

APPLICATION DOCUMENTS (must be uploaded in PDF format):

The application and attachments may be **in Czech or English**.

Motivation Letter

- maximum length: 1 standard page
- may include the following information:
 - connection to the thesis - if the study abroad program is directly related to the student's thesis (collection of data, access to necessary sources, or contact with a foreign expert), the student should also elaborate on their research plan and the program's contribution to their academic research in the motivation letter.
 - reasons for choosing the foreign institution - the student explains the rationale for selecting the foreign institution, and it should be clear that they have thoroughly familiarized themselves with its profile
 - declared interest in the language and culture of the host country - the student declares their interest in the language and culture of the host country in the context of their previous academic and extracurricular activities
 - extracurricular activities—these may include research activities, volunteering within the field and outside the university setting, and relevant work experience
 - language proficiency—courses taken in a foreign language, language exams, study abroad, and knowledge of multiple foreign languages

Acceptance Letter / Invitation Letter from the host institution

- alternatively, you may first receive confirmation by email, but you must submit the acceptance/invitation letter by a certain date

Proof of Language Proficiency

- for Category A
- at least B2 level - e.g.:
 - Certificate of a completed language exam (FCE, CAE, CPE, TOEFL, IELTS...)
 - Certification from the faculty's language center
 - Certification from a language instructor (at the home faculty) confirming attainment of the B2 level
 - Certification issued by the faculty coordinator
 - Proof of completion of a language course
 - Proof of passing an exam in a language or a course taught in a foreign language
- **exception from the requirement to submit proof of language proficiency applies to:**
 - native English speakers
 - students enrolled at Charles University in a program taught in English

- students enrolled in the English and American Studies program, the Translation: Czech–English program, or the Interpretation: Czech–English program (this also applies to other languages if the student plans to study abroad in a language other than English)

Event Program

- for Category C
- if there is no official program, provide a program outline of 1 standard page

Confirmation of Acceptance of Conference Paper

- for Category C, in the case of an active presentation at the event/conference