Prolongation of your study stay

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Step 1

If you are interested in prolonging your study stay at Charles University, please bear in mind that first you must be 100% sure that our institution is able and willing to have you here for another semester. There may be a problem especially limited capacity of courses etc.
So please **ask your host faculty or department coordinator first** if they agree with the prolongation of your study stay and can assist you.
You are strongly recommended to state the courses or lectures you would like to attend during the second semester.

Step 2

As soon as you get a positive response please download and fill in your new Learning Agreement – again, discuss it with your host faculty or department coordinator!

Step 3

Send the document to your home faculty coordinator (contact person) with a request for Socrates/Erasmus studies prolongation.

Step 4

As soon as your home university approves your new learning agreement, it must be delivered to Charles University and confirmed at a faculty level.
The form must be sent by post or faxed either to the relevant faculty coordinator or to the European Office :

European Office
Charles University in Prague
Ovocny trh 3
116 36 Praha 1
Czech Republic

Step 5

Finally, the European Office is responsible for completing the whole administrative process and drawing up a new Letter of Admission, or a confirmation that your study stay at Charles University in the programme Socrates/Erasmus has been extended.

Please note that we cannot guarantee that accommodation in Charles University residence halls will be still available for you, since reservations will have been made for new incoming students.