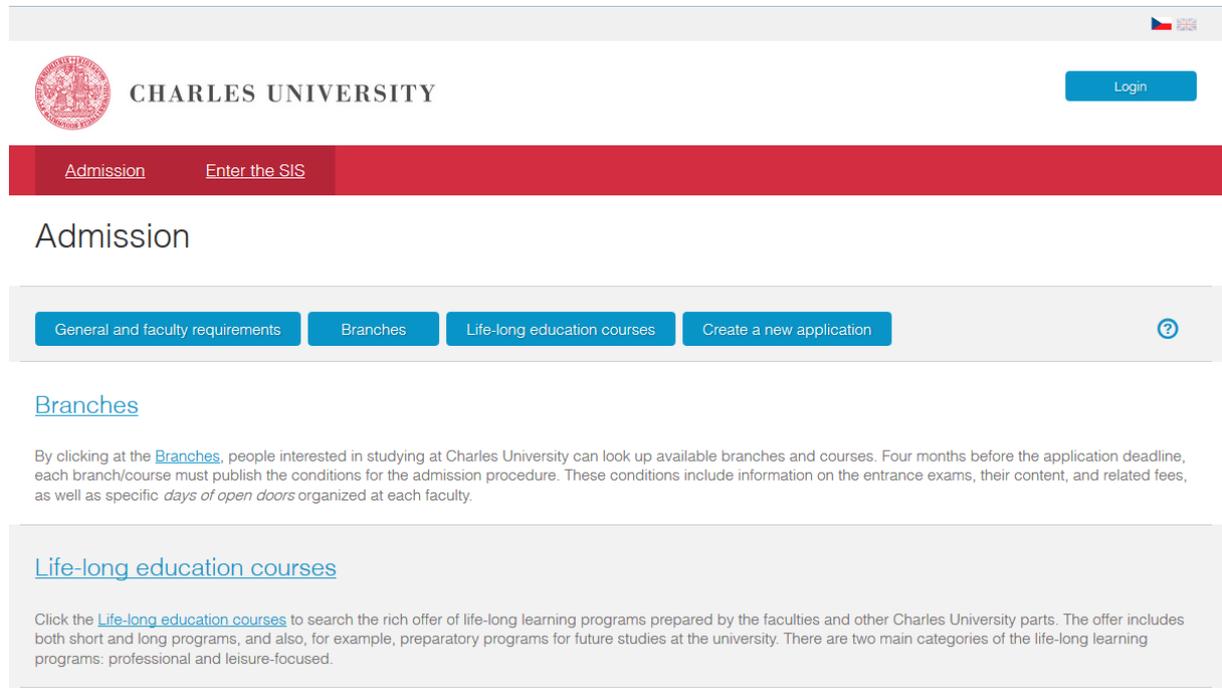


## How to fill in the online application form at FSV UK

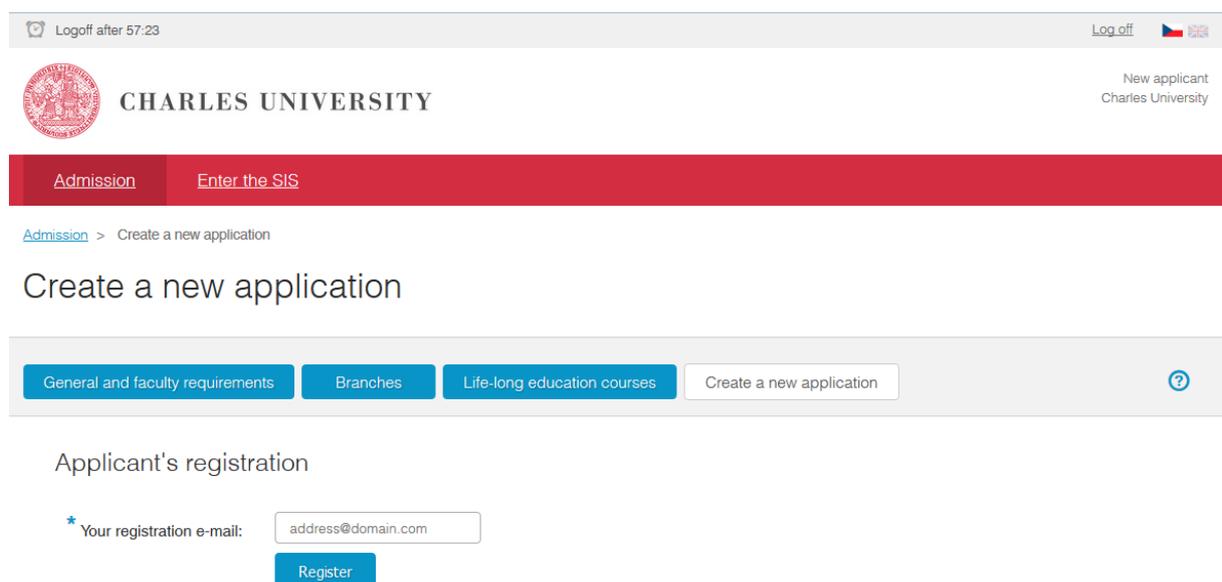
You can start your application here:

<https://is.cuni.cz/studium/eng/prijimacky/index.php?KEY=Az1>



The screenshot shows the top navigation bar of the Charles University website. On the right, there are flags for the Czech Republic and the United Kingdom. The Charles University logo and name are on the left, with a blue 'Login' button on the right. Below this is a red navigation bar with 'Admission' and 'Enter the SIS' links. The main content area is titled 'Admission' and contains four blue buttons: 'General and faculty requirements', 'Branches', 'Life-long education courses', and 'Create a new application'. A help icon is on the right. Below the buttons, there are two sections: 'Branches' and 'Life-long education courses', each with a brief description of the information available.

First step for applying online is registration – you will need a valid email address where the system will send a registration verification code. Click on the “Create a new application” button and enter your email address and then hit the “Register” button.



The screenshot shows the 'Create a new application' page. At the top, there is a 'Logoff after 57:23' timer and a 'Log off' button with flags. The Charles University logo and name are on the left, and 'New applicant Charles University' is on the right. Below is a red navigation bar with 'Admission' and 'Enter the SIS' links. The main content area is titled 'Create a new application' and contains four blue buttons: 'General and faculty requirements', 'Branches', 'Life-long education courses', and 'Create a new application'. A help icon is on the right. Below the buttons, the page is titled 'Applicant's registration' and features a form with a red asterisk and the label 'Your registration e-mail:'. The input field contains 'address@domain.com' and a blue 'Register' button is below it.

An email will be sent to the registered email address with a link for finishing the registration. If you do not receive an email with the registration link, you can generate it yourself by clicking on the "Send again" highlighted text.

 A verification code has been sent to your e-mail address [erasmusplacements@fsv.cuni.cz](mailto:erasmusplacements@fsv.cuni.cz). To continue your registration, please follow the instructions in the e-mail message. It may take a few minutes to deliver it. If you received no such message, please click on [Send again](#).

The link in the email will direct you to a new page, where you will be asked to create a password for the Charles University online admissions application.



CHARLES UNIVERSITY

[Admission](#)

[Enter the SIS](#)

[Admission](#) > Create a new application

## Create a new application

[General and faculty requirements](#)

[Branches](#)

[Life-long education courses](#)

[Create a new application](#)

### Password setup

Your registration e-mail: [erasmusplacements@fsv.cuni.cz](mailto:erasmusplacements@fsv.cuni.cz)

\* Password:

\* Confirm password:

[Save](#)

After creating your password you will be asked to fill in further details which will allow the system to uniquely identify you when you login again in the future.

Please note, that if you have ever studied at a Czech university before or stayed in the Czech Republic for an extended period and have been assigned a Czech personal identification number, so called *rodné číslo (RČ)*, you will need to select the appropriate box.



CHARLES UNIVERSITY

Admission

Enter the SIS

[Admission](#) > Create a new application

## Create a new application

General and faculty requirements

Branches

Life-long education courses

Create a new application

### Data

\* Citizenship:

\* Date of birth (dd.mm.yyyy):

\* Sex:  male  
 female

I filled out an application form while still being a student of this university

I have a personal number (rodné číslo) assigned in the Czech Republic

Continue

After these initial steps you will be asked to choose the faculty, language of instruction, form and type of study and a specific study program. Then you use the "Create" button to create an application.



## Create a new application

General and faculty requirements	Branches	Life-long education courses	Create a new application	?
Faculty:	Faculty of Social Sciences	Change		
Language of instruction:	English	Change		
Form and type of study:	full-time, Master's (post-Bachelor)	Change		
Study branch:	MEF   Master in Economics and Finance (N6201)	Change		
	Create			

Make sure you read through the additional instructions carefully, as they may contain further information on the required application attachments.

You have chosen branch: Master in Economics and Finance

Faculty	<a href="#">Faculty of Social Sciences</a>	Address of the study department	Smetanovo nábřeží 6, 110 01 Praha 1
Type of study	Master's (post-Bachelor)	Contact information	Admissions Team, International Office, admissions@fsv.cuni.cz
Form of study	full-time		
Study programme	Economics		
Language of instruction	English		

### Additional instructions

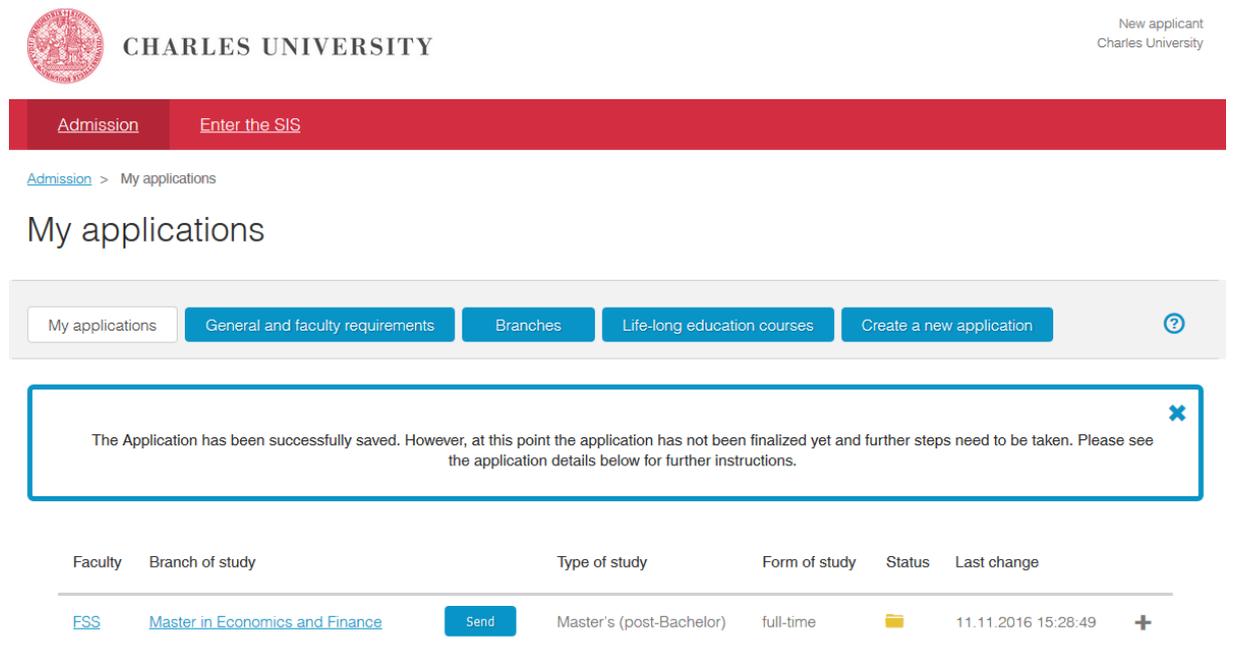
Please use roman language characters (with diacritics) when filling in the form. Use capitalisation according to the grammar rules of your country – usually the first letter of a word should be uppercase, other letters lowercase.

Please pay great attention when filling in the permanent residence and postal address fields below. We use the information you provide in these fields to mail successful applicants their Welcome Packages which include visa support documents among other. Providing an incorrect or incomplete postal address may result in considerable delay in receiving the Welcome Package.

All fields marked with a blue asterisk must be filled in and all attachments marked with a blue asterisk must be uploaded. There are three steps to submitting an application:

1. Fill in and save your application
2. Send your application (electronically using the system)
3. Pay the application fee

**Fill in and save your application** – you can save your application and come back repeatedly to continue working on it.



 **CHARLES UNIVERSITY** New applicant  
Charles University

**Admission** | **Enter the SIS**

[Admission](#) > My applications

## My applications

My applications | General and faculty requirements | Branches | Life-long education courses | Create a new application

The Application has been successfully saved. However, at this point the application has not been finalized yet and further steps need to be taken. Please see the application details below for further instructions.

Faculty	Branch of study	Type of study	Form of study	Status	Last change
<a href="#">FSS</a>	<a href="#">Master in Economics and Finance</a>	Send	Master's (post-Bachelor)	full-time	11.11.2016 15:28:49

You can always review details of the application when you log into the application system. And you can also edit the open application.

Faculty	Branch of study	Type of study	Form of study	Status	Last change
<a href="#">FSS</a>	<a href="#">Master in Economics and Finance</a>	Send	Master's (post-Bachelor)	full-time	11.11.2016 15:28:49

Language of instruction: English | Standard length of study: 2 years | Study programme: Economics

Additional information: Payment instructions are not available before you save and submit your application.

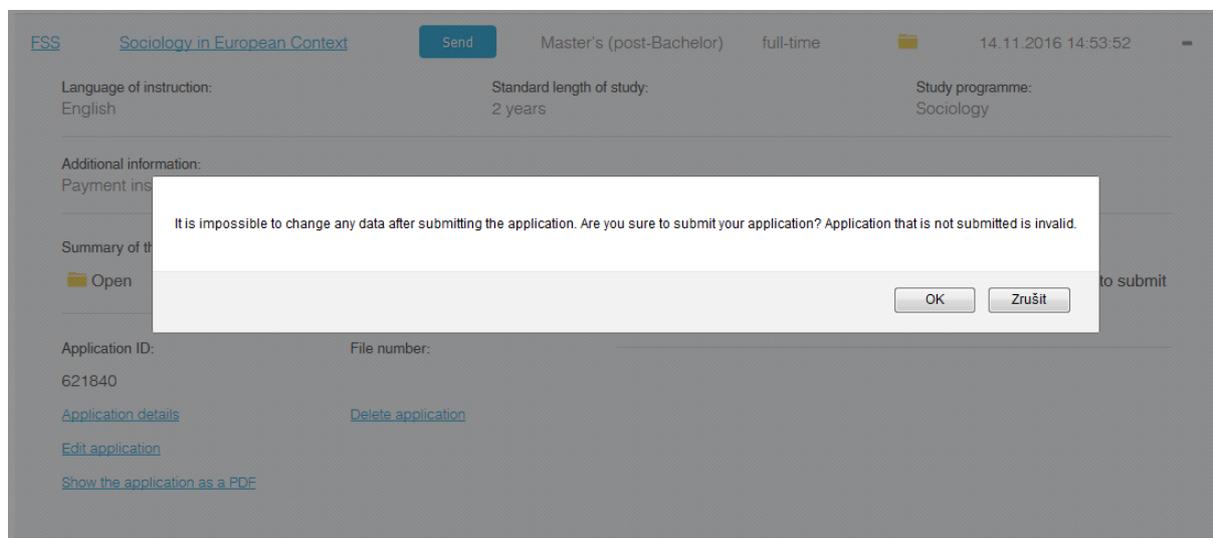
Summary of the admission procedure: Open | Progress of the admission procedure: Your application has not been submitted yet. When you are ready to submit your application, please hit the Send button.

Application ID: 621673 | File number: [Delete application](#)

[Application details](#) | [Edit application](#) | [Show the application as a PDF](#)

**Sending your application** – once you are done editing your application and you are ready to send it, you will want to hit the blue “Send” button.

The system will ask you for a confirmation because once you send your application you will no longer be able to make any changes.



The screenshot shows a web interface for sending an application. At the top, there is a navigation bar with 'FSS', 'Sociology in European Context', a 'Send' button, 'Master's (post-Bachelor)', 'full-time', a folder icon, and the date '14.11.2016 14:53:52'. Below this, application details are listed: 'Language of instruction: English', 'Standard length of study: 2 years', and 'Study programme: Sociology'. A modal dialog box is open in the center with the text: 'It is impossible to change any data after submitting the application. Are you sure to submit your application? Application that is not submitted is invalid.' The dialog has 'OK' and 'Zrušit' buttons. In the background, there are sections for 'Additional information', 'Payment ins...', 'Summary of the...', and 'Application ID: 621840'. There are also links for 'Application details', 'Delete application', 'Edit application', and 'Show the application as a PDF'.

If there are compulsory attachments /marked with a blue asterisk/ and you will try to send the application without uploading them, the system will generate an error message and will not allow you to send the application.



CHARLES UNIVERSITY

Applicant  
Charles University

Admission Enter the SIS

Admission > My applications

## My applications

My applications

General and faculty requirements

Branches

Life-long education courses

Create a new application



You are missing one or more compulsory attachments for this application, please use the Edit tool to go back to the application and upload the required attachments.



Once you successfully send your application, the status will change to "Sent" and you will be provided with information regarding the application fee payment.

Acad. year	Faculty	Branch of study	Type of study	Form of study	Status	Last change
2018/2019	FSS	<a href="#">International Economic and Political Studies</a>	Master's (post-Bachelor)	full-time		10.11.2017 14:27:20

---

Language of instruction: English  
Standard length of study: 2 years  
Study programme: International Economic and Political Studies

---

**Additional information:**  
**Please use the following information when making payment:**  
Amount: 600 CZK  
Account number: 85033011  
Bank code: 0100  
Specific symbol: 2018  
Variable symbol: 692869  
IBAN: CZ580100000000085033011  
When making payment from abroad please ensure to include your application number in payment description.  
Bank address: Komerční banka a.s., Spálená 51, Praha 1.

[Pay fee online with card](#)

---

**Summary of the admission procedure:**  
 Sent

**Progress of the admission procedure:**  
Your application has been submitted. In order to finalize it, please proceed to the application fee payment. If you have paid already it will show in the *Payment state section* below

---

Application ID: 692869  
File number: PRFSV0073/2018

[Application details](#)  
[Show the application as a PDF](#)

Instructions for application to FSS:  
Electronic application do not print out!  
To print the application in PDF, you need Adobe Reader. If you do not have it installed yet, you can download it here:  
<http://www.adobe.com/products/acrobat/readstep2.html>

**Pay the application fee** – the application is considered finalized only after you have paid the application fee.

You can either pay the fee online using a credit/debit card. For that you will need to log into the application system, go to "My application" and hit the blue button "Pay fee online with card".

FSS	Master in Area Studies	Master's (post-Bachelor)	full-time		08.11.2016 15:04:29
Language of instruction: English	Standard length of study:	Study programme:			

---

**Additional information:**  
**Please use the following information when making payment:**  
Amount: 590 CZK  
Account number: 85033011  
Bank code: 0100  
Specific symbol: 2017  
Variable symbol: 621500  
IBAN: CZ580100000000085033011  
When making payment from abroad please ensure to include your application number in payment description.  
Bank address: Komerční banka a.s., Spálená 51, Praha 1.

[Pay fee online with card](#)

---

**Summary of the admission procedure:**  
 Sent

**Progress of the admission procedure:**  
Your application has been submitted. In order to finalize it, please proceed to the application fee payment. If you have paid already it will show in the *Payment state section* below

---

Application ID: 621500  
File number: PRFSV0051/2017

[Application details](#)  
[Show the application as a PDF](#)

The link will take you directly to a secure online payment portal where you can pay the application fee.

The screenshot shows the KB SmartPay 3D Secure payment gateway interface. The header includes the KB logo and 'SmartPay' branding, along with the title '3D Secure payment gateway'. The main content area is divided into three sections:

- Card payment:** A navigation menu with options for 'Card payment', 'Express payment' (featuring the Masterpass logo), and 'Mobile' (featuring the MasterCard Mobile logo).
- Safe card payment:** The active section, displaying logos for Mastercard, Maestro, VISA, VISA Electrona, and Diners Club International. It includes a security check: 'Does your card permit online payment?' with a question mark icon. Below are input fields for 'Your card number:', 'Card valid till:' (showing '01' and '17' with dropdown arrows), and 'Verification code:'. A prominent red 'Pay' button is at the bottom of this section.
- Summary of your payment:** A red-bordered box containing:
  - Merchant:** Univerzita Karlova, Ovocny Trh 5, 116 36 - Praha 1 (CZ), www.cuni.cz
  - Payment number:** #000250000091817
  - Total:** 600.00 CZK
  - Logos for 'Mastercard SecureCode' and 'Verified by VISA'.

At the bottom of the page, there is a footer with the text: 'Powered by Global Payments Europe', 'Created in cooperation with MasterCard', and links for 'How does it work?' and 'Principles of secure payment by card.'.

You can also choose to pay via bank transfer. The payment information is available in the online application system and will also be sent to you via email.

**Additional information:**

**Please use the following information when making payment:**

Amount: 590 CZK

Account number: 85033011

Bank code: 0100

Specific symbol: 2017

Variable symbol:

IBAN: CZ580100000000085033011

When making payment from abroad please ensure to include your application number in payment description.

Bank address: Komerční banka a.s., Spálená 51, Praha 1,

If you pay your application fee online with a card, the successful payment will be noted automatically in the payment state section of the application details.

FSS [Master in International Security Studies](#) Master's (post-Bachelor) full-time 06.11.2016 10:13:56

Language of instruction: English Standard length of study: 2 years Study programme: Political Science

Payment state:  
 Payment of 590 CZK was processed on-line on 12.11.2016 18:29.

Summary of the admission procedure: Sent Progress of the admission procedure:  
 Your application has been submitted. In order to finalize it, please proceed to the application fee payment. If you have paid already it will show in the *Payment state section* below

Application ID: File number:

[Application details](#)  
[Show the application as a PDF](#)

If you pay your application fee via bank transfer, the successful payment will only be noted after we receive the payment and after our system pairs the payment with your application. Please note that payments from abroad can take up to 10 days to reach our banking account.

The last step of the application process is carried out by the Admissions Office and it is the formal registration of your application. Once the Admissions Office registers your application, the application status will change to "Registered by the International Admissions Office". All applications with this status will be considered.

## My applications

My applications [General and faculty requirements](#) [Branches](#) [Life-long education courses](#) [Create a new application](#)

Acad. year	Faculty	Branch of study	Type of study	Form of study	Status	Last change
2018/2019	FSS	<a href="#">International Economic and Political Studies</a>	<a href="#">Course of Admission Procedure</a> Master's (post-Bachelor)	full-time		02.11.2017 00:05:07

Language of instruction: English Standard length of study: 2 years Study programme: International Economic and Political Studies

Payment state:  
 Payment of 600 CZK was processed on-line on 02.11.2017 16:40.

Summary of the admission procedure: Registered by the International Admissions Office. Progress of the admission procedure:  
 Your application has been submitted. In order to finalize it, please proceed to the application fee payment. If you have paid already it will show in the *Payment state section* below

Application ID: 692326 File number: PRFSV0022/2018

[Application details](#)  
[Show the application as a PDF](#)  
[Personal data from a filed application](#)   
[Detailed information on admission procedure](#)

Also, aside from being able to check your application status in the online application system, you will be notified via email anytime you change the status of your application.