

Dear student,

Greetings from Charles University!

Your nomination to the Charles University (CU) for an Erasmus+ exchange has been confirmed and now we would like to inform you about further steps concerning your application and accommodation.

Complete information about nomination and application process are explained at <https://cuni.cz/UKEN-362.html>

## Application procedure

To begin the application process, please submit your application through our online platform at <https://is.cuni.cz/webapps/erasmus/>. The deadline for submitting the application is 15. 5. 2022.

### What to fill in the application

(k jednotlivým položkám doplníme příslušné údaje, abychom eliminovali chyby při vyplňování přihlášek)

Host faculty:

Erasmus+ coordinator:

Erasmus+ coordinator email:

Dates:

After a successful submission, you can generate your Student Application and Learning Agreement (LA). Please do not generate your LA before you are certain that there are no mistakes in your application. Once you and your home university sign your LA, please send the document to your host faculty Erasmus+ coordinator.

## Visa and resident permit application

If you are a citizen of country that is not a part of the EU or EFTA, you are obliged to have a visa or resident permit. The obligation applies for all of the non EU/EFTA citizens who want to stay for more than 90 days. Citizens and residents of some countries can stay without visa for a short-term stay (up to 90 days) – more information at our websites. For your visa application, you will need a number of documents, including an original document confirming your acceptance to the CU. After that, you can make an appointment at the embassy and submit a visa application. The whole process can take up to 4 months. Therefore, we ask our incoming students to read carefully our website at [VISA/RESIDENT PERMIT](#) and begin the process ASAP.

## Accommodation

You can apply for an accommodation at the [Charles University dormitories](#). There are halls of residence in all three cities where our University is located: Prague, Pilsen and Hradec Králové. In Prague, there are four halls of residence which accommodates Erasmus+ exchange students – Hvězda, Hostivař, Větrník and Trója. In Hradec Králové there is a dormitory Na Kotli, in Pilsen you can use the dormitory Bolevecká. In case you decide to stay at the dormitories after you submitted the application, you can apply via email at [erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz).

## Who to contact?

For information about courses, special requirements, number of credits, exams, academic calendar and confirmation of arrival, you can contact your [host faculty Erasmus+ coordinator](#).

For a reservation/cancellation of accommodation, Letter of Admission or any issues, you do not know who to ask, you can contact the European Office at [erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz).

## Support for students with special needs and psychological counselling

If you are a student with special needs, you may be eligible for a support with your studies. The University can make adjustments to help you with your studies and stay abroad. Adjustments are made on case-by-case basis. You can register for support by emailing your host faculty coordinator. ->>

[Welfare & Students with Special needs](#)

## Adaptation courses

The CU adaptation courses a series of short tutorials that will introduce to you the Charles University, explain its structure, system of courses and grading ->> [CU Adaptation Courses](#)