

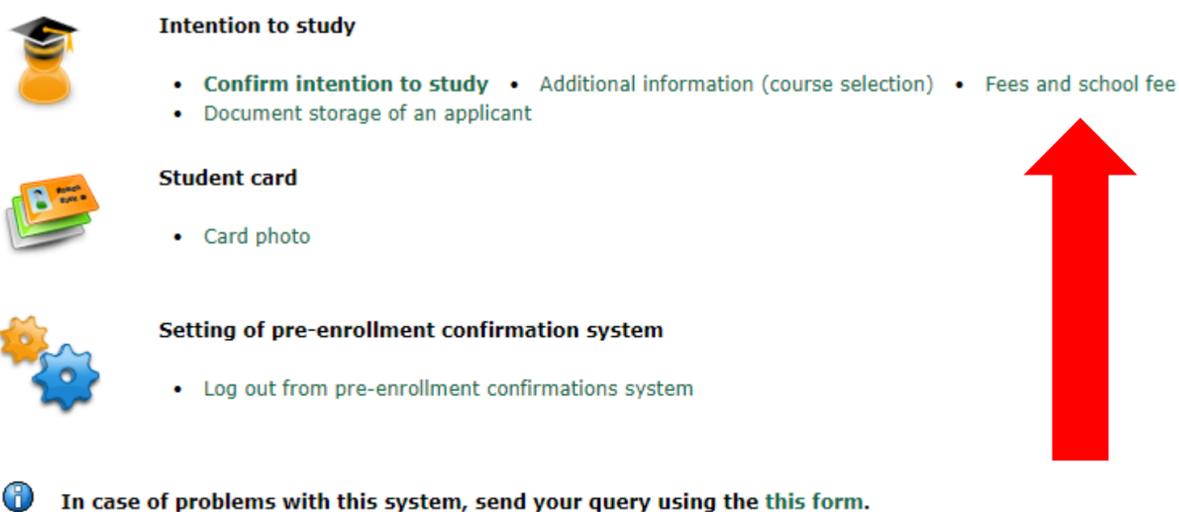
Guide for payment of the fee for evaluation of a foreign education

A fee may be paid in the following manners:

- a) online by a debit or credit card – follow this guide
- b) in cash at the cash desk on campus located in CZU Library
- c) by a wire transfer from your bank account – see the bottom of this guide

How to pay the fee online by card?

- 1) go to Pre-enrollment confirmation, which you can find at <http://is.czu.cz/navratka>
- 2) log in with the username and password you received from the CZU faculty where you were admitted to study (you should have received a letter or a PDF file with one page with credentials for confirmation of intention to study)
- 3) at the bottom of the page, you choose “Fees and school fee”



Intention to study

- **Confirm intention to study**
- Additional information (course selection)
- **Fees and school fee**
- Document storage of an applicant

Student card

- Card photo

Setting of pre-enrollment confirmation system

- Log out from pre-enrollment confirmations system

 In case of problems with this system, send your query using the [this form](#).

4) pay the fee online by clicking on "Online payment"

Pre-enrollment confirmation for application to study at CZU

At this web address you can fill in your electronic pre-enrollment confirmation for study application at CZU. Filling in the electronic pre-enrollment confirmation has the same validity as personal dealing at the Study Department.

You are filling in the pre-enrollment confirmation for application:

Faculty: Faculty of Economics and Management
Study period: WS 2021/2022 - FEM
Type of admission procedure: N-INFOANP Informatics - full-time form

Fees and school fee

As of your enrollment you need to settle all the fees listed below. Each payment needs to be sent by wire transfer and settled personally, because each type of payment has its own specific symbol; some payments may differ by account number. We would like you to respect the information for individual payments. That way you can avoid the payment not being correctly paired. If the requested amount has been reduced or increased for individual reasons, the final requested sum is displayed in the "Manually" column.

Sel.	State	Account number	Variable symbol	Specific symbol	Due date	Type	Installments	Sum	Manually	QR code	Settled	Entered	Entered by
<input type="checkbox"/>		500022222/0800			20/09/2021	study in foreign language 2021/2022		25,000 CZK			0 CZK	13/05/2021	automatically
<input checked="" type="checkbox"/>		500022222/0800			31/12/2021	foreign education evaluation fee		870 CZK			0 CZK	21/12/2021	automatically

Click on the Online payment button to be transferred to a payment gate address. You will be asked to fill in your payment card information. Once the transaction has been successfully performed, you will be re-directed back to this page.

QR code payment is available for domestic transfers only.



Online payment

To pay the fee online by card click on „Online payment“.

Key (click to show/hide)

5) you will be redirected to GP online payment gate

← Back to e-shop? English [uk]

3D Secure payment gateway

Card payment >

Safe card payment

Does your card permit online payment?

Your card number:

Card valid till (month/year): /

Verification code:

Summary of your payment

Merchant

Česká zemědělská univerzita v Praze
Kamýčká 129
165 00 - Praha 6 (CZ)
www.uis.czu.cz

Payment number

#376152220

Total

870.00 CZK

Powered by [How does it work?](#) | [Principles of secure payment by card.](#)
Created in cooperation with

Please note: If you have paid a tuition fee or any other fee by a bank transfer and you estimated the amount in EUR or USD or other currency to meet the prescribed fee in CZK, most probably you haven't paid the precise amount (e.g. you were asked to pay 10 000 CZK and you sent 400 EUR by a bank transfer, in the end university received 10 125,66 CZK = 125,66 more than requested). Therefore this exceeding amount is paired with the new fee, and the amount you are required to pay online is 870 CZK minus the exceeding amount (e.g. 870 – 125,66 = 744,34 CZK). Therefore, you may not see 870 CZK, but a lower amount.

How to pay the fee by a wire transfer?

1) follow steps 1) – 3) of this guide for payment by card

II) instead of online payment, realize a wire transfer with the following details:

Account No.: 500022222/0800
Bank: Česká spořitelna, a.s.
IBAN: CZ38 0800 0000 0005 0002 2222
SWIFT: GIBACZPX
Variable symbol: see online in the system
Specific symbol: see online in the system

Write both variable as well as a specific symbol into message for the beneficiary of the transfer, or as a reference!

Pre-enrollment confirmation for application to study at CZU

At this web address you can fill in your electronic pre-enrollment confirmation for study application at CZU. Filling in the electronic pre-enrollment confirmation has the same validity as personal dealing at the Study Department.

You are filling in the pre-enrollment confirmation for application to study at CZU.

Faculty: Faculty of Economics and Management
Study period: Winter semester - FEM
Type of admission procedure: N-International students - Informal

Fees and school fee

As of your enrollment you need to settle the fees listed below. The payment needs to be sent by wire transfer and settled personally, because each type of fee has its own account number. We would like you to respect the account number. That way you can avoid the payment not being correctly paired. If the requested amount has been reduced for individual reasons, the final requested sum is displayed in the "Manually" column.

Sel.	State	Account number	Variable symbol	Specific symbol	Due date	Type	Installments	Sum	Manually	QR code	Settled	Entered	Entered by
<input type="checkbox"/>		500022222/0800			20/09/2021	study in foreign language 2021/2022		25,000 CZK			0 CZK	15/05/2021	automatically
<input checked="" type="checkbox"/>		500022222/0800			31/12/2021	foreign education evaluation fee		870 CZK			0 CZK	21/12/2021	automatically

Click on the Online payment button to be transferred to a payment gate address. You will be asked to fill in your payment card information. Once the transaction has been successfully performed, you will be re-directed back to this page.



Online payment

Key (click to show/hide)

III) Transfer an equivalent of the requested amount in EUR or USD.

IV) Keep the proof of the payment; it may be required for better identification of your payment.