

This Policy supersedes AAU Policy No. 17/2022

A.	Introduction .....	2
1.	Scope of the Policy.....	2
2.	Student Types.....	2
3.	Deadlines.....	2
B.	Admission Procedure .....	3
1.	Application .....	3
2.	Admission .....	3
3.	Registration and Matriculation .....	4
4.	Payment Information.....	4
C.	Requirements for Undergraduate Degree-Seeking Applicants.....	5
1.	English Proficiency.....	5



- i. The application procedure starts with the online application submitted via the [AAU Application Portal](#). There is a \$50/€50/CZ K 1000/1 application fee. Students are required to submit all the required documents saved in PDF directly through the AAU Application Portal. AAU also accepts applications through the platform. Students applying through Common app will have to submit additional documents via email.
  - ii. After AAU receives the application fee payment, the applicant's documents are reviewed. The Admissions Counselor reserves the right to request additional information or documentation if deemed necessary.
  - iii. Upon successfully submitting all required documents (original or scanned) in a correct format, the application will be considered fully submitted and an interview will be scheduled with the applicant and the Dean's Office responsible for the program the applicant is applying to. Relevant experience, interest in the field, future goals, motivation to succeed, and language skills of the applicant will be assessed. Visiting students are not required to complete an interview.
- i. The Dean or Vice Dean of the school of study of the program to which the applicant applied makes the decision on admission of degree-seeking students. In all other cases, admission decisions are made by the Dean of Students. In case the relevant Dean or Vice Dean is not available (vacation etc.), the decision can be made by any available Dean or Vice Dean, following this order: School of Business Administration, School of Humanities and Social Sciences, School of International Relations and Diplomacy, School of Journalism, Media and Visual Arts, Dean of Students.
  - ii. The admission decision will be communicated to the applicant within one week of the interview or completion of the application, should an interview not be necessary. The decision is delivered to the applicant by means of the electronic information system if the applicant agreed to this method of delivery in the application. Otherwise, it is delivered in person or by means of mail service providers. The admission is valid for the semester marked in the decision (Erasmus and University exchange students) or for the semester marked in the decision and the subsequent two semesters, totaling in one year (degree-seeking and study abroad students). If an applicant is not able to matriculate and start their studies within these deadlines, the admission decision expires, and the student must reapply.
  - iii. If the applicant fulfills all the relevant requirements set forth by AAU, the applicant will be
  - iv. Applicants who have not yet completed their prior education but otherwise have fulfilled all of the relevant admission requirements will be . Upon submitting proof of completion of their prior education, the status will be adjusted to be admitted. . If the applicant fails to be admitted by the start of the semester marked in the decision on provisional admission, the applicant will be . The applicant can appeal the decision in writing to the President within thirty (30) days of the receipt of the decision. The outcome of the appeal is dependent on the submission of the required documents set forth in this document.
  - v. If the applicant's application receives a negative evaluation (including failure to attend an admission interview), the applicant will be . The applicant may appeal the decision in writing to the President/Dean within thirty (30) days from its receipt. The applicant should e-mail the appeal letter to the Admissions Office at [admissions@aauni.edu](mailto:admissions@aauni.edu). This will be the contact for

---

<sup>1</sup> Please note that Erasmus and University exchange students are waived from the application fee. The waiver may apply to other visiting students based on special agreements with the University.





- i) Guyana
- j) Ireland
- k) Jamaica
- l) New Zealand
- m) St. Kitts and Nevis



OR

3) Original High School Diploma and High School Transcript\* or their copies authenticated by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service, confirmation that the applicant is a graduate of a foreign secondary school sent electronically by a 02 reh15.32 8 ma





- o) St. Vincent and the Grenadines
- p) South Africa



Panama, Paraguay, Peru, Philippines, Salvador, Samoa, San Marino, the Seychelles, Suriname, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Swaziland, Tajikistan, Tonga, Trinidad and Tobago, Turkey, Uruguay, Vanuatu, and Venezuela.  
Other states

Superlegalized University Diploma and Transcript\*.  
Superlegalization means that the authenticity of signatures and stamps on the original documents is verified by the Ministry of Foreign Affairs.  
Qq29842832 841.92 reW\* nebisTJE



Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)  
Passport size photo

For Life-Long Learning students in the U.S. accredited degree program, according to section C. of the Life-Long Learning policy, the same admission criteria apply as for Undergraduate degree-seeking students according to section C. of the Admission Policy.  
For other Life-Long Learning students, the following admission criteria apply:

Proficiency in the language of instruction of the relevant Life-Long Learning program at level B2 of the Common European Framework of Reference for Languages (CEFR) is recommended, but no proof is required.

No evidence of prior education is required.