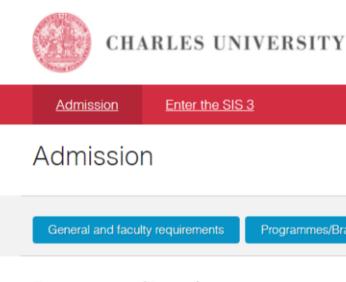**FACULTY OF SOCIAL SCIENCES**
Charles University

Fill the online application in a few easy steps

You can start your application here:

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

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.

- 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.

FACULTY
OF SOCIAL SCIENCES
Charles University

CHARLES UNIVERSITY

New applicant
Charles University

Admission   Enter the SIS 3

Admission > Create a new application

Create a new application

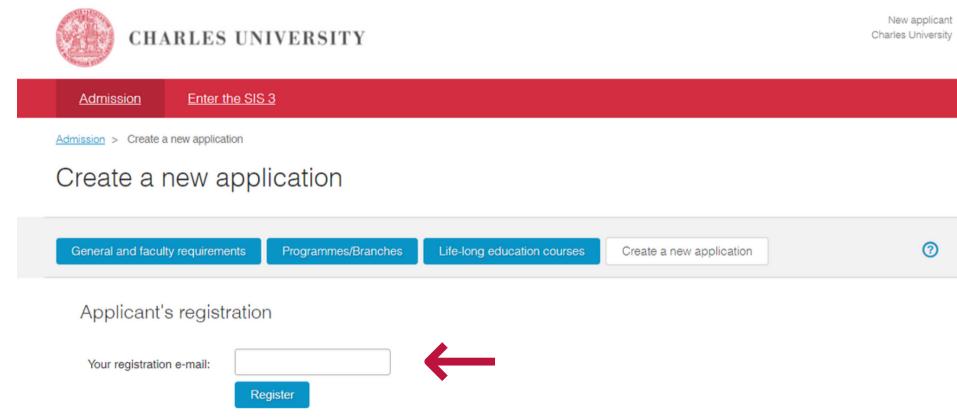General and faculty requirements   Programmes/Branches   Life-long education courses   Create a new application

An email was sent to your email adress **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.

- 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.

- 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.

- 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 anz time in the future 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 or edit it.

- 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.
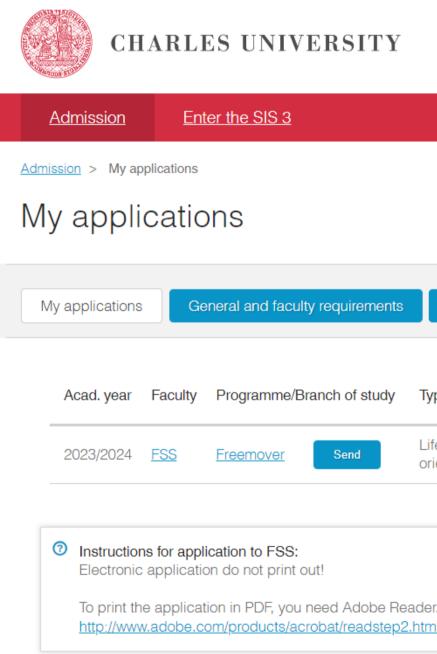
FACULTY
OF SOCIAL SCIENCES
Charles University

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.

-

- 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.

- 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.
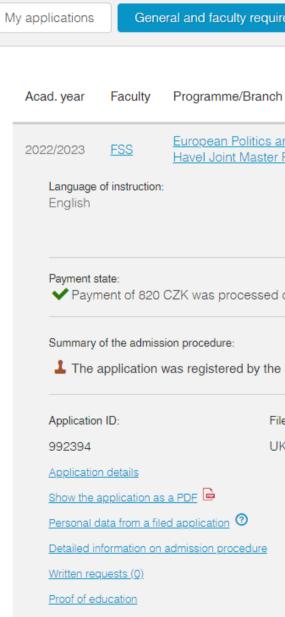
Should you wish to pay via bank transfer, kindly use the following payment details:
Amount: 830 CZK (35 EUR)
Account number: 85033011
Bank code: 0100
Specific symbol: 700101
Variable symbol: 1136734
Bank name: Komerční banka a.s. Bank address: Spálená 51, Praha 1, Czech Republic
IBAN: CZ58 0100 0000 0000 8503 3011
SWIFT: KOMBCZPPXXX Account currency: CZK

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.

FACULTY
OF SOCIAL SCIENCES
Charles University

| 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	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

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