
Visiting students: CEEPUS Freemovers, International Visegrad Fund and other funding schemes

CEEPUS freemover **scheme**; International Visegrad Fund **scholarship scheme**; Czech Republic bilateral international agreements, DAAD Scholarship Scheme and **other funding schemes**.

If you are intending to apply for a scholarship either within these scholarship programmes or some other funding schemes, a provisional Letter of Acceptance / Letter of Invitation from a prospective host institution is required.

In order to consider your enquiry, **we need to receive your request** for the Letter of Acceptance **together with all the supporting documents well in advance** before the application deadline of the respective scholarship programme.

Please see the steps to follow:

MA students intending to attend courses

STEP 1 Submit the supporting documents below to the FHS International Office via e-mail at international@fhs.cuni.cz

- a **preliminary list** of courses that you would like to attend during your stay
- your **academic CV**
- your **Study Purpose Statement**
- a **Letter of Recommendation** from your home university
- the **documents/information you will submit to the respective funding** programme when applying
- in some cases we additionally may ask for a proof of your English language proficiency

STEP 2 Provisional Letter of Acceptance

We may issue a provisional letter of acceptance once we have reviewed and considered your preliminary list of courses as well as supporting documents for admission.

Your admission is to be finally confirmed provided that your scholarship application has been successful and you have been awarded the funding.

STEP 3 If you are awarded with the scholarship you have applied for

You will be expected to complete and submit the FHS application form so that we are able to finalise the administration procedure related to your admission at the Faculty of Humanities (in some cases we additionally can also ask for a certificate of your current enrollment at your home university).

PhD (MA) students aiming to pursue short-term study/research stays working on their research/dissertations

STEP 1 Search for a suitable department and academic advisor at FHS

Firstly, you are expected to find a suitable academic advisor at the Faculty of Humanities with whom to consult your work's progress during your prospective stay.

Where to find a list of the FHS Departments and the academic staff?

You may visit the section Faculty Organizational Structure for the full list of faculty departments and their individual academic staff members.

STEP 2 Contact the FHS academic member with your prospective study-research work plan at FHS

Contact a suitable academic member via e-mail with your enquiry to find out if he/she will be willing to supervise you during your prospective stay.

In order to consider your inquiry, provide the academic member with your:

- **study-research work plan** (statement of your study/research purpose at FHS)
- your **academic CV**
- a **letter of recommendation** issued by your supervisor or other member of the academic staff at your home university.

Please put the FHS the International Office to the copy of this e-mail (**including the supporting documents to**) at international@fhs.cuni.cz .

We recommend that you mention that you are applying for funding via the particular funding scheme.

What type of information should your study-research work plan contain?

There should be a short description of your study-research project related to your dissertation, including the title of your dissertation, as well as the overall aims and objectives of your stay at FHS. The plan should also contain a list of the key issues to be addressed by consulting with the FHS particular academic advisor.

STEP 3 If the teacher is willing to become your "academic advisor" at FHS, please ask him/her to confirm this via e-mail with Cc. to the FHS International Office.

STEP 4 Provisional Letter of Acceptance

Once we have received an e-mail confirmation that the respective FHS academic member supports your study-research plan, we will process your inquiry further. If your inquiry has been considered for admission, the International Office will issue a provisional letter of acceptance. Your admission is to be finally confirmed provided that your scholarship application has been successful and you have been awarded the funding. **Please note both the provisional and final Letter of Acceptance must be issued exclusively by the International Office of the Faculty of Humanities.**

STEP 5 If you are awarded with the scholarship you have applied for

You will be expected to complete and submit [FHS application form](#) so that we are able to finalise the administration procedure related to your admission at the Faculty of Humanities (in some cases we additionally can also ask for a certificate of your current enrolment at your home university).