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# APPLICATION - ONLINE REGISTRATION - DEADLINES

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## Before you come to study here



Before you come to study at Charles University, you will have to go through the necessary bureaucratic procedure. It's not really difficult, but please remember **ALL the rules**. To make it as easy and smooth as possible we shall take you through the individual steps of the procedure. In the end you shall have most of the forms you need to obtain all the necessary permits.

## All you need is (in the following order):

1. to be nominated by your home university Erasmus+ coordinator via online nomination form:  
**for a study stay** <https://forms.office.com/r/1gXCnd85un>  
**for a traineeship** <https://forms.office.com/r/7EREW45d7L>

Application instructions will be e-mailed to all nominated students alongwith the access to the online application. Both sending and receiving instutiton approve the Learning Agreement(LA) and Student Application (SA) Students will receive the acceptance documentation within 4-6 weeksafter the application deadline

2. to fill in Charles University on-line registration

3. to print 2 documents generated by the on-line registration (Application Form + Learning Agreement) and get them stamped and signed by your Erasmus+ coordinator

4. to send the documents to Charles University per post or via email (please, only scanned version - we will not accept photos of the documents); fax delivery is no longer possible

## DEADLINES

### NOMINATIONS DEADLINE

For winter semester: **15th April**  
For summer semester: **15th September**

### APPLICATION DEADLINE

For winter semester: **15th May**  
For summer semester: **15th October**

- Application instructions will be e-mailed to all nominated students alongwith the access to the online application.
- Both sending and receiving instutiton approve the Learning Agreement(LA) and Student Application (SA)
- Students will receive the acceptance documentation within 4-6 weeksafter the application deadline

We strongly recommend that you submit and send your application sooner if at all possible.

If you require **visa** for your study stay at Charles University (anyone who is not citizen of EU or EFTA countries needs one for stays in the Czech Republic longer than 90 days), please, take into account that it usually takes 1 month to proceed your application on our end and the waiting time for a Czech visa is usually 35-65 days.

You also need to make an appointment at the appropriate Czech Embassy or Czech Consulate in advance. Schengen Visas are not acknowledged for a period longer than 90 days, no matter any possible interruptions of your stay in the Czech Republic.

**!!Please, be aware that visa administration process in the Czech Republic can take up to 60 days after submitting the required documentation to the embassy/consulate. Thus, kindly instruct your students to start all necessary steps well in advance. Also, please arrange the approval of the LA on your side without a delay.**

More information about residence permits and visas are here:

<https://cuni.cz/UKEN-366.html#13>

## CU Adaptation Course - know how, how to do it

### Welcome to the Czech republic

### Welcome to Charles University (CU)

### Studying at CU

### SIS Student information system

### Doctoral study in CU

### Student well-being and support at CU

### Application Procedure

## Step 1 – Nomination (contact your home university Erasmus coordinator)

If you wish to come to study at Charles University as an Erasmus student, your home university must officially nominate you. **In the first instance, therefore, you must contact the ERASMUS coordinator at your home university.**

## Step 2 – On-line Registration

Please note that this is an *obligatory process*. If you have filled in the standard forms (on paper) without registering on-line we must ask that you still register on-line.

**ON-LINE REGISTRATION** is available at following website:

<https://is.cuni.cz/webapps/erasmus/>

## Step 3 – Confirmation of Essential Forms

Confirmation of Essential Forms: Application Form + Learning Agreement

The printed out forms are to be checked and confirmed/signed by the relevant coordinators of your home university.

**Remember that forms must be delivered in time. Your application cannot be accepted after the closing date for any reason whatsoever – please check the final deadlines above.**

You may send the documents by means that provide you with proof of dispatch (registered post, express courier, etc.). We will however confirm the receipt of all application forms that have reached us through the European Office per post or via email. Please, note that we do not guarantee this service should you send the application to your future host faculty coordinator instead (which is also possible).

If your home university requires you to use their **Erasmus+ forms** or **Erasmus without Papers forms** instead of Charles University application forms, we can surely proceed these in the printed version (instead or together with our

forms). We still require CU online registration, though, which must contain the same data as your home university paperwork. **Nobody will be accepted if they have not submitted Charles University Erasmus online registration (step 2).** Also, **no Erasmus+ forms will be proceeded if they do not include your name in block letters on each page in upper right corner.** There is no need for you to enter your name in block letters on each page of you application if you are using Charles University forms generated from the online registration system - they will include your name on each page automatically.

**At present we are not using Erasmus without Papers** application structure. We will confirm the paperwork created there in the pdf formate, if required - provided you have also submitted Charles University own Erasmus online registration.

## Step 4 – Sending Documents

Send the forms either to the relevant [faculty coordinator](#) or to [the European Office](#) :

**European Office  
Charles University  
Ovocný trh 3  
116 36 Praha 1  
Czech Republic**

**Please bear in mind that until the printed, signed and stamped forms are sent, you have not yet actually started the application process for your study exchange.**

*We shall confirm the AF (Application Form) and LA (Learning Agreement) and send the originals back to you together with a Letter of Admission and Accommodation Voucher 1-2 months before the start of the semester by post (visa students receive their documents earlier).*

If you decide not to use the University [accommodation](#) we **need you to inform us** as soon as you have fixed your private accommodation.