

Dear Applicant,

Thank you for your interest in studying at the Faculty of Electrical Engineering and Communication and for the submitting and paying the e-application.

I bring to your attention the information about the next steps, please read carefully and fill all the necessary requirements to proceed in the admission procedure.

Please carefully read the following information regarding the next steps. Ensure that you meet all the necessary requirements to proceed with the admission process.

## PASSPORTS

Please carefully check that your name, especially your surname, in the application matches the surname in your passport.

This is very important because the admission letters issued by us are generated directly from the e-application. These letters are required for visa procedures, and the names on them must be accurate.

When the admission letters are generated by the information system and sent to applicants in June, any requests for corrections will not be considered, and it will not be possible to reissue new admission letters due to capacity constraints.

## SUBMISSION OF YOUR DOCUMENTS

The deadline for submitting your documentation to the faculty's address in Brno is **15 April 2025**.

We require **properly authenticated hard copies** of your diploma or high school certificate, depending on the program you are applying for:

**Bachelor's Program:** Submit your high school certificate.

**Master's Program:** Submit your Bachelor's diploma.

In both cases, only authenticated hard copies are required—please do not send original documents. Additionally, include your transcript of records.

The required form of authentication depends on the country of origin of your documents. Please check the details here:

[list-of-countries-pdf-p181886 \(vut.cz\)](#)

We require hard copies of the original documents, not the originals themselves, because these hard copies must remain in each applicant's file, even in cases where the applicant is not successful in the entrance exam. After submission, these documents become part of our faculty's records and will not be returned to the applicant.

For this reason, we strictly require authenticated copies and not original documents. **Please note that we cannot return any submitted documents, and we do not accept originals under any circumstances.**

The submitted copies must deliver an **original stamp and/or seal authenticating the document's validity** (e.g., simple authentication, apostille, or super-legalization). Please refer to the link above for more details.

**Along with the documentation mentioned above, please send us also in paper form:**

- Printed and **signed protocol of your e-application**. To access and print the e-application protocol, please follow these steps:
  - Click on “Application DETAIL”
  - Click on “PRINTING AND FORMS”
  - Click on the Hyperlink “E-admission protocol” and it will be automatically downloaded to your PC.
  
- Printed and **signed assessment application** (if you use this form for the recognition of your previous study). In this case it is also necessary to have your assessment application paid, the fee is 32 EUR.
  - Regarding the assessment application fees, this fee is for the recognition of your prior education, specifically, the recognition of your last academic qualification.

- To pay the assessment fees and obtain the assessment form for printing, please follow these steps:
  - Click on "APPLICATION DETAIL."
  - Click on "Recognition of prior education."
  - Click on "I WILL APPLY FOR RECOGNITION OF EDUCATION."
  - Choose your preferred payment method, and then click on "Confirm the payment method."

Print the form, fill it out, and send it to the faculty address along with your last academic qualification documents. You can find the form at the second section, and it will be downloaded automatically once you click on the hyperlink.

**!!** If you are not able to keep the deadline 15 April for submission of the documents please send us the request of the prolonging of the deadline. **This request must be sent by 15 April 2025.** Without an approved request, applicants will not be invited to the entrance examination.

**Address of the faculty for sending the documents:**

Faculty of Electrical Engineering and Communication  
Brno University of Technology  
Study Department  
Technická 3058/10  
616 00 Brno  
CZECH REPUBLIC

If you haven't sent your document yet please do it so as soon as possible.

Another option of submission of your document is to upload the electronical documents after having been converted to the electronical form at the proper authority. **The authorized conversion service is charged by the contact point (e.g., at the Embassy of the Czech Republic).**

Then the applicant can upload the documents to the e-application without the necessity of sending the paper documentation.

**Please don't upload the simple electronical document (e.g., scanned document or photos) without proper authorized conversion. Such documents will not be accepted as valid submission.**

**A document created through authorized conversion has the same legal validity as the original document.**

In this case, the applicant must bring the signed protocol of the application and the assessment application in paper form to the office of the Study Department on the enrollment day.

After the acceptance of your documents by the faculty the **notification about the assessment of your previous study** will be issued and sent to you via the information system of the faculty by e-mail, the document will have the electronical signature of the Dean.

Following the acceptance of your documents by the faculty, an assessment **notification regarding your previous studies** will be issued and delivered via the faculty's information system, signed electronically by the Dean.

## ENTRANCE EXAMINATION

Detailed information about both parts of the entrance examination (online written test and the videoconference interview) will be sent to your email one month prior to the exam. The first round of the exam will take place between **20 and 30 May 2025**, typically on the same day for all programs.

## ENROLLMENT

After being admitted to the study you are eligible to enroll in the study. We will inform each admitted applicant about the enrollment steps individually.

**Please note that the late arrivals and starting your study in Brno after September 2025 will not be accepted with any exceptions. The last day of enrollment is on 2 September 2025, followed by subject registration.** The classes start on 15 September 2025 and usually a week before there is a Welcome week organized by the Rector office of the University.

## DEAN´S DIRECTIVE

Please carefully read the Dean´s directive for more information about the Admission Procedure Rules here: [- Admission Procedure Rules and Conditions for Admission to Study into Bachelor´s and Master´s Degree Study Programmes in English at the FEEC BUT for the Academic Year 2025/2026-](#)

## STUDENTS AMBASSADOR

If you have any questions regarding the student's or applicant's issue, you can always contact our student ambassador, Mr. Yousef Elsayed, via e-mail [241956@vut.cz](mailto:241956@vut.cz)

Kind regards

Vladimíra Mináriková,

Admission Officer for Degree Studies in English, Study Department FEEC BUT