
Transfer students

Transferring students - Section 49 (3), Act 111/98 Coll.

In accordance to Section 49 of 111/1998 Coll. The Higher Education Act, as amended, and also to Article 2 Section 3 of the Statute of Charles University – Admission Procedure Regulations, there are different requirements for admission of applicants who finished studies of another program or its part or who study another program at a university in the Czech Republic or abroad.

Different requirements for admission: for students of other medical or health studies faculties

The dean will decide about the admission of the student if all requirements mentioned hereafter are met:

1. Basic requirements for admission:

The basic requirement for admission is the successful conclusion of the year at the faculty from which the applicant transfers in the academic year, that directly precedes the academic year for which the applicant applies to be accepted.

A successful conclusion of a year means, that the student not only meets all requirements for enrolling into the next year of studies, but also fulfills all study obligations, that he or she took during the relevant section (year) of his or her studies.

2. Other requirements for admission:

2.1)	Submitting a paper application on the prescribed form (<u>the SEVT form</u>) and paying the fee for processes related to the admission procedure amounting to CZK 960 until September 1, 2025
2.2)	Presenting an officially verified copy of a confirmation of finished secondary education. <u>Applicants, who graduated a high school abroad will present an officially verified copy of any of following documents:</u> - a document proving general recognition of the equivalence or validity of a foreign document (so-called “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 completed with the “maturita” examination, if it is deemed automatically equivalent in the Czech Republic in accordance with its international agreements without any further administrative procedures – these are documents proving obtainment of the equivalent of Czech “maturita” in Slovakia, Poland (“swiadectwo dojrzalosci”), Hungary (“érettségi bizonyítvány”), and Slovenia or - a foreign document concerning a foreign secondary education, which will be assessed by the faculty for fee CZK 960.

	<p>Detailed information on how to demonstrate the fulfillment of the conditions for achieving secondary education with a school leaving certificate for graduates of foreign secondary schools can be found on the Faculty's web site, the section " Applicants " link "when admitted".</p> <p><u>Documents must be sent in paper to the faculty address:</u> Third Faculty of Medicine of Charles University - Study division, Ruská 87, 100 00 Prague 10 The deadline is on September 1, 2025</p> <p>The nostrification fee will be paid by the applicant at the same time as the payment of the admission fee or at the moment when he / she asks for the assessment of his / her foreign education in the admission procedure</p> <p>for study in English language account number: account number: 0500081433 / 0300, SWIFT: CEKOCZPP, IBAN: CZ 82 0300 0000 0005 0008 1433</p>
2.3)	<p>– Studies in English –</p> <p>Proving of knowledge of the Czech language at the B2 level according to the Common European Framework of Reference for Languages (this does not concern students, who passed high school final exams from the Czech or Slovak language) and proving of knowledge of the English language at the C1 level according to the Common European Framework of Reference for Languages (does not concern applicants, whose previous university studies from which they apply were in English)</p> <p><u>A student proves his or her knowledge of the relevant language in the following way:</u> English language (min. level C1) – by presenting a certificate of passing the IELTS international exams (International English Testing System) or CAE (Certificate in Advanced English), CPE (Certificate of Proficiency in English), TOEFL (Test of English as a Foreign Language), ESOL (English for Speakers of Other Languages Qualification); Czech language (B2 or C1 level) – by presenting a certificate of passing an exam: CCE (Czech Language Certificate Exam for foreigners), ECL (International language certificate of the EU member and EU candidate countries), national language exam (a certificate approved by the Ministry of Education, Youth and Sports of the Czech Republic).</p> <p>Students, who apply for transfer, but have not passed an exam from the Czech language, can do so at the faculty at one of the following dates: 27. 1. 2025, 9. 6. 2025, 23. 6. 2025 and 27. 8. 2025 (at 9:00 AM). It is necessary to register for the exam at the email address: daniela.lvova@lf3.cuni.cz 2 weeks before the exam date.</p>
2.4)	<p>Successfully concluded year in the academic year 2024/2025 – i.e. the student fulfilled all study obligations for the relevant section (year) of studies and met all</p>

	requirements for enrolling into the next year of studies – the student needs to present a transcript of fulfilled study obligations, that he or she took in the academic year 2024/2025 and a confirmation from the respective faculty about meeting requirements for enrolling into the next year of studies.
2.5)	The study obligations fulfilled according to the study plan will be compatible with the study obligations of the relevant study plan at the Third Faculty of Medicine of the Charles University.

The maximum of 7 applicants can be accepted into each major and form of study. The arithmetic mean of the grades from all exams and resits for individual years must not be higher than 2.00. Applicants will be ranked according to the arithmetic mean, which will be the sum of arithmetic means of grades for individual years divided by the number of years. The arithmetic mean will be rounded according to the mathematical rules to the nearest hundredth.

Submitting the application

The applicant, who wants to be accepted according to Section 49 (3) of Act 111/98 Coll. The Higher Education Act, as amended, must:

- submit a paper application on the prescribed form (the SEVT form) and pay the fee for processes related to the admission procedure amounting to CZK 960

Alongside with the paper application and the confirmation of the payment of the fee for processes related to the admission procedure, the applicant also presents:

- a copy of the student's record book
- a transcript of grades and study obligations fulfilled during his or her studies
- a confirmation of having met the requirements for enrolling into the next year of studies
- syllabuses of all fulfilled study obligations

All these supplements must be confirmed by the student department of the faculty where the student studies.

- an officially verified copy of a confirmation of conclusion of secondary education or the documents required for the nostrification (according to 2.2)
- an officially verified copy of a confirmation of the appropriate language proficiency (according to 2.3)

All documents presented by the applicant according to this point become a part of his or her study file.

3FM study plans for each year can be found [here](#).

Deadline for submitting the application

The application and all required documents need to be submitted until **September 1, 2025 (including the date)**.

Contact person:

Ing. Tereza Svobodná

+ 420 267 102 190

tereza.svobodna@lf3.cuni.cz

Study Division

Room 205, 2nd floor, building B

Third Faculty of Medicine Charles University