## Contact

The International Office is in charge of both the incoming non-degree students and outgoing degree students from the Faculty of Humanities.

Requests for information regarding the application procedure for degree studies at the Faculty of Humanities to be addressed to the Student Administration Office, detailed information on admission as well as contacts is available at the Admissions section.

E-mail: international@fhs.cuni.cz  
Address:
Faculty of Humanities, Charles University  
International Office  
U Kříže 8  
158 00 Prague 5 - Jinonice  
Czech Republic  
Office: 6018 (6th floor, building B)  
Phone: (+420) 251 080 334  
Facebook: Zahraniční oddělení FHS UK (in Czech), closed group for incoming international students

## Office hours

For **INCOMING** (non-degree) students see Lenka Lukešová.  
For **OUTGOING** (degree) students see Véronique Lowther-Harris.

## Staff

**doc. MUDr. Iva HOLMEROVÁ, Ph.D.**  
Vice-Dean for International Affairs  
Iva.Holmerova@fhs.cuni.cz

- **Office hours** Tuesday (upon previous arrangement)

### Lenka LUKEŠOVÁ  
Departmental Coordinator  
Lenka.Lukesova@fhs.cuni.cz

**INCOMING** students  
academic mobility  
CEEPUS  
**Office hours**  
Mon: 10–1 pm  
Tue: 10–12 + 1–2 pm  
Wed: 10-12 + 2–4 pm  
Thu: 2–4 pm  
Fri: 11-1 pm

If you would like to arrange an individual meeting, it is possible if you contact me in advance.

### Changes of the office hours:

### Véronique LOWTHER-HARRIS  
Departmental Coordinator  
Veronique.Lowther-Harris@fhs.cuni.cz

**OUTGOING** students  
academic mobility  
Erasmus+ Traineeships  
**Office hours**  
Tue: 10-12 + 2-4 pm  
Wed: 10-11 + 2-4 pm  
Thu: 10-12 + 2-4 pm

If you would like to arrange an individual meeting, it is possible if you contact me in advance.

### Changes of office hours:

On the 26th of June, the office hours will end at 3 pm
## SUMMER OFFICE HOURS (1. 7. - 31. 8.)

<table>
<thead>
<tr>
<th></th>
<th>Wed: 10-12 + 2-4 pm</th>
<th>Thu: 1-3 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday: 1. - 12. 7.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Office hours during July and August upon email arrangement

If you would like to arrange an individual meeting, it is possible if you contact me in advance.

|-------|----------------------|---------------------------|

### Documents for download
- SIS Exam Dates
- Confirmation of Study Period
- Copy and Print
- Registration to course in the SIS
- AKVA classroom
- CU Chorus
- Information Brochure

### Further information
- CAMPUS: Jinonice, Veleslavín, Máchova
- CERGE-EI