



# APPLICATION PROCEDURE

## STEP 1. SUBMIT E-APPLICATION

### 1. Click on the [Submit application](#) button.

- ✓ Here you will enter the e-application system **as a new user**. Take a picture of your username and password into university information system (UIS). **It is important to remember your username and password.**
- ✓ Select **Bachelor type** of study and then - **B-T Tourism or B-ATR Air Transport or B- PAMA Entrepreneurship and Management** (full-time studies in English).

### 2. Fill out all personal details and addresses.

- ✓ You can observe completion of your application all the time until you have been accepted.
- ✓ In case you are not able to create or fill in your application please contact the business manager ([ljubov.rjasko@peuni.cz](mailto:ljubov.rjasko@peuni.cz))
- ✓ Verify that you correctly filled in all the details in your application and filled in all sections are **marked as complete**. All the columns in the UIS application need to show a green check mark ✓.

### 3. Make a payment of the admission fee: 20 EUR

Send **the amount of 20 EUR** to the bank account of PAN-EUROPEAN UNIVERSITY:

- *BAN: 2302104736/2010*
- *IBAN: CZ83 2010 0000 0023 0210 4736*
- *SWIFT/BIC: FIOBCZPPXXX*
- *FIO banka, a.s.*



If you wish to pay **in Czech Crowns**, you should transfer the equivalent amount to the account:

- *Fio banka, a.s., account number: 49999994/2010*

**When paying** the fee for the admission procedure, **you will insert a variable symbol**, which the system generated after sending the application for study.

**Attention!** It isn't possible to continue the admission process to the university without paying the admission fee.

## STEP 2. GET INTERNAL NOSTRIFICATION

**Nostrification** is verification that Degree from secondary school you received in your Country has the same value as Degree received in Czech Republic. This proves that your previous studies are equal to a comparable Czech education and your diploma is valid in the Czech Republic.

- ✓ After a successful nostrification procedure, submit documents of education **according to the directive** ([reference to the directive](#)) and a motivation letter (*for persons outside the territory of the Czech Republic*). Send certified copies of educational documents by post to the address: **Panevropská univerzita, Spálená 14, Prague 1, Nové Město, 110 00, Czech Republic, Ljubov Rjaško**, and at the same time by email to the address [ljubov.rjasko@peuni.cz](mailto:ljubov.rjasko@peuni.cz). Please send the motivation letter by email only.
- ✓ You will receive an e-mail asking you to pay the nostrification fee, which will be **1,000 CZK or EUR 50**. For payment, use the variable symbol of your application and the uniform specific symbol, which will be sent to you in an email together with the payment information.
- ✓ Subsequently, we will inform you about the **results of the nostrification**. In the case of a positive decision regarding the recognition of the validity of a foreign document on completion of education, you will proceed to the next step. In case of a negative decision, you will have to provide us with the missing documents.

## STEP 3. ENTRANCE EXAMS

The entrance exam must verify the applicant's motivation to study and knowledge of the language (English or Czech).



**We will require you to:**

- ✓ A letter of motivation, which you send to the address [ljubov.rjasko@peuni.cz](mailto:ljubov.rjasko@peuni.cz). The application applies only to persons located outside the Czech Republic.
- ✓ Online personal interview in MS Teams or face-to-face interview if you are in the Czech Republic.
- ✓ Certificate from a language school at level B1-B2. In the absence of a certificate, the language test will be conducted online or in person.
- ✓ If the exams went well, you can proceed to the next step...

## STEP 4. SIGNING STUDY AGREEMENT AND PAYING FOR STUDY

- ✓ University will send you the Study agreement by email and you will sign it, scan it (or take a picture of it) and send it back. You will send a scanned copy of the signed agreement by email to [ljubov.rjasko@peuni.cz](mailto:ljubov.rjasko@peuni.cz), and the signed original by mail to the address: **Panevropská univerzita, Spálená 14, Praha 1, Nové Město, 110 00, Česká republika, Ljubov Rjaško.**
- ✓ After signing study agreement university will send you the “pro forma” invoice. For a money transfer you will use information from the invoice.
- ✓ You will pay scholar fee for the whole 1st year of your studies at our university.
- ✓ You pay off the invoice and you inform us by email to [ljubov.rjasko@peuni.cz](mailto:ljubov.rjasko@peuni.cz) about your payment.
- ✓ University verifies your payment and will send you „**Decision on the admission procedure**” (**Rozhodnutí ve věci přijímacího řízení**). The document will be delivered by express post that will be paid by you. **You will need this document to get your visa.**



## STEP 5. APPLY FOR VISA

- ✓ For applying for visa check our section [Permits and visas](#) for more information.
- ✓ You will apply for a **long-term residence permit for the purpose of STUDY**.
- ✓ For visa purpose, you need also **the accommodation confirmation**. Once you have this confirmation, you will contact us ([ljubov.rjasko@peuni.cz](mailto:ljubov.rjasko@peuni.cz)) and we will help you obtain the necessary confirmation of accommodation booking for the year. We will send this confirmation to you together with Decision on the admission procedure by express mail.
- ✓ Once you receive your visas, **you will come to the Czech Republic for enrollment at the university. Enrollment starts from June 1st and typically lasts until mid-October.**

## REFUNDS POLICY

- ✓ Students who are denied a visa for whatever reason may ask for a refund. If this happens to you, **please inform us without delay and include written evidence that the visa has been denied (usually a statement in writing from the Ministry of the Interior)**. Written evidence is REQUIRED for us to consider a refund; we cannot refund your fees without it. After we have received documentation to show your visa has been denied, we will refund your tuition as stated in the study contract **within 3 weeks (70% of your tuition fee)**. The refund will be remitted to the same bank account from which the original tuition payment was transferred.
- ✓ For refunding your tuition, please send only request letter and rejection letter from embassy to [ljubov.rjasko@peuni.cz](mailto:ljubov.rjasko@peuni.cz).