Submitting requests via SIS CU
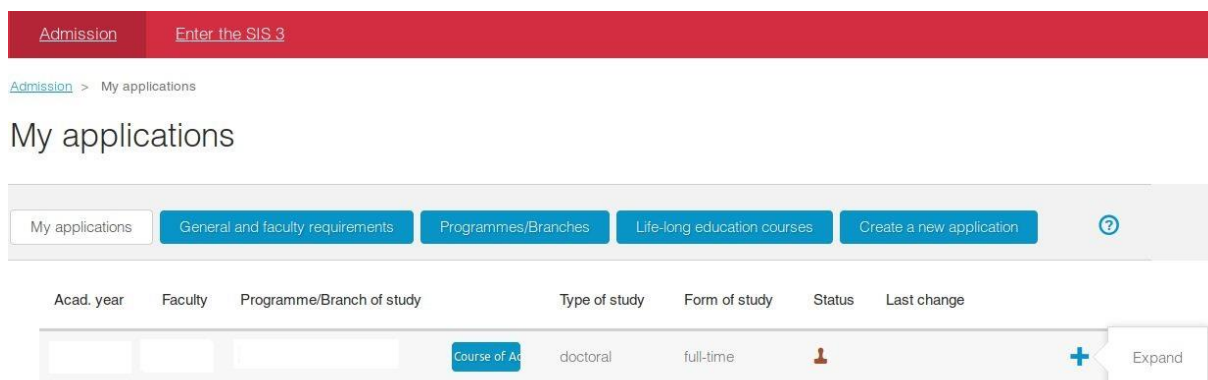
1) In the module Admission go to *My applications* and click on the cross next to given application for study (the one for which you want to submit a request).
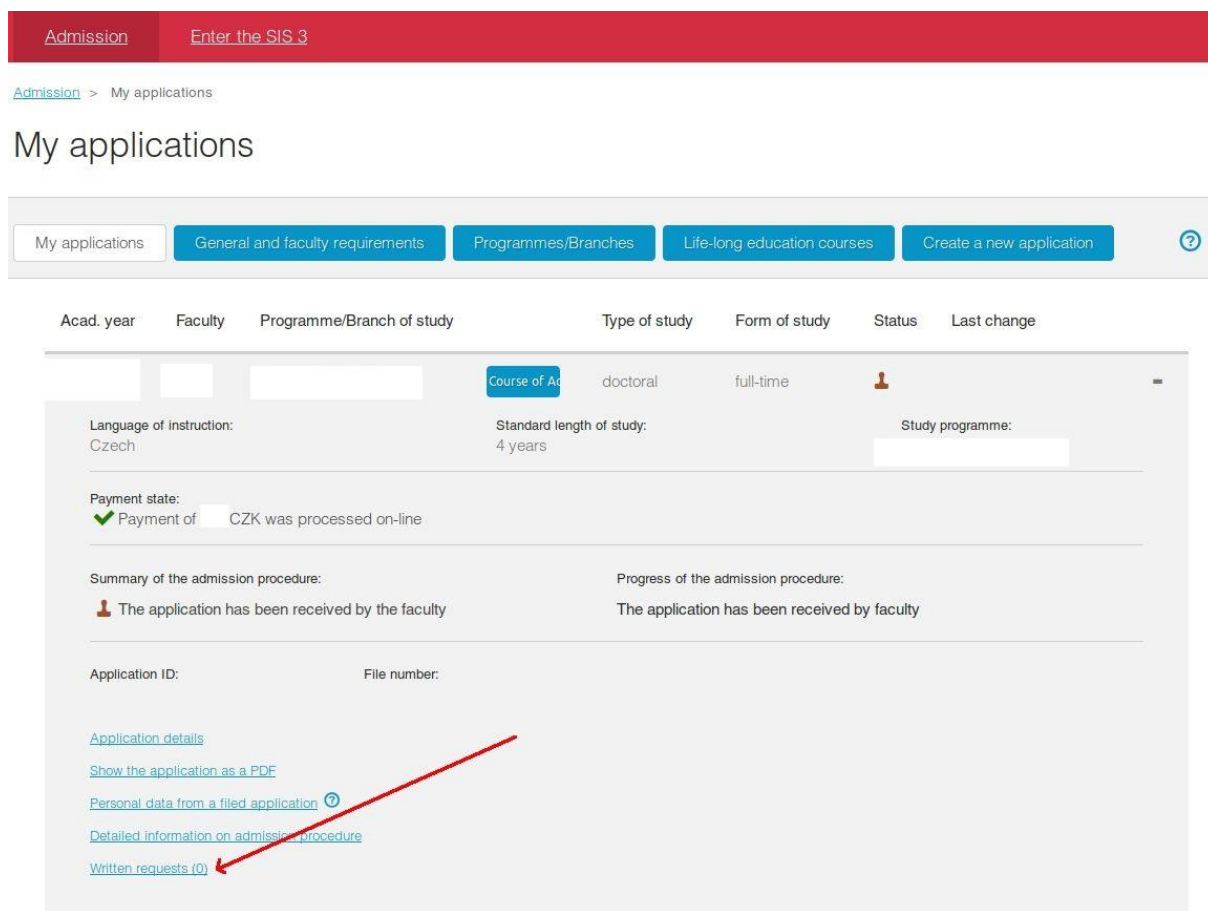

2) Use the link to *Written Requests* and click on the button *Submit a written request*.

3) Choose the type of request you need:

- *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 hendicap 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.*

- *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.