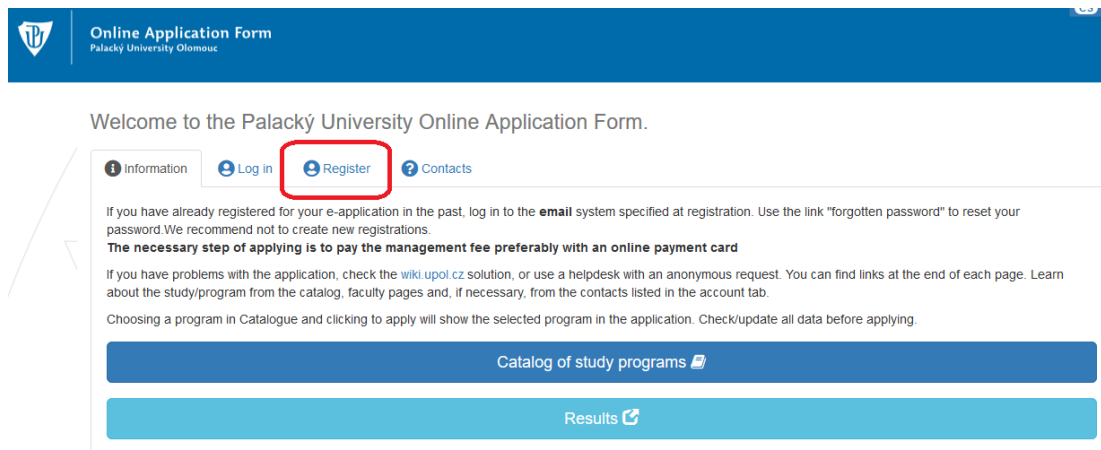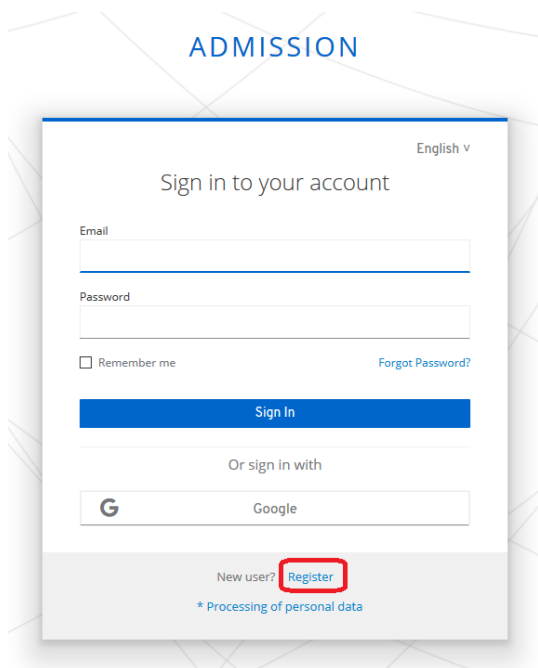# How to apply?
# Follow our step-by-step guide:

1. **Go to Palacký University Olomouc application form**



*(if you have already applied with us in the past, go through the "Log-in" tab and use your initial log in details)*

2. **You will need to create a new account first**



3. **Fill in all required details**
   Please note:
   - your name should be written in the **same format as stated in your passport**
   - you can apply for several programmes of study from one account
   - BUT *the system will only allow you to set up one account per one email address*
   - only one account should be set up per person

ADMISSION

Register

English ∨

First name and middle name (according to passport)

Last name (according to passport)

Email

Password

Confirm password (at least 8 characters and one digit)

« Back to Login

Register

**4. Verification of your email address is required in order to set up your account**

ADMISSION

Email verification

English ∨

⚠ You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email?
Click here to re-send the email.

* Processing of personal data

**5. Click on the link received in your email**

✉ Verify email

Someone has created a prihlaska.upol.cz account with this email address. If this was you, click the link below to verify your email address
Link to e-mail address verification
This link will expire within 1 hour.
If you didn't create this account, just ignore this message.

**6. Your account is set up**

You can fill in your personal details now
Make sure you *fill out all parts marked with *
When filling out your place for birth, the town/city where you were born is to be written for "municipality".

## Personal Data

- **Fields marked with an asterisk are mandatory. Use diacritics if necessary.**
- Point to the question mark icon to access Help.
- If you have any problem with Online Application Form, please go to Help -> FAQ. If you cannot find the answer for your question, or you just need to change your birth identification number write to: www.helpdesk.upol.cz (Anonymous request - E-application - change of data ). Write down all the data you want to change, or problem you need to solve. Furthermore, write down your birth identification number or pseudo birth code (foreigners only), your sign up e-mail address, and let us know whether you have studied at UP before or if you are a student right now.
- Foreign applicants will receive a pseudo birth code generated by the system. This birth code will belong to the student through the entire study period. Do not change the birth code which you will see after logout and login.
- The section entitled Disabled applicants is designed to help applicants with special needs in order to create specific conditions for them during the entrance exams (e.g. access for wheelchair access).
- If the address of your permanent residence does not coincide with your mailing address, fill in the form in the Mailing Address section.

### Do not overlook:

Question: I have a problem with my Online Application Form. It notifies me that my birth code is already occupied. What should I do?

Answer: Birth code is assigned to an e-mail. You can find out to what e-mail address the birth code belongs. You can do following two things:

1. You can either login to Online Application Form by that e-mail address and you fill in the application form there. If you forgot your password, go to page Forgotten password.
2. Or if this is your old e-mail address you no longer use, request a change of personal data in Online Application Form (as instructed above). Write down your former e-mail address, new e-mail address, birth code, and whether you are a student or were a student at UP. Our administrator will assign your new e-mail address to your birth code.

**General data**

○ * **E-mail:** [ ]hotmail.com

○ * **First Name:** [ ]

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7. **If your citizenship is other than Czech Republic, do not forget to tick that you do not have a Czech identification number**

* **Citizenship:** the United Kingdom of Great Britain and Northern Ireland

* **Czech birth identification number without the slash or assigned a pseudo birth code:** ☐ do not have a Czech birth identification number **or assigned a pseudo birth code**.

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8. **If you have a learning disorder or a disability**
you should mark it in the following section. The university's Support Centre for Students with Special Needs will get in touch with you.

**Disabled applicants**

○ **Type of disability:** -
  - -
  - Applicant with slight visual impairment / User of sight
  - Applicant with severe visual impairment / User of touch / voice
  - Hearing-impaired
  - Deaf
  - Applicant with reduced mobility - lower limb disability
  - Applicant with reduced mobility - upper limb disability
  - Applicant with reduced mobility - lower and upper limb disability
  - Applicant with specific learning disorder
  - Applicant with mental disorder or with chronic somatic disease
  - Applicant with impaired communication skills
  - Applicant with autism spectrum disorder

**Consent to Process Data**

☐ I hereby agree with pr[...] this box and I confirm [...] asterisk), by checking al data manager.

Read more ...

Save

**9. Make sure you give consent with processing your personal data and SAVE your details**

**Consent to Process Data**

☑ hereby agree with processing of personal data, which I have entered into the mandatory fields (fields not marked by asterisk), by checking this box and I confirm the following instruction regarding their processing by Palacký University Olomouc as a personal data manager.
Read more ...

**Save**

**10. Fill out the required information in *"Previous Studies"* section.**
Do not forget to tick the section "I have attended secondary school outside the Czech Republic".
That way you will not have to look for any school ID codes.

| Information |
| Personal Data |
| Mailing Address |
| **Previous Studies** |
| Creating Applications |
| Secondary School Grades |
| Application Overview |
| Attachments |
| Documents |

# Previous studies

- **Fields marked with an asterisk are mandatory.**
- Point to the question mark icon to access help.
- Enter the School ID number (in Czech "IZO code") and the field-of-study code (in Czech "KKOV code") without hyphens, slashes or spaces. You can find these codes in your secondary school reports, or you should ask at your secondary school. You can also use the search box on the Institute for Information on Education webpage for schools in Czech republic. The correct completion of these fields is mandatory for students who have completed secondary school this year.

**Secondary school**

| **Year of secondary-school leaving exam:** | YYYY 🗓 |
| **I have attended secondary school outside the Czech Republic.:** | ☐ |
| ○ * **School ID (IZO):** | [          ]   ☐ I do not know the School ID number and cannot find it out. |
| | search IZO |
| ○ * **Field-of-study (KKOV) code:** | [          ]   search KKOV |
| * **Applicant from:** | secondary school ▾ |
| * **Previous Education:** | Full secondary education ▾ |

**Previous university studies**

| * **I have studied at a university:** | No ▾ |

I hereby agree with processing of personal data, which I have entered into the mandatory fields (fields not marked by asterisk), by checking

**11. Go to *"Application Creation"***
and opt for "Program Selection"

| Information |
| Personal Data |
| Mailing Address |
| Previous Studies |
| **Application Creation** |
| Secondary School Grades |
| Application Overview |

# New Application

**ⓘ Information**

- It is not possible to fill out an application for Follow-up Master's or PhD study programmes unless you have completed the *Previous Studies* section.
- The Application form is deemed to have been delivered and valid only when the application fee payment related to the admission procedure has been received by the institution.

← Go to the Catalog  or  **→ Program Selection**

**List of created applications for the academic year**

You have not submitted any application yet.

12. **Category of study:** Degree
    **Type of study:** must state *"Master's"*
    **Faculty:** choose *"Faculty of Medicine and Dentistry"*
    **Form of study:** leave blank or choose *"full-time"*
    **Fields of study/Programs:** click **"single-major"**
    **Language of Study:** choose *"foreign languages"*
    **Choose a study programme:** choose *"General Medicine"* or *"Dentistry"*



13. **Clicking on *"Sign up"* will create your application for the selected programme of study**



14. **Please pay attention to the information given. In order for your application to be accepted, you must pay the application fee.**

**15. Any decisions regarding your possible admission can eventually be delivered to you via university's information system, which means you will find them in the section "Documents" of your application. We however need your consent to be able to do that, otherwise all decisions will have to be posted to you. The decisions will reach you quicker (electronically), if you opt for "agree" in the following section:**

Create Application Wizzard

Acceptance decision of admission

I hereby agree with the delivery of the acceptance decision of admission to studies through the electronic information system of Palacký University in Olomouc *

**Acceptance decision of admission ***

-- Select --

-- Select --

Agree

Disagree

~ase of approval, the acceptance decision of admission may be ~nformation system of Palacký University.

→ Continue    ✗ Close

**16. Select whether or not you are applying through an agency**

Create Application Wizzard

Agency

Are you applying through an agency?

-- Please --

→ Continue    ✗ Close

**17. Your application is created**

Create Application Wizzard

Summary

You must enter all the required attachments once you have created your application, and send them to the application by pressing submit.

🛒 Create application    ✗ Cancel

**18. Go to *"Application Overview"***



**19. Pay the application fee**

You can **"pay the application fee ONLINE by card"**

You can also pay via QR code or make a bank transfer, in which case go through **"Pay reference no."**



**20. Upload all required documents.**

A single file can be maximum 2MB



**No part of this section can stay empty**. You must upload a document to each one of the sections.
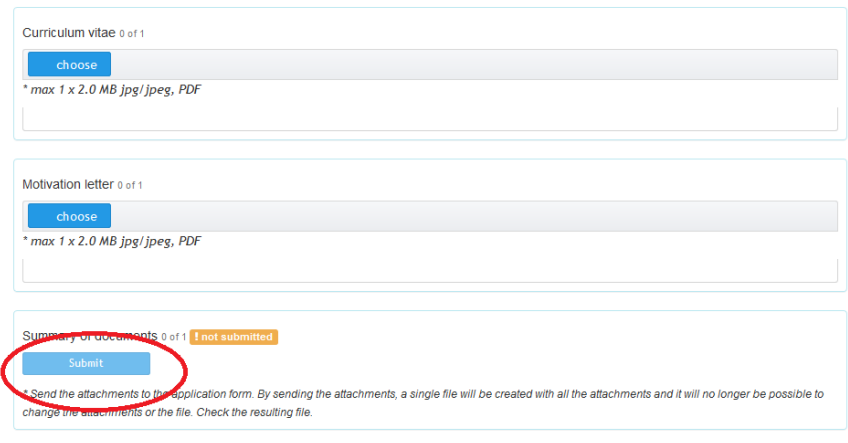
- If you have not completed your secondary education yet, you can upload the last results from your school that you have available (from the past semester or year)
- If you do not have any tertiary education transcripts, upload your secondary school transcript or a pdf file stating "no tertiary education".

- For Proof of English Proficiency, a respective certificate (TOEFL, IELTS, Cambridge English, PTE Academic, Psychometric test result) should be uploaded or a letter from your school, confirming English was a medium of instruction throughout your secondary education.
- If you do not have any of the above mentioned English proficiency certificate, upload a pdf file stating "I have no proof of English proficiency"

## 21. Click on "submit"

This step attaches the uploaded documents to your application.

Make sure you only do this once ALL documents have been uploaded, as you will not be able to change the attached files afterwards.



## Your application is complete now

- You will be able to go back to it if you do not upload the documents or make a payment straightaway.
- But only once all required documents are uploaded and the application fee paid for will your application be considered as successful!
- If you have any queries, email jana.osmani@upol.cz