
Application Manual

UNDER INTER-UNIVERSITY AGREEMENTS

Students submit their applications via the [Charles University Web Application](#) . **Login details are the same as for CAS.**

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Selection of the Host University and Creation of the Application

1. After logging into the system, the student opens the application “**Mobility – Inter-University Agreements**” and selects “**Create application**”.
2. A list of host universities to which applications can be submitted will be displayed. These are universities that cooperate with the student’s home faculty and for which a call for applications is currently open. Universities may be filtered according to the student’s preferences.
3. For the selected university, the student clicks “**Apply**”.
4. The student completes the basic information and selects the intended duration of the mobility. By submitting this information, the application is created. The created application can be found under “**My applications**” on the application’s home page and may be edited further. The number of applications created is not limited; however, a maximum of **two applications may be submitted**.

Completion of the Application

- After submitting the basic information and creating the application, the student checks the entered details. They then complete their contact information (address, email, telephone number) and provide an emergency contact.
- For each created application, a list of documents that must be uploaded to the system is displayed. These documents are required **only for the internal selection process at Charles University** and may differ from the documents required by the host university. Students are responsible for verifying the documentation required by the host institution, particularly with regard to language certificates.
- Additional information related to the stay at the host university can be found in the other application tabs.
- The student may cancel the application at any time.

Selection of Courses at the Host University

- **The minimum number of courses or credits to be taken is determined by the host university.** Students are advised to check any restrictions on course selection and enrolment (e.g. taking courses from different faculties or study levels, course prerequisites, etc.).
- If the student wishes to have courses completed abroad recognised at Charles University, the selected courses must be approved before the mobility begins by the programme guarantor or the relevant course instructors.

Submission of the Application

- Once all required information has been completed, the student may submit the application.
- **By submitting the application, the student formally applies to the selection procedure.** Only applications submitted within the specified deadline will be considered.
- A maximum of **two applications** may be submitted. If a student has already been selected for a study stay, they may not submit a new application for the same period. It is also not possible to submit a new application for a different period at the same university for which the student has already been nominated.

Approval Process and Announcement of Results

- The application is first assessed in the selection procedure at the home faculty. If approved, it is then forwarded to the **central university selection process at the International Relations Office of the Rectorate of Charles University**. During the selection process at both faculty and rectorate levels, students may be asked to amend or supplement their application and supporting documents.
- The current status of the application can be monitored in the system under “**My applications**”.
- **The official results of the selection procedure are published by the faculty.**