

How to apply?

Follow our step-by-step guide:

1. Go to Palacký University Olomouc [application form](#)

Online Application Form
Palacký University Olomouc

Welcome to the Palacký University Online Application Form.

You need to be registered into Online Application Form system first before you can log in the Online Application Form for the time. Enter your **e-mail address** and choose a password. Your e-mail address and password will be used as your login to the Online Application Form. You can have more application forms for various fields of studies with one account. If you forget your password use the Forgotten password page and do not try to register into the system again. The system will not let you to create another account. Current UP students and employees wishing to file an electronic application form also have to register into the system, UP Portal login details cannot be used.

If you have signed into the Online Application Form system before, sign in using the e-mail used in the registration process. Please, do not create new accounts. If you have forgotten your password, use the Forgotten Password tool.

Payment for the admission process is a required step for successful submission of the application form. The preferred method of payment is online via card*

Do you need any advice? Have you been receiving e-mails? Look up the answers at our FAQ at Wiki or use our Helpdesk – see links below.

Results

Enter the Application Form

* You have to pay the fee for the procedures related to the admission process immediately after selection of a study program or field of study. Information regarding the method of payment and payment details are in the online application form. The fee is not refundable. The application form officially delivered and valid only when the payment of the fee related to the admission procedure is successful.

Important information: If you have any questions regarding technical problems with the Online Application Form send them to www.helpdesk.upol.cz if you have any other questions send them to the e-mail addresses of the faculty you are applying to.

2. You will need to create a new account first

ADMISSION

CS

Email

Password

Remember me

[Forgot Password?](#)

[Log in](#)

New user? [Register](#)

3. Fill in all required details

Please note:

- your name should be written in the **same format as stated in your passport**
- you can apply for several programmes of study from one account
- BUT *the system will only allow you to set up one account per one email address*
- only one account should be set up per person

ADMISSION

CS

First name

Last name

Email

Password


Confirm password

[Back to Login](#)

[Register](#)

4. Verification of your email address is required in order to set up your account

ADMISSION

 You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email? [Click here](#) to re-send the email.

5. Click on the link received in your email

Someone has created an Admission account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 60 minutes.

If you didn't create this account, just ignore this message.

6. Your account is set up

You can fill in your personal details now

Make sure you *fill out all parts marked with **

When filling out your place for birth, the town/city where you were born is to be written for "municipality".

Information

Personal Data

- **Fields marked with an asterisk are mandatory. Use diacritics if necessary.**
- Point to the question mark icon to access Help.
- If you have any problem with Online Application Form, please go to Help -> FAQ. If you cannot find the answer for your question, or you just need to change your birth identification number write to: www.helpdesk.upol.cz (Anonymous request - E-application - change of data). Write down all the data you want to change, or problem you need to solve. Furthermore, write down your birth identification number or pseudo birth code (foreigners only), your sign up e-mail address, and let us know whether you have studied at UP before or if you are a student right now.
- Foreign applicants will receive a pseudo birth code generated by the system. This birth code will belong to the student through the entire study period. Do not change the birth code which you will see after logout and login.
- The section entitled Disabled applicants is designed to help applicants with special needs in order to create specific conditions for them during the entrance exams (e.g. access for wheelchair access).
- If the address of your permanent residence does not coincide with your mailing address, fill in the form in the Mailing Address section.

Do not overlook:

Question: I have a problem with my Online Application Form. It notifies me that my birth code is already occupied. What should I do?

Answer: Birth code is assigned to an e-mail. You can find out to what e-mail address the birth code belongs. You can do following two things:

1. You can either login to Online Application Form by that e-mail address and you fill in the application form there. If you forgot your password, go to page Forgotten password.
2. Or if this is your old e-mail address you no longer use, request a change of personal data in Online Application Form (as instructed above). Write down your former e-mail address, new e-mail address, birth code, and whether you are a student or were a student at UP. Our administrator will assign your new e-mail address to your birth code.

General data

* E-mail: hotmail.com

* First Name:

7. If your citizenship is other than Czech Republic, do not forget to tick that you do not have a Czech identification number

* **Citizenship:**

* **Czech birth identification number without the slash or assigned a pseudo birth code:**

do not have a Czech birth identification number **or assigned a pseudo birth code.**

8. If you have a learning disorder or a disability

you should mark it in the following section. The university's Support Centre for Students with Special Needs will get in touch with you.

Disabled applicants

Type of disability:

Consent to Process Data

I hereby agree with processing of personal data, which I have entered into the mandatory fields (fields not marked by asterisk), by checking this box and I confirm the following instruction regarding their processing by Palacký University Olomouc as a personal data manager. [Read more ...](#)

do not have a Czech birth identification number or assigned a pseudo birth code.

Save

- Applicant with slight visual impairment / User of sight
- Applicant with severe visual impairment / User of touch / voice
- Hearing-impaired
- Deaf
- Applicant with reduced mobility - lower limb disability
- Applicant with reduced mobility - upper limb disability
- Applicant with reduced mobility - lower and upper limb disability
- Applicant with specific learning disorder**
- Applicant with mental disorder or with chronic somatic disease
- Applicant with impaired communication skills
- Applicant with autism spectrum disorder

9. Make sure you give consent with processing your personal data and SAVE your details

Consent to Process Data

I hereby agree with processing of personal data, which I have entered into the mandatory fields (fields not marked by asterisk), by checking this box and I confirm the following instruction regarding their processing by Palacký University Olomouc as a personal data manager. [Read more ...](#)

Save

10. Fill out the required information in “Previous Studies” section.

Do not forget to tick the section “I have attended secondary school outside the Czech Republic”. That was you will not have to look for any school ID codes.

Information

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Previous Studies

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Previous studies

- Fields marked with an asterisk are mandatory.
- Point to the question mark icon to access help.
- Enter the School ID number (in Czech "IZO code") and the field-of-study code (in Czech "KKOV code") without hyphens, slashes or spaces. You can find these codes in your secondary school reports, or you should ask at your secondary school. You can also use the search box on the Institute for Information on Education [webpage](#) for schools in Czech republic. The correct completion of these fields is mandatory for students who have completed secondary school this year.

Secondary school

Year of secondary-school leaving exam:

I have attended secondary school outside the Czech Republic.:

ⓘ * School ID (IZO): I do not know the School ID number and cannot find it out.

ⓘ * Field-of-study (KKOV) code:

* Applicant from:

* Previous Education:

Previous university studies

* I have studied at a university:

I hereby agree with processing of personal data, which I have entered into the mandatory fields (fields not marked by asterisk), by checking

11. Go to “Application Creation” and opt for “Program Selection”

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New Application

Information

- It is not possible to fill out an application for Follow-up Master's or PhD study programmes unless you have completed the *Previous Studies* section.
- The Application form is deemed to have been delivered and valid only when the application fee payment related to the admission procedure has been received by the institution.

or

List of created applications for the academic year

You have not submitted any application yet.

12. Category of study: Degree

Type of study: must state “*Master’s*”

Faculty: choose “*Faculty of Medicine and Dentistry*”

Form of study: leave blank or choose “*full-time*”

Fields of study/Programs: click “*single-major*”

Language of Study: choose “*foreign languages*”

Choose a study programme: choose “*General Medicine*” or “*Dentistry*”

[← Back](#)

Category of study Degree

** must be selected*

*** Type of study**

*** Faculty**

Form of study

Fields of study / Programs

single - major

double - major

Language of Study

*** Choose a study program**

Show entries

Search:

13. Clicking on "Sign up" will create your application for the selected programme of study

[General Medicine](#)

Language of Study: English

Undergraduate Master, Full-time, Olomouc
M5103/5103T065:AJ/8-P-O
38638

[Sign up](#)

14. Please pay attention to the information given. In order for your application to be accepted, you must pay the application fee.

Create Application Wizzard

Information

I am aware that the application is valid only when the administrative fee is paid. Selected faculty does not require you to send a shortened version of the application form!

The application form is deemed to be delivered by the applicant only after the successful payment of the fee for the procedures related to the admission process.

Update your personal information, previous studies and eventually your mailing address before you submit any application.

15. Any decisions regarding your possible admission can eventually be delivered to you via university's information system, which means you will find them in the section "Documents" of your application. We however need your consent to be able to do that, otherwise all decisions will have to be posted to you. The decisions will reach you quicker (electronically), if you opt for "agree" in the following section:

Create Application Wizzard

Acceptance decision of admission

I hereby agree with the delivery of the acceptance decision of admission to studies through the electronic information system of Palacký University in Olomouc *

Acceptance decision of admission *

-- Select --

16. Select whether or not you are applying through an agency

Create Application Wizzard

Agency

Are you applying through an agency?

-- Please --

17. Your application is created

Create Application Wizzard

Summary

You must enter all the required attachments once you have created your application, and send them to the application by pressing submit.

Create application **Cancel**

18. Go to "Application Overview"

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Links to Applications

List of created applications

Information Short version app. Payments

We highly recommend paying the application fee online with a valid credit/debit card or Google Pay *.
* Google Pay is a digital wallet tied to your Google account.

List of created applications

LEF 2022 General Medicine (42749) **Delete**

Language of Study: English
Master's, Full-time, Olomouc

i

Application Number: 1309796

You have entered your application. **You will apply by paying a fee.**

[Show instructions](#)

19. Pay the application fee

You can **"pay the application fee ONLINE by card"**

You can also pay via QR code or make a bank transfer, in which case go through **"Pay reference no."**

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* Google Pay is a digital wallet tied to your Google account.

List of created applications

LEF 2022 General Medicine (42749) **Delete**

Language of Study: English
Master's, Full-time, Olomouc

i

Application fee:
690.00CZK

Unpaid

Pay the app. fee ONLINE by card

Pay / Reference No.

20. Upload all required documents.

A single file can be maximum 2MB

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Sending attachments to the electronic application

Check all the attached files after the upload. Then use the bulk assignment of attachments to the application form by clicking the button "Submit".

Each application form, which required attachments, has its own for for uploading and sending attachments.

General Medicine (Program)

General Medicine (Program / Specialization / Field of study)

Diploma 0 of 1

+choose

* max 1 x 2.0 MB jpg/jpeg, PDF

Transcript of records 0 of 1

+choose

* max 1 x 2.0 MB jpg/jpeg, PDF

No part of this section can stay empty. You must upload a document to each one of the sections. If you do not have any tertiary education transcripts, upload your secondary school transcript or a pdf file stating "no tertiary education". If you do not have any of the required English proficiency certificates, upload a pdf file stating this fact.

21. Click on "submit"

This step attaches the uploaded documents to your application.

Make sure you only do this once ALL documents have been uploaded, as you will not be able to change the attached files afterwards.

Curriculum vitae 0 of 1

choose

* max 1 x 2.0 MB jpg/jpeg, PDF

Motivation letter 0 of 1

choose

* max 1 x 2.0 MB jpg/jpeg, PDF

Summary of documents 0 of 1 **not submitted**

Submit

* Send the attachments to the application form. By sending the attachments, a single file will be created with all the attachments and it will no longer be possible to change the attachments or the file. Check the resulting file.

Your application is complete now

- You will be able to go back to it if you do not upload the documents or make a payment straightaway.
- But only once all required documents are uploaded and the application fee paid for will your application be considered as successful!
- If you have any queries, email jana.osmani@upol.cz