

Undergraduate Program in Central European Studies (UPCES)

CERGE-EI and the School of Humanities at Charles University

Application for Admission

Requirements

Students are required to be in good academic standing, be deemed eligible for participation in study abroad programs by their home institution, and should carry a minimum 3.0 (on a 4.0 scale) GPA at the time of application. If you downloaded this application directly from our website, please send an e-mail to the Director of International Academic Programs (nicki.norris@cerge-ei.cz) with full contact details of your home university's study abroad office. Students and study abroad administrators can find more detailed information on the CERGE-EI UPCES website: <http://upces.cerge-ei.cz>

Directions

1. Read and complete the UPCES Application for Admission. Type or print legibly using blue or black ink and make certain to complete each section.
2. In place of written recommendation letters, please provide contact details for two persons who are in a position to evaluate your academic interests and abilities. For details, see page two of the UPCES Application Form.
3. *UPCES students are required by the Czech government to have a visa.*
The Admission Deadline allots time for the 60-90 days required for a submitted (complete and accurate) student visa application to be processed by the Czech government. While the UPCES staff will assist students in the visa process as much as possible, each student is responsible for applying for his/her own visa in a timely manner. Interested applicants should read the student visa information available at the Czech Embassy/Consulate website according to their permanent state of residence and the UPCES Visa FAQs page: <http://upces.cerge-ei.cz/prospective-students/visas>. UPCES will send relevant visa application information upon acceptance to the program.
4. Applications should be sent via post mail to arrive in Prague by the Admission Deadline.
5. Retain a copy of this application and all attachments for your records.
6. Please mail your completed application and any attachments to the address below. *It is suggested applicants send their application materials by a method that can be tracked:*

Mailing address:

Nicki Norris, UPCES Director
CERGE-EI, UPCES
Politických veznu 7
110 00 Prague 1
Czech Republic
Europe

7. Missing application materials can be sent by e-mail to UPCES.Application@cerge-ei.cz

**This application may be freely distributed in both its printed and electronic version.
It is available for direct download at: <http://upces.cerge-ei.cz/prospective-students/application>**

Undergraduate Program in Central European Studies

Application Form

CERGE-EI - UPCES
Office of International Academic Programs
Politických vězňů 7
110 00 Prague 1, Czech Republic

Tel: +420 224 005 201
Fax: +420 224 005 225

E-mail: upces@cerge-ei.cz
Web-site: <http://upces.cerge-ei.cz/>

I. Personal Data

Personal Details

Last Name	First Name	M F Gender
Date of Birth (month/day/year)	Place of Birth (city, state, country)	
Passport Number and Expiration date	Citizenship	Major

Temporary Details

Valid Until:

Mailing Address:	Secondary Emergency Contact
Telephone:	Fax:
Email:	

Permanent Details

Mailing Address:	
Telephone:	Fax:
Email:	

Emergency Contact Information

Last Name	First Name	Relationship
Mailing Address:		
Telephone:		Fax:

II: Educational Data

Please list all post-secondary education (university or equivalent) completed in reserve chronological order.

Institution	Degree/Major	Dates of Attendance (month & year)

III. Language Skills

What is your native language?	
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Please indicate your proficiency level with any other languages as "excellent", "good", or "poor" in the chart below

Language	Reading	Speaking	Writing

IV. References

Please provide full contact details for two references familiar with your professional and/or academic abilities and interests. These persons may be contacted (preferably by email) directly by the Office of International Academic Programs during the selection process. This is done *in place* of traditional reference letters. It is still recommended that you inform each reference that you have provided their name in association with your application.

Reference Number One

Last Name	First Name	Title
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Work Address:

Work Telephone:	Work Fax:
Email:	Relationship

Reference Number Two

Last Name	First Name	Title
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Work Address:

Work Telephone:	Work Fax:
Email:	Relationship

V. Personal Statement

Please type a 1000-15000 word statement describing your interest in spending a study abroad semester in Prague, particularly in relation to your academic studies (completed and future), your career goals, and any personal interest you have in Central Europe.

VI. Additional Items

In addition to this completed form and your personal statement, please include the following:

- A. Official transcript documenting your university-level education (may be sent separately).
- B. A curriculum vitae or résumé, including a list of personal interests and hobbies and any additional information not formally requested in this application which you consider to be important about yourself or your future plans.
- C. A copy of the information page of your passport.
- D. Verification of Authenticity

VII. Educational Objective

- A. Please indicate the period for which you are applying:

Full Year (2 semesters)	
Fall semester only	
Spring Semester	

- B. UPCES courses will be selected based on demand and approval of the UPCES Academic Advisory Committee. Below please indicate the four courses in which you would be most interested if offered. Please list courses in order of preference. Please see our website for a description of the courses:
<http://upces.cerge-ei.cz/current-students/courses>

Semester 1	
Course 1	Czech Language (mandatory)
Course 2	
Course 3	
Course 4	
Course 5	

Semester 2	
Course 1	Czech Language (mandatory)
Course 2	
Course 3	
Course 4	
Course 5	

X. Verification of Authenticity

By signing my name below, I affirm that all information provided in this application and its attachments is accurate to the best of my knowledge. I understand that misrepresentation in these documents may cause my application to be withdrawn.

Signature	Date