How to apply?
Follow our step-by-step guide:

1. Go to Palacký University Olomouc application form

2. You will need to create a new account first

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

   **ADMISSION**

   ![Warning]
   
   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 on the link below to verify your email address.

   ![Link to e-mail address verification]
   
   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".

![Personal Data]

   - Fields marked with an asterisk (*) are mandatory. Use diconties 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.hospital.up.ac.za (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 login and login.
   - The section entitled Disabled applicants is designed to help applicants with special needs in order to create specific conditions for them during entrance exams (e.g., access for wheel chair 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 the following two things:

   1. If you have an e-mail address and you want to change the birth code, please go to the Online Application Form page where the question mark icon is located. Click on the question mark icon to access Help.
   2. If you have an old e-mail address and you no longer use it, you can 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:**
   - **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

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

9. Fill out the required information in “Previous Studies” section.
10. Go to “Creating Applications”

11. Type of study: must state “Undergraduate Master”
    Faculty: choose “Faculty of Medicine and Dentistry”
    Form of study: leave blank or choose “full-time”
    Fields of study/Programs: leave blank or choose “fields of study”
    Language of Study: choose “foreign languages”
    Choose a study programme: choose “General Medicine” or “Dentistry”

12. Clicking on “Login” will create your application for the selected programme of study
13. Please pay attention to the information given. In order for your application to be accepted, you must pay the application fee.

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

15. Your application is created
16. Go to “Application Overview”

17. Pay the application fee

18. Upload all required documents.
   A single file can be maximum 1MB

   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.
19. 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.

---

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