



FACULTY
OF SOCIAL SCIENCES
Charles University

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



FACULTY
OF SOCIAL SCIENCES
Charles University

You can start your application here:

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



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.



FACULTY
OF SOCIAL SCIENCES
Charles University

STEP ONE: REGISTRATION

For the registration, 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](#)

Login

Sign-in mode:

Registration of new applicants for study ▼

Register



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



Applicant's registration

Your registration e-mail:

Register



FACULTY
OF SOCIAL SCIENCES
Charles University

- 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.



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



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.



FACULTY
OF SOCIAL SCIENCES
Charles University

- 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.



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



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

Password setup

Your registration e-mail: fsvapplicant@gmail.com

* Password:

.....

* Confirm password:

.....

Save





FACULTY
OF SOCIAL SCIENCES
Charles University

- 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



FACULTY
OF SOCIAL SCIENCES
Charles University

- Now you can create a new application. Select the Faculty (Faculty of Social Sciences), Language of instruction (English), form and type of study (lifelong learning programme, interest-oriented). By hitting the "Create" button, you will create an application.
- Once you are registered, you can access your account at any time in the future via "Login by registration email."

 **CHARLES UNIVERSITY**

New applicant
Charles University

AdmissionEnter the SIS 3

[Admission](#) > Create a new application

Create a new application

General and faculty requirementsProgrammes/BranchesLife-long education coursesCreate 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:	other, Lifelong learning programme - Interest-oriented	Change



FACULTY
OF SOCIAL SCIENCES
Charles University

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 or edit it.



CHARLES UNIVERSITY

Charl

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

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2023/2024	FSS	Freemover	Send	Lifelong learning programme - Interest-oriented	other	19.04.2023 12:49:52

 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.
- You can find more information about the required attachments [here](#).
- 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
2023/2024	FSS	Freemover	Send	Lifelong learning programme - Interest-oriented	other	19.04.2023 12:49:52
Language of instruction: English						
Standard length of study:						
Study programme:						
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: 1136734						
File number:						
Application details						
Delete application						
Edit application						
Show the application as a PDF						



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 visualize the information regarding the payment of the application fee. The same information will be sent to you via email.
- 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.

[Admission](#) [Enter the SIS 3](#)

[Admission](#) > My applications

My applications

[My applications](#) [General and faculty requirements](#) [Programmes/Branches](#) [Life-long education courses](#) [Create](#)

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status
2023/2024	FSS	Freemover	Send	Lifelong learning programme - Interest-oriented	other

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: either online by a credit/debit card 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.

•

My applications

My applications

General and faculty requirements

Programmes/Branches

Life-long education courses

Create a new 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. 1136734

Faculty: Faculty of Social Sciences

Study programme/branch: Freemover


Amount: 830 CZK

Account number: 85033011

Bank code: 0100

Pay by card online

QR payment:





Variable symbol: 1136734

Specific symbol: 700101

IBAN: CZ58 0100 0000 0000 8503 3011

SWIFT: KOMBCZPP

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2023/2024	FSS	Freemover	Lifelong learning programme - Interest-oriented	other		20.04.2023 09:33:47 



FACULTY
OF SOCIAL SCIENCES
Charles University

- 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?](#)

GPwebpay

English [uk]

KB | SmartPay

3D Secure payment gateway

Card payment

Safe card payment

Google Pay

Does your card permit online payment?

?

Your card number:

Card valid till (month/year):

MM / YY

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

mastercard ID Check

VISA SECURE

Powered by Global Payments Europe GPwebpay

Created in cooperation with MasterCard

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



FACULTY
OF SOCIAL SCIENCES
Charles University

- For the payment via bank transfer, you should use the instruction listed in the details of your application (or in the information email that has been sent to you).
- 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.

Should you wish to pay via bank transfer, kindly use the following payment details:

Amount: 830 CZK (35 EUR)

Account number: 85033011

Bank code: 0100

Specific symbol: 700101

Variable symbol: 1136734

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

IBAN: CZ58 0100 0000 0000 8503 3011

SWIFT: KOMBCZPPXXX Account currency: CZK



FACULTY
OF SOCIAL SCIENCES
Charles University

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	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>								



FACULTY
OF SOCIAL SCIENCES
Charles University

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

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