

Undergraduate Program in Central European Studies (UPCES)

CERGE-EI and the School of Humanities at Charles University

Application for Admission 2010

Requirements

Students are required to be in good academic standing, be deemed eligible for participation in study abroad programs by their home institution, and should carry a minimum 3.0 (on a 4.0 scale) GPA at the time of application. If you downloaded this application directly from our website, please send an e-mail to the Director of International Academic Programs (nicki.norris@cerge-ei.cz) with full contact details of your home university's study abroad office. Students and study abroad administrators can find more detailed information on the CERGE-EI UPCES website: <http://www.cerge-ei.cz/abroad>

Directions

1. Read and complete the UPCES Application for Admission. Type or print legibly using blue or black ink and make certain to complete each section.
2. In place of written recommendation letters, please provide contact details for two persons who are in a position to evaluate your academic interests and abilities. For details, see page two of the UPCES Application Form.
3. *UPCES students are required by the Czech government to have a visa.*
The Admission Deadline allots time for the 60-90 days required for a submitted (complete and accurate) student visa application to be processed by the Czech government. While the UPCES staff will assist students in the visa process as much as possible, each student is responsible for applying for his/her own visa in a timely manner. Interested applicants should read the student visa information available at the Czech Embassy/Consulate website according to their permanent state of residency ([click here](#)) and the travel information available at <http://travel.state.gov/> UPCES will send relevant visa application information upon acceptance to the program.

Fall 2010 Application Deadline	Spring 2011 Application Deadline
15 th May 2010	15 th October 2010

4. Applications must be sent via post mail to arrive in Prague by the Admission Deadline.
5. Retain a copy of this application and all attachments for your records.
6. Please mail your completed application and any attachments to the address below. *It is suggested applicants send their application materials by a method that can be tracked.*

Mailing address:

CERGE-EI
Undergraduate Program in Central European Studies
Politických veznu 7
110 00 Prague 1
Czech Republic
Europe

This application may be freely distributed in both its printed and electronic version.
It is available for direct download at: <http://www.cerge-ei.cz/abroad/admission/>

Undergraduate Program in Central European Studies

Application Form
Spring Semester 2010 and Fall Semester 2010

CERGE-EI - UPCES
Office of International Academic Programs
Politických vězňů 7
110 00 Prague 1, Czech Republic

Tel: +420 224 005 201, 224 005 133, 224 005 208
Fax: +420 224 005 225

E-mail: nicki.norris@cerge-ei.cz
Web-site: <http://www.cerge-ei.cz/abroad>

I. Personal Data

Personal Details

Last Name	First Name	M F Gender
Date of Birth (month/day/year)	Place of Birth (city state, country)	
Passport Number and Expiration date	Citizenship	Major

Temporary Details

Valid Until:

Mailing Address:	Secondary Emergency Contact
Telephone:	Fax:
Email:	

Permanent Details

Mailing Address:	
Telephone:	Fax:
Email:	

Emergency Contact Information

Last Name	First Name	Relationship
Mailing Address:		
Telephone:		Fax:

II: Educational Data

Please list all post-secondary education (university or equivalent) completed in reverse chronological order.

Institution	Degree/Major	Dates of Attendance (month & year)

III. Language Skills

What is your native language?	
--------------------------------------	--

Please indicate your proficiency level with any other languages as "excellent", "good", or "poor" in the chart below

Language	Reading	Speaking	Writing

IV. Personal Statement

Please type a two–three page statement describing your interest in spending a study abroad semester in Prague, particularly in relation to your academic studies (completed and future), your career goals, and any personal interest you have in Central Europe.

V. References

Please provide full contact details for two references familiar with your professional and/or academic abilities and interests. These persons may be contacted (preferably by email) directly by the Office of International Academic Programs during the selection process. This is done *in place* of traditional reference letters. It is still recommended that you inform each reference that you have provided their name in association with your application.

Reference Number One

Last Name	First Name	Title
-----------	------------	-------

Work Address:

Work Telephone:	Work Fax:
Email:	Relationship

Reference Number Two

Last Name	First Name	Title
-----------	------------	-------

Work Address:

Work Telephone:	Work Fax:
Email:	Relationship

(UPCES)

VI. Additional Items

In addition to this completed form, please include the following:

- A. Official transcript documenting your university-level education (may be sent separately).
- B. A curriculum vitae or résumé, including a list of personal interests and hobbies and any additional information not formally requested in this application which you consider to be important about yourself or your future plans.
- C. Three passport size photographs and a copy of the information page of your passport. *Photographs are used for on-site documents. Only write your name on the back of each photo. Photographs cannot be electronic or scanned images.*
- D. A two-three page statement expressing why you would like to study at UPCES in Prague. (IV. Personal Statement)
- E. Applicant's Agreement and Release, Flat Acknowledgment form (students under 21)

VII. Educational Objective

- A. Please indicate the period for which you are applying:

Full Year (2 semesters)	
Fall semester 2010 only	
Spring Semester 2011 only	

- B. UPCES courses will be selected based on demand and approval of the UPCES Academic Advisory Committee. Below please indicate the four courses in which you would be most interested if offered. Please list courses in order of preference. Please see our website for a description of the courses: <http://www.cerge-ei.cz/abroad>.

Semester 1	
Course 1	Czech Language (mandatory)
Course 2	
Course 3	
Course 4	
Course 5	

Semester 2	
Course 1	Czech Language (mandatory)
Course 2	
Course 3	
Course 4	
Course 5	

VII. Applicant Agreement and Release

The signatures of UPCES applicants and their parent/guardians on the application to the UPCES program will constitute a legally binding contract between them and UPCES. All references in this agreement to "UPCES" or "the program" are to mean the Undergraduate Program in Central European Studies at CERGE-EI in Prague and all its agents, employees and affiliated institutes. All references to "parents" of the applicant shall include the legal guardian or other adult who is responsible for the applicant.

1. I, the undersigned, and my parents or guardians (if I am a minor), an applicant for UPCES in Prague, acknowledge that I have read and accept the terms and conditions for academic study and social conduct set forth in the UPCES information and catalogues.
2. I unconditionally release UPCES and its parent institute from any claims for damage, injury, loss, or expense of any nature resulting from events beyond its control, including without limitation acts of God, war, strikes, crime, terrorism sickness or quarantine, government restrictions or regulations. This release also applies to any losses arising from the use of any vehicle or mass transportation, hotel or school service, or any individual or company service, unless the loss is caused by the gross negligence of UPCES.
3. I understand that I am responsible for exercising caution and common sense at all times to avoid injuries and that UPCES cannot provide supervision or support during periods of independent travel.
4. I agree that if I become ill or incapacitated UPCES may take such action as considered necessary under the circumstances. I release UPCES from any liability relating to such medical care.
5. I authorize UPCES to take whatever action it deems necessary for my well-being and best interest in the event of emergencies, such as political unrest, medical conditions, or any other unforeseen event or condition. This includes transportation back to the United States at my own, or my parents', expense. If UPCES incurs any expense on my behalf, I (and my parents) agree to make immediate restitution to UPCES upon my return, whether or not the expense is covered by my insurance.
6. I agree to comply with UPCES rules, standards and instructions and understand that failure to do so may result in my expulsion from UPCES and being sent home at my own expense, with no refund. I understand that my participation may be terminated if UPCES determines, at its sole discretion, that my conduct is incompatible with the interests, harmony, comfort or welfare of other students, faculty or staff. I (and my parents) also agree to indemnify UPCES if I do anything that causes the program or institute to sustain financial loss or liability.
7. I understand that as an UPCES participant I am responsible for full payment of all program fees by the published deadline, with the exception of any funding from financial aid, loans, and/or other sources scheduled for later disbursement and having prior approval from UPCES. I am responsible for final payment by the disbursement date. I understand that my academic transcript will be held until full payment is made.
8. I understand that it is my responsibility to have all required medical and travel insurance coverage for the duration of my participation in UPCES.
9. I understand that UPCES reserves the right to make changes, cancellations, or substitutions in cases of emergency or unexpectedly altered conditions, based upon the best interest of the group as a whole.
10. I understand that if I leave the program there will be no refund of tuition or other fees.
11. I understand that obtaining a passport, student visa, and any other required travel documents by the required dates is my sole responsibility, whether as a U.S. citizen or as a citizen of any other country. I understand that UPCES will inform me of the deadlines and offer information to enable my pursuit of these documents and I will hold UPCES harmless in the event that I cannot obtain the necessary documents for participation in the program. I understand that my inability to obtain a passport, visa, or other government-required documentation does not automatically constitute grounds for withdrawal with refund from the program.
12. I consent to UPCES' use in its publicity and promotional materials of my statements, photographs, and/or video of me as a program participant.
13. This agreement shall be effective upon acceptance of my application by UPCES and cannot be modified except in writing by UPCES.
14. I agree that any dispute with UPCES that is not settled informally will be submitted to binding arbitration, to be conducted in accordance with the rules of the American Arbitration Association. The location of the arbitration and identity of the arbitrator will be decided by mutual agreement, with costs to be shared equally between the parties, and the decision of the arbitrator shall be final. By signing this agreement I understand that I am giving up my right to have any claim against UPCES decided in Court before a judge or jury.
15. I hereby authorize UPCES and its parent institutes to release to my home college/university of record an academic transcript that documents the courses taken and grades received at UPCES.

Student Name (please print) _____

Applicant's Signature _____

Date _____

All applicants under 18 years of age must have this section completed:

I am the parent or legal guardian of the above (minor) applicant and I have read the UPCES information and the foregoing Agreement and Release and agree to be bound thereby:

Signature of Parent/Guardian _____

Date _____

VIII. Flat Acknowledgment (Housing Permission) – students under 21 only

Flat Acknowledgement

Please Print

I, _____, am aware that my child, _____, will be staying in a flat during his/her enrollment in an UPCES semester. I also acknowledge that my child is accepting the appropriate responsibilities of doing so.

Parent's Signature: _____

Date: _____

VIII. Verification of Authenticity

By signing my name below, I affirm that all information provided in this application and its attachments is accurate to the best of my knowledge. I understand that misrepresentation in these documents may cause my application to be withdrawn.

Signature	Date