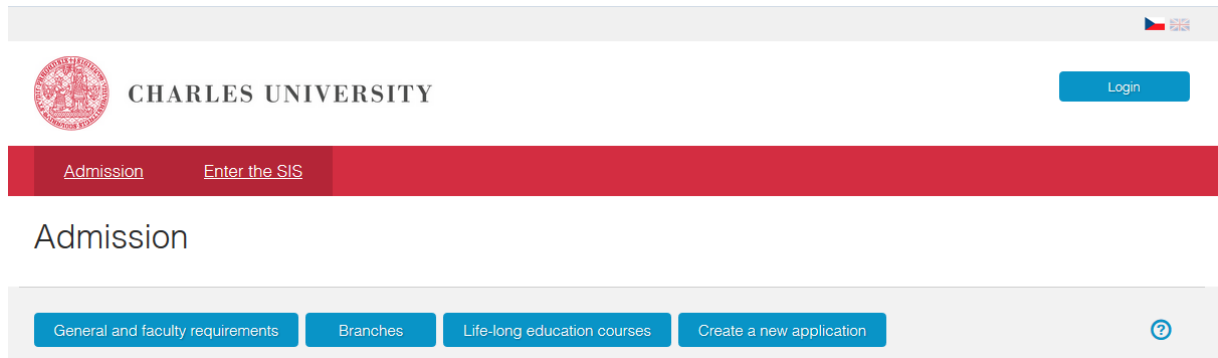


How to fill in the online application form at FSV UK

You can start your application here:

<https://is.cuni.cz/studium/eng/prijimacky/index.php?KEY=Az1>



The screenshot shows the top navigation bar of the Charles University admission portal. It includes the university's logo and name, a 'Login' button, and a red navigation bar with 'Admission' and 'Enter the SIS' links. Below this is a section titled 'Admission' with a sub-navigation bar containing buttons for 'General and faculty requirements', 'Branches', 'Life-long education courses', and 'Create a new application', along with a help icon.

[Branches](#)

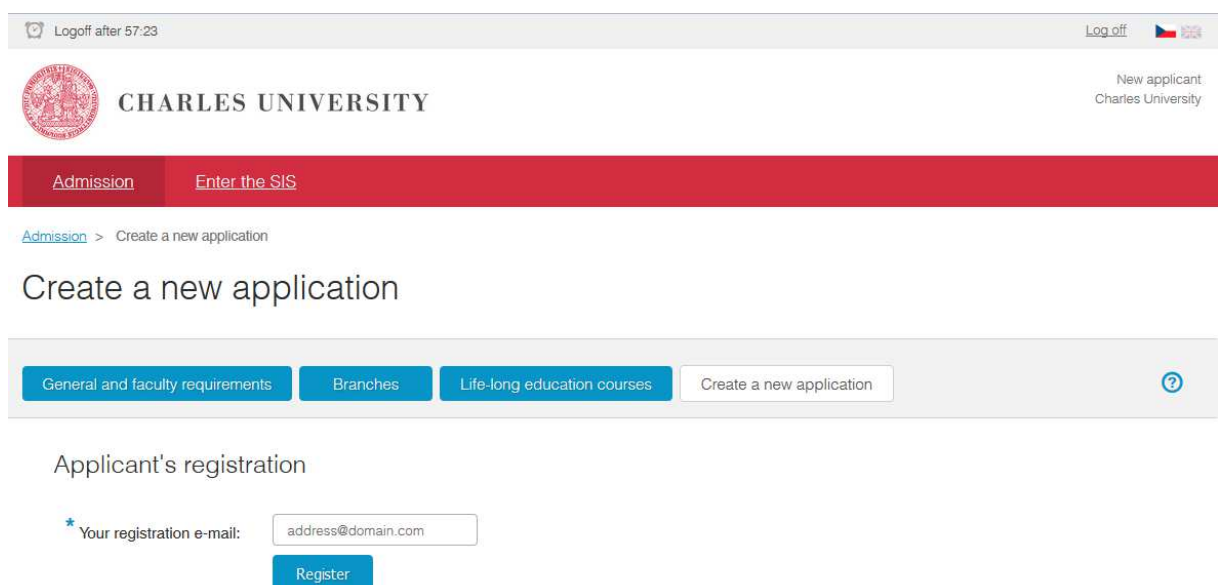
By clicking at the [Branches](#), people interested in studying at Charles University can look up available branches and courses. Four months before the application deadline, each branch/course must publish the conditions for the admission procedure. These conditions include information on the entrance 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.

First step for applying online is registration – you will need a valid email address where the system will send a registration verification code.

Click on the "Create a new application" button and enter your email address and then hit the "Register" button.



The screenshot shows the 'Create a new application' registration page. It features a top navigation bar with 'Logoff after 57:23', 'Log off', and flags. Below is the Charles University logo and name, and a 'New applicant: Charles University' label. A red navigation bar contains 'Admission' and 'Enter the SIS' links. The main heading is 'Create a new application', followed by a sub-navigation bar with buttons for 'General and faculty requirements', 'Branches', 'Life-long education courses', and 'Create a new application'. The 'Applicant's registration' section contains a form with a label '* Your registration e-mail:', an input field with 'address@domain.com', and a 'Register' button.

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

ⓘ A verification code has been sent to your e-mail address erasmusplacements@fsv.cuni.cz. To continue your registration, please follow the instructions in the e-mail message. It may take a few minutes to deliver it. If you received no such message, please click on [Send again](#).

The 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 admissions application.



CHARLES UNIVERSITY

[Admission](#)

[Enter the SIS](#)

[Admission](#) > Create a new application

Create a new application

[General and faculty requirements](#)

[Branches](#)

[Life-long education courses](#)

[Create a new application](#)

Password setup

Your registration e-mail: erasmusplacements@fsv.cuni.cz

* Password:

* Confirm password:

[Save](#)

After creating your password you will be asked to fill in further details which will allow the system to uniquely identify you when you login again in the future.

Please note, that if you have ever studied at a Czech university before or stayed in the Czech Republic 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

Admission

Enter the SIS

[Admission](#) > Create a new application

Create a new application

General and faculty requirements

Branches

Life-long education courses

Create a new application

Data

* Citizenship:

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

* Sex: male
 female

I filled out an application form while still being a student of this university

I have a personal number (rodné číslo) assigned in the Czech Republic

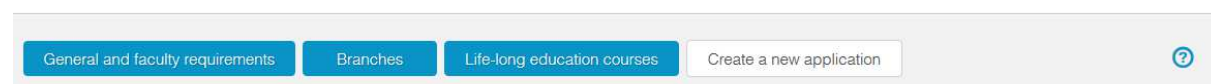
Continue

After these initial steps you will be asked to choose the faculty, language of instruction, form and type of study and a specific study program. Then you use the "Create" button to create an application.



[Admission](#) > Create a new application

Create a new application



Faculty:	Faculty of Social Sciences	Change
Language of instruction:	English	Change
Form and type of study:	full-time, Master's (post-Bachelor)	Change
Study branch:	MEF Master in Economics and Finance (N6201)	Change
Create		

Make sure you read through the additional instructions carefully, as they may contain further information on the required application attachments.

You have chosen branch: Master in Economics and Finance

Faculty	Faculty of Social Sciences	Address of the study department	Smetanovo nábřeží 6, 110 01 Praha 1
Type of study	Master's (post-Bachelor)	Contact information	Admissions Team, International Office, admissions@fsv.cuni.cz
Form of study	full-time		
Study programme	Economics		
Language of instruction	English		

Additional instructions

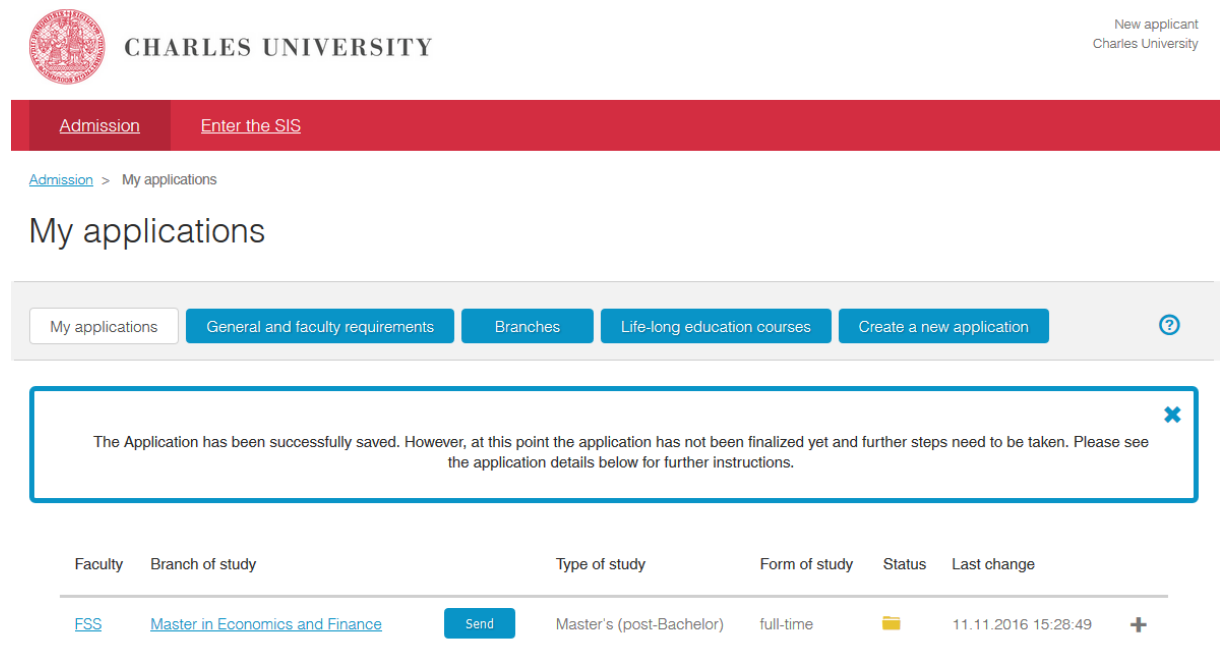
Please use roman language characters (with diacritics) when filling in the form. Use capitalisation according to the grammar rules of your country – usually the first letter of a word should be uppercase, other letters lowercase.


Please pay great attention when filling in the permanent residence and postal address fields below. We use the information you provide in these fields to mail successful applicants their Welcome Packages which include visa support documents among other. Providing an incorrect or incomplete postal address may result in considerable delay in receiving the Welcome Package.

All fields marked with a blue asterisk must be filled in and all attachments marked with a blue asterisk must be uploaded. There are three steps to submitting an application:

1. Fill in and save your application
2. Send your application (electronically using the system)
3. Pay the application fee

Fill in and save your application – you can save your application and come back repeatedly to continue working on it.





 **CHARLES UNIVERSITY** New applicant
Charles University



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

[Admission](#) > My applications




My applications

My applications [General and faculty requirements](#) [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. 

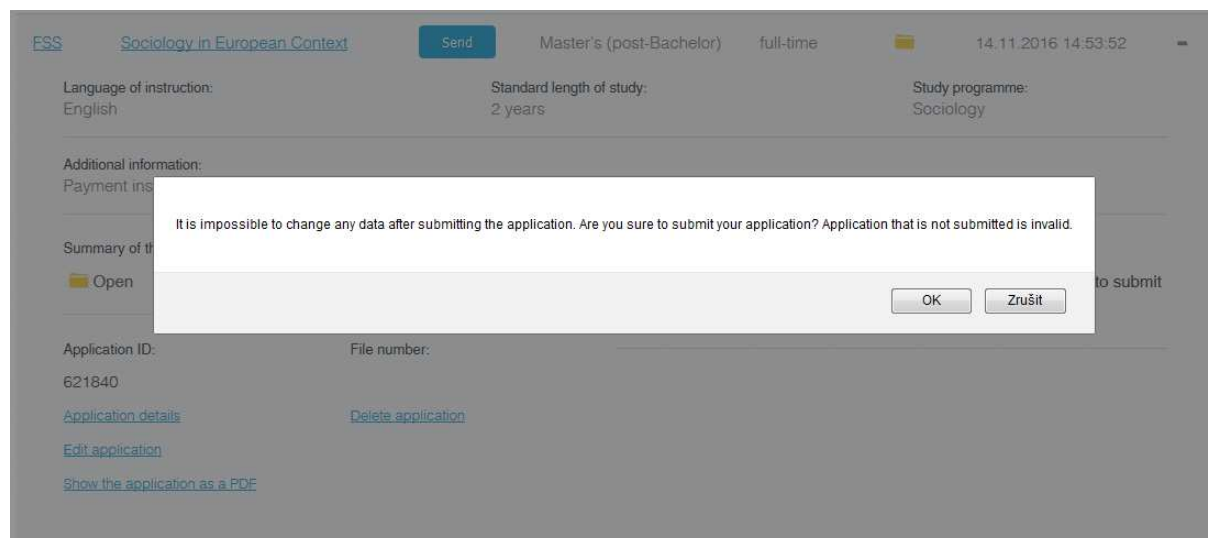
Faculty	Branch of study		Type of study	Form of study	Status	Last change
FSS	Master in Economics and Finance	Send	Master's (post-Bachelor)	full-time		11.11.2016 15:28:49 

You can always review details of the application when you log into the application system. And you can also edit the open application.

Faculty	Branch of study		Type of study	Form of study	Status	Last change
FSS	Master in Economics and Finance	Send	Master's (post-Bachelor)	full-time		11.11.2016 15:28:49 
Language of instruction: English		Standard length of study: 2 years		Study programme: Economics		
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: 621673		File number:				
Application details		Delete application				
Edit application						
Show the application as a PDF						

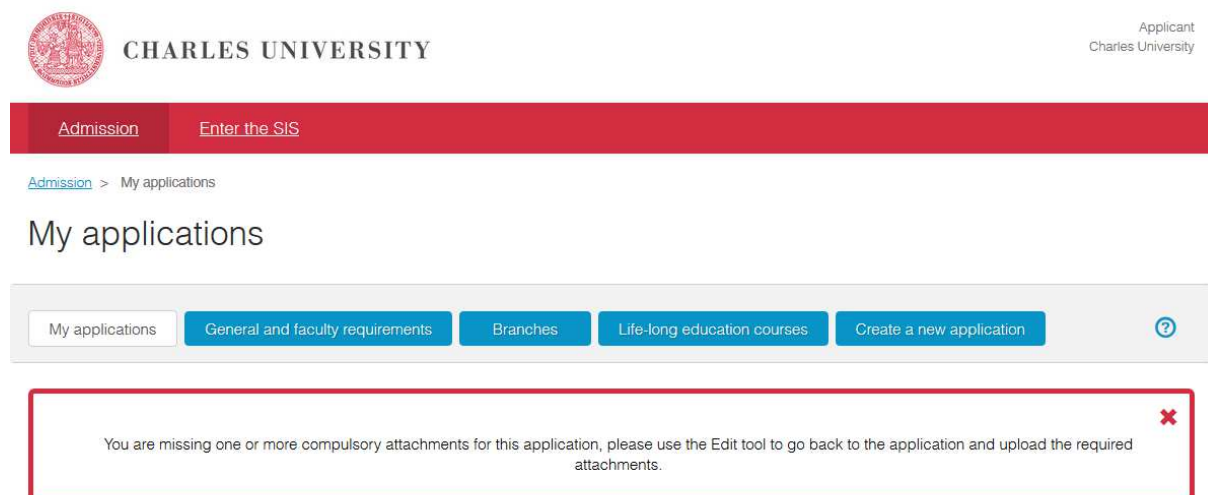
Sending your application – once you are done editing your application and you are ready to send it, you will want to hit the blue “Send” button.

The system will ask you for a confirmation because once you send your application you will no longer be able to make any changes.



The screenshot shows a web interface for submitting an application. At the top, there is a navigation bar with the text "FSS", "Sociology in European Context", a blue "Send" button, "Master's (post-Bachelor)", "full-time", a yellow icon, and the date "14.11.2016 14:53:52". Below this, there are three columns of information: "Language of instruction: English", "Standard length of study: 2 years", and "Study programme: Sociology". A section titled "Additional information:" contains a "Payment ins" field. A "Summary of the" section has an "Open" button. A central white dialog box with a grey border contains the text: "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." The dialog box has "OK" and "Zrušit" buttons. Below the dialog, there are fields for "Application ID: 621840" and "File number:". There are also links for "Application details", "Delete application", "Edit application", and "Show the application as a PDF". A "to submit" button is partially visible on the right.

If there are compulsory attachments /marked with a blue asterisk/ and you will try to send the application without uploading them, the system will generate an error message and will not allow you to send the application.



The screenshot shows the Charles University application portal. At the top left is the Charles University logo and the text "CHARLES UNIVERSITY". At the top right, it says "Applicant Charles University". Below this is a red navigation bar with "Admission" and "Enter the SIS" buttons. Underneath, there is a breadcrumb "Admission > My applications" and a heading "My applications". A horizontal menu contains buttons for "My applications", "General and faculty requirements", "Branches", "Life-long education courses", and "Create a new application", along with a help icon. A red-bordered error box at the bottom contains the text: "You are missing one or more compulsory attachments for this application, please use the Edit tool to go back to the application and upload the required attachments." with a red "X" icon in the top right corner.

Once you successfully send your application, the status will change to "Sent" and you will be provided with information regarding the application fee payment.

FSS [Sociology in European Context](#) Master's (post-Bachelor) full-time 14.11.2016 14:55:31

Language of instruction: English Standard length of study: 2 years Study programme: Sociology

Additional information:
Please use the following information when making payment:
Amount: 590 CZK
Account number: 85033011
Bank code: 0100
Specific symbol: 2017
Variable symbol: 621840
IBAN: CZ580100000000085033011
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,

[Pay fee online with card](#)

Summary of the admission procedure: [Sent](#) 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: 621840 File number: PRFSV0096/2017

[Application details](#)
[Show the application as a PDF](#)


Pay the application fee – the application is considered finalized only after you have paid the application fee.

You can either pay the fee online using a credit/debit card. For that you will need to log into the application system, go to "My application" and hit the blue button "Pay fee online with card".

FSS [Master in Area Studies](#) Master's (post-Bachelor) full-time 08.11.2016 15:04:29

Language of instruction: English Standard length of study: Study programme:

Additional information:
Please use the following information when making payment:
Amount: 590 CZK
Account number: 85033011
Bank code: 0100
Specific symbol: 2017
Variable symbol: 621500
IBAN: CZ580100000000085033011
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,


[Pay fee online with card](#) 

Summary of the admission procedure: [Sent](#) 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: 621500 File number: PRFSV0051/2017

[Application details](#)
[Show the application as a PDF](#)

The link will take you directly to a secure online payment portal where you can pay the application fee.






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NA PARTNERSTVI ZALEZI

 **3D Secure payment gateway**

Card payment >

Safe card payment

Does your card permit online payment?

Your card number:

Card valid till: /

Verification code:

Pay 590.00 CZK



Summary of your order


Merchant

Univerzita Karlova
Ovocny Trh 5
116 36 - Praha 1 (CZ)
www.cuni.cz

Order number

Total
590.00 CZK

Powered by [Global Payments Europe](#)  [How does it work?](#) | [Principles of secure payment by card.](#)
Created in cooperation with [MasterCard](#)

You can also choose to pay via bank transfer. The payment information is available in the online application system and will also be sent to you via email.

Additional information:

Please use the following information when making payment:

Amount: 590 CZK

Account number: 85033011

Bank code: 0100

Specific symbol: 2017

Variable symbol:

IBAN: CZ580100000000085033011

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,

If you pay your application fee online with a card, the successful payment will be noted automatically in the payment state section of the application details.

The screenshot shows the application details for a Master's (post-Bachelor) program in International Security Studies. The language of instruction is English, and the standard length of study is 2 years. The study programme is Political Science. The payment state is confirmed with a green checkmark, indicating a payment of 590 CZK was processed on-line on 12.11.2016 18:29. The summary of the admission procedure shows the application was sent, and the progress section states that the application has been submitted and payment is required for finalization. The application ID and file number fields are empty.

FSS	Master in International Security Studies	Master's (post-Bachelor)	full-time	06.11.2016 10:13:56	
Language of instruction:	English	Standard length of study:	2 years	Study programme:	Political Science
Payment state:	✔ Payment of 590 CZK was processed on-line on 12.11.2016 18:29.				
Summary of the admission procedure:	Sent		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 <i>Payment state section</i> below	
Application ID:	File number:				
Application details					
Show the application as a PDF					

If you pay your application fee via bank transfer, the successful payment will only be noted after we receive the payment and after our system pairs the payment with your application. Please note that payments from abroad can take up to 10 days to reach our banking account.

The last step of the application process is carried out by the Admissions Office and it is the formal registration of your application. Once the Admissions Office registers your application, the application status will change to "Registered by the International Admissions Office". All applications with this status will be considered.

The screenshot displays the application management interface. At the top, there are navigation buttons: "My applications", "General and faculty requirements", "Branches", "Life-long education courses", and "Create a new application". Below this is a table of applications with columns for Faculty, Branch of study, Type of study, Form of study, Status, and Last change. The selected application is for "Public and Social Policy" (Course of Ad), a Master's (post-Bachelor) program, full-time, with a status of "Registered by the International Admissions Office" (indicated by a person icon) and a last change date of 02.11.2016 20:23:50. The detailed view below shows the payment state as confirmed (590 CZK on 02.11.2016 20:25), the summary as "Registered by the International Admissions Office", and the progress as "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".

Faculty	Branch of study	Type of study	Form of study	Status	Last change
FSS	Public and Social Policy	Course of Ad	Master's (post-Bachelor)	full-time	02.11.2016 20:23:50

Language of instruction:	English	Standard length of study:	2 years	Study programme:	Sociology
Payment state:	✔ Payment of 590 CZK was processed on-line on 02.11.2016 20:25.				
Summary of the admission procedure:	Registered by the International Admissions Office.		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 <i>Payment state section</i> below	
Application ID:	File number:				
Application details					
Show the application as a PDF					
Personal data from a filed application					
Detailed information on admission procedure					

Also, aside from being able to check your application status in the online application system, you will be notified via email anytime you change the status of your application.