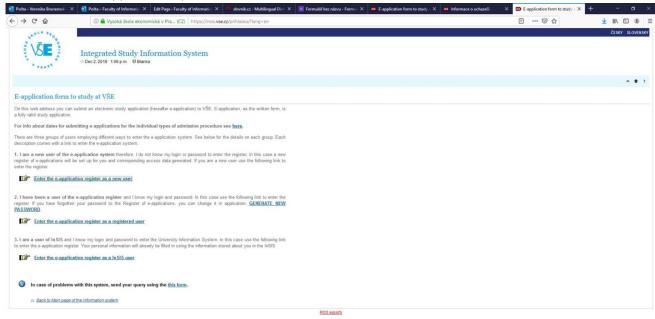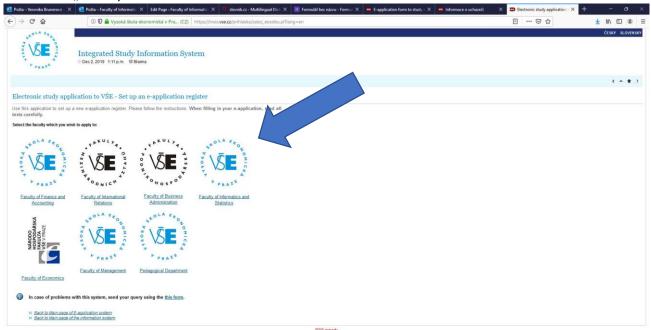# How to fill in the online application?

1) Enter the online application system, „enter as new user"
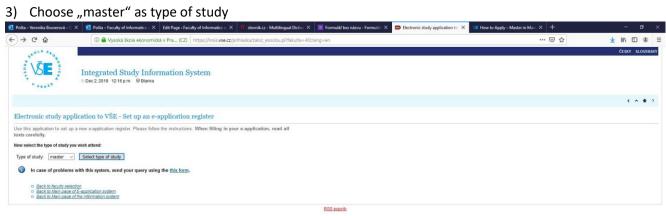

2) Choose the „Faculty of Informatics and Statistics"
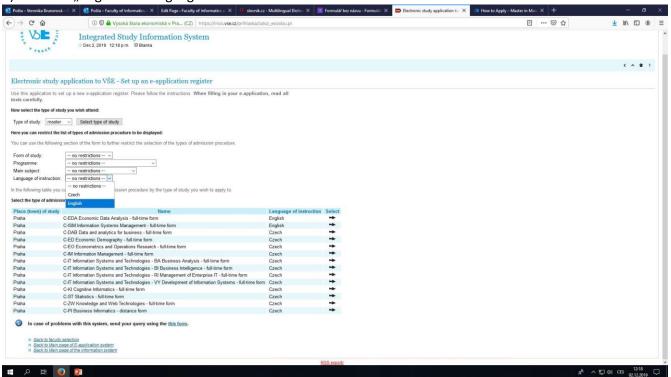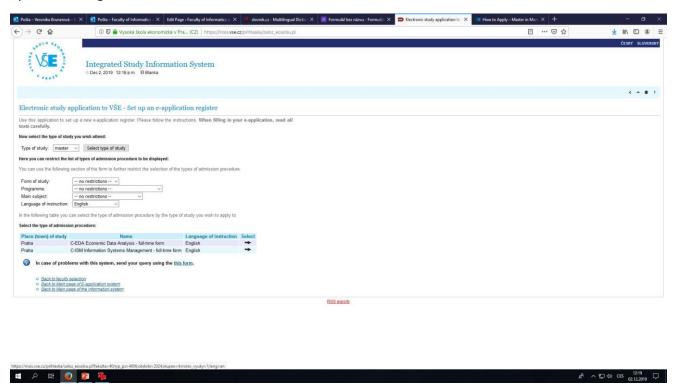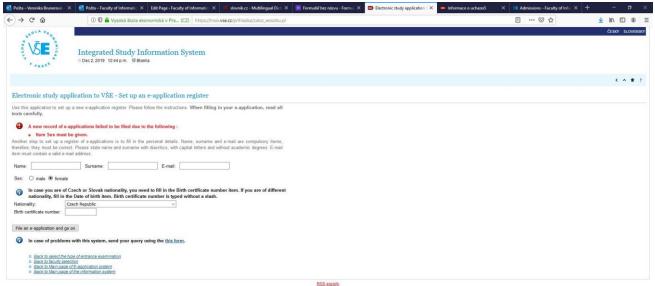
3) Choose „master" as type of study

4) Choose „English" as language of instruction

5)   Choose the programme you would like to study – either Economic Data Analysis or Information Systems Management
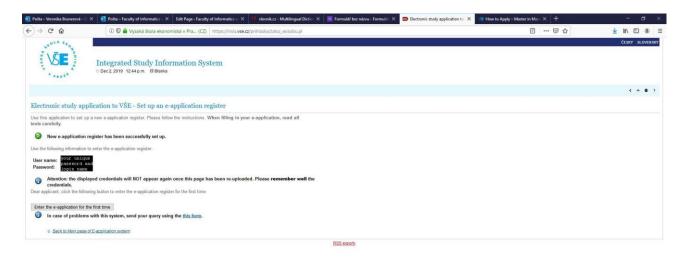

6)   Add your name, surname, email address, choose your nationality and add your date of birth.
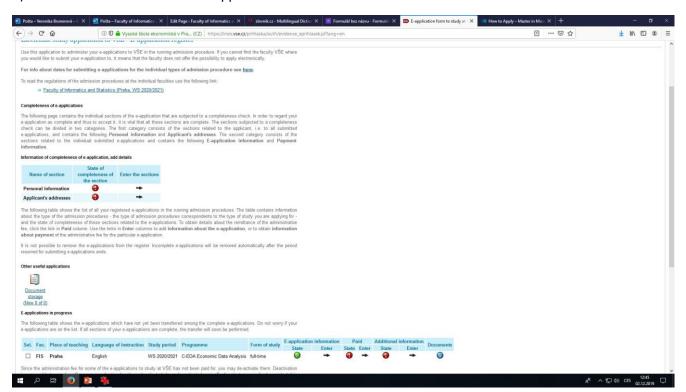
7) You will get your unique login name and password for the first entering of the online application system. Log in and change your password to be able to modify your application later.
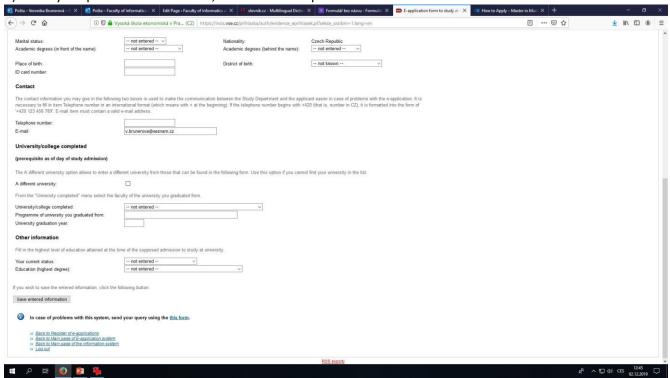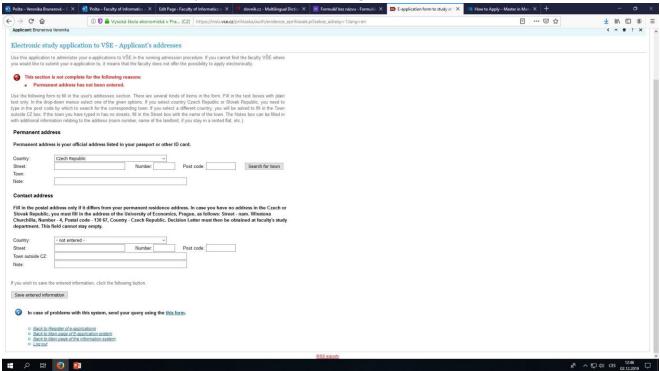

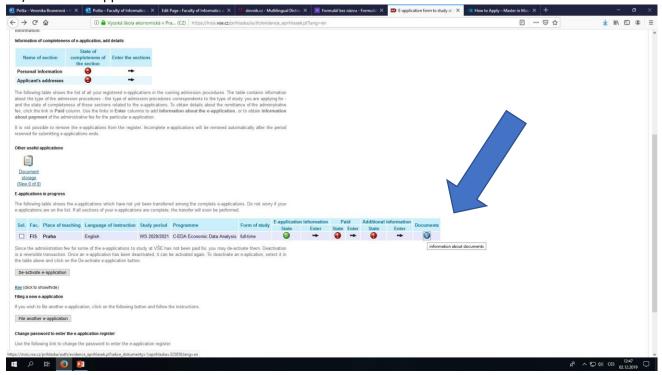8) You will be asked to fill in the application.

9) Add your personal information, all fields are required to be filled in.

10) Add your addresses – permanent address (your own permanent address), contact address
(the system requires an address located in CZ , in case you don't live in the Czech republic, please
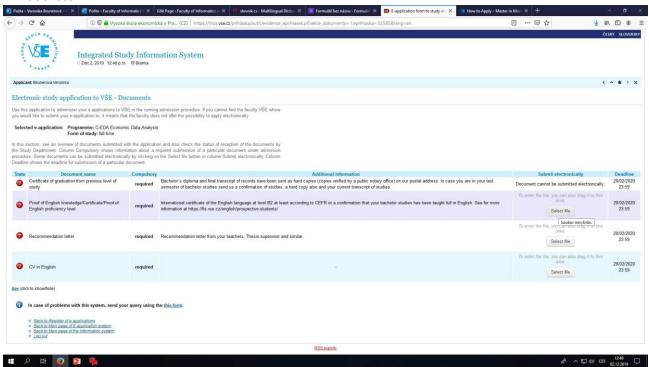add the address of the University – nam.W.Churchilla 4, Prague 3).
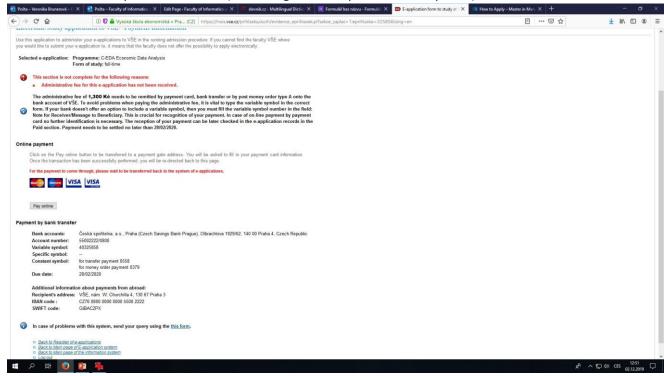
11) Enter the application DOCUMENTS

12) Add all required documents:

EDA – CV, recommendation letter, proof of English knowledge

ISM – CV, motivation letter, proof of English knowledge

The Bachelor's diploma and transcript of records are required as hard copies (verified by a public notary office) for purpose of recognition of your previous degree in CZ, send them on our postal address.
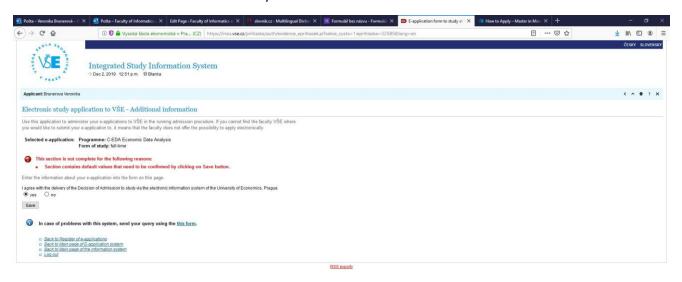
13) Pay the application fee in amount of 50 EUR (1.300 CZK CZK). You can pay either online via a credit card or by a bank transfer (don't forget to add your variable symbol).

14) Additional information – please click on "yes", I agree with delivery of the Decision on Admission via the electronic information system.

15) Once you fill in the online application system, we will contact you and help you to finish the application.
The deadline for finishing of the application, round I, is **28 February 2020**.

16) The admission exam will be written **13-15 March 2020**. Find more information here.

EDA

ISM