

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.

The screenshot shows a red header bar with two tabs: 'Admission' (active) and 'Enter the SIS 3'. Below the header, a breadcrumb trail reads 'Admission > Create a new application'. The main heading is 'Create a new application'. A horizontal navigation bar contains four buttons: 'My applications', 'General and faculty requirements', 'Search programme/branch', and 'Create a new application' (highlighted with a white background).

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

The screenshot shows the 'Applicant's registration' section. It features a heading 'Create a new application' and a navigation bar with three buttons: 'General and faculty requirements', 'Search programme/branch', and 'Create a new application' (highlighted). Below the navigation bar, the heading 'Applicant's registration' is followed by a form with the label 'Your registration e-mail:' and an empty text input field. A blue 'Register' button is positioned below the input field.

[My applications](#)
[General and faculty requirements](#)
[Search programme/branch](#)
[Create a new application](#)

Faculty:	Faculty of Humanities
Language of instruction:	English
Form and type of study:	full-time, Bachelor's
Study programme/branch:	<a href="#">Liberal Arts and Humanities (SHVA/J18 (B0288A120001))</a>

Create

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.

## Personal details

\* Other/first names(s):

\* Last name(s):

Date of birth:

Citizenship:

Sex:

Degree(s):

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

\* Secondary school graduation year:

\* Country of Secondary School: ---

\* IZO code of your secondary school: ...search - ? - - ?

\* KKOV: ...search - ? - - ?

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

\* Secondary school graduation year:

\* Country of Secondary School: Andorra

\* Foreign secondary education: ...search - ? - - ?

\* 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).

The screenshot shows a web form for Master's programme applicants. The fields are as follows:

- \* Country of University: [dropdown menu]
- \* Study started in: [text input]
- \* Study finished in: [text input]
- \* University: [text input with a blue circular icon on the right]
- \* Study program: [text input with a blue circular icon on the right]
- single-subject ○ double-subject
- \* Studied branch 1: [text input with a blue circular icon on the right]
- \* Expected date of graduation: [text input]
- \* Awarded degree: [dropdown menu]

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.

The screenshot shows the application form with the 'Country of University' set to 'Slovakia'. The following fields are visible:

- \* Country of University: Slovakia
- \* Foreign higher education: [search input] Univerzita Komenského - Bratislava, Slovakia
- \* Level of education achieved: Bachelor's degree
- \* Higher education proven by: [dropdown menu]
- Original document title (in Latin alphabet): [text input]

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

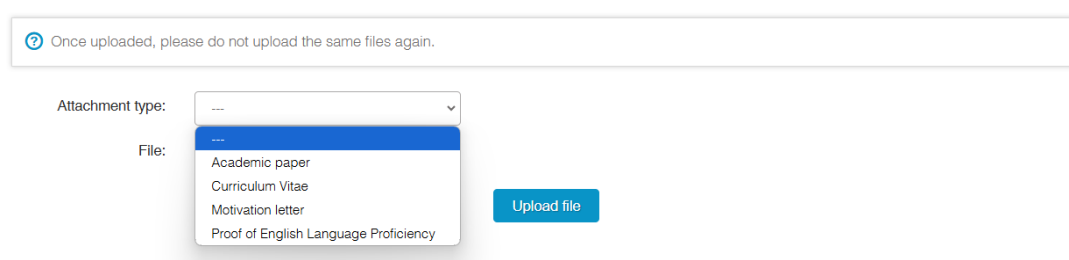
7) The modification of the exam is only possible for the applicants of Bachelor's Liberal Arts and Humanities programme; you can contact Scio (the examination's organizer) about further information here: <https://www.scioexams.com/contact>

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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



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.

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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 

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



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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**.

Acad. year	Faculty	Programme/Branch of study		Type of study	Form of study	Status	Last change	
2026/2027	<a href="#">FH</a>	<a href="#">Gender studies</a>	<a href="#">Progress</a>	Master's (post-Bachelor)	full-time		16.12.2025 15:05:05	
Language of instruction: English				Standard length of study: 2 years		Study programme: Gender Studies		
<hr/>								
Additional information:								
<p>The application fee 940 CZK must be sent to account no. 27-1842600277.</p> <p>Bank code: 0100</p> <p>IBAN: CZ86 0100 0000 2718 4260 0277</p> <p>SWIFT: KOMB CZ PP</p> <p>Use <input type="text"/> as the variable symbol.</p> <p><b>The application fee can be paid online with a debit/credit card.</b></p> <p>Pay the fee no later than the deadline for applying.</p>								