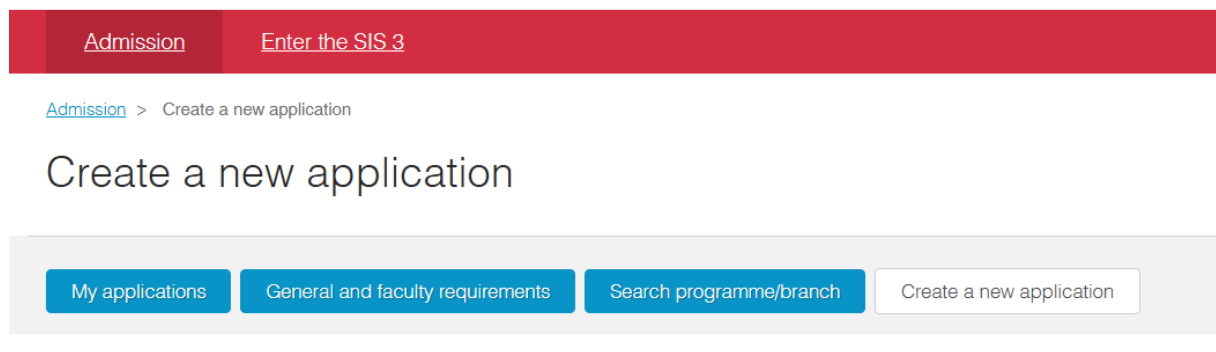


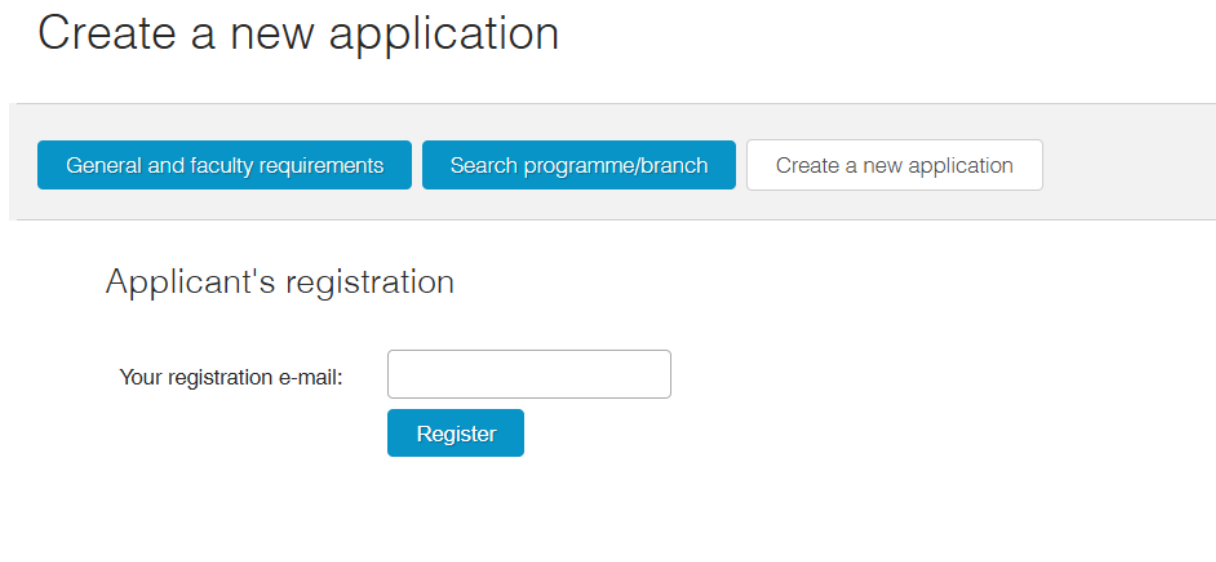
1) To start your application, go to our [Admissions Portal](#) and click on “Create a new application”. (If you have a direct link to the application of your chosen study programme, skip to step no. 4.)

**If you are a new applicant**, who has not previously studied at Charles University and have never submitted an application for study in the past (regardless of success), **you will be asked to register** prior to submitting your online application. To do so, you have to provide a registration e-mail address, which will receive a link to a page that will allow you to set up a new password. **You will need to use this e-mail and password during the whole application process.**

**If you are a current student of Charles University**, please **use your assigned student username to log into the system**. Equivalent to this username is your personal number, which be found on your student identification card (i.e. ISIC) under your photograph, or in the respective mobile application.



2) Insert your e-mail to create the abovementioned applicant account or, alternatively, log into the system with your Charles University student’s credentials.



3) Choose “Faculty of Humanities” from the drop-down menu; afterwards, choose your preferred language of instruction, form and type of study, and a relevant study program. Then, click on **Create**.

My applications    General and faculty requirements    Search programme/branch    Create a new application

Choose the faculty, language of instruction, type, form, and branch of study, to apply for. Consult the menu above for detailed information on programmes.

Faculty: Faculty of Humanities Change

Language of instruction: English Change

Form and type of study: full-time, Bachelor's Change

Study programme/branch: [Liberal Arts and Humanities | SHVA J18 \(B0288A120001\)](#)

Create

4) Fill out all the necessary personal details; the ones marked with a star are required.

The format of your date of birth should be DD.MM.YYYY – make sure to put dots in between the numbers rather than using forward slashes.

Make sure you put in a correct contact e-mail, as this will be the main channel of communication between you and the Faculty; without it, you will not get the necessary information. **If you find out you have made a mistake in your application, or some information will become outdated, please contact us at [study@fhs.cuni.cz](mailto:study@fhs.cuni.cz)** and we will help you.

#### Personal details

\* Other/first names(s):  ⓘ

\* Last name(s):  ⓘ

Date of birth:

Citizenship:

Sex:

Degree(s):  ...search - ⓘ

Maiden name:  ⓘ

\* Country of birth:

ID card number or Passport number:  ⓘ

\* Contact e-mail:

\* Phone:   ⓘ

\* Permanent residence in the CR?:  Yes  No

5) Add your permanent residence address; if you wish to receive post at an address different from your permanent residence, fill out the boxes below under “Postal address (if differs from the permanent address)”, as this will be the place where we will ship necessary documents.

Once again, please make sure the filled-out information is correct – we will need to send you the physical documents (i.e. decision regarding your acceptance) via the post office.

## Permanent residence

\* Country:

\* Postcode:  ?

\* Municipality:

\* Street:  ?

\* Building number:

Postal address (if differs from the permanent address)

If you want to use your permanent residence address as your postal address (above), do not fill it in again, but tick check-box Identical to permanent address.

Identical to permanent address:

Country:

Postcode:  ?

Municipality:

Street:  ?

Building number:

## 6) Fill out information regarding your previous studies:

- if you are applying for a *Bachelor's* programme, fill out the information about your high (secondary) school.
- if you are applying for a *Master's* or *Doctorate* programme, fill out the information about your university.

### - 6A: Applicants of the Bachelor's programme:

If you graduated outside Czechia, you do not have to worry about the IZO code of your secondary school, as we request this data only if you graduate from the Czech Republic; the IZO field will disappear once you choose the country of your previous studies.

Previous secondary school studies

If you have completed your previous education at a foreign secondary school or university, please specify which documents you will submit to the faculty by providing the information below. You should complete this request once for each faculty you are applying for (even if you are submitting more applications for the same faculty). Information on how to prove previous foreign education can be found here: <https://www.cuni.cz/UK-6452.html>. One of the options is the assessment of foreign education during the admission procedure, which can be used instead of general nostrification.

\* Where do you come from:

\* Secondary school graduation year:

\* Country of Secondary School:

\* IZO code of your secondary school:  -

\* KKOV:  -

In the field “*Secondary education proven by*” you will have the following options:

- A document proving general recognition of foreign secondary education (“nostrification”).
- A document concerning foreign secondary education, which is automatically equivalent without any further administrative procedures.
  - These are documents that are equivalent of the Czech “maturita” in **Slovakia, Poland** (“swiadectwo dojrzalosci”), **Hungary** (“érettségi bizonyítvány”), and **Slovenia**.
  - In any case, always contact us at [study@fhs.cuni.cz](mailto:study@fhs.cuni.cz) just to be sure!
- A foreign document concerning a foreign secondary education (it will be assessed)
  - This means your foreign documents will be assessed directly by our Faculty.
- I have not decided yet
  - Choose this if you are not sure which of the abovementioned options you need; you can return to this step at any time during the admission process.

\* Where do you come from:

\* Secondary school graduation year:

\* Country of Secondary School:

\* Foreign secondary education:  -

\* Study started in:

\* Secondary education proven by:

Original document title (in Latin alphabet):

All the necessary information is described in detail here: <https://fhs.cuni.cz/FHSENG-912.html>

## - 6B: Applicants of the Master's programme:

Please, make sure to fill out all of the required fields about your university; while some of the fields might be repeated, please fill them anyway).

\* Country of University:

\* Study started in:

\* Study finished in:

\* University:

\* Study program:

single-subject  double-subject

\* Studied branch 1:

\* Expected date of graduation:

\* Awarded degree:

Once you fill up „*Country of University*“, new fields will appear if you obtained your previous degree outside the Czech Republic; these include „*Foreign higher education*“, where you have to write the name of your previous university, and „*Level of education achieved*“.

In the field „*Higher education proven by*“ you will have the following options:

- A document proving general recognition of foreign higher education (“nostrification”)
- A document concerning foreign higher education, which is automatically equivalent without any further administrative procedures
  - These are documents that are equivalent to the Czech Bachelor’s degree in **Slovakia, Poland, Germany, Hungary, and Slovenia** (only in specific cases).
- In any case, always contact us at [study@fhs.cuni.cz](mailto:study@fhs.cuni.cz) just to be sure!
- A foreign document concerning a foreign higher education (it will be assessed)
  - This means your foreign documents will be assessed directly by our Faculty.
- I have not decided yet
  - Choose this if you are not sure which of the abovementioned options you need; you can return to this step at any time during the admission process.

\* Country of University:

\* Foreign higher education:  Univerzita Komenského - Bratislava, Slovakia

\* Level of education achieved:

\* Higher education proven by:

Original document title (in Latin alphabet):

All the necessary information is described in detail here: <https://fhs.cuni.cz/FHSENG-912.html>

7) If you require any modification of the admission process due to a health disability, then check the box below:


## Additional information

Requirements for modification of the admission procedure due to a health disability:

8) If you are applying to one of our *Master's* programmes, you will be asked to attach necessary documents to your application (such as a CV, motivational letter, academic text, and – if required – proof of language competency). Please, make sure to submit these documents via your application before the submission deadline to their respective fields; otherwise, they will not be accepted.

You can find this field in the **Admission procedure** section of your online application.

Upload an attachment to my application

 Once uploaded, please do not upload the same files again.


Attachment type:

File: 

Academic paper  
Curriculum Vitae  
Motivation letter  
Proof of English Language Proficiency

If you are applying to our *Bachelor's* programme, then you can skip this step, as you do not have to submit any documents; you have to focus on the entrance exam instead.

9) If you agree that the decision on your application may be delivered to you via SIS (Student Information System – the system through which you are currently applying), choose **Yes**. If you check **No**, the decision will be sent to you via the post. Nevertheless, if you will need a visa to study and stay in Czechia, then you will need the physical version.

\* I agree that the affirmative decision on my admission can be delivered to me via SIS.:  Yes  No 

10) Click on **Save Application** to officially create and register it in our system.

**11)** After submitting your application, you will need to pay the application fee so that your application could be processed and officially accepted.

You can find the payment information by clicking on **My applications** in the Student Information System and then by clicking on the relevant application.

- You can pay either by bank transfer or via card.

If you pay with your card, then your payment is accepted and processed faster; therefore, **we recommend that you pay by card if possible.**

My applications    General and faculty requirements    Search programme/branch    Create a new application

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2025/2026	<a href="#">FH</a>	<a href="#">Liberal Arts and Humanities</a>	<a href="#">Progress</a>	Bachelor's	full-time	09.11.2024 04:30:54

Language of instruction: English    Standard length of study: 3 years    Study programme: Liberal Arts and Humanities

**Additional information:**

The application fee 910 CZK must be sent to account no. 27-1842600277.  
Bank code: 0100  
IBAN: CZ86 0100 0000 2718 4260 0277  
SWIFT: KOMB CZ PP  
Use as the variable symbol.  
**The application fee can be paid online with a debit/credit card.**

[Pay by card online](#)

Pay the fee no later than the deadline for applying.