

Admissions process

1. Send the online application form
 - Applicants **who do not need a visa** are welcome to send the application form any time **before the end of August**.
 - Applicants **who need a visa** must send the application form **before the end of May!**
2. For the **study programme in English**, send a scan of the **English test results certificate**, if you have it.
 - We accept following certificates with minimum test scores:
 - IELTS - 6 or higher (all parts)
 - TOEFL iBT – 65 or higher
 - TOEFL cBT – 183 or higher
 - FCE – grade B or higher
 - CAE – Pass
 - PTE (Pearson) – 59 or higher
 - The certificates are verified by the Department of Languages of UCP.
 - If you **don't have any English certificate**, you have to **take the online placement test**. We require level B2 and higher.

Pay the admission **fee 500 Czech Crowns**, instruction for the test will be sent.

After you are accepted as our student:

3. Sign Study Contract and pay the **tuition fee** for one academic year.
4. The acceptance letter will be sent by the DHL at own expense of the applicant.
5. Once all administrative documents and payments mentioned are received and approved by UCP, a confirmation of admission to study will be issued and given/sent to you (this document is required to obtain the study visa).
7. Please come to the Czech Republic **at least one month** before classes officially begin!
8. UCP will review all the original documents (with official translation in English) during registration.
9. Students are requested to submit the **official validation of their secondary school diploma before the end of the 1st semester** at the latest. This process could last more than one month and UCP cannot fully accept a student for study without this document!