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# Student Administration Office

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## Contacts

<b>Phone:</b>	+420 778 520 278
<b>E-mail:</b>	<a href="mailto:study@fhs.cuni.cz">study@fhs.cuni.cz</a>
<b>Office:</b>	1.01
<b>Address:</b>	Charles University, Faculty of Humanities Pátkova 2137/5, 182 00 Praha 8 - Libeň , Czech Republic

## Office hours

You can visit us in our office **1.01** in the Faculty building (Pátkova 2137/5). We are located on the ground floor right next to the entrance and the front desk.

**The current office hours as follows.** If you need to attend on different time/day, please get in touch with us at [study@fhs.cuni.cz](mailto:study@fhs.cuni.cz)

<b>TUESDAY</b>		1 PM - 3 PM
<b>WEDNESDAY</b>		1 PM - 3 PM
<b>THURSDAY</b>	10 AM - 12 PM	

## What can we help you with?

- Confirmation of study
- Confirmation of graduation
- Change in personal information
- Tuition fees (payment details, instalment payments)
- Interruption of study
- Termination of study
- Individual curriculum

Before contacting the Student Administration Office, please, refer to our [FAQ section](#) .

If you have questions related to your studies and study programme (such as study plans, courses and their schedule, course registration, syllabues, etc.), then please, contact the [secretary of your study programme](#) .

## Student Administration Office Team

<b>Nikola SKLADANOVÁ</b> Admissions & Information for Prospective Students  <a href="mailto:nikola.skladanova@fhs.cuni.cz">nikola.skladanova@fhs.cuni.cz</a> <b>Phone:</b> 224 271 431 <b>Office No.:</b> 1.26	<b>Marek ŠTURMA</b> Admissions & Recognition of Foreign Diplomas and Degrees & Confirmations of Student Status <a href="mailto:marek.sturma@fhs.cuni.cz">marek.sturma@fhs.cuni.cz</a> <b>Phone:</b> 224 271 463 <b>Office No.:</b> 1.01
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If you are not sure who to contact, feel free to send your question to [study@fhs.cuni.cz](mailto:study@fhs.cuni.cz) .

## Departmental Secretaries

Karolína HORÁČKOVÁ

- [Liberal Arts and Humanities](#)
- [karolina.horackova@fhs.cuni.cz](mailto:karolina.horackova@fhs.cuni.cz)

**Olga KURTINOVÁ**

- [Gender Studies](#)
- [olga.kurtinova@fhs.cuni.cz](mailto:olga.kurtinova@fhs.cuni.cz)

**Karolína JINDRÁKOVÁ**

- [Historical Sociology](#)
- [karolina.jindrakova@fhs.cuni.cz](mailto:karolina.jindrakova@fhs.cuni.cz)

**Lenka VINTEROVÁ**

- [German and French Philosophy](#)
- [lenka.vinterova@fhs.cuni.cz](mailto:lenka.vinterova@fhs.cuni.cz)

**Payment information for the tuition fee (€ only)**

<b>Bank:</b>	Komerční banka
<b>Account Number:</b>	51-1042010287/0100
<b>IBAN:</b>	CZ9101000000511042010287
<b>SWIFT:</b>	KOMBCZPPXXX