

Acceptance & Enrollment

Conditions of acceptance

A legal condition for admission to study in a bachelor's study program is to complete secondary education with a high school leaving exam („maturitní zkouška“). In addition, admission to a bachelor's study program is based on the admission exam, consisting of a **written essay, assessment of aptitude for study**, and an **assessment of English language skills**. Only such candidates who meet the point limit declared by the Dean for the total point count, and who obtain at least 50% of points from the essay and, at the same time, at least 50% of points from the motivation letter, will be admitted.

Decision on admission

Admission will be determined by the order of the candidates who have met the admission conditions, and by their total points from all required exams/tests, which will be organized by order. According to this order, such number of applicants, whose total points exceed the limit of the total points set by the Dean, will be accepted. The number of accepted applicants is also determined by the state's financial policy towards universities, by the capacity of the faculty and the University of Economics, Prague. In the event that the applicants who have been admitted do not use their right to enroll into studies (Section 51 of Act No. 111/1998 Coll.), candidates who show interest in the additional admission by filing an appeal against the non-acceptance decision can be admitted to these vacancies. In this case, the criteria will be the order of the total points earned, fulfillment of the conditions of admission and the appeal against the non-acceptance decision.

A **Confirmation of successful completion of the admission exam** will be sent to applicants by e-mail and post within couple weeks following the admission exam. This confirmation can be used for the application for a long-term study visa or a temporary stay permit in the Czech Republic.

The university cannot help students with the visa procedure. Students can use services of specialized agencies of their choice. Relevant information is also available on the website of the Czech Ministry of Foreign Affairs.

Mandatory registration and the **Orientation Week** for new students that start studying in September are always one week before the classes start.

Students admitted into the program have to participate personally in the **matriculation process**. Matriculation usually takes place one week before start of a semester, and before commencing studies. Students who do not undertake this process lose the right to study in the program (Section 51, Act No. 111/1998).