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# Application

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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 will take you through the individual steps of the procedure. In the end you will 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 LLP-Erasmus coordinator
2. to fill in our online registration
3. to print 2 documents generated by the online registration (Application Form + Learning Agreement) and get them stamped and signed by your LLP-Erasmus coordinator
4. to send the documents to Charles University by post or fax

## Deadlines

The final deadlines for applications are:

For the winter semester: **June 15th**

For the summer semester: **October 31st**

However, we **strongly recommend that you send your application sooner if possible.**

## Application Procedure

### Step 1 – Nomination (contact your LLP-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 – Online Registration

Please note that this is an obligatory process – so if you have filled in the standard forms (on paper) without registering online, we must still ask that you register online.

Detailed information about online registration is available in our [Step by Step On-line Registration Guide](#) .

**On-line Registration is available at following website:**

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

### Step 3 – Confirmation of Essential Forms: Application Form and Learning Agreement

The printed-out forms should 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.**

We recommend you to send the documents by means that provide you with proof of dispatch (registered post, express courier, etc.).

### Step 4 – Sending Documents

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

**European Office**  
**Charles University in Prague**  
**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 period.**

*We will 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.*

If you decide not to use the University accommodation , we **need you to inform us** as soon as you have fixed your private accommodation.