

Student Application Procedure

Guide

Exchange student Application deadlines

Application deadline	Fall Semester 2026	Spring Semester 2027	Full Academic Year 2026/2027
Non-EU citizens	May 15, 2026	October 15, 2026	May 15, 2026
EU citizens	May 31, 2026	October 31, 2026	May 31, 2026

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

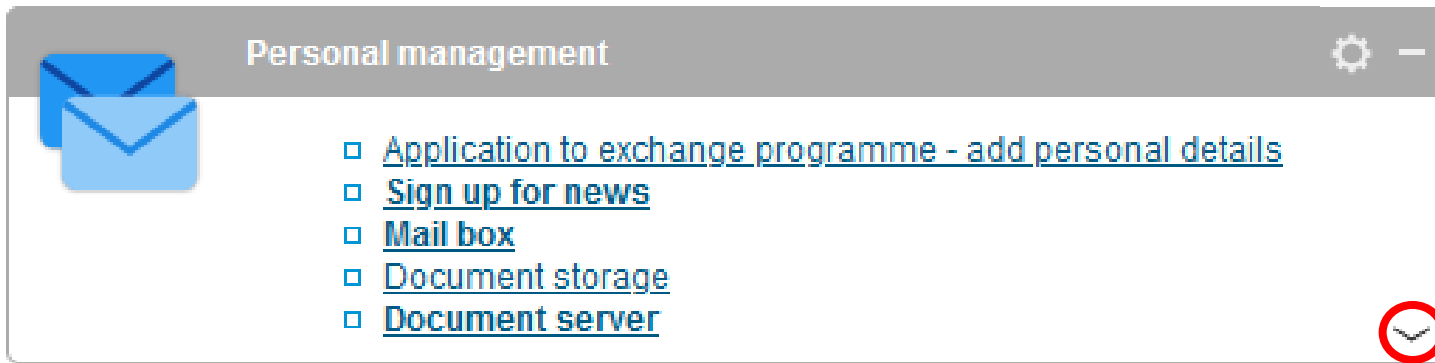
- [E-application form to study at VŠE](#)
- [Admission procedure results](#)
- [Pre-enrollment confirmation for application to study at VŠE](#)
- [Courses on offer](#)
- [Application to U3V](#)



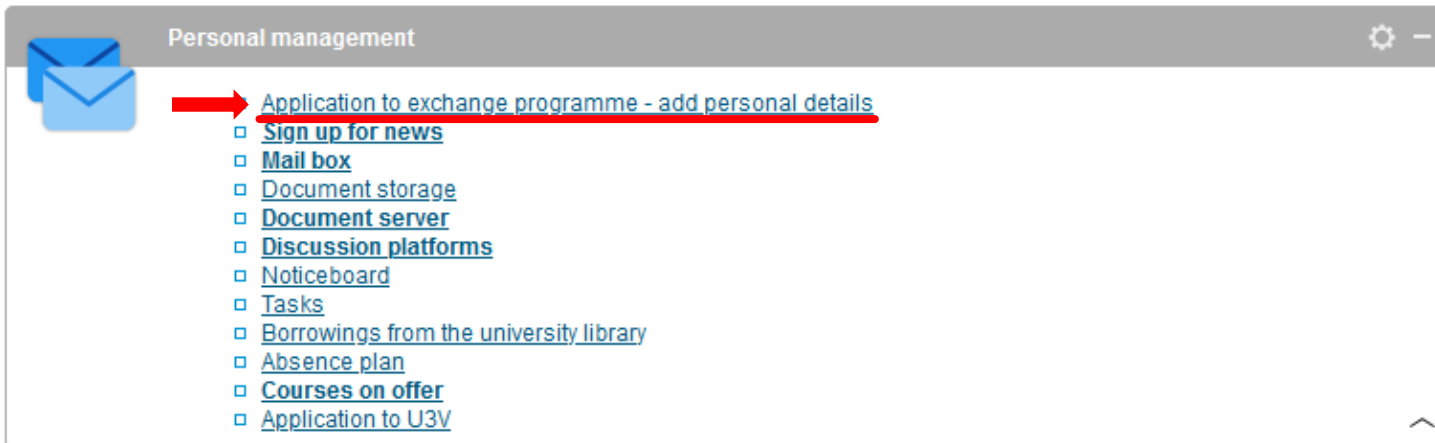
Information about VŠE

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

2. Go to „Personal management" section and choose "Application to exchange programme - add personal details"



► To get the full offer press the small arrow in the right bottom corner of the section



3. Fill in your Personal data

Personal data

Place of birth = city

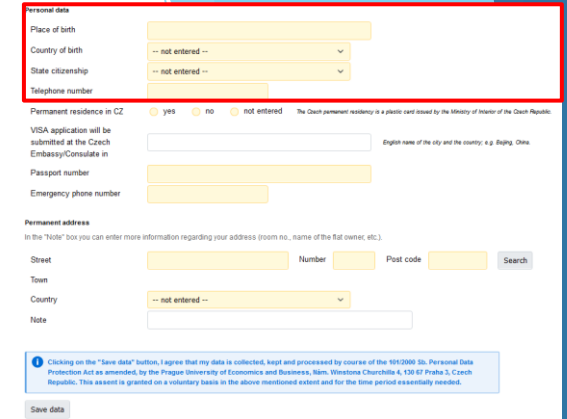
Country of birth 

State citizenship 

Telephone number

Personal data

- ▶ Place of birth should be a **city** (e.g. Paris) for US citizens please fill in city and state (e.g. Elko, Nevada)
- ▶ When filling out **Country of birth**, **State citizenship** and **Country**, do not forget to open the scrollbar and choose from the list. Please note that countries are stated by their full official English name
- ▶ State citizenship was stated by your home university coordinator, however if it is wrong or you also hold another citizenship you can change it
- ▶ Phone number should start with the plus sign (+), followed by the country code (e.g. +49 69 1234 5678)



Personal data

Place of birth

Country of birth

State citizenship

Telephone number

Permanent residence in CZ ☐ yes ☐ no ☐ not entered The Czech permanent residency is a plastic card issued by the Ministry of Interior of the Czech Republic.

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

Passport number

Emergency phone number

Permanent address

In the "Note" box you can enter more information regarding your address (room no., name of the flat owner, etc.).

Street Number Post code

Town

Country

Note

Clicking on the "Save data" 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 Prague University of Economics and Business, Nam. Winstona Churchilla 4, 130 67 Praha 3, Czech Republic. This consent is granted on a voluntary basis to the above mentioned extent and for the time period essentially needed.

3. Fill in your Personal data

Permanent residence in CZ ☐ yes ☐ no ☐ not entered *The Czech permanent residency is a plastic card issued by the Ministry of Interior of the Czech Republic.*

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

Passport number

Emergency phone number

Personal data

Place of birth

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State citizenship

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- ▶ Permanent residence in CZ: select „yes“ only if you have a plastic card issued by the Ministry of Interior of the Czech Republic. Otherwise choose „no“
- ▶ VISA application: **EU citizens** leave the field blank; **Non-EU citizens** please find the list of Czech diplomatic missions abroad [here](#)
- ▶ Passport number: please note that your travel document should be valid at least 6 months after your stay is finished, EU citizens can state ID card number instead
- ▶ Emergency phone number should belong to the person you want us to contact in the event of an emergency concerning you. It could be someone from your family or a close person.

3. Fill in your Personal data

Permanent address

In the "Note" box you can enter more information regarding your address (room no., name of the flat owner, etc.).

Street		Number		Post code		Search
Town						
Country	-- not entered --					
Note						

i Clicking on the "Save data" 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 Prague University of Economics and Business, 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.

Permanent address

- ▶ Should be your official, long-term address where you are legally registered and considered to reside, not your temporary student accommodation. We expect the country of your permanent address to match your citizenship.

... When you have filled everything in, click on „Save data“ button

Personal data

Place of birth	
Country of birth	-- not entered --
State citizenship	-- not entered --
Telephone number	
Permanent residence in CZ	☐ yes ☐ no ☐ not entered
VISA application will be submitted at the Czech Embassy/Consulate in	
Passport number	
Emergency phone number	

The Czech permanent residency is a plastic card issued by the Ministry of Interior of the Czech Republic.

English name of the city and the country, e.g. Beijing, China

Permanent address

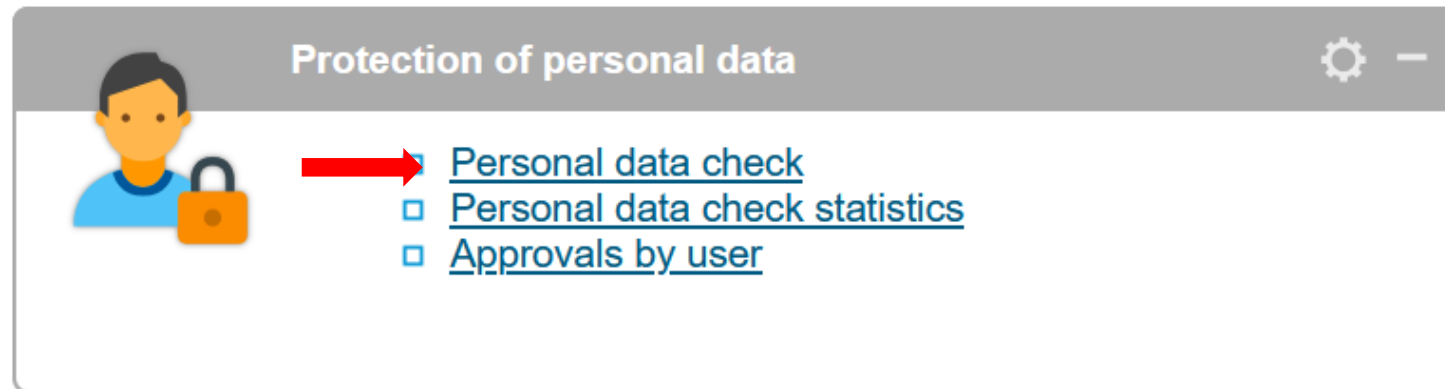
In the "Note" box you can enter more information regarding your address (room no., name of the flat owner, etc.).

Street		Number		Post code		Search
Town						
Country	-- not entered --					
Note						

i Clicking on the "Save data" 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 Prague University of Economics and Business, 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.

4. Personal data check

- ▶ It is necessary to confirm all the personal data are correct - go to the InSIS main page and choose Personal data check in the section „Protection of personal data“



4. Personal data check

► Please pay special attention to the following fields:

- **Name and surname** - the right order of your full name - see below:

John	Fitzgerald	Kennedy
= Name	= Middle Name	= Last Name
= First Name		= Family Name
= Given Name		= Surname
= Prénom		= Nom
Please include the possible middle name(s) to the Name box.		

- **Date of birth** - date of birth is displayed in the following format:
DD/MM/YYYY
- **Sex** and **State citizenship**
- You can disregard the Identification number and Temporary ID number

Personal data

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

Name	Entry	Changed
First name and surname	██████████	15/10/2024
Identification number	██████████	15/10/2024
Date of birth	██████████ (DD/MM/YYYY)	15/10/2024
Sex	male	15/10/2024
Temporary ID Number	██████████	23/10/2024
Passport number	██████████	22/10/2024
Place of birth	██████████	22/10/2024
Country of birth	██████████	22/10/2024
Citizenship qualifier	██████████	15/10/2024
State citizenship	██████████	15/10/2024
Permanent residence	██████████	22/10/2024
Telephone number	██████████	22/10/2024
E-mail	██████████	15/10/2024
Emergency phone number	██████████	22/10/2024

4. Personal data check

- ▶ If your personal data is not correct, please send an email to exchange@vse.cz with details of the needed update and do not forget to attach a copy of a document showing the change (for example a photo of your passport or ID card).
- ▶ If your data is alright, click on the „*I confirm that the above given information is correct*“ button.

Confirm information

For the purpose of verifying the data stored in Integrated Study Information System you need to confirm correctness of the data in the information system every academic year. Faculties may require data verification in order to execute other administrative tasks, such as enrollment to the next academic period or issue of diploma.

i Your personal information for the period of 2025/2026 has not yet been confirmed.
If your personal information is correct, please click on the "Confirm" button.

I confirm that the above given information is correct

5. ID type photo upload

- ▶ Each VSE student is required to upload a photo. The photo also serves for preparing your **VSE student ID card** and your identification on the campus.
- ▶ To upload your photo, choose **Photo in system** in the section „Personal data check“
- ▶ Scroll down to the bottom and click **change photo** upload your photo according to the guidelines on next slide

Photo in system

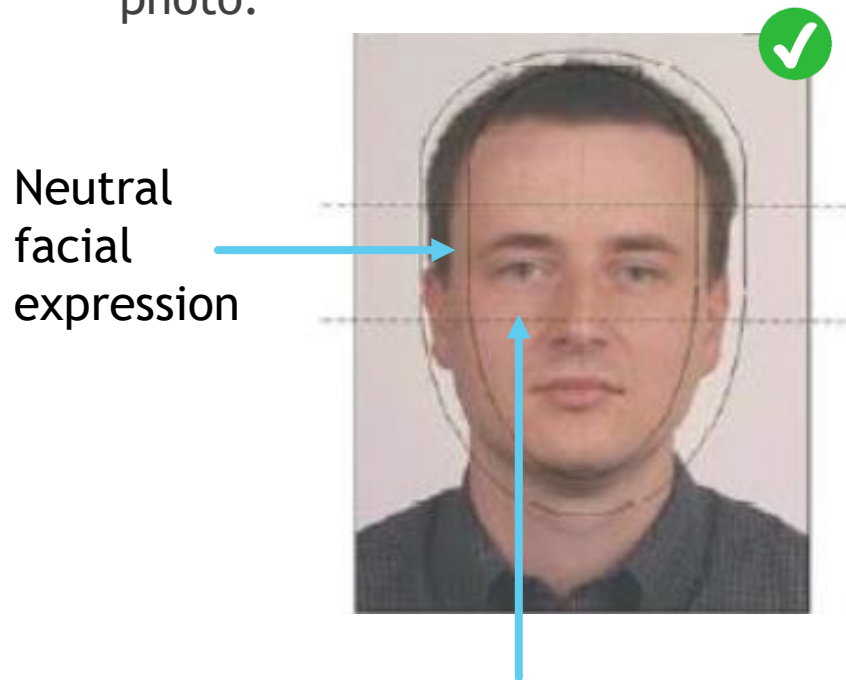
Photo failed to be found. You can change the photograph in [Change photo](#) application.

5. ID type photo upload

- ▶ ONLY a digital **passport size photo**, a .JPEG file, max. 5 MB, **plain background**
- ▶ Photo requirements:
 - The photo must be **clear, in sharp focus, in color**
 - Background in white, blue or light grey is recommended, without shadows
 - 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**
 - More information can be found [here](#).

5. ID type photo upload

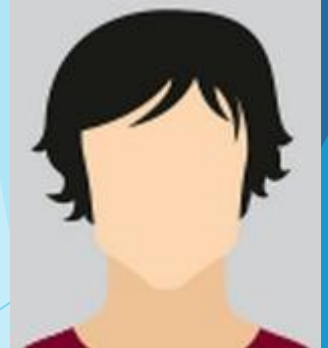
- ▶ Examples of the **correct** appearance, placement and aspect ratio of an inserted photo:



Both eyes open, between the dashed lines and on the same level

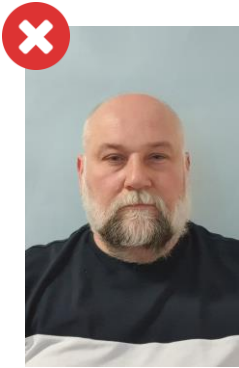


Full-face view, directly facing the camera, one person in shot only



5. ID type photo upload

► Non-compliant images - these types of images will not be accepted



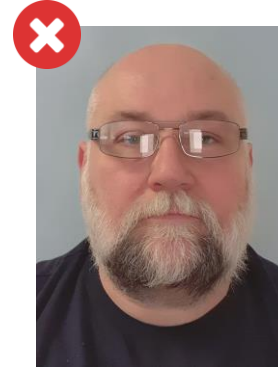
Too much space above the head, the photo takes up the chest, not just the shoulder cutout



Lots of headroom



Inconsistent background, a uniform (not jagged) background in white, blue or light grey is recommended



There must be no reflections of dioptric glasses on the photo



Eyes must be open and not covered in any way



The photo is not sharp, it is blurred



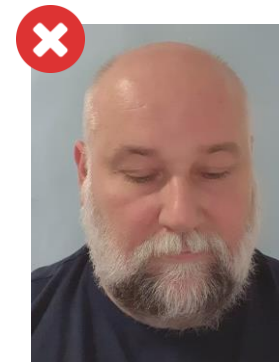
The photo should display only the whole head with part of the shoulders



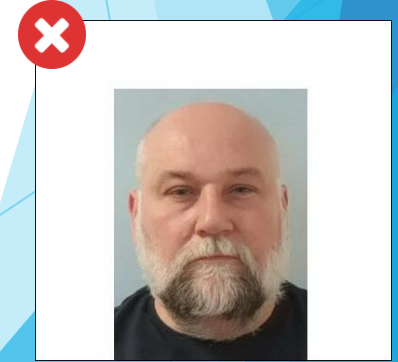
Headgear is prohibited (except for medical reasons) as are fashion accessories such as glasses in the hair, earplugs, etc.



Glasses with dark lenses are not allowed, exception is possible only for blind persons



The person's view must be directed into the lens



The photo was inserted with a non-original background

5. ID type photo upload

- ▶ If your photo does not meet the criteria stated in the **guidelines**, it **will be rejected**.
- ▶ To complete your online Application you will have to upload another photo.

5. ID type photo upload

- ▶ Lastly, do not forget to approve the Consent of the Processing of Photograph

 » Change photo

Use the application to enter photo. Photo must be in JPEG format.

 If the photo here is incorrectly placed or cropped, modify the photo in your computer and upload it again.

Photo entered: no



Loading photograph from disc (only JPEG, max. size 5 MB):
To enter the file, you can also drag it to this area.
Select file

Approval of photo

By confirming all the following approvals you consent to your photograph being visible in Integrated Study Information System.

Consent to the Processing of Photograph in the Information Systems of the VŠE

 Approval was not granted.
Can be revoked
Version: 11/11/2020 15:18



[... more](#)

[Key \(click to show/hide\)](#)

Approval of photo

By confirming all the following approvals you consent to your photograph being visible in Integrated Study Information System.

Consent to the Processing of Photograph in the Information Systems of the VŠE

 Approval was granted.
Can be revoked



[... more](#)

[Key \(click to show/hide\)](#)

Online Application completed

- ▶ Once your Personal data are confirmed and your photo is approved by our IT department, your Letter of Acceptance will be uploaded in the InSIS Document Storage.
- ▶ Moreover, non-EU citizens will be sent their VISA Supporting Documents by post to their home university.
- ▶ For both the Letter of Acceptance and the VISA Supporting Documents we will notify you by email.

We look forward to meeting you at VSE campus!

