How to pay the tuition fee

To access the payment website, go through one of the following links depending on your program:

- Bachelor's degree programs: https://is.muni.cz/auth/obchod/baleni/350155?lang=en
- Master's degree programs: https://is.muni.cz/auth/obchod/baleni/350154?lang=en

When you log in (log in with your UČO and your password for IS) following the respective link, follow these steps:

1. Check you have the correct item selected (your program).
2. Click on "Add to shopping cart".
3. Click on "Order".
4. Check if it's what you want and click on "order" again.
5. Fill in all the required information and click on "Next"
   - This information might be filled in from IS already. If so, check everything is correct.
6. Select your method of payment and follow the instructions. **Read below on the methods of payment**

!!! Note: by paying the tuition fee, you are signing your study contract. Please make sure to read it.

You have 4 payment options: bank transfer, bank card, Convera, or cash at the faculty's cashier.

If you want to use **Convera** (a dynamic global platform that makes international tuition payments easy, from anywhere in the world) to make your payment, please choose **"bank transfer"** as your payment option to receive the payment instructions (variable symbol) and follow the instructions below. There will be "Pay using the Convera GlobalPay platform" button which will take you to the instructions on the website (the same instructions are here below). We added Convera to the options to assist those who were facing extremely high bank transfer fees.

Bank transfer

1. After you click "Next", please double check that all your information is correct.
2. Please pay attention to the due date (the due date is the date by which the payment must reach our account, not the date on which you make it).
3. Follow the instructions.
4. After you click "Complete order", you will be provided with the information to make the bank transfer. Please, read all the information carefully. The payment information will also be sent to your e-mail.

Bank card

1. After you click "Next", please double check that all your information is correct.
2. Please pay attention to the due date (the due date is the date by which the payment must reach our account, not the date on which you make it).
3. After you click "Complete order", you will be able to make the payment immediately by card. Just click on "Payment by card". If you do not want to make the payment immediately, **refrain from clicking it** as you will not be able to return to it otherwise.
4. Follow the instructions.

Faculty cashier's office

1. After you click "Next", please double check that all your information is correct.
2. Please pay attention to the due date (the due date is the date by which the payment must reach our account, not the date on which you make it).
3. Follow the instructions.

Convera

To be able to pay through Convera, you must first select the bank transfer option as described above to receive the variable symbol identifier you will use for your Convera payment.

You can use the GlobalPay for Students platform to pay student fees by bank transfer, credit card, or by using a wide range of local online payment options including Alipay, UnionPay, India Bank Transfer and more without incurring any transaction charges.

Quick guide to using the platform

When using the platform you will need to follow these instructions

1. Enter/select the country you are paying from
2. Enter the amount to pay in CZK
3. Select 'Get a quote'
4. Select 'Show more options' at the bottom of the screen to view all options, including CZK if your local currency is not available
5. Select one of the options and enter the student/payer details

If you choose to pay by bank transfer, use the payment instructions provided to make your payment through your bank (at branch, online or phone banking). If you select an online payment option, you will be redirected to complete your payment.

Reference/advance number/variable symbol

You will find this number in your payment instructions as "variable symbol identifier". Be sure to include the variable symbol identifier provided in your payment instructions with your payment. This identifier facilitates the accurate pairing of your payment with your account.

HOW TO INCLUDE THE VARIABLE SYMBOL ON THE CONVERA PLATFORM:

> You don't type in just the variable symbol; the variable symbol must be preceded by the letters VS. For example: VS0123456789

To get directly to Convera: https://students.convera.com/muip#!/