



FACULTY  
OF SOCIAL SCIENCES  
Charles University

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



**1) Creating an application – How to start and register?**

**2) Filling in the application – What information goes where?**

**3) Submitting an application – How to finish the process?**

**4) Application fee – How to send the payment?**

**FAQs and Common Errors – Check here when unsure!**



You can start your application here in two ways:

1) From the general page:

[is.cuni.cz/studium/eng/prijimacky/index.php](https://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.

2) From the program page:

Each program's page features the link to online application for direct access.



APPLY NOW

Online application



DETAILED INFORMATION

Find more



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.

Regular application deadline: 30. 04. 2025

**Important note for visa-seeking students:** Please read about [the visa process](#) carefully before applying. You are responsible for organizing your legal stay in Czechia and the visa application process can get quite lengthy. For students from visa-seeking countries, the early-bird deadline is therefore strongly recommended.



## 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.
- An email will be sent to the registered email address with a verification link. Click on the link to verify your email address.

CHARLES UNIVERSITY

Admission Enter the SIS 3

Login

Sign-in mode: Registration of new applicants for study

Register

CHARLES UNIVERSITY

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



- The verification link in the email will direct you to a new page, where you will be asked to create a unique password for the Charles University online applications.
- Set up your password and click the "Save" button.

The screenshot shows the Charles University online application interface. At the top left is the Charles University logo and name. On the right, it says "New applicant Charles University". Below this is a red navigation bar with "Admission" and "Enter the SIS.3" tabs. Underneath, there's a breadcrumb "Admission > Create a new application" and a main heading "Create a new application". A horizontal menu contains four items: "General and faculty requirements", "Programmes/Branches", "Life-long education courses", and "Create a new application" (which is highlighted). To the right of this menu is a help icon. Below the menu is a message box: "Password cannot contain a space at the beginning and/or end." The "Password setup" section includes a label "Your registration e-mail:" with the value "fsvapplicant@gmail.com". Below this are two password fields: "\* Password:" and "\* Confirm password:", both containing masked characters. A blue "Save" button is positioned below the confirm password field. A red arrow points to the "Save" button.



- 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  
Charles University

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

Data

\* Citizenship:

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

\* Sex:  male  female

Continue

**TIP:** Have you studied at Charles university before?

No need to create a new account – use your previous Student number and password to log in and continue to „Create a new application“.

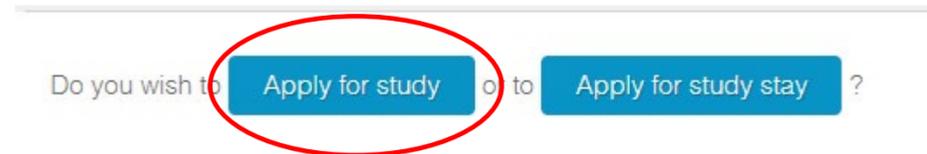


FACULTY  
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Charles University

To create a new application, 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.



CHARLES UNIVERSITY

New applicant  
Charles University

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

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	Change
Language of instruction:	English	Change
Form and type of study:	full-time, Master's (post-Bachelor)	Change
Study programme/branch:	<a href="#">International Relations   NP_MAIN (N0312A200033)</a>	Change

Create

**Accessing your application later:** Once you are registered, you can access your account via "Login by registration email."



## 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. It will not be submitted until you click „Send“

[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	<a href="#">FSS</a>	<a href="#">International Relations</a>	<a href="#">Send</a>	Master's (post-Bachelor)	full-time	03.02.2022 12:21:26

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2022/2023	<a href="#">FSS</a>	<a href="#">International Relations</a>	<a href="#">Send</a>	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](#)

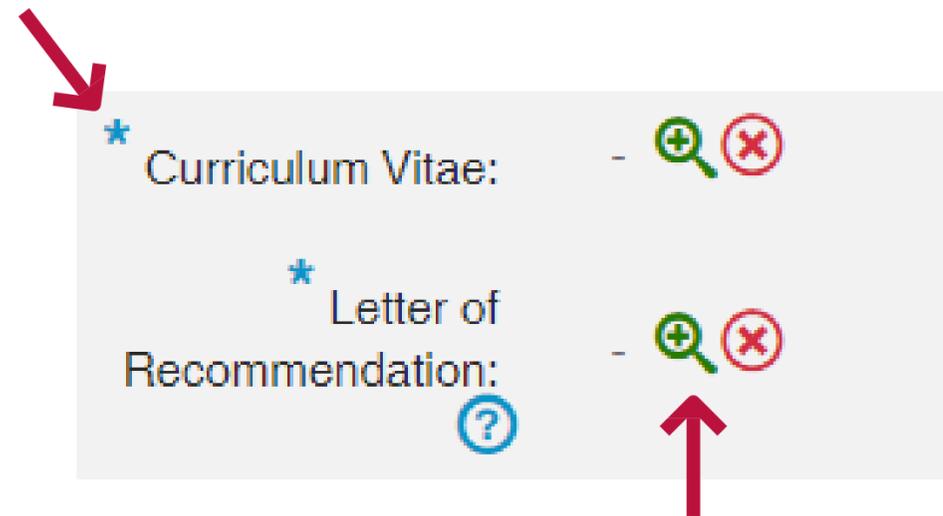
[Delete application](#)

[Edit application](#)

[Show the application as a PDF](#)



- 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 are only indicative – you can use those fields to submit other documents as well.
- You can upload multiple attachments under one field by hitting the magnifying glass "+" button.
- If you don't see the right category for your document, use „Other“, or upload it under a different category.





Make sure to **fill your address fully and carefully!** This is the address we will use to send you your visa documents, if you are 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 K KOV

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

\* K KOV: 999999999



Choose if you already have a „General nostrification“ document

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

\* 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

**TIP:** This field helps us determine the types of documents we will be dealing with during nostrification. It does not affect the evaluation of your application and whether you are accepted.



## 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.

The screenshot shows a web browser window with a confirmation dialog box from 'Web is.cuni.cz říká' asking for confirmation to submit the application. Below the dialog, a success message states: '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.' Below this is a table of applications with columns: Acad. year, Faculty, Programme/Branch of study, Type of study, Form of study, Status, and Last change. A row is highlighted for '2022/2023', 'FSS', 'International Relations', 'Master's (post-Bachelor)', 'full-time', and '03.02.2022 12:21:26'. A red arrow points to a 'Send' button in this row. Below the table, there are instructions for application to FSS, stating 'Electronic application do not print out!' and providing a link to download Adobe Reader: <http://www.adobe.com/products/acrobat/readstep2.html>.

**TIP:** If you need to **make changes** to your application after it is submitted, please email [admissions@fsv.cuni.cz](mailto:admissions@fsv.cuni.cz) – **DO NOT CREATE A NEW APPLICATION!**



## STEP FOUR: PAYMENT OF THE APPLICATION FEE

- There are **three options** to pay the application fee: online by a credit/debit card, using the QR code, or 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  
Account number: 85033011  
Bank code: 0100

Pay by card online



QR payment:



Variable symbol: 1005150  
Specific symbol: 2022  
IBAN: CZ58 0100 0000 0000 8503 3011  
SWIFT: KOMBCZPPXXX

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2022/2023	<a href="#">FSS</a>	<a href="#">International Relations</a>	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>



- 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 where you can check.

← Back to e-shop?  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](#)   
Created in cooperation with [MasterCard](#)

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



- 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., 2024 for admissions into the academic year 2024/2025).
- The variable symbol is the number of your application. Make sure to include this, so that we can successfully match the application and the payment.

**Note:** The payment via bank transfer from abroad can take significant time (up to ten days depending on the country) 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,



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 | Programmes/Branches | Life-long education courses | Create a new application

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2022/2023	<a href="#">FSS</a>	<a href="#">European Politics and Society: Vaclav Havel Joint Master Programme</a>	Progress	Master's (post-Bachelor)	full-time	05.01.2022 00:07:11

Language of instruction: English | Standard length of study: 2 years | Study programme: European Politics and Society: Vaclav Havel Joint Master Programme

Payment state:  
✔ Payment of 820 CZK was processed on 20.01.2022.

Summary of the admission procedure:  
👤 The application was registered by the Study Department

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: 992394 | File number: UKFSV/5873/2022-1

[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](#)



# FAQ and most common issues

- I want to apply for multiple programs; is that possible? ➡ Yes, but you have to create a new application for each program.
- Should I choose „Apply for Study“ or „Apply for Study Stay“? ➡ „Apply for study“! The other one is for Exchange programs.
- What should I put in the „Study branch“ field? ➡ This space is for students who specialized in their previous study.  
If you haven't, put in the name of your study program again, or leave it blank.  

\* Studied branch 1:
- What should I put in the „Original document title“ field? ➡ This space may be left blank, you don't have to  

Original document title  
(in Latin alphabet):
- I am not sure which option to pick for „Education proven by“. ➡ Check Slide 11!
- I already submitted my application, but I need to add a document. ➡ Email us at [admissions@fsv.cuni.cz](mailto:admissions@fsv.cuni.cz) – DON'T create a new application! Duplicite application are not accepted



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

If you need assistance, please contact us at [admissions@fsv.cuni.cz](mailto:admissions@fsv.cuni.cz)