

PALACKÝ UNIVERSITY ONLINE APPLICATION FORM

Petroleum Engineering


You must apply to Palacký University via *Online Application Form*, which can be found in Portal: prihlaska.upol.cz.

1. Applicants must register in the *Online Application Form*:

The screenshot shows the 'Online Application Form' page for Palacký University Olomouc. The header includes the university logo and the text 'Online Application Form Palacký University Olomouc'. Below the header, a navigation bar contains links for 'Information', 'Log in', 'Register', and 'Contacts'. The 'Register' link is circled in red. A central text box explains the registration process: 'You need to be registered into Online Application Form prior logging into the Application Form for the first. Enter your e-mail address and choose a password. Your e-mail address and password will be used as your login to the Online Application Form. You create more application forms for different fields of studies within one personal account. If you forget your password use the Forgotten password page and do not try to register into the system again. The system will not let you to create another account. Current UP students and employees wishing to file an electronic application form also have to register into the system, UP Portal login cannot be used.' Below this text is a large blue 'Register' button, also circled in red. At the bottom, a disclaimer states: '* You have to pay the fee for the procedures related to the admission process immediately after selection of a study program or field of study. Information regarding the method of payment and payment details are in the online application form. The fee is not refundable. The application form is officially delivered and valid only when the payment of the fee related to the admission procedure is successful.'

Click on the green button on the right and then fill all necessary information.

The screenshot shows the login page of the 'Online Application Form' for Palacký University Olomouc. The header is identical to the previous page. The main content area is titled 'ADMISSION' and features a login form. On the left, there are input fields for 'Email' and 'Password', a 'Remember me' checkbox, and a green 'Forgot Password?' button. A blue 'Log in' button is positioned below the password field. On the right side, there is a 'New user? Register' link, where the 'Register' button is circled in red. Below this, there is a 'Sign in with:' section featuring a Google logo and the text 'Google'.

 **Online Application Form**
Palacký University Olomouc

ADMISSION

CS

First name

Last name

Email

Password

Confirm password

[« Back to Login](#) [Register](#)

Pay attention when filling the e-mail address, because shortly after submitting the registration, you will receive an e-mail on the address provided in the form.

You will receive the confirmation e-mail from Palacký University. Confirm the registration on prihlaska.upol.cz by clicking on the link in a red circle. The link is valid 60 minutes.



prihlaska@upol.cz
komu:

st 28. 4. 15:19 ☆

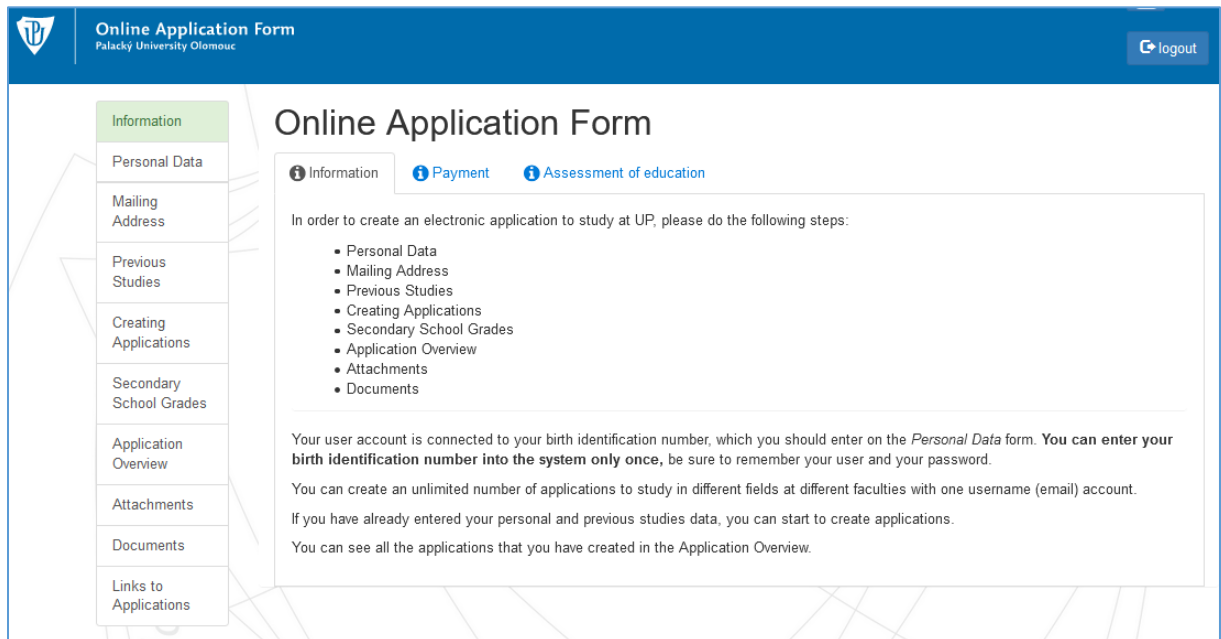
Někdo založil na prihlaska.upol.cz účet s tímto e-mailem. Pokud jste to byli vy, klikněte na přiložený odkaz níže pro ověření vaší e-mailové adresy

[Odkaz pro ověření e-mailové adresy](#)

Tento odkaz vyprší za 60 minut.

Pokud jste nezaložili tento účet, ignorujte tuto zprávu.

2. Start filling in the required information



Online Application Form
Palacky University Olomouc

Information

Personal Data

Mailing Address

Previous Studies

Creating Applications

Secondary School Grades

Application Overview

Attachments

Documents

Links to Applications

Online Application Form

Information Payment Assessment of education

In order to create an electronic application to study at UP, please do the following steps:

- Personal Data
- Mailing Address
- Previous Studies
- Creating Applications
- Secondary School Grades
- Application Overview
- Attachments
- Documents

Your user account is connected to your birth identification number, which you should enter on the *Personal Data* form. **You can enter your birth identification number into the system only once**, be sure to remember your user and your password.

You can create an unlimited number of applications to study in different fields at different faculties with one username (email) account.

If you have already entered your personal and previous studies data, you can start to create applications.

You can see all the applications that you have created in the Application Overview.

Personal Data:

- Fill in all the required fields (marked by an asterisk).
- When you confirm that you do not have a Czech birth identification number, you will fill in the date of birth and the system will create a pseudo birth code for you.
- Place of permanent residence: Fill in as much as you can, if you do not know the name of the street, use the name of the municipality (i.e. Municipality: Ainkawa; Street: Ainkawa). Try to fill in the correct house number, however if your house does not have one, fill in any number. Google the correct Postal code (Erbil = 44001; Duhok = 42001; etc.)

General data

Personal university number:

414938

* E-mail:

* First Name:

* Last Name:

Birth Name:

* Citizenship:

* Czech birth identification number without the slash or assigned a pseudo birth code:



I do not have a Czech birth identification number.

Academic title before:

Academic title after:

Marital status:

Passport number:

Fill in which Czech embassy/consulate abroad you will apply for a visa.:

* Phone (including the country code):

Birth

* Country of birth:

* Place of birth (municipality):

Place of permanent residence

* Country:

* Street: * House number:

* District:

* Municipality:

* Postal code.(Zip code):

Disabled applicants

Type of disability:

Consent to Process Data

I hereby agree with processing of personal data, which I have entered into the mandatory fields (fields not marked by asterisk), by checking this box and I confirm the following instruction regarding their processing by Palacký University Olomouc as a personal data manager.

[Read more ...](#)

Save

Previous Studies:

- If necessary confirm that you attended secondary school outside the Czech Republic and fill in correct information.

Creating Application:

- Go to the Catalogue or Program Selection and select: PRF 2021 Petroleum Engineering.

[← Go to the Catalog](#) or [→ Program Selection](#)

List of created applications for the academic year
<p>PRF 2021 Petroleum Engineering (39098) Language of Study: English Bachelor, Full-time, Olomouc</p>

Application Overview:

- The necessary step of applying is to pay the management fee (690,-CZK).

Information | **Payment** | **Assessment of education**

The Application fee can be paid by your bank card

All applicants can pay the application fee in the Online Application Form with a credit or debit card.

This is a much simpler option as you do not have to enter the variable symbol in this process. Your payment should be processed in approximately 3 - 5 working days.

In order to pay the fee with your payment card, you have to enabled e-commerce (enabled payments on the Internet) and 3D Secure.

DO NOT pay in USD, EUR, only CZK. Payment in a currency other than CZK may not be accepted.

- When the Application fee is successfully paid, the red colour will turn to green. You will also get the payment notification to your e-mail.

PRF 2021 Petroleum Engineering (39098)
Language of Study: English
Bachelor, Full-time, Olomouc

Information | **Payment** | **Assessment of education**

Application Number: 1307506

Transferred

Submitted

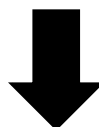
You have to print out and send the shortened version of the application only if you are requesting the remission of the entrance examination.

[Show instructions](#)

Should you have any question regarding the *Online Application Form*, contact helpdesk.upol.cz (below the page).

WELL DONE, YOU HAVE APPLIED SUCCESSFULLY!

Now start the process of assessment of your secondary education



Assessment of education

If you apply to study at Palacký University Olomouc and you have completed your prior secondary education outside of the Czech Republic, it is necessary to assess your previous education.

A foreign document demonstrating foreign secondary education acquired upon graduation in an education program from a foreign secondary school operating in accordance with the legislation of the respective foreign country, authorizing its holder to access study in the respective foreign country.

The applicant shall submit:

- A certified copy of a foreign study certificate or a similar document on foreign secondary study acquired upon graduation in a secondary education program from a foreign secondary school operating in accordance with the legislation of the respective foreign country;

If needed, the Faculty will also ask the applicant to submit originals or certified copies of the following documents:

- Additional information regarding the content and extent of the foreign secondary study;
- Additional information attesting that the particular study program was conducted by an institution authorized to provide education comparable to secondary education in accordance with the Education Act;
- Confirmation from the respective foreign secondary school or other relevant foreign body (e.g. the Ministry of Education) stating that the graduate in a secondary education program from the particular foreign secondary school is entitled to apply for study in a Bachelor study program or a Master study program not following a Bachelor study program in the respective foreign country.

THE ASSESSMENT PROCEDURE APPLIES – if the result is positive, the document is accepted; in case of a negative assessment result, the document established in section a) is required (the general “nostrification”).

A fee applies, amounting to CZK 818.

Important notice:

In case **the above-mentioned fee is not paid**, UP will not assess the attainment of the prerequisite of the achieved secondary education with a school-leaving exam, and will request submission of a certified copy of a document demonstrating general acknowledgement of equality or the validity of a foreign certificate of attained secondary education in the Czech Republic, acquired in accordance with Act No.561/2004 Coll. on Pre-School, Primary, Secondary, Tertiary and Other Education (the Education Act), as amended, or in accordance with the preceding legislation.

Important information:

Documents not originally issued in Czech, Slovak or English must be officially translated into either Czech or English.

Documents must be submitted either in paper form or as PDF files resulting from authorized

conversion. Documents in other forms than those mentioned above shall not be accepted. Dates and other specific details regarding the submission of documents are set by the Dean.

Applicants who fail to submit all required documents or their translations, or who fail to submit the documents within the required period, are required by the Dean to remedy the deficiencies or supply the documents.

For more information go to:

<https://www.upol.cz/en/students/degree-students/diploma-recognition/>

https://www.upol.cz/fileadmin/userdata/UP/Studuj/En/2019_recognition_of_previous_studies_EN-v2.pdf