# Eligibility & How to apply

• On these pages, you will find everything you need to know about studies at Charles University under the Erasmus + programme:

**Erasmus at Charles University** 

# All you need (in the following order):

- 1. Your coordinator informs our office relations@ktf.cuni.cz (recommended).
- 2. Your coordinator has to fill in an online form before deadline .
- 3. You are required (consult Before Arrival Checklist for details):
  - to fill in on-line registration before the deadline
  - to print two documents generated by the on-line registration (Application Form + Learning Agreement) and get them stamped and signed by your Erasmus+ coordinator.
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  - to send the documents to Catholic Theological Faculty by post or as a scanned copy ( <u>Application procedure</u> in detail )

#### **Deadlines**

· For winter semester:

nomination: April 15<sup>th</sup> ( application )

• For summer semester:

nomination: September 15<sup>th</sup> ( application )

• We strongly recommend that you send your nomination and application as soon as possible.

#### **Application Procedure (in detail)**

Please follow the steps below:

## 1. Step – Nomination (contact your Erasmus+ coordinator)

If you wish to come to study at Charles University, Catholic Theological Faculty as an Erasmus student, your home university must officially nominate you. **Please contact the ERASMUS coordinator at your home university.** 

#### 2. Step - On-line Registration

• Please note that this is an **obligatory process** – you have to register <u>ON-LINE</u>.

# Electronic Erasmus Applicatio

A	(Student's) Personal Data	First Name(s)
		Family Name
		Date of Birth
		Place of Birth
		Sex
		/dentification
		Travel docum
		State Citizens
	Permanent Address	Street
		Town
		ZIP code
		State
	Contact	E-mail
		Telephone
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- · When choosing subjects:
  - Consult study options for the current academic year.
  - Use <u>Student Information System</u> for checking avilability of the subjects taught at other faculties (take a minimum 51% of your subjects from the section of your host faculty).
  - When filling the choosen subjects into the application form bear in mind that each subject has a unique code. Simply copy and paste the code and title.



## 3. Step - Confirmation of the documents: Application Form + Learning Agreement

- After you complete the online registration, please print out the documents and let your home Erasmus Coordinator to check and sign it.
- · Please remember, the confirmed application (a scanned copy) must be delivered to us on time.

#### 4. Step - Sending Documents

- After completing your on-line nomination, you are required to print your application form and have it signed and stampend by your coordinator.
- Send your scanned aplication form to: relations@ktf.cuni.cz .