

Your Erasmus+ nomination to the Faculty of Social Sciences, Charles University, was successful!



To complete the application process, all Erasmus+ incoming students must:

- 1** Fill in the **Charles University Online Application form** by **15 May 2024** (winter semester students) or by **15 October 2024** (summer semester students). You will also need to download it, sign it, and have it signed by your home university. The link to the CU Online Application system will be provided by **the CU European Office**, erasmus.incoming@ruk.cuni.cz.
- 2** Send all required documents in 1 email to documents.erasmus@fsv.cuni.cz by
winter semester
 - **31 May 2024** for **visa** students,
 - **30 June 2024** for **EU/EFTA** students,*summer semester*
 - **30 September 2024** for **visa** students,
 - **31 October 2024** for **EU/EFTA** students.

What are the
required
documents?



- the CU Online Application & Learning Agreement
- the latest Transcript of Grades
- confirmation of English level (B2 or higher)*

*issued by your home university OR an official certificate (TOEFL, CAE, etc) - English level must be clearly stated (e.g., B2, C1, etc.)



How to select
& search for

COURSES ✓



IMPORTANT: We do not guarantee your acceptance into all selected courses due to course capacity, scheduling clashes, or any unforeseen changes in class availability.

Thank you for your understanding.



Please **read the section "How to search for courses?"** on **our website** for instructions on how to find **courses available to our incoming students**.

How to know if the course is **bachelor level or master level?**

Check it out **here**.



IMPORTANT RULES for course selection

- a **maximum of 32 ECTS per semester** for both Bachelor and Master students (a **minimum of 20 ECTS for BA** students and **15 ECTS for MA** students)
- at least **51 % of courses must be from FSV*** as your hosting faculty
- only **1 sports course per semester** is allowed, and it **MUST BE INCLUDED** in your Learning Agreement

*FSV = *Fakulta sociálních věd*, i.e., Faculty of Social Sciences in Czech

The **online course enrollment** for the winter semester courses will take place in the **second half of September 2024**, enrollment in summer semester courses is scheduled for the **beginning of February 2025**. You will be provided with more information during *Online Pre-Arrival Meetings* at the beginning of September 2024/end of January 2025.





Learning Agreement from Receiving University (i.e., Charles University)



You must always complete the **Charles University Online Application (including the Study Plan section)**. If your home university has its own **Learning Agreement** form, send it to us **signed** as well (signed *both* by you *and* the responsible person at your home university).

Learning Agreement from Sending (Home) University

a) "My university uses an EWP platform / I have an OLA/DLA*."

If your home university uses some **EWP platform (Dashboard, MobilityOnline, etc.)**, fill in the Learning Agreement there. Once your home university signs it, we will receive an email notification and sign it from our side.

b) "My univeristy does not use EWP platforms (OLA/DLA tools)."

Please send us a PDF version of your **home university Learning Agreement (Erasmus+ template)** or the Learning Agreement generated by the CU Online Application. **Your home university must sign it first.**

*Online/Digital Learning Agreement

Q Dates of the Planned Period	X
Winter semester:	23.09.2024 - 14.02.2025
Summer semester:	10.02.2025 - 30.06.2025
Full academic year:	23.09.2024 - 30.06.2025



Rule 101:

ALWAYS double-check!

Q Receiving Insitution Information	X
Name:	Univerzita Karlova (Charles University)
Erasmus code:	CZ PRAHA07
Faculty:	Faculty of Social Sciences
Address:	Smetanovo nábřeží 6, Prague 1
Country:	Czech Republic
Contact Person Name:	Barbora Stará
Contact Person Email:	incoming@fsv.cuni.cz

Please make sure you are filling in the correct information as it can prevent unnecessary mistakes and it will speed up the application process.



ADDITIONAL INFORMATION (& links!) useful (not only) during the application period

1 ACCOMMODATION

a) Private Accommodation

Half of the Erasmus+ students prefer private accommodation. You can **check our website for some tips**. We highly recommend starting to search for housing as soon as possible because it can be rather challenging. **Be careful with fraud**. Always ask to see the room online (via video calls) and search for recommendations from other students who lived there previously.

b) Charles University dormitories

The accommodation has to be **requested in the CU Online Application form**. There are only double rooms available. Please **consult our website and the CU website** for more information.

If you have a **specific question**, please get in touch with the **CU European Office at erasmus.incoming@ruk.cuni.cz** as they are **the ones managing the accommodation**.

2 VISA PROCEDURE

Please note the **visa issuance process can take up to 3 months**. Please read the provided document "**Visa Instructions**" (pages 6-7). Information can also be found on the **CU website**.

In any case, **we strongly recommend consulting your visa with the Czech Embassy in your home country** as they will have the complex and detailed information for you.

3 USEFUL LINKS

- **Academic Calendar** available in the [FactSheet 24/25](#) and also be on [our website](#).
- **Academic Information**: courses, faculty building and libraries, exams, student cards, etc.
- **Practical Information**: foreign police, public transport, health insurance, etc.
- **Video Tutorials for Incoming Students** by the International Office



What's NEXT ?

After receiving your complete application, we will check your course selection, and in case of discrepancies, we will return it to you so you can correct it.

If everything is in order, the official **Letter of Admission**, your confirmed **Learning Agreement**, and **Accommodation contract/voucher*** (if you apply for the CU dormitories) will be sent to you **by the CU European Office by:**

winter semester

- **30 June 2024** (via DHL) for **visa** students,
- **31 August 2024** (via email) for **EU/EFTA** students,

summer semester

- **31 October 2024** (via DHL) for **visa** students,
- **31 December 2024** (via email) for **EU/EFTA** students.

“
Please **check**
your spam box
regularly during
applicaiton process.
”

*visa students: accommodation contract
EU/EFTA students: accommodation voucher



Thank you for your cooperation, it is much appreciated!
We look forward to welcoming you in Prague.

- Your IO at FSV UK



Important information about nomination and application procedure of visa students coming to Charles University (CU)

Incoming students who are not citizens of EU/EFTA countries are obliged to obtain a long term visa or resident permit for study purpose for their semester stay in the Czech Republic. **Please note that the process of visa application** has a long waiting time (compared to other EU countries) and **can take even 4 months**.

Students should be aware of their own responsibility for the visa or resident permit application. We suggest them to read and follow our instructions.

As a receiving institution, CU issues following documents for the visa application:

1) **Documentation confirming the purpose of stay:**

- **Letter of Admission** (Potvrzení o studiu v rámci výměnného programu Erasmus+).
- **Confirmation of Study Program** (Jednotné potvrzení o přijetí ke studiu)
- These documents are issued on a basis of a **Learning Agreement**, approved and signed both by sending and receiving institution.

2) Upon request: **Accommodation Agreement** for CU Dormitories - Czech version signed by its official representative is valid as a **proof of accommodation**. We cannot provide any assistance for students who will decide to stay outside the dormitory.

3) Proof of funds – only for students coming under Erasmus+ International Credit Mobility Scheme

As soon as the documentation is completed, we send it by DHL delivery to the student's home address. Students are encouraged to apply for the visa without any delay.

Each embassy and consulate may have their own **reservation system** and students may have to wait certain time for an appointment.

According to the law, the long-term visa for study purpose should be ready up to **60 days after** the student submits the visa application together with all of the required attachments.

¹ Available at <https://cuni.cz/UKEN-366.html#13>

A sending institution

- **Arranges** the approval and signing of the **Learning agreement** (please see above). To avoid any delays in issuing the documents, kindly send us the signed Learning Agreement as soon as possible.
- **Provides the proof of funds.** CU does not provide a proof of funds to students coming under Erasmus+ program. Please make sure to provide the student with the **Grant Agreement** on time.

Please be aware that:

We neither provide nor give a direct assistance with other documentation, such as insurance, panel register etc. which might be required for the visa application.

Citizens of⁴some countries (for example United Kingdom, some of the Balkan countries, Ukraine etc.) **can stay on the territory of the Czech Republic up to 90 days thanks to the visa-free regime.** Students coming from these countries may arrive to the Czech Republic before they will receive their visa for a short term stay (up to 90 days) and pick up their visa later during their stay by going back to the same office where they applied for it.

² All of the instructions regarding proof of funds are here: <https://www.mvcr.cz/mvcren/article/proof-of-funds-for-the-purposes-of-a-long-term-visa.aspx>

³ More information at: <https://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx?q=Y2hudW09Mg%3d%3d>

⁴ The list of countries with visa free regime and specific requirements are available at: [https://www.mzv.cz/jnp/en/information_for_aliens/short_stay_visa/list_of_states_whose_citizens_are_exempt/index.html](https://www.mzv.cz/jnp/en/information_for aliens/short_stay visa/list_of_states_whose_citizens_are_exempt/index.html) If the home country is on the list, please, read carefully instructions in the note below the list.