Student Application Procedure

Guide

International Office  +420 224 098 547  exchange@vse.cz
# Exchange student Application deadlines

<table>
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<tr>
<th>Application deadline</th>
<th>Fall Semester 2019</th>
<th>Spring Semester 2020</th>
<th>Full Academic Year 2019/2020</th>
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<td><strong>Non-EU citizens</strong></td>
<td>May 15, 2019</td>
<td>October 15, 2019</td>
<td>May 15, 2019</td>
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<td><strong>EU citizens</strong></td>
<td>May 30, 2019</td>
<td>November 30, 2019</td>
<td>May 30, 2019</td>
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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**
- 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"
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
5. Switch to "Enter photo" from the same site

Add personal details

Basic information

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: ______  Search

Town: ____________________________

Country:  Czech Republic  

Note: __________________________________________

Personal information

Use the following form to complete personal details.

Place of birth: ____________________________

Country of birth (compulsory):  -- not entered --  

State citizenship (compulsory):  Republic of Kazakhstan  

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): ____________________________

By clicking the "Save entered information" button, I agree that my data is collected, kept and processed by course of the 1991/2000 Slb.

Personal Data Protection Act as amended, by the University of Economics, Prague, Nám. Winstona Churchilla 4, 130 87 Praha 3, Czech Republic. This asset is granted on a voluntary basis in the above mentioned extent and for the time period essentially needed.

Save entered information
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
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.
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.