



FACULTY
OF SOCIAL SCIENCES
Charles University

**Fill the online application
in a few easy steps**

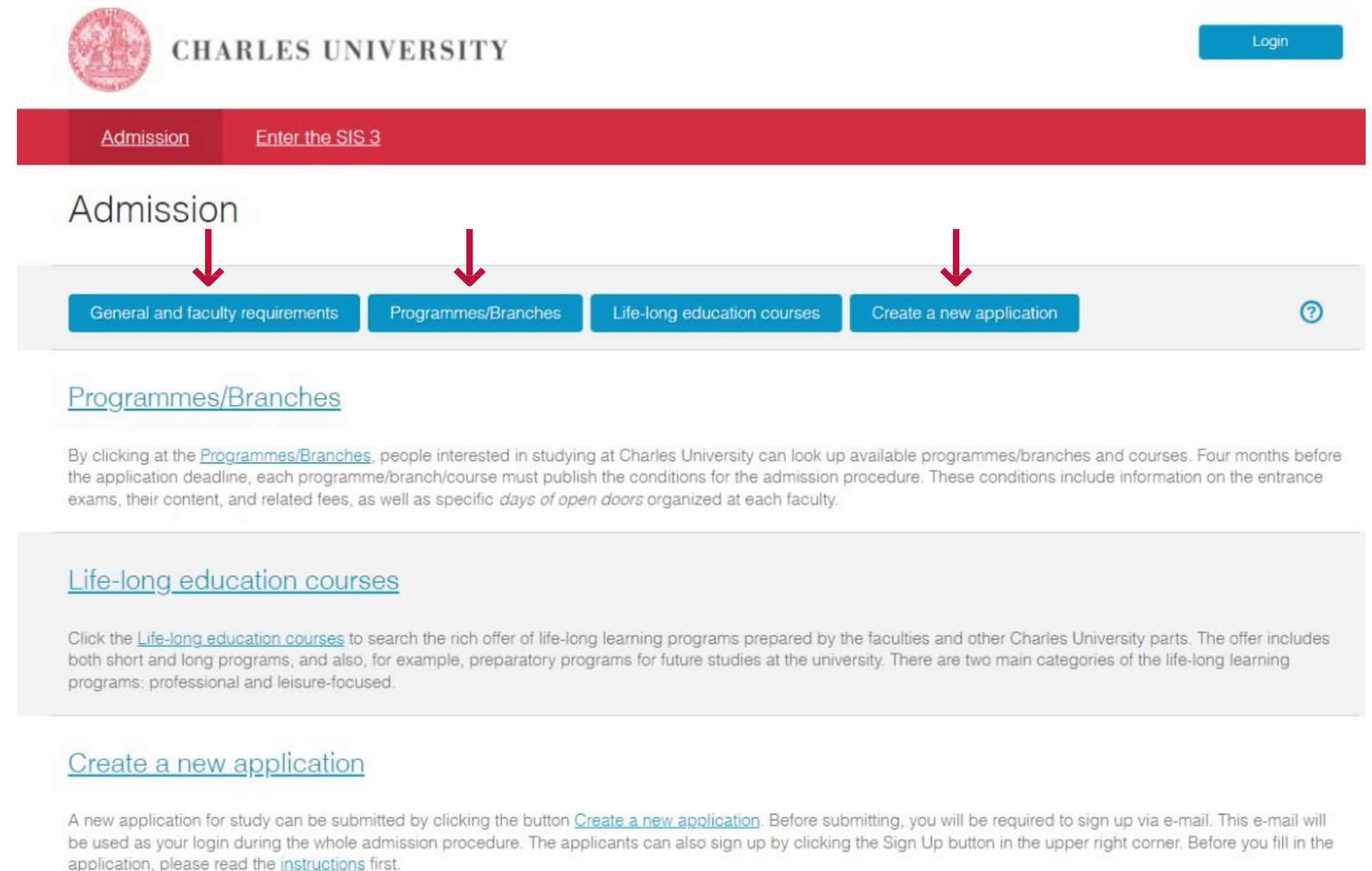


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You can start your application here:

is.cuni.cz/studium/eng/prijimacky/index.php

From this page, you can access the general conditions for application at the Faculty of Social Sciences, Charles University (FSV UK), as well as program-specific conditions for our Bachelor and Master programs, and also create a new application.



The screenshot shows the Charles University admission portal. At the top, there is a header with the Charles University logo and name, and a 'Login' button. Below the header is a red navigation bar with 'Admission' and 'Enter the SIS 3' links. The 'Admission' link is highlighted, and three red arrows point down to the 'General and faculty requirements', 'Programmes/Branches', and 'Create a new application' buttons in the main navigation area. Below these buttons, there are three sections: 'Programmes/Branches', 'Life-long education courses', and 'Create a new application', each with a brief description of the application process.

CHARLES UNIVERSITY

Login

Admission Enter the SIS 3

Admission

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

[Programmes/Branches](#)

By clicking at the [Programmes/Branches](#), people interested in studying at Charles University can look up available programmes/branches and courses. Four months before the application deadline, each programme/branch/course must publish the conditions for the admission procedure. These conditions include information on the entrance exams, their content, and related fees, as well as specific *days of open doors* organized at each faculty.

[Life-long education courses](#)

Click the [Life-long education courses](#) to search the rich offer of life-long learning programs prepared by the faculties and other Charles University parts. The offer includes both short and long programs, and also, for example, preparatory programs for future studies at the university. There are two main categories of the life-long learning programs: professional and leisure-focused.

[Create a new application](#)

A new application for study can be submitted by clicking the button [Create a new application](#). Before submitting, you will be required to sign up via e-mail. This e-mail will be used as your login during the whole admission procedure. The applicants can also sign up by clicking the Sign Up button in the upper right corner. Before you fill in the application, please read the [instructions](#) first.




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STEP ONE: REGISTRATION

First, register and create a profile in the application portal. You need a valid email address where the system will send a verification code.


- Click on the "Create a new application" button.
- Select "Registration of new applicants for study" in the field "Sign-in Mode" and hit the "Register" button.
- Enter your email address and hit the "Register" button.




CHARLES UNIVERSITY

Login

Admission [Enter the SIS 3](#)

Sign-in mode: 

[Register](#)




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New applicant
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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](#) 

Applicant's registration

Your registration e-mail: 

[Register](#)



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



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[Enter the SIS 3](#)

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Create a new application

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[Create a new application](#)



An email was sent to your email address **sakul79@gmail.com**. This email contains link to website, where you can enter password you will use to log in to the system (together with registration email as an user name).
It may take a few minutes to deliver it. If you received no such message, please click on [Send again](#).
If the link does not work, you can use alternative link and enter data for your first login. Whatever link you use, in the next step you have to enter your own password, which you can use repeatedly.
The links are only valid for a single use.



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- The verification 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 applications.
- Set up your password and click the "Save" button.



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Admission

Enter the SIS.3

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Password cannot contain a space at the beginning and/or end.

Password setup

Your registration e-mail: fsvapplicant@gmail.com

* Password:

.....

* Confirm password:

.....


Save





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- Fill in the basic personal data that will allow the system to uniquely identify you when you log in again in the future, and click the "Continue" button.
- If you had ever studied at a Czech university before or stayed in Czechia 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**

New applicant
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Create a new application

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Data

*

Citizenship:

*

Date of birth (dd.mm.yyyy):

*

Sex:

male

female

Continue



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First, choose to „Apply for study“. This option refers to a degree program, while „Study stay“ refers to a short-term Exchange program.

- Now you can create a new application. Select the Faculty (Faculty of Social Sciences), Language of instruction (English), form and type of study (full-time Bachelor or Master), and a specific study program. By hitting the "Create" button, you will create an application.
- Once you are registered, you can access your account via "Login by registration email." If you have already studied at FSV UK, you can "Login with CAS login/ username" using your login/ID number and password from your previous studies.

Do you wish to [Apply for study](#) or to [Apply for study stay](#) ?



CHARLES UNIVERSITY

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[Admission](#)

[Enter the SIS.3](#)

[Admission](#) > [Create a new application](#)

Create a new application

[General and faculty requirements](#)

[Programmes/Branches](#)

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[Create a new application](#)



Choose the faculty, language of instruction, type, form, and branch of study, to apply for. Consult the menu above for detailed information on programmes.

Faculty: Faculty of Social Sciences
Language of instruction: English
Form and type of study: full-time, Master's (post-Bachelor)
Study programme/branch: [International Relations | NP MAIN \(N0312A200033\)](#)
[Create](#)

[Change](#)

[Change](#)

[Change](#)

[Change](#)



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STEP TWO: FILLING THE APPLICATION FORM

- Make sure you read through the additional instructions carefully, as they may contain important information on how to fill in the application form appropriately.
- Fill in and save your application - you can save your application at any time and come back repeatedly to continue working on it.



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Admission

Enter the SIS 3

[Admission](#) > My applications

My applications

My applications

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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.

| Acad. year | Faculty | Programme/Branch of study | Type of study | Form of study | Status | Last change |
|------------|---------------------|---|----------------------|--------------------------|-----------|---------------------|
| 2022/2023 | FSS | International Relations | Send | Master's (post-Bachelor) | full-time | 03.02.2022 12:21:26 |



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>



- All fields marked with a blue asterisk must be filled in, and all attachments marked with a blue asterisk must be uploaded.
- Please note attachment names can be indicative only.
- You can upload multiple attachments under one field by hitting the "+" button.
- You can always review the application details when you log into the application system. And you can also edit the open application.

| Acad. year | Faculty | Programme/Branch of study | Type of study | Form of study | Status | Last change |
|--|---------------------|---|---|---|-----------|---------------------|
| 2022/2023 | FSS | International Relations | Send | Master's (post-Bachelor) | full-time | 03.02.2022 12:21:26 |
| Language of instruction: English | | Standard length of study: 2 years | | Study programme: International Relations | | |
| 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: 1005150 | | File number: | | | | |
| Application details | | Delete application | | | | |
| Edit application | | | | | | |
| Show the application as a PDF | | | | | | |



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Make sure to fill your address fully and properly. This is the address we will use to send you your visa documents, should you be accepted.

Are you a student of an international secondary school located in Czechia? It is possible that you won't find your school in the IZO code list. In that case:

- Select the IZO code "999999203 - pobočka zahraniční střední školy v ČR" from the list
- Fill in 999999999 as a KKO

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

* Secondary school graduation year: 2021

* Country of Secondary School: Czech Republic

* IZO code of your secondary school: 999999203 pobočka zahraniční střední školy v ČR

* KKO: 999999999



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Choose if you have a document issued in Slovakia,
Poland, Hungary or Slovenia

Choose if you already have a „General nostrification“ document

* Secondary education proven by:

Original document title (in Latin alphabet):

- a document proving general recognition of the equivalence or validity of foreign secondary education ("nostrification")
- a document proving the awarding of a European Baccalaureate
- a document deemed automatically equivalent without any further administrative procedure
- a foreign document concerning a foreign secondary education (it will be assessed)
- I have not decided yet

Most common option: Choose if you have a diploma from another country, IB diploma or A levels – we will assess it during the enrollment process



STEP THREE: SUBMISSION OF THE APPLICATION

- Once you are ready to submit the application, hit the blue "Send" button. The system will ask you for your confirmation. Be careful; once you confirm the sending of your confirmation, you will no longer be able to make any changes.
- Once the submission is successful, the status will change to "Sent" and you will receive information regarding the payment of the application fee.
- Be aware the payment of the application fee is the final mandatory step. Without the fully paid admission fee, we will not evaluate your application.

Web is.cuni.cz říká
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.
OK Zrušit

Admission Enter the SIS 3

Admission > My applications

My applications

My applications General and faculty requirements Programmes/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.

| Acad. year | Faculty | Programme/Branch of study | Type of study | Form of study | Status | Last change |
|------------|---------------------|---|----------------------|--------------------------|-----------|-----------------------|
| 2022/2023 | FSS | International Relations | Send | Master's (post-Bachelor) | full-time | 03.02.2022 12:21:26 + |

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>



STEP FOUR: PAYMENT OF THE APPLICATION FEE

- There are two options to pay the application fee: first online by a credit/debit card or second by bank transfer.
- For the online payment, hit the blue button "Pay by card online." The payment can also be accessed later through the details of your application.

Thank you for submitting your application. In order to finalize it you will need to pay the application fee. Payment instructions were sent to your email address and can also be found below. For an online payment with credit card, please see the application detail below (using the plus sign on the right side).

Payment instructions for application No. 1005150

Faculty: Faculty of Social Sciences
Study programme/branch: International Relations

| | | | | |
|------------------------------------|----------|--|------------------|-------------------------------|
| Amount: | 820 CZK | | Variable symbol: | 1005150 |
| Account number: | 85033011 | | Specific symbol: | 2022 |
| Bank code: | 0100 | | IBAN: | CZ58 0100 0000 0000 8503 3011 |
| Pay by card online | | | SWIFT: | KOMBCZPPXXX |

| Acad. year | Faculty | Programme/Branch of study | Type of study | Form of study | Status | Last change |
|------------|---------------------|---|--------------------------|---------------|--------|---------------------|
| 2022/2023 | FSS | International Relations | Master's (post-Bachelor) | full-time | | 03.02.2022 12:28:05 |

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>



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- The link will take you directly to a secure online payment portal where you can pay the application fee.
- Once the payment is successful, it will be marked in the details of your application.

[← Back to e-shop?](#)

GP webpay

English [uk]

KB | SmartPay

3D Secure payment gateway

Card payment

Safe card payment

Does your card permit online payment?
Your card number:
Card valid till (month/year): /
Verification code:

Pay

Summary of your payment

Merchant

Univerzita Karlova
Ovocny Trh 5
110 00 - Praha 1 (CZ)
www.fsv.cuni.cz/OT

Payment number

#000250000280535

Total

820.00 CZK

Powered by Global Payments Europe GP webpay

Created in cooperation with MasterCard

[How does it work?](#) | [Principles of secure payment by card.](#)



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- For the payment via bank transfer, you should use the instruction listed in the details of your application.
- The specific symbol is the year of the admission process (i.e., 2022 for admissions into the academic year 2022/2023).
- The variable symbol is the number of your application.
- The payment via bank transfer from abroad can take significant time (up to ten days) to reach our bank account and to be paired with your application in our system. Please, follow the instruction thoroughly to enable quick pairing.

Additional information:

Please use the following information when making payment:

Amount: 820 CZK

Account number: 85033011

Bank code: 0100

Specific symbol: 2022

Variable symbol: 1005150

IBAN: CZ58 0100 0000 0000 8503 3011

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,



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The last step is carried out by our Admissions Team. We formally register your application. You will be able to see this in your application details as "Registered by the International Admissions Office." All applications with this status will be considered. Moreover, you will be notified by email anytime the status of your application changes.

My applications

General and faculty requirements

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| Acad. year | Faculty | Programme/Branch of study | | Type of study | Form of study | Status | Last change |
|--|---------------------|--|---------------------|--------------------------|---------------|--------|---------------------|
| 2022/2023 | FSS | European Politics and Society: Vaclav Havel Joint Master Programme | <div>Progress</div> | Master's (post-Bachelor) | full-time | | 05.01.2022 00:07:11 |
| <div>Language of instruction: English</div> <div>Standard length of study: 2 years</div> <div>Study programme: European Politics and Society: Vaclav Havel Joint Master Programme</div> | | | | | | | |
| <div>Payment state:</div> <div> Payment of 820 CZK was processed on 20.01.2022.</div> | | | | | | | |
| <div>Summary of the admission procedure:</div> <div> The application was registered by the Study Department</div> | | | | | | | |
| <div>Progress of the admission procedure:</div> <div>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 <i>Payment state section</i> below</div> | | | | | | | |
| <div>Application ID: 992394</div> <div>File number: UKFSV/5873/2022-1</div> | | | | | | | |
| <div>Application details</div> <div>Show the application as a PDF </div> <div>Personal data from a filed application </div> <div>Detailed information on admission procedure</div> <div>Written requests (0)</div> <div>Proof of education</div> | | | | | | | |



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**We wish you good luck
with your application!**

If you need assistance, please contact us at admissions@fsv.cuni.cz