



**FACULTY
OF SOCIAL SCIENCES**
Charles University

GENERAL INSTRUCTIONS FOR SHORT-STAY MOBILITIES

1. The student sends his/her documents requested by the Notice to the International Office (OZS) or the particular institute of FSV UK, together with a Letter of Acceptance.
2. The OZS coordinator concludes a bilateral agreement with the organization and registers the agreement at is.cuni.cz/webapps application.
3. The student fills in an application form for at <https://is.cuni.cz/webapps/> (incl. his/her EUR account), signs the application and sends it to the receiving organization for the signature. Then he/she sends it to OZS (outgoing@fsv.cuni.cz).
4. The Vice Dean of FSV UK for International Relations will assess the application.
5. If approved, the Dean of FSV UK issues the Decision on the Scholarship.
6. Upon a notice from OZS, the student picks up the documents for the signature of the Financial Agreement.
7. Upon a notice from European Office of RUK (Ovocny trh 3-5, 116 36 Prague 1) the student signs the Financial Agreement.