



Erasmus+ International Credit Mobility (E+ ICM) Instructions for INCOMING Students

Erasmus+ International Credit Mobility (E+ ICM) is a program within Erasmus+ framework promoting exchange of students and academics with partner countries of the Erasmus+ programme (i.e. non-EU and non-EFTA countries and not candidate countries for EU membership).

The Faculty of Social Sciences (FSV UK) receives funding for students' scholarships in accordance with budgets of the Czech Ministry of Education and the EU, with their level being set by the Erasmus+ ICM program.

Required documents for Incoming Students:

- **Application form** for Study Mobility (a form acknowledged by a partner university of FSV UK)
- **Transcript of Records** (from BA or MA studies) - total average grade highlighted
- **CV** in English
- **Motivation letter** in English
- **Confirmation of English language** ability at a level **B2** (International language certificate or an official confirmation from your university language department)
- **Passport** copy

The preparation of your Erasmus+ ICM mobility requires the following steps:

NOMINATION PROCESS

- 1) Follow the nomination process at your home university (sending institution).
- 2) After your nomination is approved, your home university coordinator sends all your relevant documents (i.e., Application form, Transcript of Records, CV, Motivation letter, Confirmation of English language, and Passport Copy) to the FSV International Office, Charles University (receiving institution).
- 3) The FSV UK International Office coordinator sends all the above-mentioned documents to the receiving institute of the Faculty of Social Sciences and officially nominates all candidates.

Students nominated by their home university may be rejected by the FSV UK Institutes if they do not fulfill their requirements.

- 4) After the nomination is confirmed, the FSV UK International Office coordinator sends to you an invitation email and asks you to fill in:
 - a. **Application Form & Learning Agreement** with a list of preferred classes. You are sent a link to an online platform of Charles University, in which you are asked to fill in these documents. When you finalize it, please, print it and let it be signed by the International Office coordinator of your home university. Send it to the FSV UK International Office as the last step.
- 5) All the above-mentioned documents are passed on by the FSV UK International office to the European Office of Charles University.

Note: Additional information is available at the official websites of the Faculty of Social Sciences. Please, click [here](#).



- 6) The European Office prepares not only all hard copies necessary for your visa application, but also a **Grant Agreement** stating the financial support depending on the length of your stay and the distance between both universities.
- 7) The European Office of Charles University sends you an official acceptance email and informs you about when all hard copies necessary for your visa application were sent to your correspondence address.
- 8) When you receive the hard copies (i.e., an official Acceptance letter in Czech/English, a housing contract, etc.), you may apply for a long-stay visa for the purpose of study / a long-term residence permit at a relevant embassy or consulate of the Czech Republic.

AFTER ARRIVAL

- 1) The FSV UK International Office coordinator asks you to come personally in order to sign a **Confirmation of Arrival**.
- 2) The European Office of Charles University contacts you to sign the **Grant Agreement**.
- 3) When the Grant Agreement is signed, you may pick up the scholarship. The payment of the Erasmus financial support currently works in cooperation with a partner bank of our university (Komerční banka a.s.). You will receive 70% of the money in cash or the scholarship will be sent via a bank transfer to your account (preferably EUR currency account) after presenting your passport to the cashier of any branch of Komerční banka in the Czech Republic.
- 4) If you change your courses during the add/drop period at the receiving institution, please, consult those changes with your guarantor of the study program. After the add/drop period, fill in the section *Changes to Learning Agreement* which is a part of the **Learning Agreement** form. Confirm it by the International office coordinator at the receiving institution, and send it to the FSV UK International office for a final signature.
- 5) Ca 30 days before the end of the semester you will receive the **EU Online Survey** from the European Office of Charles University.
- 6) Before your departure, ask the FSV UK International office to fill in and sign the **Confirmation of Stay**. **Please, be aware that the dates of your stay should be the same as the dates in the Grant Agreement**. The hard copy must be sent to the European Office of Charles University Rectorate (erasmus@ruk.cuni.cz).
- 7) Request the FSV UK International Office to provide you with a hard copy of the **Transcript of records** which may be sent to your home university, as well.