

Information for Foreign Applicants

Accommodation in the dormitories of Charles University

- Students of the Faculty of Arts of Charles University may apply for accommodation in the dormitories of Charles University.
- **Citizens of the Czech Republic and Slovakia apply on their own.**
- **Citizens of other countries apply for accommodation through their assigned officer in the student affairs office;** the applicant sends an **e-mail** to their study officer **with the information stipulated below.** The officer then requests accommodation from the reservation office of the dormitories of Charles University.
- Surname
- First name(s)
- Nationality
- Gender
- Date of birth
- E-mail address
- Type of studies (Bc., Mgr.)
- Visa requirements for the Czech Republic (yes – no)
- Period of accommodation (from – to)
- Any other comments/information
- The reservation office of the dormitories of Charles University communicates directly with **citizens of countries that do not have a visa requirement for the Czech Republic;** applicants no longer need to arrange the accommodation through their study officer.
- **For citizens of countries with a visa requirement for the Czech Republic,** the reservation office of the

dormitories of Charles University prepares an accommodation contract and sends it to the study officer.

Additional information for applicants from countries with visa requirements for the Czech Republic

Enrolment for studying at the university

- Applicants who have been accepted as students must enrol in their studies.
- **Applicants who are not able to enrol in person, may enrol by proxy.** The person who is representing the student in this manner must have a power of attorney that they bring to enrolment (**power of attorney form; the power of attorney does not need to be legally notarized**).
- Applicants who cannot attend enrolment in person and cannot enrol by proxy may contact the head of the student affairs office (MiskaninHolubova@ff.cuni.cz).
- Applicants need to obtain a contract for accommodation in the dormitories of Charles University (more information above) and confirmation of studies at the Faculty of Arts from their study officer.
- The contract can only be obtained from the study officer after the study officer informs the applicant by e-mail that the officer have already received the contract from the dormitories of Charles University. The confirmation of study can only be received after enrolment in studies (in some cases, applicants only need to present during the visa process confirmation that they have been accepted as a student at the university).
- **There are four ways to obtain the accommodation contract and confirmation of studies:**
- The applicant picks up the accommodation contract and

study confirmation in person from their study officer during enrolment or at a later time during the business hours of the Student Affairs Office for Bachelor's and Master's programmes at the Faculty of Arts (preferred manner).

- An authorized person picks up the accommodation contract and study confirmation from the study officer on behalf of the applicant (**power of attorney form; the power of attorney does not need to be legally notarized**); this can be done during enrolment or at a later time during the business hours of the Student Affairs Office for Bachelor's and Master's programmes at the Faculty of Arts (preferred manner).
- The applicant, at their own expense, arranges a courier service to deliver the accommodation contract and study confirmation to them from the study officer (the courier service can pick up the contract from the study officer during the business hours of the Student Affairs Office for Bachelor's and Master's programmes at the Faculty of Arts). The applicant informs their study officer by e-mail of the date and time the courier service will come to pick up the contract.
- The applicant requests the study officer by e-mail to deliver the accommodation contract and study confirmation (least preferred manner).

Student Mode

- In the Czech Republic, it is possible to use the Student Mode, which facilitates the visa/residence process for selected foreigners accepted at universities in the Czech Republic.
- For more information at the Faculty of Arts, please use to the following e-mail addresses: Sarka.Hovorkova@ff.cuni.cz or Klara.Kordikova

@ff.cuni.cz