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# Online Enrolment

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If you cannot enrol in your study programme in person at our Faculty, you can use the option of online enrolment. You can enrol to the Faculty after you complete the remaining admission requirement: provide us with proof of previous education by September 30, 2021. In exceptional and well-founded cases, this deadline can be extended until October 22, 2021. Please, keep in mind that by this date, your proof of previous education must be already recognised/nostrified.

## How to provide proof of previous education in case of online enrolment:

- **If you graduated from a foreign school**, you need to request to have your previous education recognized in the Czech Republic. Further details on this process can be found [here](#) . You can submit your previous education certificate via your online application (My applications - Progress - Proof of education). You may be asked to supply additional documents during the recognition process.
- **If you graduated from a Czech school**, we only require an electronic copy of your previous education certificate/diploma. In this case, we do not require the document to be recognized. Please, submit all the relevant documents as a single PDF file to your online application (My applications – Progress – Upload an attachment to my application – Attachment type – Copy of a secondary school leaving diploma (BA) / Copy of a university diploma (MA)) by September 30, 2021.

## How to find out if you have successfully completed all admission requirements:

All information regarding the admission process can be found in your online application. If your application shows a green checkmark with the word „Accepted“, it means that you have completed all of the admission requirements and can be enrolled in your study programme.

You will receive the official decision on your application via your online application (My Application -> Electronic Documents). If you have not agreed to this in your online application, the decision letter will be sent to you via post.

## How to enrol online:

For online enrolment, file an online request in your application under „Progress“-> „Written requests“ -> „Submit a written request“.

When filling out the request, please choose "Application for distance registration" from the drop-down menu and write a simple and short reasoning behind your request. Afterward, download the enrolment sheet, print it, fill out the necessary information, sign it, and submit its scan/photo as an attachment to the request. Please, be aware that your signature is necessary for the request to be accepted by the Student Administration Office. After attaching the filled out document, you can submit your request.

If you successfully completed all of the necessary admission requirements and your request is approved, the activation of your studies will be done by the Faculty. If your request is denied, you will be contacted via e-mail so you can resolve the relevant issue. If you are requesting online enrolment but you haven't completed all of the admission requirements, the activation will be done as soon as you successfully submit proof of previous education which has been [recognized/nostrified](#) .

You can find out whether your study has been activated in the online application by checking your online enrolment request - if the request is approved, we have already completed the activation of your study.

## How to access the Student Information System (SIS):

All CU students have access to the SIS which allows you to enrol in courses and exams, browse your exam results, edit your personal information, generate a confirmation of study document, etc. Your username and personal number can be found in your online application in the top right corner by hovering the mouse over your name.

You will receive your student card at one of the [CU Card Service Centres](#) where your SIS account will also be validated and you will receive full student access to the CU information systems.

If you have previously studied at Charles University, you do not need to visit the card service centre as your account has already been validated by the university. You can use your already-existing login information to access the SIS.

## **Course registration in winter semester 2021/2022**

- When you gain access to the Student Information System (SIS), you will be able to create your own timetable, register for exams, browse your exam results, etc.
- You will be able to see the preliminary course schedule in the SIS beginning on August 1, 2021.
- Online course registration for the winter semester will start on September 23, 2021 at 10:00 (10AM).
- Tuition will start on October 1 in the case of distance study programmes and October 4 in the case of full-time (in-person) study programmes.
- You will be enrolled in compulsory subjects automatically according to the relevant study plan.