



# APPLICATION PROCEDURE

## 1. SUBMIT E-APPLICATION

- 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).
- Fill out all personal details and addresses.
- You can observe completion of your application all the time until you have been accepted.
- You don't need to print out the e-application; it is available to you all the time on the school websites.
- If you forget your application password, you can change the password in the application **Generate new password**. For this option you must know your birth certificate number and an email that you have used for your first login.
- In case you are not able to create or fill in your application please contact the business manager ([international@peuni.cz](mailto:international@peuni.cz)), **Mgr. Ljubov Rjaško, Ph.D.**
- Verify that you correctly filled in all the details in your application and filled in all sections are marked as complete. This information will be on documents issued by our University.

## 2. ENTRANCE EXAMS

**Entrance exam consists of 4 steps.**

- **1st step:** 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.

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

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

- **2nd step:** experience letter.

Immediately after filling in and paying e-application send an email with "experience letter" to [international@peuni.cz](mailto:international@peuni.cz).

Experience letter **is the only criteria** to be admitted for studies at our university. Experience letter should be formal (**1000-1200** words, Times new roman, size 12), with your name and surname your contact address and address of permanent residence, your email. In this experience letter you will write about your about your studies at secondary school, about your motivation to study at our university the selected program, about your expectations from studies (specific courses from the study plan), about your future career / where would you like to live and what would you like to do/, as well as about your detailed,time framed and specific plan for the 1<sup>st</sup> year in Prague). **Do not forget to sign it.**

- **3rd step:** video interview (only when the experience letter is correct and accepted by the University). *Video interview is done by means of:* facebook, whatsapp, viber, skype or Microsoft Teams. You will schedule the time and the communication network **with our manager for international studies** During the video interview student must prove that his/her English is at least on level B2 and that he/she knows about the study system at the University. The student will answer similar questions as he/she gets at the embassy interview.
- **4th step:** student must send a relevant secondary education diploma translated into English to [international@peuni.cz](mailto:international@peuni.cz). English certificate confirming B2 level of English



in not mandatory, but very appreciated.

- Successful applicants will get a Study agreement.

### **3. 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. **Important**, sign each page of the contract in right corner on the bottom.
- After signing study agreement university will send you the “**pro forma**” invoice. For a money transfer you will use information from the invoice. If somebody else pays for you put the information on behalf which person the money transfer has been done.
- You are going to pay scholar fee for **the whole 1<sup>st</sup> year of your studies at our University** – fee on the invoice (**3500 EUR**). Be aware of bank transfer fees and that 3500 EUR should come to the university account. Upon request we can issue you the invoice in English.
- You pay off the invoice and you inform us by email to [international@peuni.cz](mailto:international@peuni.cz) about your payment. Keep corresponding with the business manager in one mail to be able to track the conversation.
- 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.

### **4. IMPORTANT INFORMATION**

- Students **with nostrification** will be admitted for **Bachelor study programs** and students **without nostrification** will be admitted for **Life Long Learning study programs**. Both programs are accredited by Ministry of Education. Students will be studying together, but will be registered in different programs. **As soon as student**



receives the nostrification the University will provide student **Admission decision**. Student will be admitted for **Bachelor study program**. Nothing changes for student. He will still study in the same group of students.

## 5. 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 in form „Name\_Surname\_Money\_refund\_request” to [international@peuni.cz](mailto:international@peuni.cz).

## 6. APPLY FOR VISA

- For applying for visa check our section [Permits and visas](#) for more information.
- **IMPORTANT INFORMATION.** While filling in a special form you must **select the correct purpose of stay**. Student without nostrification will select **Other** and student with nostrification will select **Study**.
  - Students without nostrification will apply for visa type **Ostatní (OTHER)**. They apply for a long-term visa for the stay of foreigners for the purpose of “other” (including education).*



28. Účel pobytu / Purpose of stay

<input type="checkbox"/> Zdravotní důvody / Medical reasons	<input type="checkbox"/> Výkonný manažer / Executive manager – účast v právnické osobě vzniklé podle zákona č.513/1991 participation in the company arising under the Act 513/1991
<input type="checkbox"/> Zaměstnání / Employment	<input type="checkbox"/> Sport / Sports
<input type="checkbox"/> Kultura / Cultural	<input type="checkbox"/> Oficiální (politická) návštěva / Official (political)
<input type="checkbox"/> Návštěva rodiny / Family	<input checked="" type="checkbox"/> Studium / Study
<input type="checkbox"/> Pozvání / Invitation	<input type="checkbox"/> Ostatní / Other
<input type="checkbox"/> Podnikání / Business	

Specifikujte / Specify

EDUCATION

- b) **Students with nostrification will apply for Studium (Study).** They apply for a long-term residence permit for the purpose of study.

28. Účel pobytu / Purpose of stay

<input type="checkbox"/> Zdravotní důvody / Medical reasons	<input type="checkbox"/> Výkonný manažer / Executive manager – účast v právnické osobě vzniklé podle zákona č.513/1991 participation in the company arising under the Act 513/1991	Pro úřední účely For Official Use Only
<input type="checkbox"/> Zaměstnání / Employment	<input type="checkbox"/> Sport / Sports	
<input type="checkbox"/> Kultura / Cultural	<input type="checkbox"/> Oficiální (politická) návštěva / Official (political)	
<input type="checkbox"/> Návštěva rodiny / Family	<input checked="" type="checkbox"/> Studium / Study	
<input type="checkbox"/> Pozvání / Invitation	<input type="checkbox"/> Ostatní / Other	
<input type="checkbox"/> Podnikání / Business		

Specifikujte / Specify

29. Datum zamýšleného přjezdu (ddmmrrrr) / Date of arrival (ddmmyyyy)

- For visa purpose, you need also the accommodation confirmation. Once you have this confirmation, you will contact us ([international@peuni.cz](mailto:international@peuni.cz)) and you will get a special accommodation confirmation issued by our university. Only with this special confirmation, you can apply for visa.

## 7. GET 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.). Nostrification process takes approximately 4-6 months. You can ask for nostrification even after application to our University. More information about **recognition of foreign education**, including application, can be found [here](#).