

Fill out the online application in a few easy steps

Center for Economic Research
and Graduate Education – Economics Institute
Founded in 1991 in Prague



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How to Apply



- All application materials, including letters of recommendation, must be submitted through the online application form or delivered in paper form, **by the deadline of March 31 (23:59 CET)** for the second round of admissions.
- **The following materials are required for an application to be processed. All materials must be submitted in English or accompanied by an English translation.**

1) [English-language program online application form](#) / [Czech-language program online application form](#)

2) **Curriculum vitae**

Up-to-date information relevant to the application and program, approx. 1–2 pages

3) **Statement of motivation**

A statement in English describing in your own words your academic and research background, your interests and career goals, and how the program at CERGE-EI will help you meet your objectives. The length of the statement **cannot exceed 4,000 characters**. Please see the [Statement of Motivation Guidelines](#)

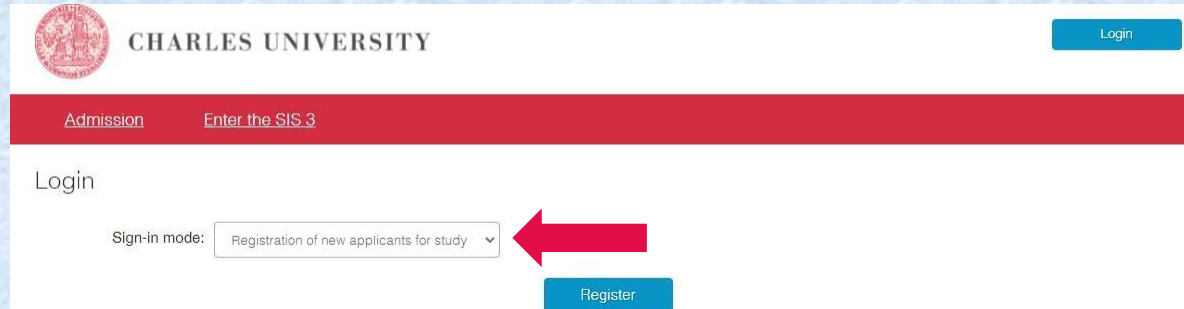
4) **Copies of your Bachelor diploma and diploma supplement/complete transcript** with certified translation into English if

The screenshot shows the Charles University website interface. At the top left is the university logo and name. A navigation bar includes 'Admission' and 'Enter the SIS 3'. The breadcrumb trail is 'Admission > Search programme/branch > Branch programme/details'. The main heading is 'Branch programme/details'. A note states: 'If you apply for '0311TA050011' version, page(s) may look slightly different.' with a question mark icon. Below this is a breadcrumb trail with a back arrow and 'Search programme/branch', and a search box containing 'Branch programme/details'. A hand icon points to this search box. The program title is 'Master in Economic Research (0311TA050010)'. A list of details includes: Faculty: Faculty of Social Sciences (with a question mark icon); Study programme: Master in Economic Research (N0311A050010); Form of study: full-time; Type of study: Master's (post-Bachelor); Language of instruction: Czech (with a red arrow pointing to it); Standard length of study: 2 years; Application type: Online. A blue 'Apply for study' button is on the right, with a red arrow pointing to it. At the bottom, there is a field for 'Application submission date'.

Keep „Czech“ as the language of instruction. All classes will be held in English anyway.

STEP ONE: REGISTRATION


- First, register and create a profile in the application portal.
 - You need a valid email address where the system will send a verification code.
1. Click on the "Create a new application" button.
 2. Select "Registration of new applicants for study" in the field "Sign-in Mode" and hit the "Register,, button.
 3. Enter your email address and hit the "Register,, button.



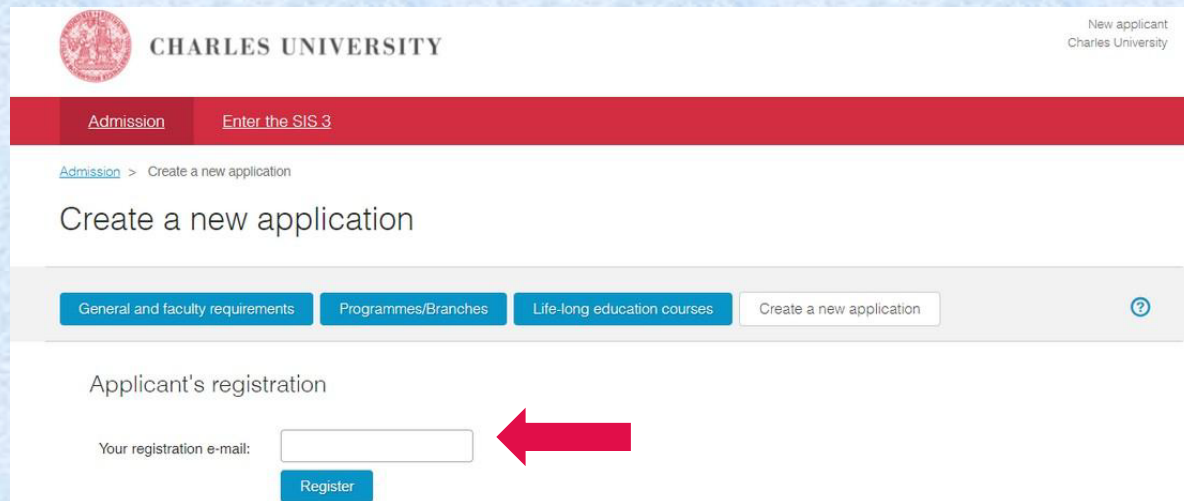
CHARLES UNIVERSITY

Admission [Enter the SIS 3](#)

Login

Sign-in mode: 

[Register](#)




CHARLES UNIVERSITY

New applicant
Charles University


Admission [Enter the SIS 3](#)

[Admission](#) > [Create a new application](#)

Create a new application

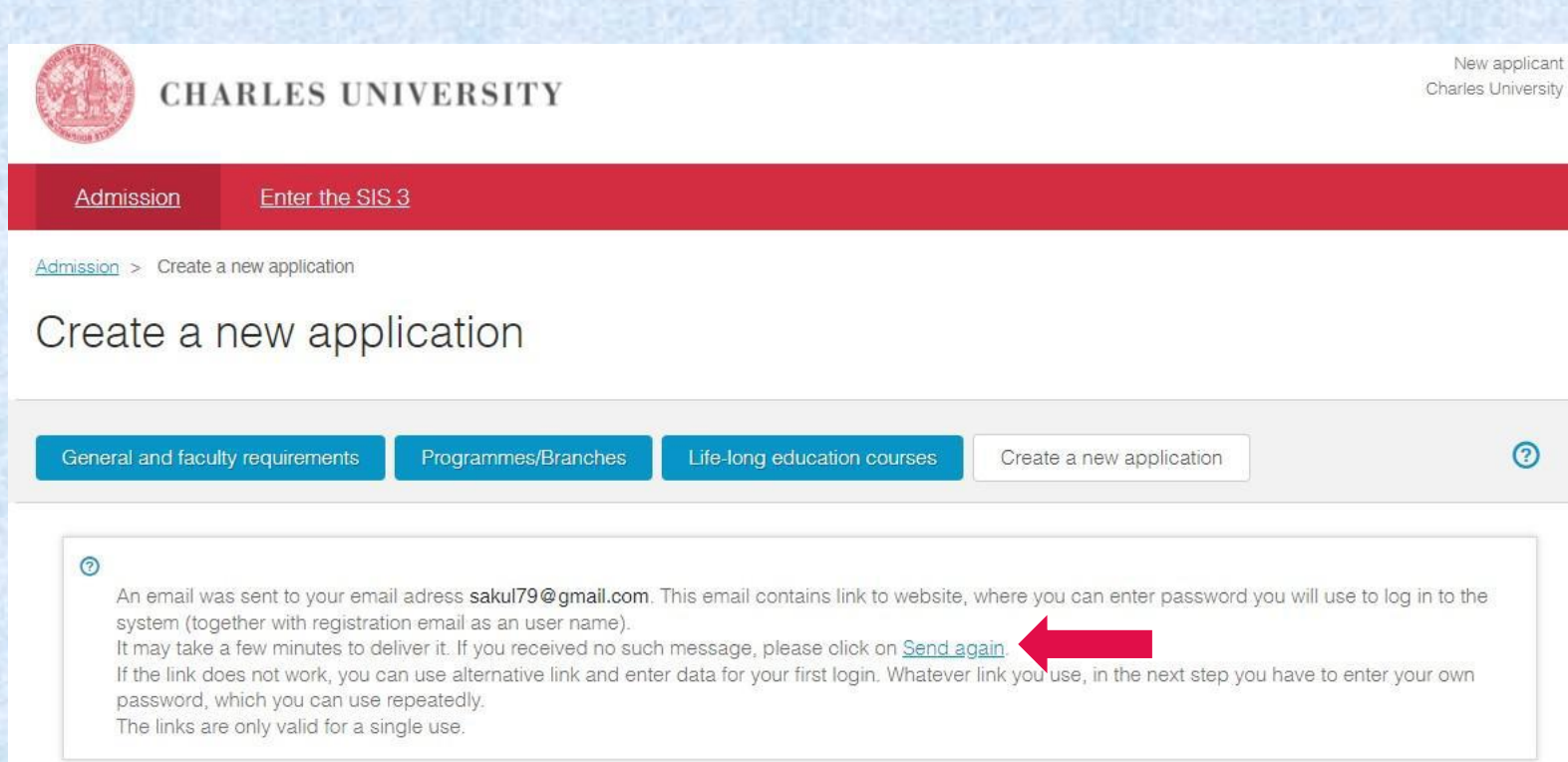
[General and faculty requirements](#) [Programmes/Branches](#) [Life-long education courses](#) [Create a new application](#) 


Applicant's registration

Your registration e-mail: 

[Register](#)

- An email will be sent to the registered email address with a verification link.
- If you do not receive the verification email, you can generate it yourself by clicking on the "Send again" highlighted text.






 **CHARLES UNIVERSITY** New applicant
Charles University

[Admission](#) [Enter the SIS 3](#)

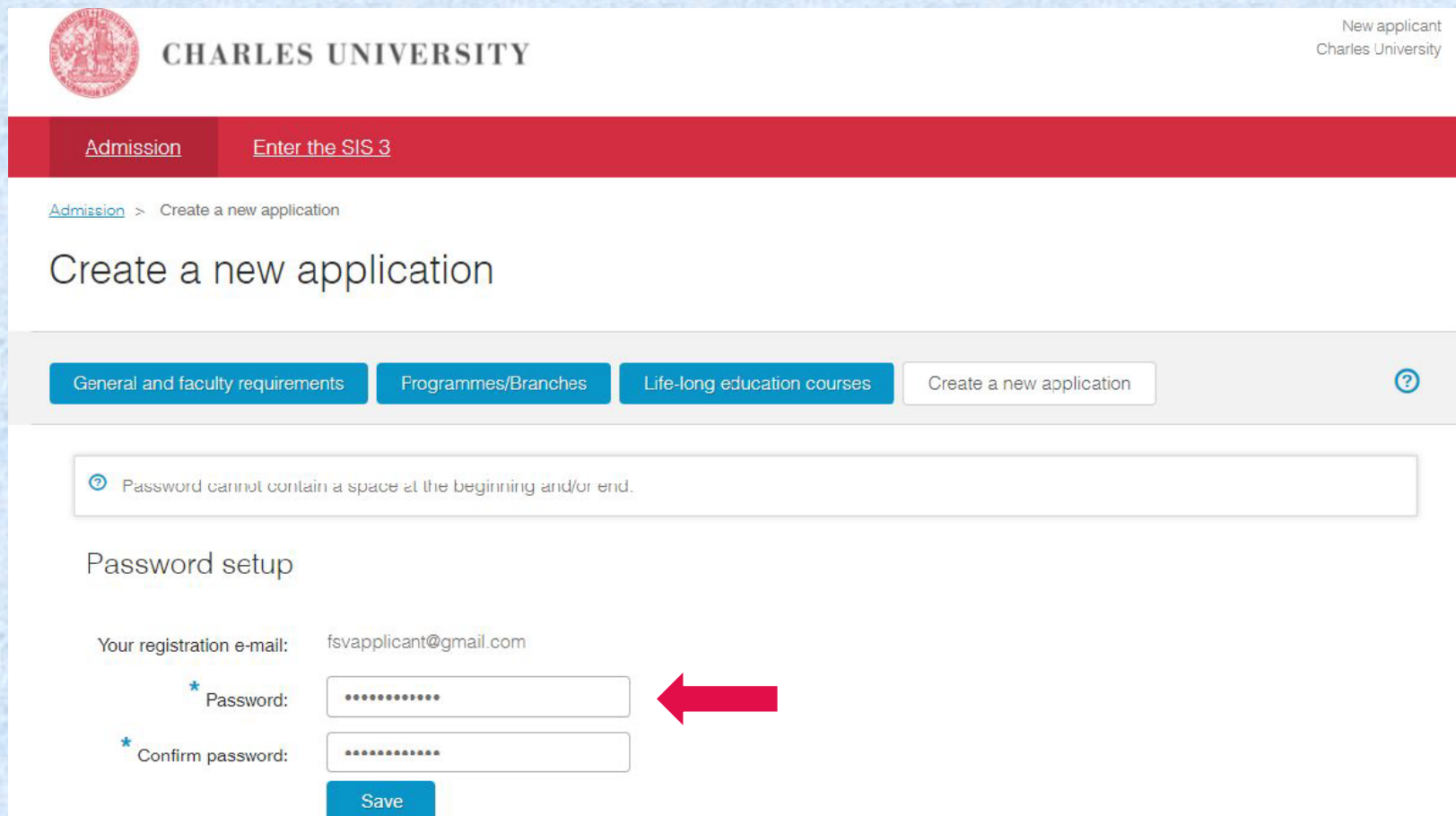
[Admission](#) > Create a new application

Create a new application

[General and faculty requirements](#) [Programmes/Branches](#) [Life-long education courses](#) [Create a new application](#) 

 An email was sent to your email address sakul79@gmail.com. This email contains link to website, where you can enter password you will use to log in to the system (together with registration email as an user name). It may take a few minutes to deliver it. If you received no such message, please click on [Send again](#) . If the link does not work, you can use alternative link and enter data for your first login. Whatever link you use, in the next step you have to enter your own password, which you can use repeatedly. The links are only valid for a single use.

- The verification link in the email will direct you to a new page, where you will be asked to create a password for the Charles University online applications.
- Set up your password and click the "Save" button.



CHARLES UNIVERSITY

New applicant
Charles University

Admission Enter the SIS 3

Admission > Create a new application

Create a new application

General and faculty requirements Programmes/Branches Life-long education courses Create a new application ?

Password cannot contain a space at the beginning and/or end.

Password setup

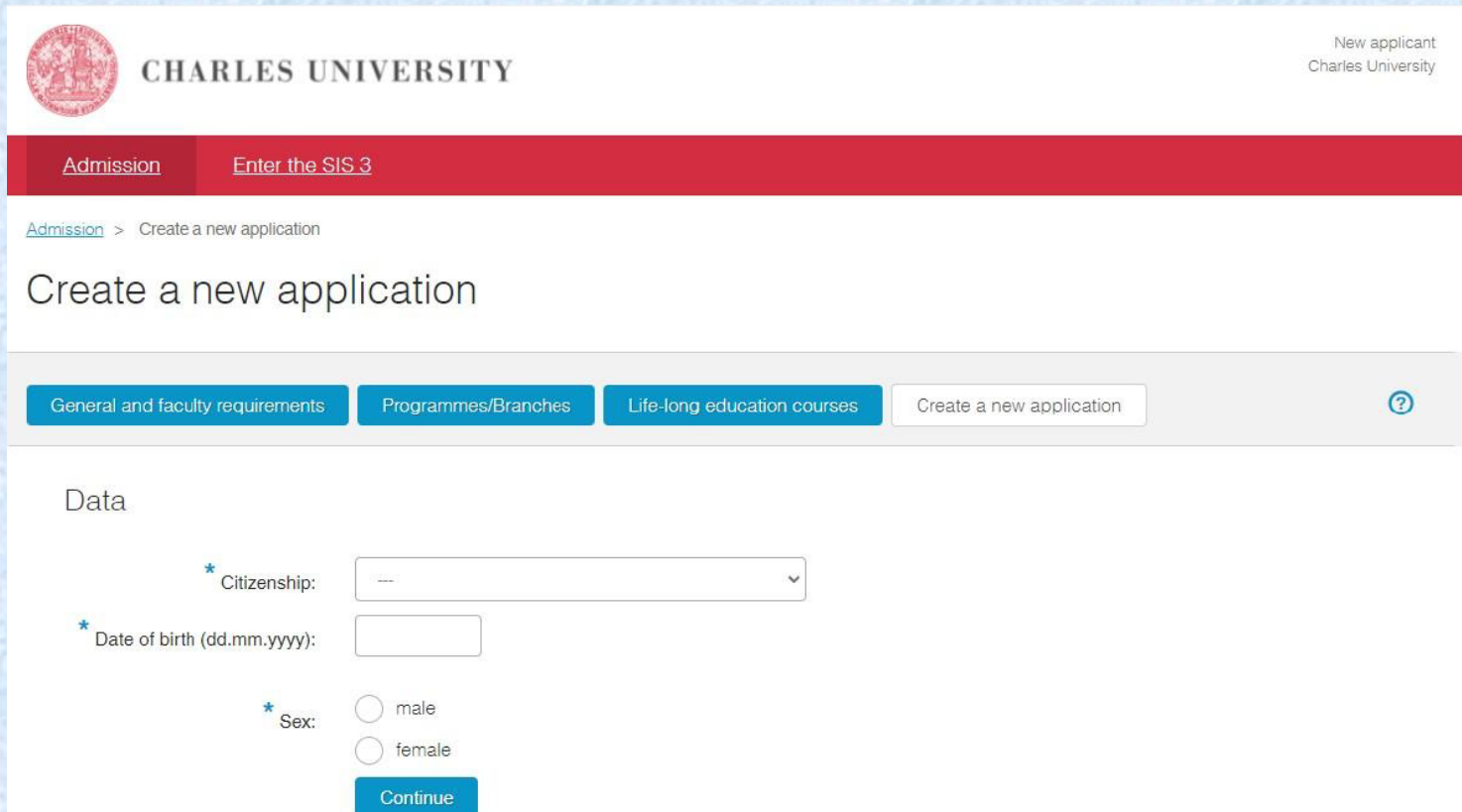
Your registration e-mail: fsvapplicant@gmail.com

* Password:

* Confirm password:

Save

- Fill in the basic personal data that will allow the system to uniquely identify you when you log in again in the future, and click the "Continue" button.
- If you had ever studied at a Czech university before or stayed in Czechia for an extended period and have been assigned a Czech personal identification number, so-called rodné číslo (RČ), you will need to select the appropriate box.



The screenshot shows the Charles University admission application interface. At the top left is the Charles University logo and name. At the top right, it says "New applicant Charles University". Below this is a red navigation bar with "Admission" and "Enter the SIS 3". Underneath, there's a breadcrumb "Admission > Create a new application" and a main heading "Create a new application". A horizontal menu contains "General and faculty requirements", "Programmes/Branches", "Life-long education courses", and "Create a new application" (which is highlighted). A help icon is on the right. The "Data" section includes three required fields: "Citizenship" (a dropdown menu), "Date of birth (dd.mm.yyyy)" (a text input), and "Sex" (radio buttons for "male" and "female"). A blue "Continue" button is at the bottom.

CHARLES UNIVERSITY

New applicant
Charles University

Admission Enter the SIS 3

Admission > Create a new application

Create a new application

General and faculty requirements Programmes/Branches Life-long education courses Create a new application ?

Data

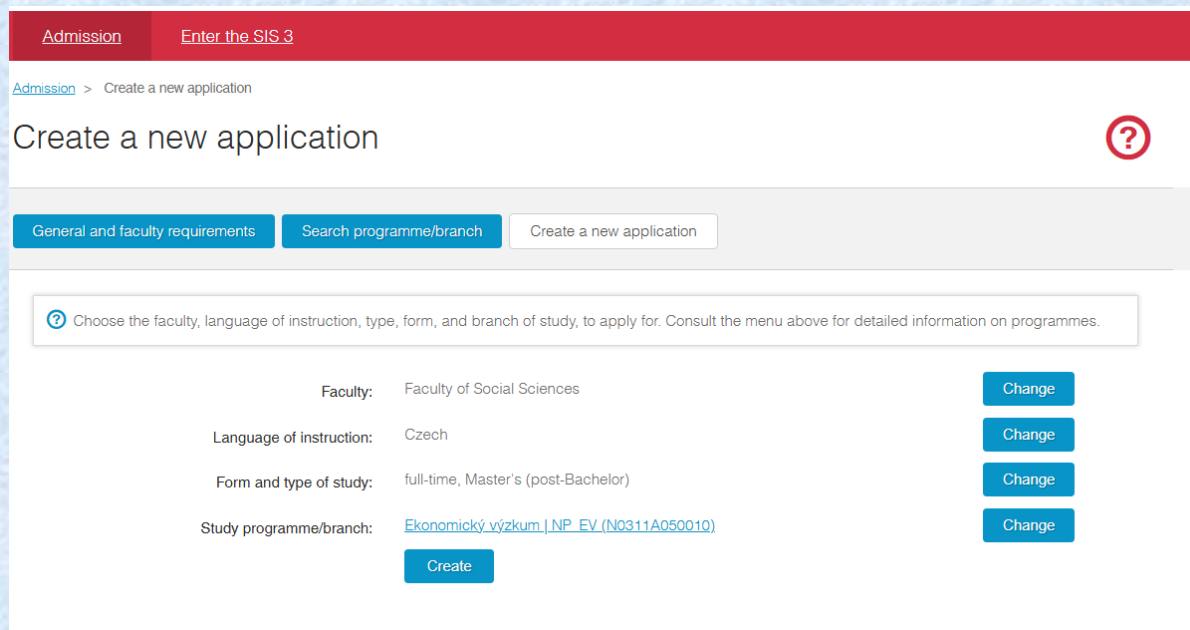
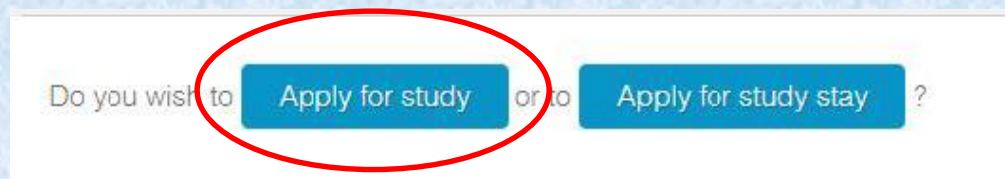
* Citizenship:

* Date of birth (dd.mm.yyyy):

* Sex: male female

Continue

- First, choose to „Apply for study“.
This option refers to a degree program, while „Study stay“ refers to a short-term Exchange program.
- Now you can create a new application. Select the Faculty (Faculty of Social Sciences) Language of instruction (Czech), form and type of study (Master or PhD), and the specific study program = Master in Economics Research. By hitting the "Create" button, you will create an application.
- Once you are registered, you can access your account via "Login by registration email." If you have already studied at FSV UK, you can "Login with CAS login/ username" using your login/ID number and password from your previous studies.



Admission | Enter the SIS 3

Admission > Create a new application

Create a new application

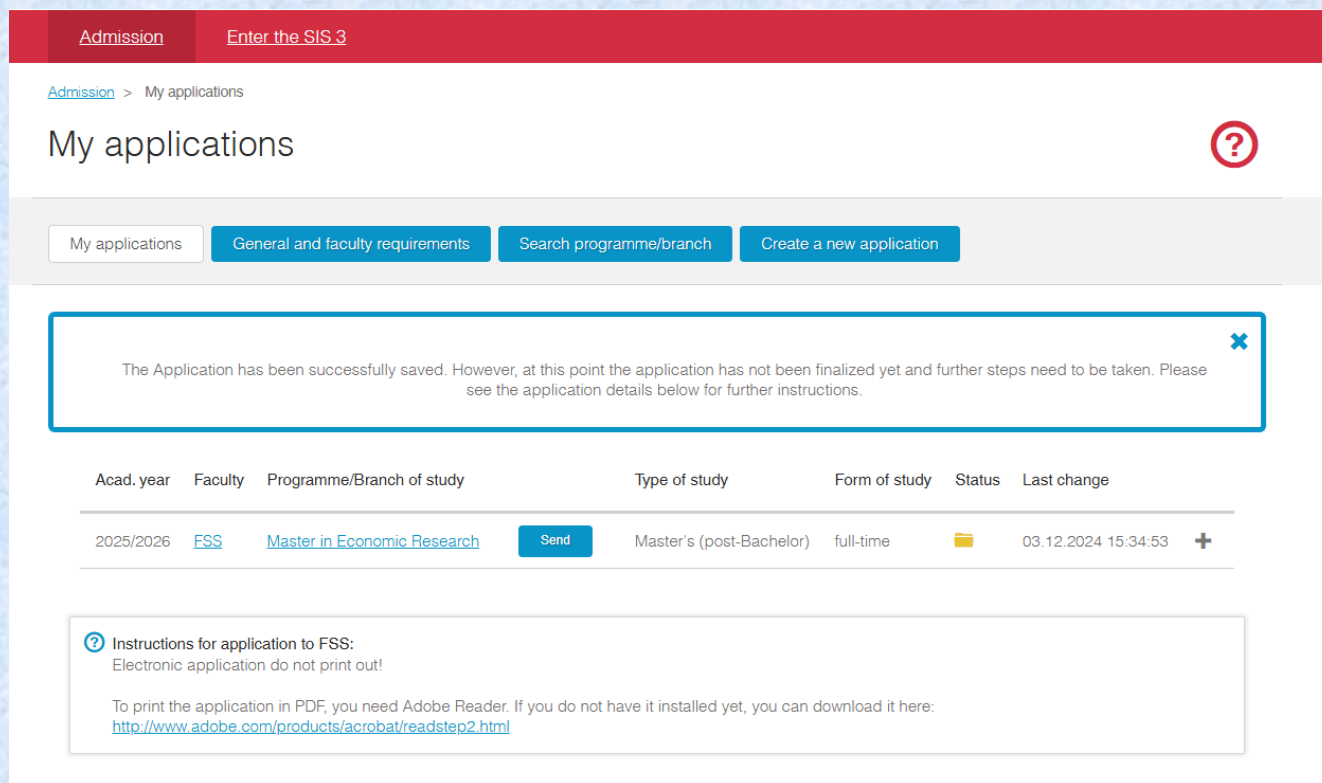
General and faculty requirements | Search programme/branch | Create a new application

Choose the faculty, language of instruction, type, form, and branch of study, to apply for. Consult the menu above for detailed information on programmes.


Faculty:	Faculty of Social Sciences	Change
Language of instruction:	Czech	Change
Form and type of study:	full-time, Master's (post-Bachelor)	Change
Study programme/branch:	Ekonomický výzkum NP_EV (N0311A050010)	Create

STEP TWO: FILLING THE APPLICATION FORM

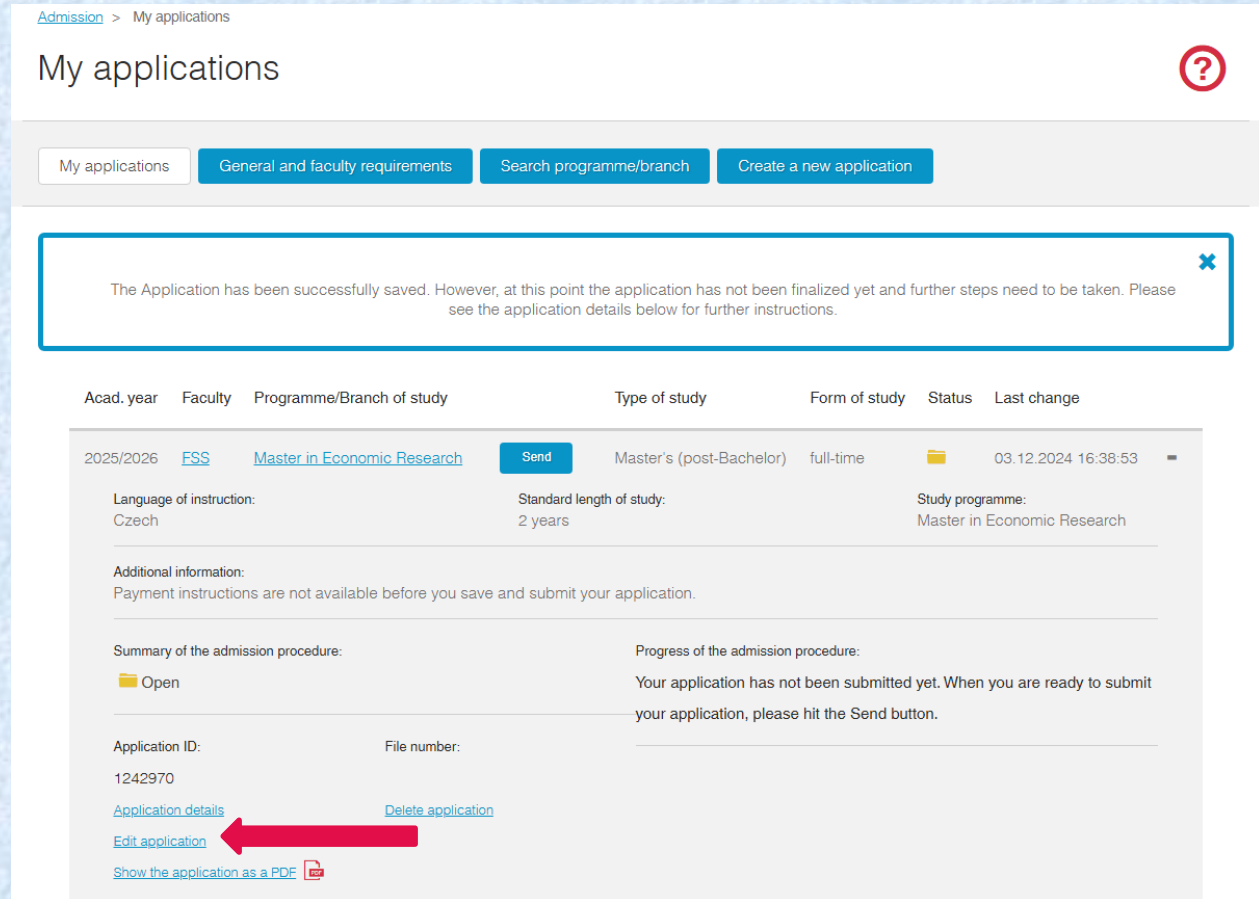
- Make sure you read through the additional instructions carefully, as they may contain important information on how to fill in the application form appropriately.
- Fill in and save your application - you can save your application at any time and come back repeatedly to continue working on it.
- Make sure to fill your address fully and properly. This is the address we will use to send you your visa documents, should you be accepted



The screenshot shows the 'My applications' page in the CERGE EI system. The page has a red header with 'Admission' and 'Enter the SIS 3' tabs. Below the header, there is a breadcrumb 'Admission > My applications' and a red question mark icon. A navigation bar contains buttons for 'My applications', 'General and faculty requirements', 'Search programme/branch', and 'Create a new application'. A blue-bordered message box states: 'The Application has been successfully saved. However, at this point the application has not been finalized yet and further steps need to be taken. Please see the application details below for further instructions.' Below this is a table with columns: Acad. year, Faculty, Programme/Branch of study, Type of study, Form of study, Status, and Last change. The table contains one row: 2025/2026, FSS, Master in Economic Research, Master's (post-Bachelor), full-time, a yellow folder icon, and 03.12.2024 15:34:53. A 'Send' button is next to the 'Programme/Branch of study' cell. At the bottom, there is a box with a question mark icon and the text: 'Instructions for application to FSS: Electronic application do not print out! To print the application in PDF, you need Adobe Reader. If you do not have it installed yet, you can download it here: <http://www.adobe.com/products/acrobat/readstep2.html>'

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2025/2026	FSS	Master in Economic Research	Master's (post-Bachelor)	full-time		03.12.2024 15:34:53

- All fields marked with a blue asterisk must be filled in, and all attachments marked with a blue asterisk must be uploaded.
- Please note attachment names can be indicative only.
- You can upload multiple attachments under one field by hitting the "+" button.
- You can always review the application details when you log into the application system. And you can also edit the open application.




Admission > My applications

My applications ?


My applications | General and faculty requirements | Search programme/branch | Create a new application

The Application has been successfully saved. However, at this point the application has not been finalized yet and further steps need to be taken. Please see the application details below for further instructions.

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2025/2026	FSS	Master in Economic Research	Send	Master's (post-Bachelor)	full-time	 03.12.2024 16:38:53


Language of instruction: Czech | Standard length of study: 2 years | Study programme: Master in Economic Research


Additional information: Payment instructions are not available before you save and submit your application.

Summary of the admission procedure:  Open | Progress of the admission procedure: Your application has not been submitted yet. When you are ready to submit your application, please hit the Send button.

Application ID: 1242970 | File number:

[Application details](#) | [Delete application](#)

[Edit application](#) 

[Show the application as a PDF](#) 

- Are you a student of an international secondary school located in Czechia? It is possible that you won't find your school in the IZO code list. In that case:
 1. Select the IZO code "999999203 – pobočka zahraniční střední školy v ČR" from the list.
 2. Fill in 999999999 as a KKOv.





Previous secondary school studies





🔗 If you have completed your previous education at a foreign secondary school or university, please specify which documents you will submit to the faculty by providing the information below. You should complete this request once for each faculty you are applying for (even if you are submitting more applications for the same faculty). Information on how to prove previous foreign education can be found here: <https://www.cuni.cz/UK-6452.html>. One of the options is the assessment of foreign education during the admission procedure, which can be used instead of general nostrification.

* Where do you come from:

* Secondary school graduation year:

* Country of Secondary School:

* IZO code of your secondary school: pobočka zahraniční střední školy v ČR    

* KKOv: -    

Choose if you have a document issued in Slovakia, Poland, Hungary or Slovenia.

Choose if you already have a „General nostrification“ document.

* Secondary education proven by:

Original document title (in Latin alphabet):

- a document proving general recognition of the equivalence or validity of foreign secondary education ("nostrification")
- a document proving the awarding of a European Baccalaureate
- a document deemed automatically equivalent without any further administrative procedure
- a foreign document concerning a foreign secondary education (it will be assessed)
- I have not decided yet

Most common option: Choose if you have a diploma from another country, IB diploma or A levels – we will assess it during the enrollment process.

LETTERS OF RECOMMENDATION

- Please ignore „*Letter of Recommendation*“ item in the „*Attachments*“ section and fill out your referees contact information using an online FORM instead.
- You can access the FORM via link in „*Additional instructions*“ section.
- We will request the letters of recommendation from the referees ourselves. Please, take note we disregard second and further resubmissions of the form.



Additional instructions

Congratulations on choosing to study economics at CERGE-EI! We are dedicated to excellence and innovation in economics research and education.

CERGE-EI (Center for Economic Research and Graduate Education - Economics Institute) is a joint workplace of Charles University (Faculty of Social Sciences) and the Economics Institute of the Czech Academy of Sciences: <https://www.cerge-ei.cz>

Contact us any time at our MA and PhD Study Affairs Office
CERGE-EI
Politických vězňů 7, 111 21 Prague 1, Czech Republic
phd@cerge-ei.cz

IMPORTANT INFORMATION:

Your referees will be asked to provide letters of recommendation directly to us. Please fill out their contact information using the following [FORM](#) before you proceed with this application.

All about our PhD study program: <https://www.cerge-ei.cz/phd-in-economics>

See news & events for study applicants: <https://www.cerge-ei.cz/for-study-applicants>

Receive news for applicants directly to your email. Sign up [HERE](#)

In the field Other document please upload attachment where you briefly describe your academic and research interests, including specific areas of economics or related fields you wish to explore during the PhD program. Highlight any key topics, questions, or issues that motivate your research aspirations.

2

Open the
FORM

Referees Information

Referees provide letters of recommendation directly to CERGE. Please fill out their contact information.

* Required

Applicant information

1. Name and surname as on your application *

Enter your answer

Next

Never give out your password. [Report abuse](#)

Microsoft 365

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

Microsoft Forms | AI-Powered surveys, quizzes and polls. [Create my own form](#)

The owner of this form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information. | [Terms of use](#)

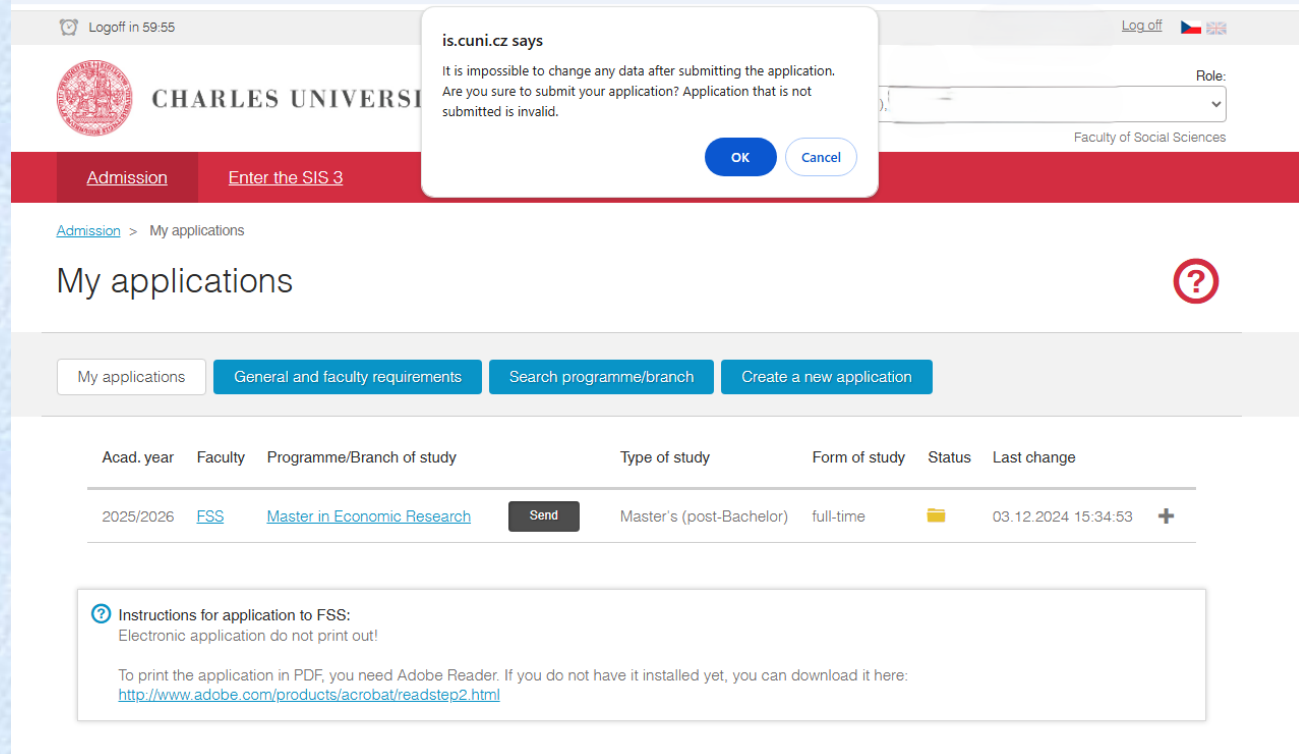
Fill out the
information

3

STEP THREE: SUBMISSION OF THE APPLICATION

- Once you are ready to submit the application, hit the blue "Send" button. The system will ask you for your confirmation. Be careful; once you confirm the sending of your confirmation, you will **no longer be able to make any changes**.
- Once the submission is successful, the status will change to "Sent" and you will receive information regarding the payment of the application fee.

- Be aware the **payment** of the application fee is the final mandatory step. Without the fully paid admission fee, we will not evaluate your application.



The screenshot shows the Charles University application portal. A modal dialog box is displayed in the center, asking for confirmation to submit the application. The dialog text reads: "is.cuni.cz says It is impossible to change any data after submitting the application. Are you sure to submit your application? Application that is not submitted is invalid." There are "OK" and "Cancel" buttons. The background shows the "My applications" page with a table of applications and a navigation menu.

Logoff in 59:55

is.cuni.cz says
It is impossible to change any data after submitting the application.
Are you sure to submit your application? Application that is not submitted is invalid.

OK Cancel

CHARLES UNIVERSITY

Admission Enter the SIS 3

Admission > My applications

My applications

My applications General and faculty requirements Search programme/branch Create a new application

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2025/2026	FSS	Master in Economic Research	Send	Master's (post-Bachelor)	full-time	03.12.2024 15:34:53

Instructions for application to FSS:
Electronic application do not print out!

To print the application in PDF, you need Adobe Reader. If you do not have it installed yet, you can download it here:
<http://www.adobe.com/products/acrobat/readstep2.html>

STEP FOUR: PAYMENT OF THE APPLICATION FEE CZK 920

- There are two options to pay the application fee: First online by a credit/debit card or second by bank transfer.
- For the online payment, hit the blue button "Pay by card online." The payment can also be accessed later through the details of your application.





This screenshot is illustrative only. Please, don't get confused by different programme & amount.


Thank you for submitting your application. In order to finalize it you will need to pay the application fee. Payment instructions were sent to your email address and can also be found below. For an online payment with credit card, please see the application detail below (using the plus sign on the right side). ✕

Payment instructions for application No. 1005150

Faculty: Faculty of Social Sciences
Study programme/branch: International Relations

Amount:	820 CZK	QR payment: 	Variable symbol:	1005150
Account number:	85033011		Specific symbol:	2022
Bank code:	0100		IBAN:	CZ58 0100 0000 0000 8503 3011
Pay by card online			SWIFT:	KOMBCZPPXXX

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2022/2023	FSS	International Relations	Master's (post-Bachelor)	full-time		03.02.2022 12:28:05 +

 Instructions for application to FSS:
Electronic application do not print out!

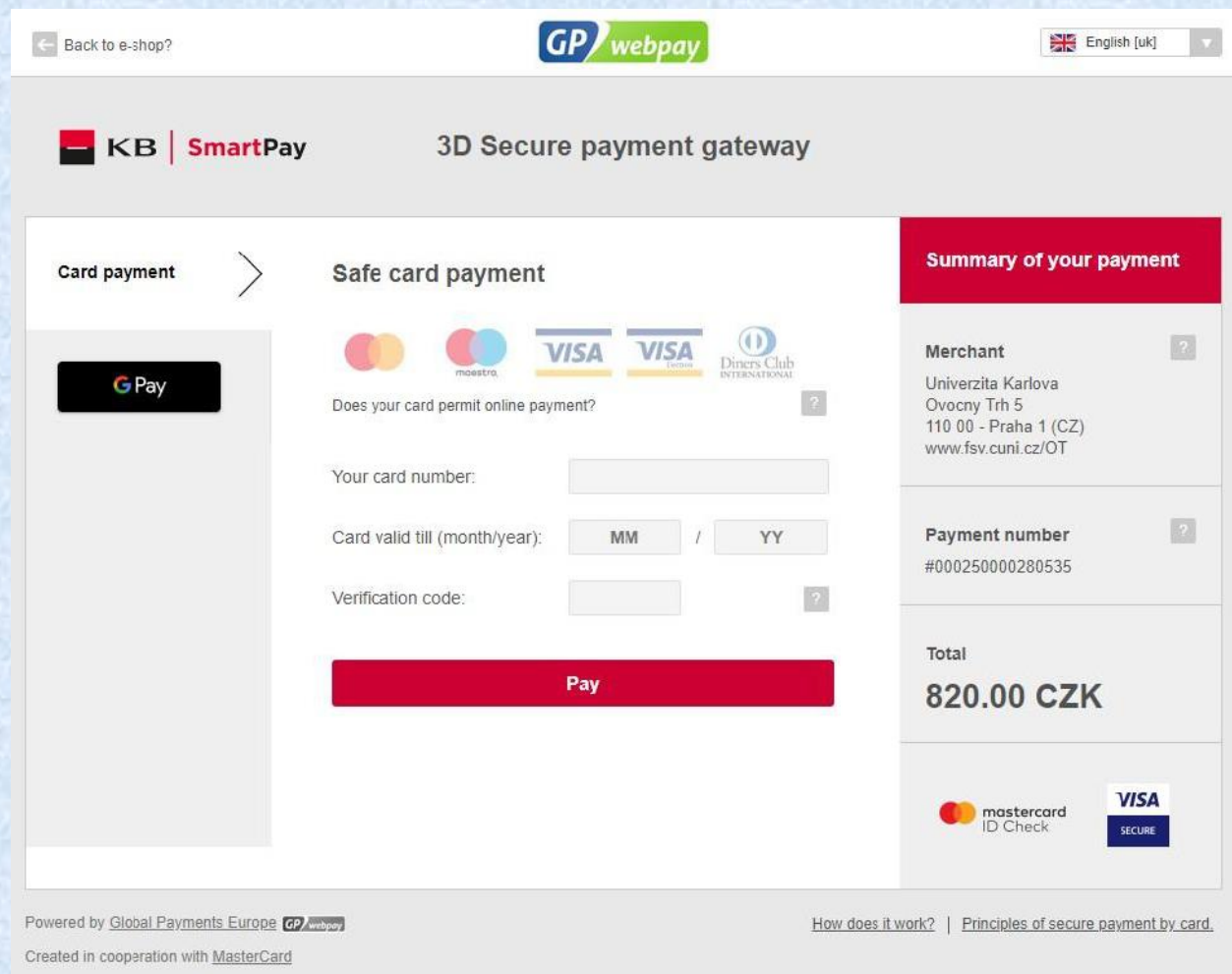
To print the application in PDF, you need Adobe Reader. If you do not have it installed yet, you can download it here:
<http://www.adobe.com/products/acrobat/readstep2.html>

PAYMENT OF THE APPLICATION FEE IS MANDATORY

- The link will take you directly to a secure online payment portal where you can pay the application fee.
- Once the payment is successful, it will be marked in the details of your application.



This screenshot is illustrative only. Please, don't get confused by different amount.



The screenshot shows the KB SmartPay 3D Secure payment gateway. At the top, there is a navigation bar with a 'Back to e-shop?' link, the GP webpay logo, and a language selector set to 'English [uk]'. Below the navigation bar, the KB SmartPay logo and '3D Secure payment gateway' are displayed. The main content area is divided into three sections: 'Card payment' (with a right-pointing arrow), 'Safe card payment', and 'Summary of your payment'. The 'Card payment' section features a 'G Pay' button. The 'Safe card payment' section includes logos for Mastercard, Maestro, Visa, Visa Electron, and Diners Club International. It contains a question 'Does your card permit online payment?' with a help icon, followed by input fields for 'Your card number:', 'Card valid till (month/year):' (with MM and YY dropdowns), and 'Verification code:'. A large red 'Pay' button is at the bottom of this section. The 'Summary of your payment' section on the right lists the merchant as 'Univerzita Karlova Ovocny Trh 5 110 00 - Praha 1 (CZ) www.fsv.cuni.cz/OT', the payment number as '#000250000280535', and the total amount as '820.00 CZK'. Logos for Mastercard ID Check and Visa Secure are shown at the bottom of the summary section. The footer contains the text 'Powered by Global Payments Europe GP webpay', 'Created in cooperation with MasterCard', and links for 'How does it work?' and 'Principles of secure payment by card.'

PAYMENT OF THE APPLICATION FEE IS MANDATORY

- For the payment via bank transfer, you should use the instruction listed in the details of your application.
- The specific symbol is the year of the admission process (i.e., 2022 for admissions into the academic year 2022/2023).
- The variable symbol is the number of your application.
- The payment via bank transfer from abroad can take significant time (up to ten days) to reach our bank account and to be paired with your application in our system. Please, follow the instruction thoroughly to enable quick pairing.

Additional information:

Please use the following information when making payment:

Amount: 820 CZK

Account number: 85033011

Bank code: 0100

Specific symbol: 2022

Variable symbol: 1005150

IBAN: CZ58 0100 0000 0000 8503 3011

When making payment from abroad please ensure to include your application number in payment description.


Bank address: Komerční banka a.s., Spálená 51, Praha 1,



This screenshot is illustrative only. Please, don't get confused by different amount.

PAYMENT OF THE APPLICATION FEE IS MANDATORY

The last step is carried out by our Admissions Team. We formally register your application. You will be able to see this in your application details as "Registered by the International Admissions Office." All applications with this status will be considered. Moreover, you will be notified by email anytime the status of your application changes.



My applications


General and faculty requirements Programmes/Branches Life-long education courses Create a new application


Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2022/2023	FSS	European Politics and Society: Vaclav Havel Joint Master Programme	Progress	Master's (post-Bachelor)	full-time	05.01.2022 00:07:11

Language of instruction: English

Standard length of study: 2 years

Study programme: European Politics and Society: Vaclav Havel Joint Master Programme

Payment state:  Payment of 820 CZK was processed on 20.01.2022.

Summary of the admission procedure:  The application was registered by the Study Department

Progress of the admission procedure: Your application has been submitted. In order to finalize it, please proceed to the application fee payment. If you have paid already it will show in the *Payment state section* below

Application ID: 992394

File number: UKFSV/5873/2022-1

[Application details](#)

[Show the application as a PDF](#)

[Personal data from a filed application](#)

[Detailed information on admission procedure](#)

[Written requests \(0\)](#)

[Proof of education](#)

This screenshot is illustrative only. Please, don't get confused by different programme & amount.

We wish you good luck with your application!

If you need assistance, you can reach us at: mer@cerge-ei.cz