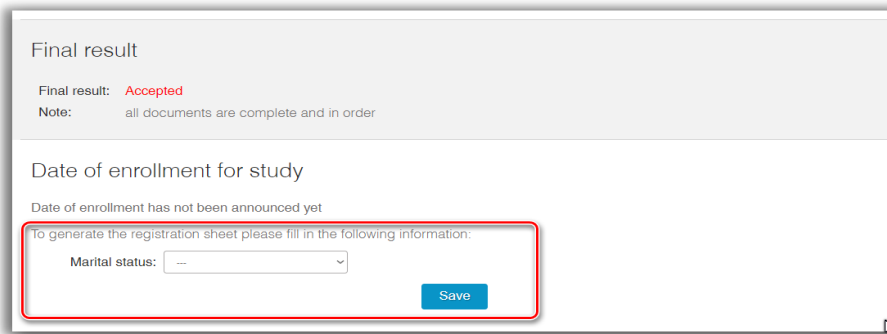


Short description of remote enrolment via the “Admissions” module

1. Application process for admissions

Applicants should follow the steps below:

- 1) in “Admissions Procedure”, applicants fill in the requested information that is required for the Registration Sheet and that had not yet been requested when submitting the application. Note: The link for generating the Registration Sheet is available from “Admissions Procedure” or from the type Z application.



Final result

Final result: **Accepted**

Note: all documents are complete and in order

Date of enrollment for study

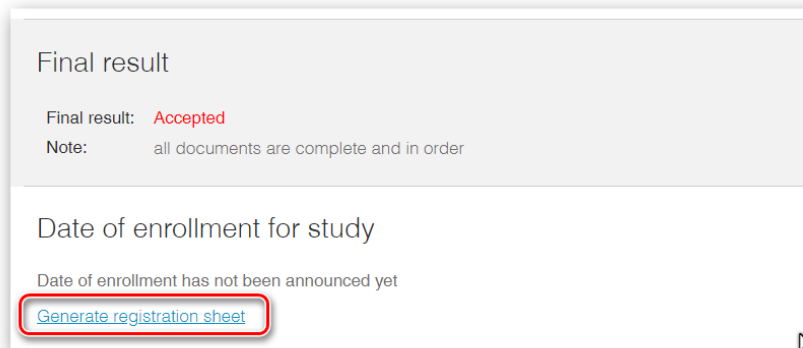
Date of enrollment has not been announced yet

To generate the registration sheet please fill in the following information:

Marital status:

[Save](#)

- 2) Generate and print the Registration Sheet (RS),



Final result

Final result: **Accepted**

Note: all documents are complete and in order

Date of enrollment for study

Date of enrollment has not been announced yet

[Generate registration sheet](#)

- 3) Correct any pre-filled data and sign the RS,
- 4) Scan the corrected and signed RS,
- 5) Upload the scanned RS as an attachment to the type Z application,

Submit a written request (No appeal against non-acceptance can be submitted here)

* Type:

* Text of request:

Min length 50 characters, typed 55, .

Attachment:

6) Submit the application.

Submitted requests

Alternative date of the entrance examination can be requested only upon receipt of the invitation for a regular entrance examination date.

Type	Submission date	Status date	Outcome	Processed on
Application for distance registration	13.09.2020	13.09.2020 23:04		

7) After processing and approving the application in Applicants, the application is displayed as follows:

Submitted requests

Alternative date of the entrance examination can be requested only upon receipt of the invitation for a regular entrance examination date.

Type	Submission date	Status date	Outcome	Processed on
Application for distance registration	13.09.2020	13.09.2020 23:04		14.08.2020

Uploading the RS for the application is an integral part of submitting the application (for this type of application, there is at least one required attachment).

2. Additional procedures

After approval of the application, the applicant is informed of the status of the application via a notification e-mail:

Subject: Approval of application for remote enrolment

Dear Applicant,

Your application for remote enrolment at the <ufak_nazev>, field of study <uobor_nazev> was approved.

To obtain access data (name and password) for the Student Information System of Charles University, please enter a request to the Helpdesk with the subject "Remote enrolment - obtaining access data" at the link <https://poradna.cuni.cz/sis>.

Please do not reply to this e-mail. It is generated automatically.