

When passed the entrance examination test successfully

Besides a successful passing of the entrance examination test, submitting of a completely legalized High school diploma/certificate in accordance with the information below is strictly required, as an essential and legal condition for admission and starting study at any University/Faculty in the Czech Republic.

We fully recommend to start the verification and legalization of your high school documents as soon as possible, so you are able to manage the whole process on-time, meeting the deadline for submitting the documents for the purpose of admission to study. **Officially admitted students can obtain their official Admission Decision letter after submitting their fully and correctly legalized high school documents, i. e. not earlier then after meeting all admission criteria.**

Please see the particular articles under this section, it may help you to understand the process.

In case if passed the entrance exam test successfully and decided to enrol and start the study as a first year student at our Faculty, please follow the instruction for *verification, legalization and assessment of High School Documents* and fulfill following steps:

1. Let verify and legalize your High School documents as required.

<http://www.lfp.cuni.cz/clanek/5429-translations.html>, <http://www.lfp.cuni.cz/clanek/5428-forms-of-authentication.html>

2. According to a type of your high school leaving certificate, pay the assessment fee in amount of 870,- CZK, if the payment of assessment fee is requested. For this information follow the instructions in the article <http://www.lfp.cuni.cz/clanek/5430-types-of-high-school-documents-and-their-assessment.html>. Attach a proof of payment/payment receipt to your verified and legalized documents.

Although the amount of the assessment fee may be identical or similar to the entrance examination fee, the assessment fee is a fee different from the entrance exam registration fee and must be paid separately.

Account number for the assessment fee payment: *(add the account number including an international format such as IBAN, BIC-Swift, etc.)*

CZK Faculty of Medicine in Pilsen bank account:

Receiver: Univerzita Karlova v Praze, Lékařská fakulta v Plzni

Ovocný trh 5

116 36 Praha

Bank address: Komerční banka a.s.

Goethova 1

301 00 Plzeň

Account number: 61633311/0100

IBAN: CZ15 0100 0000 0000 6163 3311

SWIFT: KOMBCZPPXXX

3. Submit your verified and legalized documents to the Faculty of Medicine in Pilsen, so the documents together with the payment are received by the Faculty not later than on ***31st August 2022. Documents sent after the deadline as well as documents sent via email will not be accepted.***

Send the verified and legalized copies of documents listed below by post or a shipping courier OR deliver the documents personally to the Faculty of Medicine in Pilsen.

International Office

Faculty of Medicine in Pilsen

Lidická 1 - Pavlovův building

301 00 Pilsen

Czech Republic

In case of personal submitting of documents it is also possible to leave them at the reception of Procháskův building, Karlovarská 48. Both buildings are in a close proximity, opposite each other.