



Study in Prague

PRAGUE APPLICATION GUIDE

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Study in Prague

INTRODUCTION

Dear Counselors,

We are very pleased that your students are considering applying to one of our universities, and we hope the information in this document will equip you to guide them through the process!

The Study in Prague Consortium (SiP) is an initiative of the seven elite public universities in Prague. The Consortium was created to make studying in the heart of Europe as easy and accessible as possible. The members are Charles University, the Czech Technical University, the Czech University of Life Sciences Prague, the Prague University of Economics and Business, the University of Chemistry and Technology, Prague, the Academy of Arts, Architecture and Design in Prague, and the Academy of Performing Arts in Prague. Each university has an area of specialization, and together we offer dozens of bachelor's and master's programs taught entirely in English.

There are a few key differences between Czech universities and American or British ones. Many of these differences are covered in the FAQ at the end of this document, but the most important thing to keep in mind is that you should think in terms of applying to a specific program, not to a university. Because there is no general education (GE) at Czech public universities, students need to be prepared to enter their field of specialization from the first semester. The evaluation of your student's application will mostly consider whether he / she has the proper capabilities for the specific field of study, with less focus on overall GPA or extra-curricular activities. Since each program has a different focus, applicants are evaluated on the program level, not the university level, and therefore each program can have variations in the application process (e.g. Is a letter of motivation required? An admission interview? An entrance exam?).

Although all SiP application processes follow similar steps (see the next section), we understand that the small variations in the process can be an unexpected challenge for a counsellor who is used to the centralized system at an American university. That's why we've created this guide and a counsellor support group within the Study in Prague Consortium. Please look over this information carefully, become familiar with our website studyinginprague.cz, and of course don't hesitate to get in touch!



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STEPS FOR APPLYING TO A STUDY IN PRAGUE UNIVERSITY*

1) Applicants should choose their study program

- Check the Study in Prague portal: <https://studyinprague.cz/programmes>
 - All programs on this website are taught in English
- SiP universities offer approximately 50 bachelor's and 200 master's programs taught in English.
- Tuition fees range from approximately \$320 to \$16 500 per year.

Applicants should be ready to choose a study program that they will study for 2-6 years. The Study in Prague portal lists a basic description, the graduate profile, tuition fees, and a link to the program page. Whenever possible, students and counselors should consult the program page for the most updated information.

2) Prepare basic documents for recognition of previous education

The documents that need to be presented as proof of finished previous education differ according to the desired level of study.

- When applying for a bachelor's program (or a joint bachelor's - master's degree such as in medicine): Prepare your high-school leaving certificate with a transcript of records.
- When applying for a master's program: Prepare your bachelor degree diploma.
- When applying for Doctorate program: Prepare your master degree diploma.

The prepared documents must be legally verified either by the university (this process is called Internal Evaluation) or the Prague City Hall (this process is called Nostrification). Read more about the recognition process here: studyinprague.cz/study-in-prague/studies-recognition/

3) Check the specific entry requirements and application deadlines

- Each university, faculty and sometimes even study program can have specific entry requirements. It is best to contact the admissions officer of the study program directly. Apart from documents related to the recognition of previous education, the minimum entry requirements usually include a completed and submitted application, proof of the application fee payment and compliance with the conditions for the study program (e.g. letter of motivation, letter of recommendation, portfolio, English proficiency test, etc.).
- The application periods are mostly in Spring for the academic year starting at the end of September / beginning of October of the same year. This means that the programs start accepting applications in January / February and close in April / May, with some deadlines later in the summer. Because of the variation it's very important to check the deadlines for the specific program.

4) Submit the online application and the required documents

- Every university has an English-language electronic application available on their website. E-application forms guide the students and allow them to track their application status. After submitting the e-application, it will usually be required to print it out, sign it, and send it by post to the relevant university or faculty (refer to the program webpage for the mailing address). Applicants will obtain their application number. Applicants must pay the application fee and sometimes send the receipt of payment to the university.
- Applicants then send the other required documents depending on the program requirements.
- The next steps are communicated through the online application system and by a letter or email from the university.

5) Prepare for and take the entrance exams (if applicable)

- The university will evaluate the application packet. If the applicant is found eligible, he/she may be required to take an entrance exam or interview (online or offline, depending on the program). For English-taught programs this will be conducted in English. The entrance exams are sometimes held in-person in the Czech Republic, but for most programs there are options for taking the exam online.

6) Wait for the results and pay the tuition fee

- In most cases, successful applicants are announced via email at the end of June (in some cases later). After receiving the decision, the applicant will be asked to pay the tuition fee for the first semester or first year.

7) Apply for a visa

- If the applicant is not a citizen of the EU, they will have to apply for a visa or residence permit at the Embassy of the Czech Republic in the country of origin. It is recommended to start the visa application process as soon as the applicant receives the official letter of admission, since the process can take up to 60 days.
- If the applicant notifies the study program coordinator that they are abroad, the university will send an official "Letter of Acceptance" (written in the Czech language) by post, because a hard copy is required for the visa application to the Czech embassy.
- If the applicant wishes to use accommodations at the Residence Halls of the university, he / she should also obtain a hard copy of the document "Confirmation of Accommodation" for the visa process. This is the easiest option for the student, since proof of accommodation in the Czech Republic will be required in some form for the visa process.

8) Arrival to the Czech Republic

- The applicant should keep in touch with the study administration office or with the study program coordinator. The host university will give advice about the arrangement of all the practical details of arriving in the Czech Republic, including local student accommodation options, welcome events and orientation, buddy programs and other available student services.

FAQS ABOUT APPLYING TO A STUDY IN PRAGUE UNIVERSITY

Are the programs accredited?

Short Answer: Yes

Explained: The seven Study in Prague universities are public institutions accredited by the Czech Ministry of Education and the EU. All our diplomas (English-taught or otherwise) are recognized worldwide and can be used to continue to graduate studies in any country.

What are the application requirements?

Explained: With very few exceptions, Czech universities will not ask about GPA, SAT scores, AP or A-level classes, or volunteer or extracurricular experience (unless related to the program subject). The applicant is evaluated based on their ability start studying the program subject on day one. For an engineering program, for example, the committee will consider the highest level of math the applicant has completed and their results. This “preparedness” will be compared to the pool of applicants that year.

When do students declare their major?

Short Answer: When they apply to the program

Explained: Public universities in the Czech Republic don't have majors, instead they have degree programs dedicated to a specialization (meaning no general education courses). Students apply to specific degree programs rather than to universities, so they must indicate what program they want to enter in their application and they must be prepared to specialize in that field from the first semester.

When is the start of the application period?

Short Answer: January (for entry to the university in September/October of the same year)

Explained: Most application periods open in early January and close in March/April, while some programs open admissions sooner and some close admissions later. It's very important to check the application deadline for that specific program and leave plenty of time for delivery and supplemental material. Spring intake is very rarely possible.

Is there an honors program?

Short Answer: No

Explained: There are lots of opportunities for highly motivated students to excel through international competitions, competitive internships, independent projects, and occasional academic scholarships, but not through special honors-track courses.

Are there double degree / joint degree programs?

Short Answer: Yes

Explained: All Study in Prague universities have double degree programs in cooperation with international partner universities. These programs are not available for all topics, so you'll need to check whether they are available in the student's area of interest.

Can students transfer?

Short Answer: Not usually

Explained: Because students are accepted into specialized degree programs and start studying that topic immediately, it is quite difficult to transfer to a different degree program within the same university, much less to another university. The student would need to apply as a regular applicant to the new program and start the first year of studies. Only then could the student ask for the recognition of credits already received for identical courses. However, their recognition usually cannot be guaranteed beforehand.

Is a deferral path available?

Short Answer: No

Explained: Deferred admission is not part of the Czech admissions system. On a case-by-case basis they might be allowed, but sometimes the student will be asked to apply again when they are ready to attend.

Are scholarships / financial aid available?

Short Answer: Yes and no

Explained: Some Prague universities offer merit-based scholarships or tuition reduction, but no need-based aid. Additionally, there are some performance-based scholarships that students can apply for after their first year of study. If the student will depend on financial aid to attend the program, then it's very important to speak about the options with the program director and representative from the university rectorate before getting far into the application process.

Are the universities diverse?

Short Answer: Yes and no

Explained: The international student community is quite diverse and depending on the university there are students from 50-130 different countries. However, the percentage of international student is 20 % at most and many of them are European, so ethnically the universities are not as diverse as many North American / Western European countries. Non-white students should be aware that they will stand out in Prague, but as an international city this rarely causes any problems for the students. Beyond university campuses, Prague is very popular with expats and the international community is vibrant.

What sports / extracurriculars are available?

Short Answer: Many

Explained: The availability of certain sports and student clubs depends on the specific university, but all universities offer a wide selection sports courses and other activities. However, there is not the same culture of collegiate competition as in the USA, so if a student wishes to pursue a sport on a competitive level they should look carefully into the opportunities at their chosen university.

Is student housing available?

Short Answer: Yes

Explained: Availability and location depends on the university, and it is important to remember that not all Czech universities have a campus (some historic universities have buildings in various parts of the city). However, in most cases international students get priority placement and usually get offered student housing near their primary classrooms. In any case, it is easy and convenient to travel around Prague using public transportation, and dormitories are an affordable and widely available option especially for freshmen students.

Is there support for students with special needs (physical, academic)?

Short Answer: Yes

Explained: Study in Prague universities have centers to provide services and support for students with special needs and make sure that their experience is as smooth as possible. However, there are elements of living in Prague (public transportation, for example) that can be challenging for someone with physical disabilities, so students should do careful research and ask specific questions to be sure that Prague is the right study location for them.

Can students work during their studies?

Short Answer: Yes

Explained: Student visas allow working in Czech Republic and the number of hours is not limited. Of course, universities strongly recommend that students not work more than 20 hours per week. Our international students list work opportunities as one of the top advantages to studying in Prague. Depending on the field, many of our students find part-time work in their field of study (especially in the scientific and IT fields) so it also provides them with valuable career experience.

Is there any interaction with / support from Czech students?

Short Answer: Yes

Explained: Czech universities have international student clubs (usually run by Czech students to help international students get settled at the university), international student orientations, social activities, and/or Erasmus Student Clubs, all of which give international students multiple opportunities to get logistical and social support, as well as interact with Czech students.

What is the cost of living for students?

Short Answer: Affordable

Explained: Student life in Prague is quite affordable compared to most European countries with a similar standard of living. For example, a one-year student pass for unlimited travel on all public transportation in Prague costs about 50 euros. We estimate that the average international student living at the student dormitory will spend 5 000 euros a year for all expenses (accommodation, food, transportation, school supplies, entertainment and travel).

How do students provide proof of their “Previous Studies” if they haven’t received their high school diploma yet?

Short Answer: Use an official letter from the High School

Explained: In the list of necessary documents, you will usually see “Proof of completion of previous studies”. In most cases the students have not completed their previous studies, so it is usually enough to include an official letter from the high school stating that the student is on track to graduate and the date they are expected to graduate. The official diploma and final transcripts can be added to the file later.

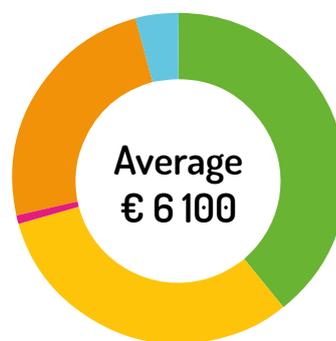
APPROXIMATE LIVING COSTS

COST OF LIVING PER YEAR

-  **Food and Groceries**
€ 2 400
-  **Accommodation***
€ 1 920
-  **Public Transportation ****
€ 50
-  **Miscellaneous**
€ 1 500
-  **Phone Package**
€ 240

FEES FOR OFFICIAL REQUIREMENTS

-  **Health insurance per year**
€ 320-650
-  **Visa, admin fee, ID card**
€ 120
-  **Recognition of secondary education, may include translation**
€ 150



* Calculated according to the average cost of university dormitories

** 12 months student ticket

SUBSCRIBE TO STUDY IN PRAGUE NEWS!

PREFACE: STUDY IN PRAGUE CHECKLIST

The checklist on the next page is intended to help students through the application process. We recommend printing a copy of the checklist for each program that the student is interested in at a Prague university. Because each university (and sometimes each program) has variations in the application process, this checklist is not meant to be used as a step-by-step guide to the application process, but rather as an outline of the various elements that the student should verify on the website of the specific program. If the student fills out the checklist with information from the program website, then they will be aware of the most important information and steps in the application process for the program in question.

STUDY IN PRAGUE APPLICATION CHECKLIST

What is the name of the university and program that you want to apply to?

University:

Program:

It is important to get the most up-to-date information from the program's webpage, and you should use this site to answer all the questions on this checklist. Find your program on <https://studyinprague.cz/programmes> and follow the link to the program page. Contact the university if you have any problems. Have you found the application webpage for the program?

Yes

No

Have you found the application form for the program on its webpage?

Yes

No

What is the application period?

Yes

No

Opening Date:

Application deadline:

What is the tuition cost?

Tuition:

Does the program require that the first semester or year of tuition be paid up front?

Yes, the first semester

Yes, the first year

No

Will you be able to pay the required up-front tuition?

Yes

No

What documents are needed to verify your previous studies (ex: high school records)?

- 1.
- 2.
- 3.
- 4.
- 5.

Check that your academic records are a language that is approved for the process of verification. English records are always accepted, but if your records are not in English you should check if you can submit the documents in that language. Will you need to have your academic records translated?

Yes

No

Does the program require a letter of motivation?

Yes

No

Does the program require letters of recommendation?

Yes

No

Does the program require an interview?

Yes

No

Does the program require an entrance exam?

Yes, a written exam

Yes, an oral exam

No

Does the program require a portfolio of work or demonstration of skill (common for art or music programs)?

Yes

No

Can the exam / interview / demonstration of skill be completed online?

Yes

No

If no, are you willing and able to travel to the Czech Republic or nearest testing site?

Yes

No

What is the date(s) of the entrance exam / interview / demonstration of skill?

Date:

Does the program / university offer any financial aid / scholarships that you need to apply for before starting the program?

Yes

No

Will you need a student visa (true for most non-EU citizens)?

Yes

No