## **Student Forms**

## **Confirmation of Study**

If you need proof of study documentation, you have several options:

- If an electronic confirmation is sufficient, you can generate the confirmation of study letter from the SIS yourself.
   After logging in, click on "Personal data" -> "Print confirmation", then choose the relevant document and select "PDF with a digital signature".
- If you need a physical copy, you can visit the <u>Student Administration Office during office hours</u> in the Faculty building (Pátkova 5, 182 00 Prague 8).
- If you are unsure about what type of confirmation you need or you have a specific document that needs to be signed, send us an e-mail at <a href="study@fhs.cuni.cz">study@fhs.cuni.cz</a>. Please, specify whether you need a physical copy or if it is sufficient to send the confirmation to you via e-mail.
- Please, keep in mind that we can only give the confirmation letter to you, the student. If a relative or an employer needs the confirmation, we need your approval - either in writing or via e-mail - to issue this document to a third party.

## **Forms**

- Individual Curriculum Request
- Notice of Change in Personal Data
- Request for Interruption of Study
- Waiver of the Right to Appeal
- Declaration of Termination of Study
- General Request

All forms are to be delivered to the Faculty either:

- · via the post to the Faculty address (Pátkova 2137/5, 182 00 Prague 8) or
- personally to the Student Administration Office during the office hours or
- · via the Faculty mailbox (located next to the Student Administration Office door) or the Faculty Filing Office or
- via the Faculty databox (identifier: piyj9b4).