

## **Online application for student mobility registration within the inter-university agreement framework**

If you have decided to study abroad within the inter-university agreement framework, you should apply at the Charles University portal (<https://is.cuni.cz/webapps/?lang=en>), by “Inter-University Agreements”. Login is the same as for CAS.

### **Requirements for participation**

To participate in a study stay abroad, you have to study a BA, MA or PhD programme in either full-time or part-time study.

To be applicable, you must have finished at least one semester at the university.

### **Selecting a university and creating a new application**

Log in to the system first and then open the “Inter-University Agreements” application and click “Apply”.

A list of foreign universities you can currently apply for will be displayed. These are the partner universities of faculty and they are **having the selection procedure open**. You can use the filter above the list according to your preferences.

The complete list of all inter-university agreements can be found at <https://cuni.cz/UKEN-152.html>.

After choosing the university of your stay, click on the “Apply” button.

Fill in the basic information and chose the period of your study (if available). A new application will be created by sending filled in information. The application can be found at the “My Applications” tab of the home page, where you can edit it. The number of applications is not limited.

### **Filling the application**

After entering the basic information, please check they are correct. In the following lists, complete your contact details (address, email, phone) and details of another person to be contacted in case of emergency.

A list of documents that need to be submitted together with the application can be found below. **These documents are used for the selection procedure at Charles University only and they do not have to match the documents required for application to a foreign university! It is your responsibility to check what documents you need to share with a foreign university in advance, especially in the case of language certificates.** For the procedure at CU, the certificate written by a language professor that you have reached at least B2 level is acceptable unless you have an international certificate

available. Any other documents, including English courses or courses taught in English, are not accepted.

In case you want to apply for a stay at a university that requires an international certificate and you do not have it yet, upload the certificate issued by your professor and apply for the official language exam e as soon as possible. After you have the certificate, send it to your referent at the IRO of the rectorate.

You can find additional information in the other lists.

Furthermore, you can also cancel your application.

### **Course selection at foreign university**

A minimal number of courses/credits is determined by a foreign university. Furthermore, it is your responsibility to check other restrictions for selection and enrolment (transfer of courses between faculties or levels of studies, minimal requirements for courses etc.).

In case you want your ECTS/ courses studied abroad recognized by CU, you should get approval from your study program coordinator, using the form of the study plan.

### **Submission of the application**

Once you filled in all the needed information and uploaded all requested documents, you can submit your application.

By submitting your application, you apply for the selection procedure at CU. Only applications submitted before the deadline will be considered in the selection process.

You can submit two applications for the summer semester of 2021/2022. In case you are already selected for a study stay for the offered period of stay, you can't submit another application. Also, you can't apply for a new period at the same university you've been nominated for.

### **Selection procedure and its results**

Your application is assessed at your home faculty first. If approved, it is then forwarded to the rectorate IRO for selection at the university level. You may be asked to modify or complete your application in the course of the selection process at the faculty and university level.

You can monitor your application status by clicking the "My application" tab on the home page.

Official results of the selection will be published by your faculty.