

This Policy supersedes AAU Policy No. 17/2022

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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 any appeal questions. Negative decision for compliance with the internal regulations and admission requirements will be reviewed. AAU may also the admission decision and request additional documents, or an additional interview, should any doubts about the authenticity or accuracy of the provided information arise.
- vi. By default, degree-seeking students are admitted to the US-accredited degree program. To be admitted also as degree-seeking students to the Czech-accredited degree program, they must submit authenticated hard copies of documents proving the previous qualification (see below).
  - i. To register for courses, degree-seeking, visiting, and auditing students must contact the academic advisor assigned to the program or the Assistant Dean of the relevant school of study. The advisor will guide the student through the available options and the registration process. The deadline for registration coincides with the end of the add/drop period of the term the applicant is applying to.
  - ii. Admitted degree-seeking, exchange and study abroad applicants on the first day of the first semester in which they have registered courses or on the day of course registration (whichever comes last). Auditing students do not matriculate and are not eligible for any document

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consequence as the failure to provide authenticated documents to AAU (refer to Section B point 3 iii).

- i. In order to complete registration, newly admitted students must pay the total tuition and all applicable fees for the upcoming semester. They will receive a detailed invoice which contains the exact amount due and payment method details upon admission. AAU can issue the documents necessary to start the visa application procedure only after full payment is received. Since the visa procedure may take from 60 to 120 days from the day of submitting the documents at the respective embassy, visa-seeking students must process the payment as soon as possible. The confirmation of studies for visa purposes is not valid more than 180 days from the issuing date. Students admitted only to the US accredited degree program, should apply for the visa type "other" for educational purposes. Students admitted to the US and Czech accredited degree programs should apply for the visa type "study".
- ii. In case of receiving one of AAU's Scholarships for new incoming students, a new invoice with adjusted price will be issued. If the student has already submitted the tuition payment in full prior to the scholarship deduction, the excess sum will be kept on their AAU account and can be



- i. AAU accepts proof of previous qualification issued in the Czech, English, or Slovak language. Documents issued in other languages must be officially translated into Czech or English language by a certified translator. T





Andorra, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Burundi, Cabo Verde, Chile, China – only Hong Kong and Macao (legalization is required in the case of other territories of China), Colombia, Cook Islands, Costa Rica, Democratic Republic of São Tomé and Príncipe (from 15 July 2008), Dominica, Dominican Republic (authentication by Apostille clause from 30 August 2009), Ecuador, El Salvador, Faroe Islands, Fiji, French territories (i.e., French Polynesia, the French Territory of the Afars and the Issas, Guadeloupe, Guyana, Komodo Islands, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (from 7 April 2002 – up to this date it was covered under Great Britain), Guatemala, Honduras, Iceland, India, Indonesia, Israel, Jamaica, Japan, Kazakhstan, Republic of Korea (South Korea), Kosovo, Lesotho, Liberia, Liechtenstein, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Monaco, Namibia, Niue, Oman, Palau, Panama, Paraguay, Peru, Philippines, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Saudi Arabia, Senegal, Seychelles, Singapore, Suriname, Swaziland, Tajikistan, Tonga, Trinidad and Tobago, Türkiye, Uruguay, Vanuatu, Venezuela, Republic of South Africa.

Copy of High School Diploma and High School Transcript\* with an Apostille. An Apostille is a certificate that authenticates the origin of a public document. It is issued by a competent authority of the state in which the diploma was issued (the so-called Apostille authorities). The list of

- g) High School Diploma
- h) Optional: ACT or SAT score (welcome as a supportive document).





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 (or by the relevant body) of the state where the bachelor university document has a registered address, and by the relevant embassy of the Czech Republic. Czech Embassy/Consular contacts can be found [here](#).

Academic preparedness must be proven by a transcript with no less than 15 semester credits (30 ECTS) and an overall GPA of 2.5 or higher from a home university. Students with a lower GPA may apply for a GPA waiver by submitting a personal statement and two letters of recommendation. Upon the approval of the AAU President, specific requirements can be agreed on the basis of bilateral agreements.

- a) Official transcript
- b) Language exam results (if required)
- c) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)
- d) Passport size photo

Exchange students are selected and nominated by their home university based on its internal requirements. AAU admits all nominated students within the limits set forth in respective bilateral agreements.

No evidence of prior education is required.

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