

# Admission Policy

## Anglo-American University (AAU)

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### A. Introduction

#### 1. Scope of the Policy

This policy regulates admission to all undergraduate and graduate degree programs where Anglo-American University (AAU) is the degree-granting institution.

#### 2. Student Types

- i. It is possible to study at AAU as a **degree-seeking** student, a short-term **visiting** student, an **auditing** student, or a **lifelong learning** student.
- ii. Degree-seeking students can enter AAU as **first year students** if they have no prior academic credits at the level of study they apply for, or if they did earn such credits yet do not want to or cannot transfer them to AAU. Students with credits transferable to AAU enter as **transferring students**.
- iii. There are three categories of visiting students:
  - (a) **Erasmus exchange students** come from a university with which AAU has an **Erasmus+** agreement.
  - (b) **University exchange students** come from universities with which AAU has a **university exchange** agreement. Please note that students must be nominated by their home university to qualify as university exchange students.
  - (c) **Study abroad students** come from other colleges/universities abroad or universities with which AAU cooperates on a non-exchange basis.
- iv. **Auditing students** are those who take courses for self-enrichment without the benefit of a grade and academic credits.
- v. **Life-long learning students** take courses for which they can earn credits but not an academic degree.

#### 3. Deadlines

- i. AAU has a rolling admissions policy, which means that applications are accepted year-round. AAU stops accepting applications from non-visa seeking applicants for the upcoming semester two weeks before the semester starts. Students with visa requirements who are not eligible for a visa waiver are requested to apply no later than 10 weeks before the start of the term. (The official visa processing time by Czech authorities is 60 to 120 days from an interview at the Czech embassy or consulate, however, delays are not uncommon.) Applicants who submit the application later will

either have to be granted an exception or be considered for admission to the following term. An exception can apply to students who will start their studies under US accreditation only, as they can start their studies online. Students admitted only to the US-accredited degree program should apply for the visa type “other.” Students admitted to the US and Czech accredited degree should apply for the visa type “study.” Visiting students (one semester/one year only) should apply for the visa type “study.” Submitting an application for the wrong visa type will result in visa rejection.

- ii. Admitted applicants can commence their studies either at the beginning of regular fall intake (end of August or beginning of September), or spring intake (February). Study abroad and auditing applicants can also enroll in the shortened winter (January) and summer (late May or June) terms. Special deadlines apply to Erasmus and University exchange students who must submit their applications for the fall term by **May 31** and for the spring term by **November 15**.
- iii. All degree-seeking prospective applicants are required to fully submit the application and reach the interview stage within 90 days from the date they have initiated the application in the application portal. The application is not considered fully submitted until the interview stage is reached. Incomplete applications that are not fully submitted on time will be cancelled.

## **B. Admission Procedure**

### **1. Application**

- i. The application procedure starts with the online application submitted via the AAU Application Portal. Students are required to submit all the required documents saved in PDF directly through the AAU Application Portal. AAU also accepts applications through the platform. Students applying through Common app will have to submit additional documents via email.
- ii. There is a \$50/€50/CZK1000/1 non-refundable application fee. Applicants who do not pay the application fee in due time will be considered withdrawn and marked as lost in the information system.
- iii. After AAU receives the application fee payment, the applicant’s documents are reviewed. The Admissions Counselor reserves the right to request additional information or documentation if deemed necessary.
- iv. Upon successfully submitting all required documents (original or scanned) in a correct format, the application will be considered fully submitted and an interview will be scheduled with the applicant and the Dean’s Office responsible for the program the applicant is applying to. Relevant experience, interest in the field, future goals, motivation to succeed, and language skills of the applicant will be assessed. Visiting students are not required to complete an interview.

It is important to note that transferring students within the institution (from one AAU program to another AAU program) do not have to be formally re-admitted.

### **2. Admission**

- i. The Dean or Vice Dean of the school of study of the program to which the applicant applied makes the decision on admission of degree-seeking students. In all other cases, admission decisions are made by the Director for Admissions and Student Support. In case the relevant Dean or Vice Dean is not available (vacation etc.), the decision can be made by any available Dean or Vice Dean, following this order: School of Business, School of Arts, Humanities, and Social Sciences, School of International Relations and Diplomacy, Director for Admissions and Student Support.
- ii. The admission decision will be communicated to the applicant within one week of the interview or completion of the application, should an interview not be necessary. The decision is delivered

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<sup>1</sup> Please note that Erasmus and University exchange students are waived from the application fee. The waiver may apply to other visiting students based on special agreements with the University.

to the applicant by means of the electronic information system. The admission is valid for the semester marked in the decision (Erasmus and University exchange students) or for the semester marked in the decision and the subsequent two semesters, totaling in one year (degree-seeking and study abroad students). If an applicant is not able to matriculate and start their studies within these deadlines, the admission decision expires, and the student must reapply.

- iii. If the applicant fulfills all the relevant requirements set forth by AAU, the applicant will be **admitted**.
- iv. If the applicant's application receives a negative evaluation (including failure to attend an admission interview), the applicant will be **rejected**. The applicant may appeal the decision in writing to the President/Dean within thirty (30) days from its receipt. The applicant should e-mail the appeal letter to the Admissions Office at [admissions@aauni.edu](mailto:admissions@aauni.edu). This will be the contact for any appeal questions. Negative decisions for compliance with the internal regulations and admission requirements will be reviewed. AAU may also **postpone** the admission decision and request additional documents, or an additional interview, should any doubts about the authenticity or accuracy of the provided information arise.

### 3. Admission Levels Regarding Evidence of Prior Education

- i. To be fully admitted under both U.S. and Czech accreditation, degree-seeking applicants must submit authenticated hard copies of documents verifying the prior education that must be recognized by AAU as described in the Recognition Policy. In extraordinary situations—such as being homeschooled, affected by natural disasters, or if the school no longer operates—students who are unable to obtain their physical diplomas, and thus unable to complete the recognition process, may be fully admitted under U.S. accreditation only.
- ii. Degree-seeking applicants whose submitted documents have not yet been recognized may be conditionally admitted. Conditional admission is only valid under US accreditation and is not available under Czech accreditation.
- iii. Degree-seeking applicants who have not completed their prior education may be provisionally admitted. Provisional admission is only valid under US accreditation and is not available under Czech accreditation. Only when the applicants provide proof of completion of their prior education will their status be adjusted to admission and they may begin their studies at AAU. If the applicants are not admitted by the beginning of the semester indicated in the decision on provisional admission, they will be rejected. They may appeal the decision in writing to the President within thirty (30) days of receipt of the decision. The outcome of the appeal depends on the submission of the required documents as outlined in this document.

### 4. Registration and Matriculation

- i. To register for courses, degree-seeking, visiting, and auditing students must contact the academic advisor assigned to the program or the Assistant Dean of the relevant school of study. The advisor will guide the student through the available options and the registration process. The deadline for registration coincides with the end of the add/drop period of the term the applicant is applying to.
- ii. Admitted degree-seeking, exchange and study abroad applicants **matriculate** on the first day of the first semester in which they have registered courses or on the day of course registration (whichever comes last). Auditing students do not matriculate and are not eligible for any document confirming their studies at AAU.
- iii. Conditionally admitted students are **conditionally matriculated**. Conditional matriculation is only valid under US accreditation and is not available under Czech accreditation. Students should submit authenticated documents as soon as possible. Conditional matriculation lasts until the prior education is recognized by AAU according to the standards set forth in the AAU Recognition Policy, but no later than the end of the first semester. Any interruption of studies does not extend this period. Students who fail to have their prior education recognized are not entitled to receive an official AAU transcript and their studies will be terminated.

- iv. Conditionally matriculated students become **fully matriculated** only after their prior education is recognized and they are fully admitted under both accreditations. In this case, the date of matriculation under the Czech accreditation is the date of full admission.
- v. To finalize matriculation, students are required to electronically sign the University Student Agreement. Any alterations in their status or accreditation requires the signing of a new University Student Agreement. This condition is obligatory for all students, and failing to sign the University Student Agreement within the given semester it was sent to the student will result in the same consequence as the failure to provide authenticated documents to AAU (refer to Section B point 3 iii).
- vi. New degree-seeking students who fail to register for classes by the end of the drop period will be registered for one or more courses, as selected by the Dean's Office.

## 5. Payment Information

- i. In order to complete registration, newly admitted students must pay the total tuition and all applicable fees for the upcoming semester. They will receive a detailed invoice which contains the exact amount due and payment method details upon admission. AAU can issue the documents necessary to start the visa application procedure only after full payment is received. Since the visa procedure may take from 60 to 120 days from the day of submitting the documents at the respective embassy, visa-seeking students must process the payment as soon as possible. The confirmation of studies for visa purposes is not valid more than 180 days from the issuing date. Students admitted only to the US accredited degree program, should apply for the visa type “other” for educational purposes. Students admitted to the US and Czech accredited degree programs should apply for the visa type “study.”
- ii. In case of receiving one of AAU’s Scholarships for new incoming students, a new invoice with adjusted price will be issued. If the student has already submitted the tuition payment in full prior to the scholarship deduction, the excess sum will be kept on their AAU account and can be applied to their tuition cost in the future or transferred back to the sender. More information on AAU’s Scholarships can be found in the Scholarship Policy.
- iii. Should the applicant’s visa be rejected for reasons beyond the student’s control, the applicant may request a full tuition refund. The applicant must submit the official decision issued from the respective embassy to the Admissions Office within 30 days of the visa rejection. If the student has commenced the studies in the meantime and/or did not drop the classes once the semester starts, tuition refund will not be possible, nor is it possible to drop all classes the student has registered for. In the case of other serious reasons preventing the applicant from beginning their studies, AAU requires a written personal statement detailing those reasons to be submitted to the Admissions Office together with the official supporting documentation no later than the start of the given semester the student was admitted to. If the student has commenced the studies in the meantime and/or did not drop the classes once the semester starts, tuition refund will not be possible, nor is it possible to drop all classes the student has registered for. If the student fails to register for at least one course, a tuition refund will not be possible once the semester begins. Full tuition refund is not guaranteed; therefore, applicants should submit the tuition payment and all applicable fees only if they are fully committed to AAU. The full refund policy can be found in AAU’s Financial Policy.
- iv. New degree-seeking students are required to pay and register for a minimum of five classes in their first semester. Requests for exception to register for fewer classes must be submitted to the Director for Admissions and Student Support and CFO, accompanied by a valid reason and explanation for consideration; except for unique cases where classes are not available for registration. In the event of refunds for new degree-seeking students, dropping classes without replacement will not be eligible for consideration.

## C. Requirements for Undergraduate Degree-Seeking Applicants

### 1. English Proficiency

- i. All applicants must prove proficiency in the English language at level B2 of the Common European Framework of Reference for Languages (CEFR) for enrollment in undergraduate programs. The exception is for applicants to programs accredited in Czech, who must demonstrate English language proficiency at level B1.
- vi. Degree-seeking applicants must prove their proficiency by submitting a sufficient score from one of the following English language proficiency tests:
  - (a) TOEFL (iBT min. 71, PBT min. 525)
  - (b) IELTS (min. overall 6 plus the minimum of 5.5 in each subtest)
  - (c) FCE (min. C)
  - (d) CAE (min. 160)
  - (e) Aptis ESOL (min. B2 Overall)
  - (f) Linguaskill (min. 160)
  - (g) City & Guilds - IESOL (Communicator)
  - (h) Pearson PTE (min. 51)
  - (i) IGCSE First Language English (C or better)
  - (j) IGCSE English as a Second Language (B or better)
  - (k) IB (English C or better at HL/SL)
  - (l) LANGUAGECERT Academic: (min. 61)
- vii. The exception is for applicants to programs accredited in Czech, who must prove their proficiency by submitting a sufficient score from one of the following English language proficiency tests:
  - (a) TOEFL (iBT min. 42, PBT min. 450)
  - (b) IELTS (min. overall 4.5 plus the minimum of 4.0 in each subtest)
  - (c) CEQ (min. 140)
  - (d) Linguaskill (min. 40)
  - (e) City & Guilds – IESOL (Achiever)
  - (f) Pearson PTE (min. 43)
  - (g) IGCSE English as a Second Language (B or better)
  - (h) IB (English B or better at HL/SL)
- viii. Applicants eligible for a waiver of the English proficiency requirement must meet one of the following criteria:
  - (a) complete a minimum of twelve months of academic education leading to an awarded qualification, in a “majority English speaking” country (see below), no more than two years prior to the proposed date of enrollment, or
  - (b) complete high school education in an institution accredited by an officially recognized authority in a “majority English speaking” country (see below),
  - (c) EU and EFTA\* citizens who achieve a score equivalent to level B2 or higher in the school leaving examination (maturita or equivalent) English language exam. Prior to receiving the final results, these students are permitted to attend AAU Interview with the Dean’s Office.
  - (d) complete the International Baccalaureate Diploma (IB) Programme.

\* Including students from: Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro, and Serbia. These applicants must demonstrate their English proficiency within an AAU admissions interview. AAU reserves the right to request an English Proficiency exam score if deemed necessary.
- ix. The following countries are considered majority English speaking:
  - (a) Antigua and Barbuda
  - (b) Australia
  - (c) Bahamas
  - (d) Barbados



- (e) Belize
  - (f) Canada
  - (g) Dominica
  - (h) Grenada
  - (i) Guyana
  - (j) Ireland
  - (k) Jamaica
  - (l) New Zealand
  - (m) St. Kitts and Nevis
  - (n) St. Lucia
  - (o) St. Vincent and the Grenadines
  - (p) South Africa
  - (q) Trinidad and Tobago
  - (r) USA
  - (s) UK
- x. Entry Level Assessments
- (a) Once students are admitted and have made their tuition payment, they must take the Entry Level Assessment of Written Communication (Students in the School of Business must also take a Mathematics Placement test). The assessment has two primary goals:
    - to conduct an analysis of language, reading comprehension and writing skills, and
    - placement in the appropriate Composition course level (COM 099, COM 101, COM 102).
  - (b) The assessment is taken online. It does not affect students' GPA; however, as it is used for placement, it should be taken seriously. The assessment must be completed as soon as possible after you receive the instructions from the Admissions Office via email.

## **2. Previous Qualification**

- i. AAU accepts proof of previous qualification issued in the Czech, English, Spanish or Slovak language. Documents issued in other languages must be officially translated into Czech by a certified court translator as indicated in the Recognition Policy.
- xi. While a scan of the documents listed below is sufficient for application, conditional admission, registration of courses and conditional matriculation, only the authenticated hard copy entitles the student to continue studying in subsequent semesters. The details on authentication are listed in the Recognition Policy. Students who fail to submit authenticated hard copies of their diploma and transcript as required by this policy, will not be able to receive the official AAU Transcript.

## **3. Academic Preparedness**

- i. Academic preparedness must be demonstrated in the interview and the personal statement. AAU looks for students who show initiative, motivation, leadership, persistence, and service to others.
- xii. In the personal statement, applicants should write about their academic, personal, and extracurricular achievements. The personal statement must be written in the students' own words and reflect their own opinions. Plagiarism of any part of the personal statement, which includes using someone else's work or using AI to generate content without proper attribution, is considered a serious violation of academic integrity and will result in rejection of the application.
- xiii. In order to do well in the admission interview, students must provide accurate information and demonstrate sufficient preparedness to succeed in the program of study.

## **4. List of Required Documents Submitted with the Application**

- (a) CV/Resume
- (b) Personal statement
- (c) Language exam results (unless the applicant qualifies for an English exam waiver)
- (d) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)
- (e) Passport size photo
- (f) High School Transcript (transferring students must also provide a transcript from the previous higher education institution, sent directly by the previous school to AAU)
- (g) High School Diploma
- (h) Optional: ACT or SAT score (welcome as a supportive document).

## D. Requirements for Graduate Degree-Seeking Applicants

### 1. English Proficiency

- i. All applicants must prove proficiency in the English language at level C1 of the Common European Framework of Reference for Languages (CEFR) for enrollment in graduate programs.
- xiv. Degree-seeking applicants must prove their proficiency by submitting a sufficient score from one of the following English language proficiency tests:
  - (a) TOEFL (iBT min. 87, PBT min. 567)
  - (b) IELTS (min. 7)
  - (c) CAE (min. C)
  - (d) CPE (min. C1)
  - (e) Apis ESOL (min. C1 Overall)
  - (f) Linguaskill (min. 180)
  - (g) City & Guilds – IESOL (expert)
  - (h) Pearson PTE (min. 57)
  - (i) LANGUAGECERT Academic: (min. 73)
- xv. Applicants for a waiver of the English proficiency requirement must meet one of the following criteria:
  - (a) complete a minimum of twelve months academic education leading to an awarded qualification, in a “majority English speaking” country (see below), no more than two years prior to the proposed date of enrollment, or
  - (b) complete high school or Bachelor’s-level education in an institution accredited by an officially recognized authority in a “majority English speaking” country (see below), or
  - (c) EU\* students who achieve a score equivalent to level B2 or higher in the school leaving examination (maturita or equivalent) English language exam.
  - (d) These applicants must demonstrate their English proficiency within an AAU admissions interview. AAU reserves the right to request an English Proficiency exam score if deemed necessary.

\* Including students from: Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro, and Serbia

These applicants must demonstrate their English proficiency within an AAU admissions interview. AAU reserves the right to request an English Proficiency exam score if deemed necessary.

- iv. The following countries are considered majority English-speaking countries:

- |                         |                                    |
|-------------------------|------------------------------------|
| (a) Antigua and Barbuda | (k) Jamaica                        |
| (b) Australia           | (l) New Zealand                    |
| (c) Bahamas             | (m) St. Kitts and Nevis            |
| (d) Barbados            | (n) St. Lucia                      |
| (e) Belize              | (o) St. Vincent and the Grenadines |
| (f) Canada              | (p) South Africa                   |
| (g) Dominica            | (q) Trinidad and Tobago            |
| (h) Grenada             | (r) USA                            |
| (i) Guyana              | (s) UK                             |
| (j) Ireland             |                                    |

v. **Entry Level Assessments**

Once students are admitted and have made their tuition payment, they must take the Entry Level Assessment. The primary goal of the assessment is to conduct an analysis of skills in areas of language, reading comprehension and writing skills. The assessment is taken online. It does not affect students' GPA; however, it should be taken seriously. The assessment must be completed as soon as possible after you receive the instructions from the Admissions Office via email.

## **2. Previous Qualification**

- i. AAU accepts proofs of previous qualification issued in the Czech, English, Spanish or Slovak language. Documents issued in other languages must be officially translated into Czech by a certified court translator as indicated in the Recognition Policy.
- ii. While a scan of the documents listed below is sufficient for application, conditional admission, registration of courses and conditional matriculation, only the authenticated hard copy documents entitle the student to continue studying in subsequent semesters. The details on authentication are listed in the Recognition Policy.

## **3. Academic Preparedness**

- i. Academic preparedness must be demonstrated in the interview, the personal statement, and – where required – an admission project. AAU looks for students who show initiative, motivation, leadership, persistence, and service to others.
- ii. In the personal statement, applicants should write about their academic, personal, and extracurricular achievements. The personal statement must be written in the students' own words and reflect their own opinions. Plagiarism of any part of the personal statement, which includes using someone else's work or using AI to generate content without proper attribution, is considered a serious violation of academic integrity and will result in rejection of the application. Likewise, the admission project (if required) must be the applicant's own work, adhere to AAU's guidelines, and showcase a foundational level of analytical and writing skills. Applicants must be prepared to discuss any required project during the admission interview.
- iii. In order to do well in the admission interview, students must provide accurate information and demonstrate sufficient preparedness to succeed in the program of study.

## **4. List of Required Documents Attached to the Application**

- (a) CV/resumé
- (b) Personal statement
- (c) Admission Project (for programs that require it)
- (d) Language exam results (unless the applicant qualifies for an English exam waiver)
- (e) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)
- (f) Passport size photo
- (g) University transcript
- (h) University diploma
- (i) 2 letters of recommendation sent directly to AAU – the applicant is required to provide referee contact information, specifically the e-mail of two referees. The Admissions Counselor will then contact the reference directly to request the recommendation letters.
- (j) Optional: GRE score (as a supportive document)



## **E. Requirements for Study Abroad Applicants**

### **1. English Proficiency**

Study abroad applicants must meet the same requirements as degree-seeking students. Should they fall short of the required English proficiency test score and not qualify for a waiver then they may be allowed to demonstrate sufficient English proficiency in an interview with a designated AAU official. Upon the approval of the AAU President, specific requirements can be agreed on the basis of bilateral agreements between institutions.

### **2. Previous Qualification**

No evidence of prior education is required.

### **3. Academic Preparedness**

Academic preparedness must be proven by a transcript with no less than 15 semester credits (30 ECTS) and an overall GPA of 2.5 or higher from a home university. Students with a lower GPA may apply for a GPA waiver by submitting a personal statement and two letters of recommendation. Upon the approval of the AAU President, specific requirements can be agreed on the basis of bilateral agreements.

### **4. List of Documents Submitted with the Application**

- (a) Official transcript
- (b) Language exam results (if required)
- (c) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)
- (d) Passport size photo

## **F. Requirements for Erasmus and University Exchange Students**

### **1. English Proficiency**

Exchange students are selected and nominated by their home university based on its internal requirements. AAU admits all nominated students within the limits set forth in respective bilateral agreements.

### **2. Previous Qualification**

No evidence of prior education is required.

### **3. Academic Preparedness**

Exchange students are selected and nominated by their home university based on its internal requirements. AAU admits all nominated students within the limits set forth in respective bilateral agreements.

### **4. List of Documents Attached to the Application**

- (a) Completed Learning Agreement (only Erasmus exchange)
- (b) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)
- (c) Passport-size photo

## **G. Requirements for Auditing Students**

### **1. English Proficiency**

There are no requirements.

## 2. Previous Qualification

No evidence of prior education is required.

## 3. Academic Preparedness

There are no requirements.

## 4. List of Documents Attached to the Application

- (a) Copy of passport/ID (in case of dual citizenship, both passports/IDs are required)
- (b) Passport size photo

## H. Requirements for Life-Long Learning Students

- i. For Life-Long Learning students in the U.S. accredited degree program, according to section C. of the Life-Long Learning policy, the same admission criteria apply as for Undergraduate degree-seeking students according to section C. of the Admission Policy.
- ii. For other Life-Long Learning students, the following admission criteria apply.

### 1. Language Proficiency

Proficiency in the language of instruction of the relevant Life-Long Learning program at level B2 of the Common European Framework of Reference for Languages (CEFR) is recommended, but no proof is required.

### 2. Previous Qualification

No evidence of prior education is required.

### 3. Academic Preparedness

There are no requirements.

### 4. List of Documents Attached to the Application

There are no requirements.

#### *Document Review and Approval History*

Date	Body/Individual	Action	Comments/Notes	Version
2025/06/02	President's Collegium	Reviewed	Minor review suggested	v1
2025/06/02	Faculty Senate	Reviewed	No objections raised	v1
2025/06/02	Student Council	Reviewed	No objections raised	v1
2025/06/02	Alumni Council	Reviewed	No objections raised	v1
2025/06/??	Board of Directors	Approved		v2