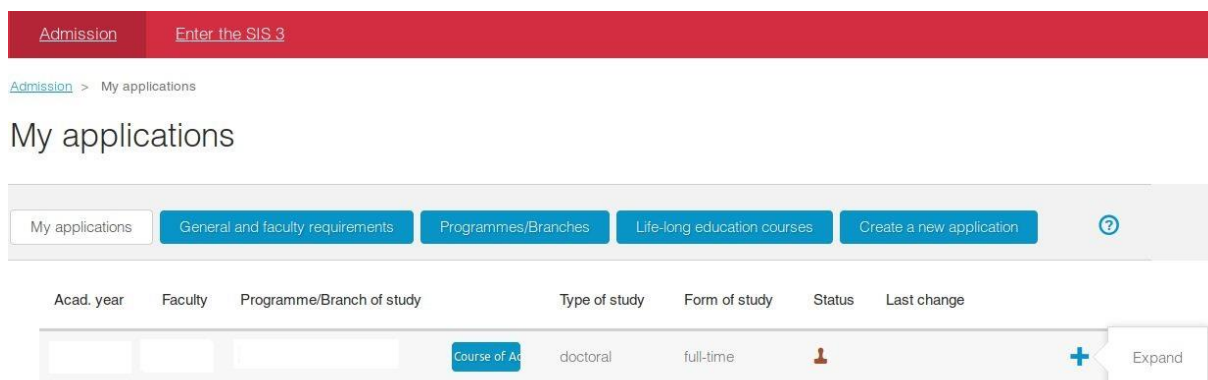


Submitting requests via SIS CU

1) In [the module Admission](#) go to *My applications* and click on the cross next to given application for study (the one for which you want to submit a request).



Admission > My applications

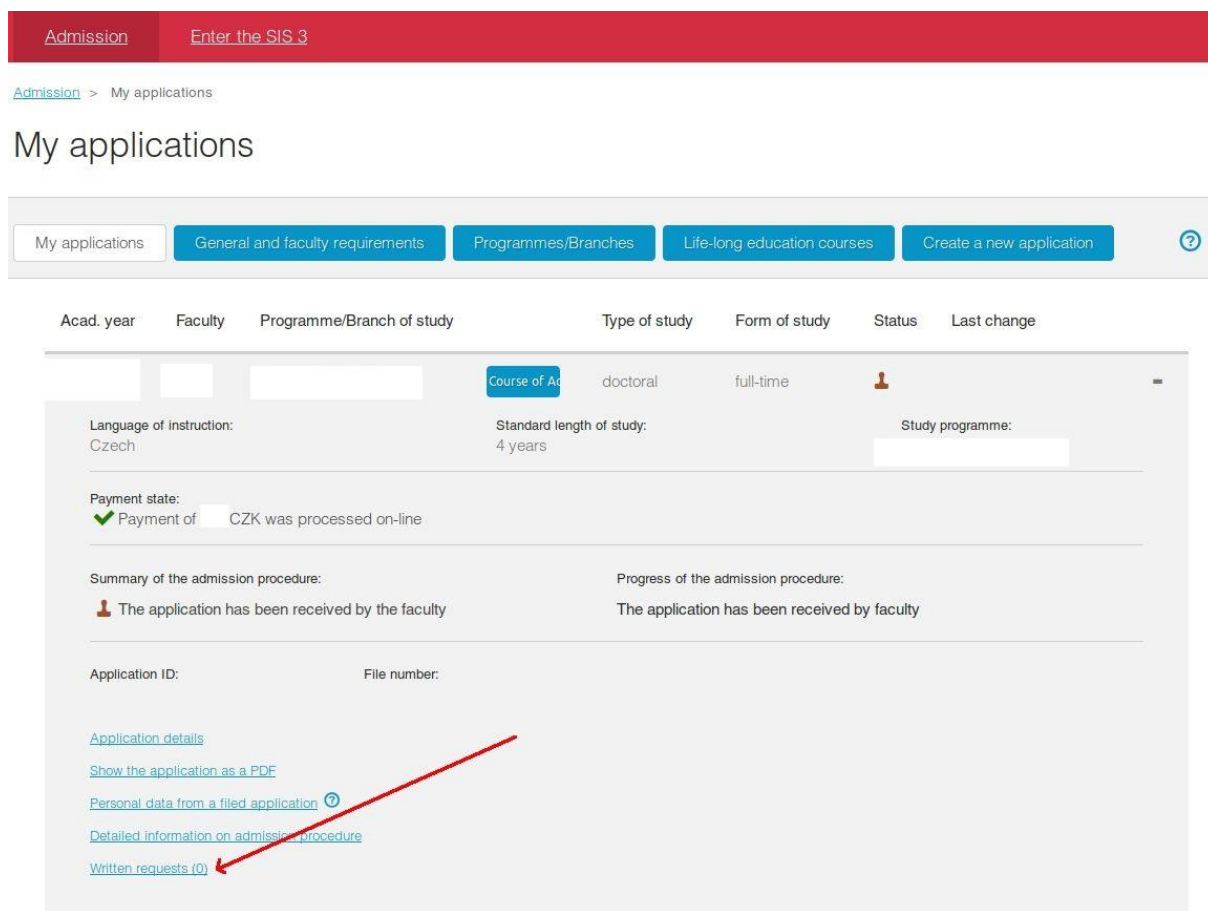
My applications

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
			Course of Ad	doctoral	full-time	👤

+ Expand

2) Use the link to *Written Requests* and click on the button *Submit a written request*.



Admission > My applications

My applications

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
			Course of Ad	doctoral	full-time	👤

Language of instruction: Czech | Standard length of study: 4 years | Study programme: [input field]

Payment state: Payment of [input field] CZK was processed on-line

Summary of the admission procedure: The application has been received by the faculty | Progress of the admission procedure: The application has been received by faculty

Application ID: [input field] | File number: [input field]

[Application details](#)
[Show the application as a PDF](#)
[Personal data from a filed application](#)
[Detailed information on admission procedure](#)
[Written requests \(0\)](#)

3) Choose the type of request you need:

Admission > My applications > Enter the SIS 3

Admission > My applications > Written requests

Written requests

← My applications | Admission procedure | Personal data | Written requests | Proof of education | Application details

Application No. 991842 - branch: [Neurosciences](#)

Faculty: Second Faculty of Medicine
Type of study: doctoral
Form of study: combined
Study programme: Neurosciences (P0912D350105)
Language of instruction: English

Submitted requests

Alternative date of the entrance examination can be requested only upon receipt of the invitation for a regular entrance examination date.

Type	Submission date	Status date	Outcome	Processed on
no data found				

Submit a written request

Admission > My applications > Written requests

Written requests

← My applications | Admission procedure | Personal data | Written requests | Proof of education | Application details

Submit a written request

Type:

Text of request:

Min length 50 characters, typed 0, 50 remaining.

Attachment:

Maximum size of single attachment is 20 MB.

Submit request

- ***Modification to the method of assigning subjects or the course of the entrance examination***

In the text, specify what should the modification look like – e.g. bigger characters in the written text (15 points), longer time to complete the examination.

Choose the kind of handicap and I agree that your personal data can be used for the university needs.

Attach a scan of a report from a medical or psychological institution and if required choose the attachment type *Annex to the application*.

[Admission](#) > [My applications](#) > Written requests

Written requests

Submit a written request

Type: Modifications to the method of assigning subjects or the course of the entrance examination

Text of request:

Min length 50 characters, typed 0, 50 remaining.

Type of special needs:

A1-slightly visually impaired (user of sight)
A2-seriously visually impaired (user of touch/voice)
B1-hearing impaired (user of verbal language)
B2-hearing impaired (user of sign language)
C1-disability of lower limbs (paraplegic)
C2-disability of upper limbs
D-specific learning disability
E-disorder of autistic spectrum
F-other mental disorder (incl. non-autistic neurodevelopmental disorders) or chronic somatic disease

Attachment:

Submit request

- ***Alternative date of the entrance examination***

The request can be submitted only after the exact date of the entrance exam is communicated, i.e. after receiving the invitation to the entrance examination.

For this request, you need to attach a doctor's confirmation of your sickness during the entrance exam, your school's confirmation about the date of your final exam (maturita exam, state exams etc.) or another attachment proving you were not able to attend the entrance examination. After attaching the file, if required choose the attachment type *Annex to the application*.

- ***Waiver of the entrance exam***

This type of request is only for the applicants for doctoral study programmes who fit the criteria set by the conditions of the admission procedure.

- ***Request for the entrance examination taken remotely (online)***

This type of request is intended only for doctoral degree applicants who wish to apply for an entrance examination taken remotely (via telecommunication technologies).

- *Other application concerning the admission procedure*

If you wish to submit another application concerning the admission procedure, please contact Department for PhD Study first.

4) After filling in all the obligatory fields and attaching the file (including the specification of the files' type), submit your request by clicking on *Submit request*.

The decision on the request will be sent via SIS of the Charles University and will be notified via e-mail.