International Credit Mobility

Step 1 - Nomination
If you are interested in applying for the International Credit Mobility study stay at Charles University, please, check first of all with your home university if they have a valid International Credit Mobility cooperation with our institution. If they do, ask them to nominate you for the International Credit Mobility Programme to the email address erasmus(at)ruk.cuni.cz. The nomination must include you name, email address, study field and degree for which you are currently studying at your home university (or its equivalent in the Bologna system - Bc, MA, Ph.D.). Our office works in English, so we kindly request you to approach us in this language.

Step 2 - Application Form / Online Registration
As soon as you get a favourable answer from us, please, start to prepare the International Credit Mobility paperwork. We will advise you in the nomination email which paperwork and/or online registration entries will be required of you.

Step 3 - List of Courses
Set up the list of courses you would like to attend during you study stay at Charles University. You will find our course/modules offerings in English, German, French and other foreign languages in the course catalogues of our 17 faculties. You will need to take min. 51% of your subjects from the offer of the faculty we will indicate to you as your host one. Your courses must be relevant to your studies.

Step 4 - Sending your Application Form
As soon as your home university approves your Learning Agreement, the Learning Agreement must be delivered to Charles University and confirmed at faculty level. The form must be sent by post or emailed as scan either to the relevant faculty coordinator or to the European Office:

European Office
Rectorate
Charles University in Prague
Ovocny trh 3
116 36 Praha 1
Czech Republic

We strongly recommend you to preferably use the scan and email option as the post delivery from the countries outside of European Union usually takes several weeks.

Step 5 - Admission Letter; Visa Documents; Scholarship
Finally, the European Office will be responsible for completing the whole administrative procedure. We will prepare your Letter of Admission, your Visa application documents and we will also inform you how you will get the International Credit Mobility scholarship paid out.

Please, note that the International Credit Mobility scholarship (including travel costs reimbursement) will only be paid out after your arrival to the Czech Republic - you will need to pay your transportation to the Czech Republic and likely the first few days of the living costs before getting the scholarship from us. Thank you in advance for considering this when planning your International Credit Mobility study stay at Charles University!