

GUIDEBOOK FOR APPLICANTS

Step by step how to apply for scholarship and studies:

1. Autumn 2013 - choice of university, faculty, study programme and study field

- Applicants should choose what exactly they want to study, find out more detailed information concerning entrance exam procedures on the website of the faculty or directly contact faculty representatives. It is important to check if your previous study programme is compatible with your further study program you choose (*example: it is not possible to apply for follow-up master programme Civil engineering in case you have finished for example bachelor studies in Philosophy.*)
- Applicants should find out deadlines for submitting application at university and what other documents are required to submit with application. If an applicant is interested in help with submitting application at university, it is necessary to fill-in a relevant field at JCMM scholarship application. Our organisation can submit application at some universities free of charge for the applicant.

2. 1st December 2013 – 30th January 2014: submitting application for scholarship

BASIC CONDITIONS:

An applicant, who is interested in applying for the scholarship, has to submit online application for scholarship in the period from 1st December 2013 until 30th January 2014.

Application can be submitted only by applicants, who haven't studied in the Czech Republic before (exceptions are language courses and exchange study internships in the Czech Republic). Applicants must come from a country outside of European Union, only study programs in Czech language are eligible.

It is assumed that majority of applicants are not yet accepted at the university at the time of submitting scholarship application, because most of the entrance exams for academic year 2014/2015 take place within summer months (approx. from May to July). Aim of our scholarship program is to help the applicants with application at university as well as communication with university, if the applicant asks.

ON-LINE APPLICATION

The applicant must register in the period from 1st December 2013 till 30th January 2014 at <http://www.jcmm.cz/en/scholarship-for-foreign-university-students/on-line-application.html>. As soon as the applicant registers, it is necessary to fill-in all application parts. If you don't fill-in all parts during the first registration, you can repeatedly log-in and add missing parts, latest till 30th January 2014.

The application includes following parts:

University choice – applicants write down name of university, faculty and exact name of study program they want to study. You find this information at websites of our partner universities (it is possible to change additionally study program after the application process is closed after agreement with our project manager).

Personal details – write down accurate data, it will be used later for issuing documents necessary for visa issue and for applications at universities. Passport should be valid at least till 2015 – if not, we highly recommend the applicants to apply in time for a new passport.

Contact information – permanent address is address of your permanent residence in your home-country. It is important that your contact address is correct - you may be receiving documents from us as well as from university by regular post as long as till August 2014.

Education achieved – write down, what secondary school and university you have already graduated from. Fill-in ALL required documents, these are necessary for the university you apply at.

Reference – you can upload maximum two recommendation letters from representatives of your university, secondary school or eventually employer. The letter must be scanned, with signature, ideally also with a stamp if available. Recommendation letter can be in Czech or in English language.

Foreign languages – write down where you have learned each language and how long you have been learning it. If you possess a certificate or a confirmation about any language knowledge, upload a scanned document in the application. Knowledge of Czech language is of the utmost importance, because the studies are in Czech language.

CZECH LANGUAGE – *Czech language is essential for the studies. Knowledge of Czech is of high importance also for the choice of scholarship holders.* If you have been taking part in a course of Czech language by now and you will receive a certificate later, write down when you should receive it and you will send it additionally to our project manager by e-mail.

Further activities – write down your experience with a stay abroad (minimum length 1 month). We recommend you to state here your existing activities related to your study field (conferences, publications, thesis, researches, work experience, competitions, internships etc.). If you possess any certificate related, you can upload it.

Curriculum Vitae (CV) and motivation letter – upload your resume and motivation letter, only in Czech language or in English language. Documents can be in Word, PDF or JPG.

CV (max. 2 pages) should include brief overview of your study and professional experience and skills. Ideal format is EuroCV. Motivation letter (max. 2 pages) should include your motivation why you wish to study here, why you should be chosen amongst scholarship holders, your future study plans and ambitions.

Diploma and diploma supplement –

- Upload scanned diploma and diploma supplement and translation of these two documents in English or in Czech language. In case you have been studying by now and receive your diploma latest till 15th July 2014, upload a scanned confirmation from your university that you are a last year student – with signature and stamp (in Czech, English or Russian language).
- Send by regular post notary verified copy of your diploma, notary verified copy of your diploma supplement and official translation of these two documents into English or into Czech language (study programs related to agriculture, forestry, veterinary medicine, pharmacy or related study fields are acceptable only in Czech language). Those applicants, who already possess diploma, can send these documents latest till 30th May 2014; the others will send it as soon as they receive it and let it translated.

These documents are needed for recognition of foreign education in the Czech Republic, which is being done at Czech universities. Our organisation only helps to mediate the documents between applicant and university. It is not possible to start your studies in the Czech Republic without diploma recognition; it must be finished latest at the beginning of the

academic year 2014/2015. Process of diploma recognition lasts officially 30 days, however sometimes it can be prolonged for much longer, therefore we highly recommend to students to send the documents as soon as possible.

Applicants, who already have the diploma recognition (so called *nostrification*), do not send by post anything, they only have to upload scan of the document in the on-line application.

3. Admission to university

APPLICATION TO THE UNIVERSITY

Each student is responsible for taking care of deadlines of university application submitting. Our project manager is ready to help the applicants if they ask for help and we can also submit free of charge application at some universities (Vysoké učení technické). Applicants are required to find out in time, if there are any other documents necessary to be submitted with university application. This information is usually available at website of the chosen faculty or you can contact directly representatives of the study department at the relevant faculty.

ENTRANCE EXAM TO UNIVERSITY

The applicant is required to find out exact date of entrance exam at the university. **The entrance exam is held in the Czech language!** In case you need visa to enter Czech Republic, you need to ask faculty to send you a written invitation at entrance exam by regular post, with an original signature and a stamp (neither scan nor email are sufficient for the embassy). If the applicant needs accommodation for the period of entrance exam, it is possible to ask our project manager, who will arrange it at university dormitories.

Exemption from entrance exam – there is a chance at some faculties to apply for admission without entrance exam, usually based on previous good study results. This information is usually available on faculty website, you can contact also study department of a faculty or you can ask our project manager for more information about all universities.

4. Choice of scholarship holders

Final choice of scholarship holders takes place in last week of June 2014. The choice is being done only out of the candidates accepted at any of our partner universities in the South Moravian region into a Czech program. If an applicant has to take part in an entrance exam held at a later date, he/she is amongst the candidates as well - however if chosen, the scholarship is granted only if an applicant is accepted at a university. Otherwise another applicant receives the scholarship.

The choice of scholarship holders is done by a committee consisting of vice-rectors from each of our partner universities. The choice is being done on the basis of the recommended evaluation system - applicants of technical field or natural science are given preference as well as PhD and master studies.

In case an applicant is accepted at a university, however doesn't receive the scholarship, he/she can study at their own costs.

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