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# Administration Procedure

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## Nomination

Once selected by your home university, you need to be nominated by your Erasmus+ coordinator to the email address [barbora.obrazova@ruk.cuni.cz](mailto:barbora.obrazova@ruk.cuni.cz). The nomination must include your name, email address, study field and degree for which you are currently studying at your home university (or its equivalent in the Bologna system - Bc, MA, Ph.D.).

## Completing the Online Application

As soon as you get a confirmation from us, you should complete the online application.

In the application, you will be asked to set up a list of courses you would like to attend during your study stay at the Charles University. You will find our course/modules offerings in English, German, French and other foreign languages in the [course catalogues](#) of our 17 faculties. You will need to take min. 51% of your subjects from the offer of the faculty we will indicate to you as your host one. Your courses must be relevant to your studies.

## Sending your Application Form

As soon as your home university approves your Learning Agreement, it must be delivered to the Charles University and confirmed at faculty level.

The document shall be emailed as scan either to the relevant [faculty coordinator](#) or to [the European Office](#).

## Admission Letter; Visa Documents; Scholarship

Finally, the European Office will be responsible for completing the whole administrative procedure. **We will prepare your Letter of Admission, your Visa application documents and we will also inform you how you will get the International Credit Mobility scholarship paid out.**

Please note that the International Credit Mobility scholarship (including travel costs reimbursement) will be paid out only after your arrival to the Czech Republic - you will need to pay your transportation to the Czech Republic and likely the first few days of the living costs before getting the scholarship from us.

Thank you in advance for considering this when planning your International Credit Mobility study stay at the Charles University!