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# Copies, Transcripts, and Certificates

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## Most frequent requests

- confirmation of the length of study/employment for the purpose of retirement proceedings
- lists of examinations and credits
- transcripts of diplomas/certificates of final state exams

## How to proceed

1. Kindly complete this [form](#) in full. Mark the kind of document you need us to prepare for you. Include as much detail regarding your study/employment as possible, so we can process your application quickly.
2. Send the completed form by email to [udauk@ruk.cuni.cz](mailto:udauk@ruk.cuni.cz) or by mail to:

### **Archiv Univerzity Karlovy**

Ovocný trh 5  
116 36  
Praha 1

When sending the application form by email, it is not necessary to print and scan it. It is sufficient to fill it in electronically. Naturally, the form can also be filled and handed in directly in the archive.

3. According to the Code of Administrative Procedure, unless the law states otherwise, we have 30 days to process your application.
4. The requested certificate or transcript can be picked up in person at our address (Mon–Fri 9.00-12.00 and 13.00-14.00) or sent by registered mail to your address. Third persons can pick up the certificate or transcript only when equipped with the power of attorney.
5. The processing of an application with the exception of a certificate for the needs of retirement proceedings carries a fee according to a [List of service fees](#) (transcript of a diploma amounts to 1 page, list of exams usually 2 to 3 pages). The fee can be paid in cash during collecting of the document or by bank transfer (account number 909 909 339/0800, IBAN: CZ09 0800 0000 0009 0990 9339, BIC-Swift: GIBACZPX). Please, do not forget to use specific and variable symbol in your payment. You will get them by email and without them your payment cannot be identified and the document will not be given or send to you.

We do our best to process all applications as quickly as possible but also ask for patience, because most materials are kept in an archive depository outside Prague. For further information, especially regarding the status of your application and the number of revenue stamps needed, write to [udauk@ruk.cuni.cz](mailto:udauk@ruk.cuni.cz) or call our secretary Mgr. Petr Pribilinec at (+420) 224 491 463.

## Secretariat

Mgr. Petr Pribilinec

**Opening hours:** Mon–Fri 9.00-12.00 and 13.00-14.00

**Phone:** +420 224 491 463

**E-mail:** [udauk@ruk.cuni.cz](mailto:udauk@ruk.cuni.cz)