application of your chosen study program, you can skip to step 4.)

If you are a new applicant who has not previously studied at CU and have never submitted an application for study in the past (regardless of success), **you will be asked to register** prior to submitting your application. In order to do so, you will be asked to provide a **registration email address** to which an email will be sent containing a link to a page where you will be able to set up your new password. **You will need to use this email address and password in the course of the whole application process**, as only under these credentials all of your current applications will be displayed. However, these credentials cannot be used for logging into other modules of the Student Information System (SIS).

If you are a current student of Charles University, please **use your assigned student username to log in**. Equivalent to this username is your personal number that can be found on your student identification card under your photograph.



2. Insert your e-mail to create an applicant login or, alternatively, log in with your CU student credentials.



3. Choose „Faculty of Humanities“ from the dropdown menu. Afterwards, choose your preferred language of instruction, form and type of study, and relevant study program. Click on „Create“.

Admission | Enter the SIS 3

Admission > Create a new application

Create a new application

General and faculty requirements | Programmes/Branches | Life-long education courses | Create a new application

Faculty: Faculty of Humanities Change

Language of instruction: English Change

Form and type of study: full-time, Bachelor's Change

Study programme/branch: Liberal Arts and Humanities | SHVAJ18 (B0288A120001)

Create

4. Fill out your personal details. The fields marked with an asterisk are required.

The format for your date of birth should be DD.MM.YYYY – make sure to put dots in between the numbers rather than forward slashes.

Make sure you put in a correct contact e-mail as this is the main channel of communication between you and the Faculty - without it, you will not get necessary updates. **If you find out you have made a mistake in your application and you cannot edit it yourself, please, contact us at study@fhs.cuni.cz** and we can help you change your application info.

Personal details

* Other/first names(s): ⓘ

* Last name(s): ⓘ

Date of birth:

Citizenship:

Sex:

Degree(s): ...search ⓘ

Maiden name: ⓘ

* Country of birth:

ID card number or Passport number: ⓘ

* Contact e-mail:

* Phone: ⓘ

* Permanent residence in the CR?: Yes No

5. Add your permanent residence address. If you wish to receive post at an address different from your permanent residence, fill out the boxes below under “Postal Address” – this is the place where we will address necessary documents.

Once again, please, make sure this data is correct - we will need to send you physical documents, (e.g. decision on your application) via mail which is why inserting the correct address is crucial.

Permanent residence

* Country:

* Postcode: ?

* Municipality:

* Street: ?

* Building number:

Postal address (if differs from the permanent address)

If you want to use your permanent residence address as your postal address (above), do not fill it in again, but tick check-box Identical to permanent address.

Identical to permanent address:

Country:

Postcode: ?

Municipality:

Street: ?

Building number:

6. Fill out information about your previous studies. Depending on your level of studies, fill out information about your secondary school (when applying for a BA program) or your university (applying for an MA or PhD program).

6A: If you graduated outside Czechia, you do not have to worry about the IZO code of your secondary school – we request this data only if you graduate from the Czech Republic. After choosing your country of previous education (other than the Czech Republic) the IZO field will disappear and you will be asked to fill out some additional information.

Previous secondary school studies

ⓘ If you have completed your previous education at a foreign secondary school or university, please specify which documents you will submit to the faculty by providing the information below. You should complete this request once for each faculty you are applying for (even if you are submitting more applications for the same faculty). Information on how to prove previous foreign education can be found here: <https://www.cuni.cz/UK-6452.html>. One of the options is the assessment of foreign education during the admission procedure, which can be used instead of general nostrification.

* Where do you come from:

* Secondary school graduation year:

* Country of Secondary School:

* IZO code of your secondary school: - 🔍 🚫 ⓘ

* KKOV: - 🔍 🚫 ⓘ

In the field “Secondary education proven by” you will have these options:

- A document proving general recognition of foreign higher education (“nostrification”)
 - More info here: <https://fhs.cuni.cz/FHSENG-912.html>
- A document concerning foreign higher education which is automatically equivalent without any further administrative procedures
 - These are documents proving obtainment of the equivalent of Czech “maturita” in **Slovakia**, **Poland** (“swiadectwo dojrzalosci”), **Hungary** (“érettségi bizonyítvány”), and **Slovenia**.
- A foreign document concerning a foreign higher education (It will be assessed)
 - This means your foreign degree will be assessed directly by us at the Faculty.
 - More info here: <https://fhs.cuni.cz/FHSENG-912.html>
- I have not decided yet
 - Choose this if you do not know which of the abovementioned choices you want to pick. You can request one of the options after you have made up your mind!

* Where do you come from:

* Secondary school graduation year:

* Country of Secondary School:

* Foreign secondary education: - 🔍 🚫 ⓘ

* Study started in:

* Secondary education proven by:

Original document title (in Latin alphabet):

6B: If you are applying for an MA program, you will be asked to fill out slightly different information. Please, make sure to fill out all of the required fields (some information will likely be repeated – however, please, fill it out anyway).

* Country of University:

* Study started in:

* Study finished in:

* University: ⓘ

* Study program: ⓘ

single-subject double-subject

* Studied branch 1: ⓘ

* Expected date of graduation:

* Awarded degree:

After you fill in the Country of University, new fields will be displayed in case you achieved your previous degree outside the Czech Republic. These include “Foreign Higher Education”, where you are asked to write the name of your previous university and “Level of education achieved”.

In the field “Higher education proven by” you will have these options:

- A document proving general recognition of foreign higher education (“nostrification”)
 - More info here: <https://fhs.cuni.cz/FHSENG-912.html>
- A document concerning foreign higher education which is automatically equivalent without any further administrative procedures
 - These are documents proving obtainment of the equivalent of Czech “maturita” in **Slovakia**, **Poland** (“swiadectwo dojrzalosci”), **Hungary** (“érettségi bizonyítvány”), and **Slovenia**.
- A foreign document concerning a foreign higher education (It will be assessed)
 - This means your foreign degree will be assessed directly by us at the Faculty. We strongly recommend choosing this option!
 - More info here: <https://fhs.cuni.cz/FHSENG-912.html>
- I have not decided yet
 - Choose this if you do not yet know which of the abovementioned choices you want to pick. You can request one of the options additionally after you have made up your mind!

* Country of University:

* Foreign higher education: Univerzita Komenského - Bratislava, Slovakia ⓘ

* Level of education achieved:

* Higher education proven by:

Original document title (in Latin alphabet):

* Study started in:

* Study finished in:

* University: ⓘ

* Study program: ⓘ

single-subject double-subject

* Studied branch 1: ⓘ

* Expected date of graduation:

* Awarded degree:

7. If you require any modification of the admission process due to a health disability, please, check the box below:



Additional information



Requirements for
modification of the
admission procedure due
to a health disability:



8. If you are applying to one of our MA programs, you will be asked to attach necessary documents to your application (CV, motivation letter, academic paper).
- Please, make sure to submit these attachments to your application before the document submission deadline in order for them to be accepted!
 - Make sure you attach the relevant documents to their designated fields!



If you are applying to our BA program, skip this step – you **do not need** to attach any documents to your application. No documents attached to the BA application (such as CV, cover letter, language certificates, etc.) will be taken into account by the admission committee!

Attachments

 Optional attachments (those not marked with a blue star ) can be added even after the submission of your application. These files can be uploaded in the Attachments menu tab after the application has been submitted, and in the Admission procedure menu tab after the application has been filed by the Registrar's Office.

Academic paper:  

Curriculum Vitae:  

Motivation letter:  

9. If you agree that the decision on your application may be delivered to you via SIS (Student Information System - the system through which you are currently applying), check "YES". If you check "NO" the decision will be sent to you via the post. If you choose not to receive the decision via the SIS, please, take into account that it will take longer for you to obtain the decision.

 I agree that the affirmative decision on my admission can be delivered to me via SIS.: Yes No 

10. Click on "Save Application" to officially create and register it in our system.

Application Payment

After submitting your application, you will need to pay the application fee in order for your application to be processed and officially accepted.

You can find the payment info after clicking on “My applications” in the Student Information System and then clicking on the relevant application. The payment information can also be found here:

<https://fhs.cuni.cz/FHSENG-657.html>.

You have two options of paying the application fee:

- pay by card online
- pay by bank transfer

If you pay with your card rather than a bank transfer, your payment is accepted and processed faster - therefore, **we recommend that you pay by card if possible**. You can do so by clicking on “Pay by card online” which should be displayed in your “My applications” section. You will be taken to a payment gateway where you need to fill out your card information.

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2021/2022	FH	Liberal Arts and Humanities	Progress	Bachelor's	full-time	
Language of instruction: English		Standard length of study: 3 years		Study programme: Liberal Arts and Humanities		
Additional information:						
The application fee 820 CZK must be sent to account no. 27-1842600277. Bank code: 0100 IBAN: CZ86 0100 0000 2718 4260 0277 SWIFT: KOMB CZ PP Use _____ as the variable symbol. The application fee can be paid online with a debit/credit card.						
Pay by card online						
Pay the fee no later than the deadline for applying.						
Summary of the admission procedure:			Progress of the admission procedure:			
The application was registered by the Study Department			The application was accepted. Examination sources are being processed now.			
Application ID:		File number:				
Application details						
Show the application as a PDF						
Personal data from a filed application						
Detailed information on admission procedure						
Written requests (0)						
Proof of education (not paid)						