

APPLICATION INSTRUCTIONS

HOW TO BECOME AN EXCHANGE STUDENT AT THE UNIVERSITY OF OSTRAVA

FALL SEMESTER 2024

Deadline for application: April 15, 2024

STEP 1: CHOOSE YOUR COURSES

Review our list of courses online: <https://www.osu.eu/22821/courses/>

- Filter the list for “Semester: Winter” courses, search by field of education “ISCED F broad” or by “Faculty”

The University of Ostrava requires exchange students to adhere to the following rules:

- A minimum 20 ECTS credits, 30 is a typical full-time load
- Please choose your courses wisely, **changes** can be made only with your faculty coordinator **after your arrival in Ostrava (!)**
- A minimum of 55% of credits must come from one faculty which you will be assigned to
- Courses from the Faculty of Fine Arts and Music are open only to students whose field of study is either fine art or music
- Faculty of Medicine accepts limited number of students
- Always check the course prerequisites in syllabi, please register for a course only if you have the required level of knowledge for it

STEP 2: COMPLETE ONLINE APPLICATION (ECTS - ARRIVALS)

Complete the online application no later than **April 15, 2024**, at:

https://is-stag.osu.cz/portal/studium/uchazec/ects-prijezdy.html?pc_lang=en

Below you find the instructions on how to fill in your application.



1) Open the electronic application for study

Enter your email address to enter the Electronic Application. You will receive a verification email with the link to the application. It is important to keep this email with the link for re-opening the application in next days if needed. Please, **always use the same email** address for re-opening your application.

2) ECTS: Incoming short-term student visits

a) Personal Data

- i. Complete with your personal details (**enter passport version e.g. full name, correct passport number, correct birthdate, etc.**)

b) Incoming study visit

i. Host Institution (University of Ostrava)

- (1) Expected date of arrival: September 16, 2024
- (2) Expected date of departure:
 - (a) February 12, 2025 (1 semester stay)
 - (b) June 20, 2025 (2 semesters stay)
- (3) Academic year you want to study: 2024/2025
- (4) First semester: Fall semester
- (5) Funding: "Other form of short-term study mobility"
- (6) Travel type: Semester(s)/Virtual component (only if applicable)
- (7) Virtual mobility: (NO)
- (8) Appropriate office that issues Czech visa abroad: please type name of the embassy/consulate where you will apply for the Czech study visa
- (9) Language skills: please answer (you are required to provide proof)
- (10) Department: we will determine this for you based on your course selection
- (11) Do you require accommodation at the dormitory: "YES"
- (12) IMPORTANT: PLEASE TICK "I require a confirmation of accommodation to process the visa." – BASED ON THIS STATEMENT YOUR SUPPORT VISA DOCUMENTS WILL BE PROVIDED TO YOU

ii. Home Institution (your home university)

- (1) Institution: search by country and your university should be in the list. If your university is not in the list, please select any university within your country and send me an email that yours is missing. Continue with the application, I will have it corrected.
- (2) Institutional mobility coordinator: please enter the name of your study abroad coordinator at your home university and his/her phone/email.

iii. Attachment – attach the following mandatory documents:



- (1) Copy of passport (please make sure it is valid)
- (2) Copy of English Language Proficiency
- (3) Unofficial copy of your transcript

c) Courses

- i. Please register for 20-30 ECTS credits
- ii. This information is mandatory to complete your application as your selection determines your host faculty, at least 55% of credits must be from one Faculty
- iii. Please choose your courses wisely, changes can be made only with your faculty coordinator **after** your arrival to Ostrava
- iv. Always check the course prerequisites in syllabi, please register for a course only if you have the required level of knowledge for it
- v. If your host faculty at the UO will be the Faculty of Fine Arts and Music, please send us your portfolio/record to my email marek.suchanek@osu.cz.

STEP 3: ACCOMMODATION

All exchange students will be enrolled into our university Halls of Residence (<https://koleje.osu.eu/>). It offers double and triple occupancy.

Your registration in our Halls of Residence is required for your visa application. You may select to stay elsewhere, however, you are then responsible for securing the alternative accommodation (review the attached Fact Sheet for a few alternatives).

STEP 4: SUBMIT THE APPLICATION

In case you have any questions about the application or your exchange, contact me at: marek.suchanek@osu.cz

STEP 5: VISA SUPPORT DOCUMENTS SHIPMENT (IN MAY)

After we receive your completed application, it will be sent to the particular faculty based on the choice of your courses. The faculty will confirm if it can host you and after that confirmation, we will create two documents:

- 1) Acceptance Letter
- 2) Proof of Accommodation



These documents are among the many you need to apply for the visa. Please read thoroughly about the visa process now as some documents may need to be translated into Czech. Start here:

https://www.mzv.cz/jnp/en/information_for_alien/long_stay_visa/study_long_term.htm and then consult with the Czech Embassy in your home country for specific details.

When the visa support documents are shipped, you will also receive an email with helpful visa instructions and the DHL tracking number.

STEP 6: WELCOME WEEK

Please plan to arrive on Monday September 16, 2024, for our Welcome Week activities. More details will be sent to you approximately six weeks before this date.

YOU ARE JUST A STEP AWAY FROM YOUR LIFETIME EXPERIENCE! 😊

