

Student Application Procedure

Guide



Exchange student Application deadlines

Application deadline	Fall Semester 2019	Spring Semester 2020	Full Academic Year 2019/2020
Non-EU citizens	May 15, 2019	October 15, 2019	May 15, 2019
EU citizens	May 30, 2019	November 30, 2019	May 30, 2019

1. Log into the university system InSIS



Personal administration

- [Log in to the Personal administration of InSIS](#) • [First log in to InSIS instructions](#) • [System integrators](#)



Admission procedure

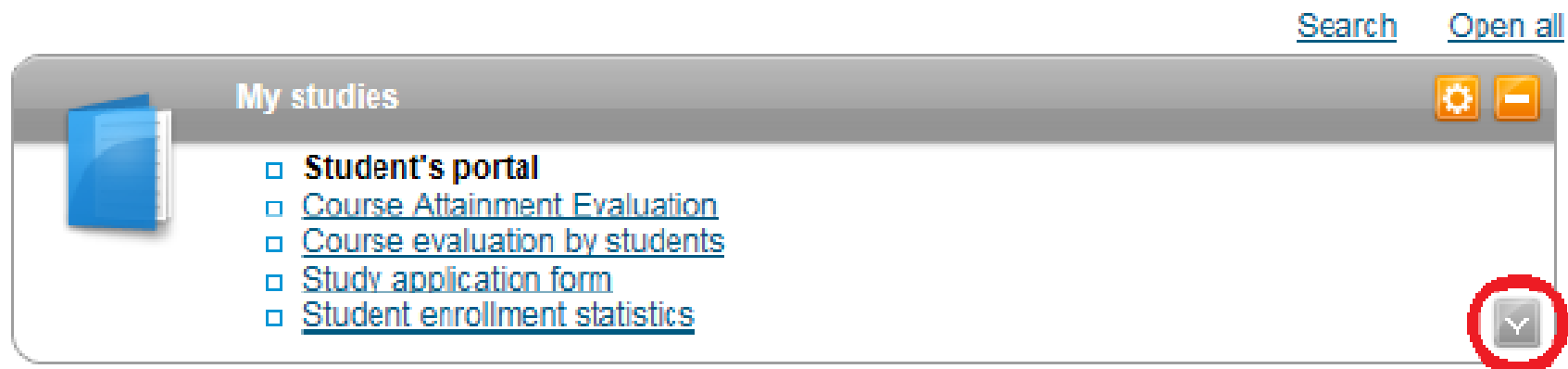
- [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Course application](#) • [Application to U3V](#)



Information about VŠE

- [Persons at VŠE](#) • [Validity verification of identification cards](#) • [Departments](#) • [Thematic search](#) • [Types of ID cards in use](#)
- [Public document server](#)


2. Go to "My Studies" and press the small button on the right to get the full offer





3. Choose "Application to exchange programme - add personal details"

[Search](#) [Open all](#)

My studies



- [Student's portal](#)
- [Course Attainment Evaluation](#)
- [Course evaluation by students](#)
- [Study application form](#)
- [Student enrollment statistics](#)
- [Application to exchange programme - add personal details](#)



4. Enter your contact details, personal information...

- ▶ ... When you have filled everything in, click on „Save entered information“ button
- ▶ EU citizens leave the section Czech Embassy blank
- ▶ Non-EU citizens can find the list of Czech diplomatic missions abroad [here](#)

Add personal details

[Basic information](#) [Enter photo](#)

Use this application to enter user's additional data.

Address

Use the following form to enter information regarding permanent residence. In the Note box type address information (room no., flat owner name).

Street: Number: Post code:

Town:

Country:

Note:

Personal information

Use the following form to complete personal details.

Place of birth:

Country of birth (compulsory):

State citizenship (compulsory):

Telephone number (compulsory):

Permanent residence (Czech Republic) (compulsory): yes no not entered

Passport number (compulsory):

Emergency phone number (compulsory):

VISA application will be submitted at the Czech Embassy/Consulate in (English name of the city and the country; e.g. Beijing, China) (compulsory):



Clicking on the "Save entered information" button, I agree that my data is collected, kept and processed by course of the 101/2000 Sb. Personal Data Protection Act as amended, by the University of Economics, Prague, Nám. Winstona Churchilla 4, 130 67 Praha 3, Czech Republic. This assent is granted on a voluntary basis in the above mentioned extent and for the time period essentially needed.

5. Switch to "Enter photo" from the same site

Add personal details

[Basic information](#) [Enter photo](#)

Use this application to enter user's additional data.

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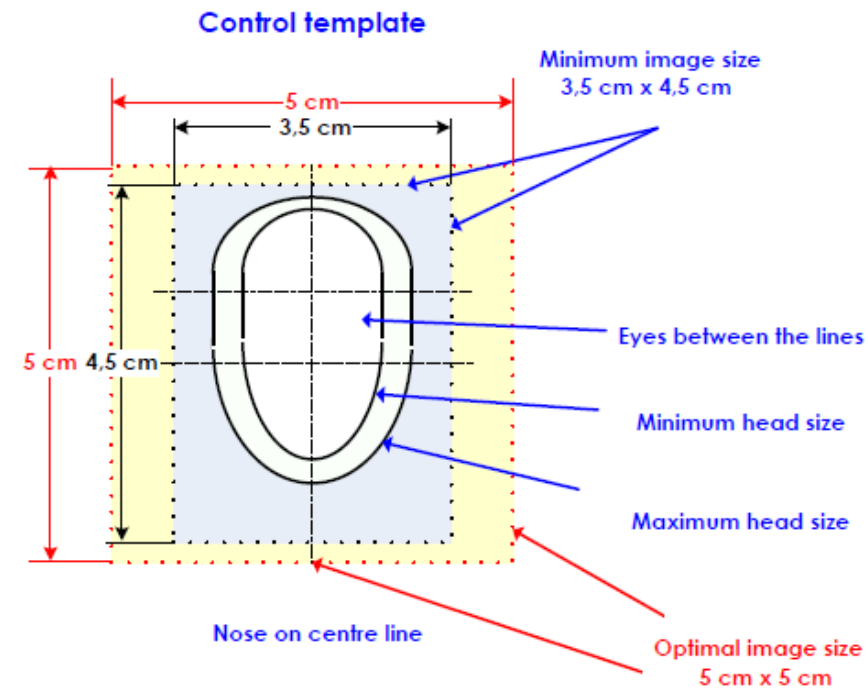


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6. Upload your photo according to the guidelines


- ▶ ONLY a digital **passport size photo**, a .jpeg file, max. 2 MB, **plain background**
- ▶ The photo serves for preparing your **VSE student ID card** prior to your arrival and needs to fulfill the **legal requirements**:
 - ▶ The image size is not smaller than the outer frame of gray area
 - ▶ **Head size** between inner and outer circle is not over 35 mm and less than 31 mm
 - ▶ Eyes between the dashed line and on the same level
 - ▶ Taken in **full-face view** directly facing the camera, **one person** in shot only
 - ▶ With a **neutral facial expression**, **both eyes open** and showing a **full head**
 - ▶ The photo must be **clear**, in **sharp focus**, in **color**, no shadows in the background



Add personal details

[Basic information](#) [Enter photo](#)

Use the application to enter photo. Photo must be in JPEG format. As soon as you choose the path to file, click on the Submit button to save the photo.

 Photo must be entered. File name should contain only letters of English alphabet and numbers.
Photo failed to be entered.



Downloading photo from disc (JPEG only):

Procházet...



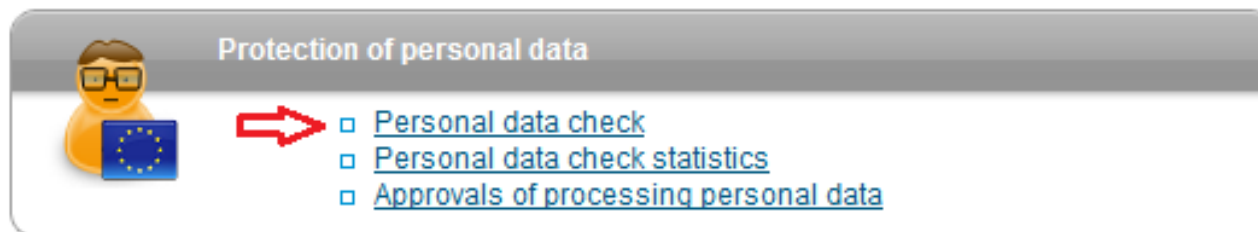
6. Upload your photo according to the guidelines

- ▶ Example of an **approved** photo
- ▶ If your photo does not meet the criteria stated in the **guidelines**, it **will not be accepted** and you will have to upload another one.



7. Personal data check

- ▶ After entering all your personal details, go back to the InSIS main page and choose **Personal data check** in the section „Protection of personal data“



7. Personal data check

- ▶ Look at all your personal data displayed and **check if it is correct**
- ▶ If there is any kind of a mistake, please contact the Exchange Office (exchange@vse.cz)
- ▶ You can disregard the section regarding the bank account
- ▶ **Please pay special attention to the following fields:**
 - ▶ First name and surname - the right order of your first name (given name) and surname (family name/last name)
 - ▶ Example:
 - ▶ First name(s): Maria Theresia Anna
 - ▶ Surname(s): Fernandez Garcia de la Torre
 - ▶ Date of birth - date of birth is displayed in the following format: DD/MM/YYYY
 - ▶ Sex

Personal information

The following information about staff is partly provided by HR and IFIS system. User can modify some information him/herself in [personal preferences](#).

Name	Entry	Changed
First name and surname	[REDACTED]	04/04/2017
Identification number	[REDACTED]	04/04/2017
Date of birth	[REDACTED] (DD/MM/YYYY)	04/04/2017
Sex	male	04/04/2017
Personal code	[REDACTED]	04/04/2017
Citizenship qualifier	[REDACTED]	04/04/2017
State citizenship	[REDACTED]	04/04/2017
E-mail	[REDACTED]	04/04/2017

8. Confirm personal data information

- ▶ If your data is alright, click on the „I confirm that the above given information is correct“ button.
- ▶ **This is the last step, no confirmation that you have filled in the application will be provided!**
- ▶ Once the online Application has been filled in and processed in the system, your Letter of Acceptance will be uploaded in the InSIS Document Storage (all students). Moreover, non-EU citizens will be sent their VISA Supporting Documents to their home university.
- ▶ Notification by email - for both the Letter of Acceptance and the Supporting Documents.

