

## FACULTY OF EDUCATION - INFORMATION ON ENROLLMENT

- ENGLISH LANGUAGE FOR EDUCATION
- LOWER SECONDARY SCHOOL ENGLISH LANGUAGE TEACHER TRAINING

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### Supplementary Information to the previous letter

This section was created based on the most frequently asked questions about the previous letter

#### PROCEDURE OF LEGALIZATION OF DOCUMENTS

As stated in the terms and conditions of the application, legalized copy of a Bachelor's / Master's degree certificate is required (notarized translation, if the document is not in English or Czech, verified by superlegalization or apostille, if required).

Please see the following address for the necessary verification:

<https://www.muni.cz/en/admissions/recognition-of-foreign-education/means-of-authentication>

Legalization of documents is a prerequisite for subsequent nostrification

1. Make a copy of your diploma (high school diploma, bachelor's degree)
  - a. The diploma must be translated into English or Czech!
2. Verify the authenticity of the signature on this copy
3. Verify the copy with an authentic signature by apostille / superlegalization

## NOSTRIFICATION OF DOCUMENTS

Permanent nostrification is valid for life (done through the Rector's Office of Masaryk University) and remains valid even if you have not managed to obtain a visa for this year. At the same time, the nostrification is valid for all universities within the country and in case of applying for a job. **We therefore recommend this option.**

### One-time verification

In your emails you often ask about the following documents:

- Confirmation from your secondary school that your education entitling you to study a bachelor's degree in that country (Your secondary school should be able to provide you with such a confirmation)
- Certified copy of the accreditation of the foreign secondary school

These are general confirmations that you can apply for by emailing your secondary school/university of study. They should be able to issue them upon your request. If it is not possible, send only the documents you have available.

## New information

## ONLINE ENROLMENT

Online registration will be open **till 1 August 2021**

**Enrolment to the study program is binding.**

### How to enroll?

#### Step 1

You will see the "Enrol" button on your e-application **only** till 1 August 2021.

#### Step 2

Clicking on this button will take you to a new page where you must tick three confirmations:

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- a. Consent to enroll in the study program
- b. Confirmation of your password control
- c. Confirmation that you are familiar with ["Health and safety conditions at the university"](#)

Once you have confirmed these three fields and clicked on the "Enrol" button, your enrolment will be confirmed on the next page.

## Step 3

Underneath the confirmation that says "Enrolment was successful" you will find one very important number - the person's **UCO** (university number). Remember and note this number, it will accompany you throughout your studies at Masaryk University. You will use it to log in to the MU Information System - the "Log in to IS MU" button, which you will find just below the enrolment confirmation, will lead you there.

## Step 4

Clicking on the "Login to IS MU" button will take you to a page where you can set your **temporary password**. If you have already studied at MU and have been assigned a UČO, you will log in with your current primary password.

## Step 5

After setting your own password, you can log in to IS MU. For the time being, you will be in the "person not identified" status, which will be prominently displayed on each of your MU IS pages.

## For verification use this link:

Students arrange their accommodation through the portal:

<https://is.muni.cz/auth/ztozneni/?lang=en#postou>

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## DORMITORY

The student arranges his/her own accommodation through the **Accommodation and Catering Services of Masaryk University**. Please, contact them directly once you are enrolled to the study and you have your **UCO** number.

<https://www.skm.muni.cz/en>

## TUITION FEE PAYMENT INSTRUCTIONS

For payment in CZK: <https://is.muni.cz/obchod/baleni/231290?lang=en>

For payment in EUR: <https://is.muni.cz/obchod/baleni/231291?lang=en>

For bank transfers from foreign bank accounts, please provide the following information:

[https://is.muni.cz/obchod/platba\\_ze\\_zahranici?lang=en](https://is.muni.cz/obchod/platba_ze_zahranici?lang=en)

If you need to pay in installments, order the tuition fee via MUNI Shopping center and do not pay for it. A payment plan will be issued based on your order (But only if you have sent an [official request](#) in pdf format – see previous information letter)

In case you pay in installments, it does not matter if the payment expires.

If you order a package in Euros, the entire payment must be completed in Euros. The same applies with Czech crowns (this information applies if you pay in instalments).

Conditions for refund: <https://is.muni.cz/go/uzlxq5>

**All documents (incl. those for verification of previous education) must be submitted by 12 September.**

If you no longer plan to study at the Faculty of Education at Masaryk University, let us know, we will remove you from the mailing list

There is no need to reply to this email. If you have any questions, always provide your application number. Thank you for your cooperation.

Warmly,

International office of the Faculty of Education, Masaryk University