Student Application Procedure

Guide

Exchange student Application deadlines

Application deadline	Fall Semester 2025	Spring Semester 2026	Full Academic Year 2025/2026
Non-EU citizens	May 15, 2025	October 15, 2025	May 15, 2025
EU citizens	May 31, 2025	October 31, 2025	May 31, 2025

1. Log into the university system **InSIS**

Personal administration

- <u>Log in to the Personal administration of InSIS</u>   <u>First log in to InSIS instructions</u>   •   <u>System integrators</u>

Admission procedure

- <u>E-application form to study at VŠE</u>   •   <u>Admission procedure results</u>   •   **<u>Pre-enrollment confirmation for application to study at VŠE</u>**
- <u>Courses on offer</u>   •   <u>Application to U3V</u>

Information about VŠE

- <u>Persons at VŠE</u>   •   <u>Validity verification of identification cards</u>   •   <u>Departments</u>   •   <u>Thematic search</u>   •   <u>Identification cards in use</u>
- <u>Public document server</u>

2. Go to "My College" and choose "Application to exchange programme – add personal details"
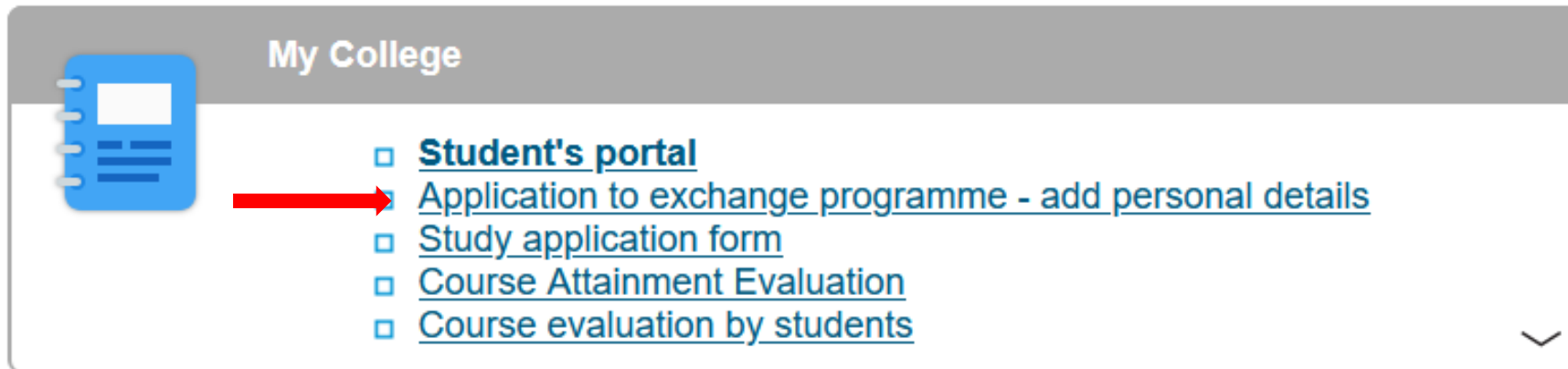
► In case you cannot see this option please press the small arrow ⌄ in the right bottom corner of the section to get the full offer

3. Enter your **contact details, personal information…**

▶ Address: fill in the permanent address (such as your address on your personal ID card)

▶ When filling out **Country** and **Country of birth,** do not forget to open the scrollbar and choose one of the listed countries

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   -- not entered --

Note

Personal data

Use the following form to complete personal details.

Place of birth

Country of birth   -- not entered --

State citizenship   Kingdom of Spain

Telephone number

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

VISA application

▶ **EU citizens** leave the field blank

▶ **Non-EU citizens** can find the list of Czech diplomatic missions abroad [here](#)

… When you have filled everything in, click on **„Save entered information"** button

5. **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

▶ 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.

Control template

1.4 in x 1.8 in
Minimum image size
3,5 cm x 4,5 cm

2 in
5 cm
3,5 cm
1.4 in

2 in   1.8 in
5 cm   4,5 cm

Eyes between the lines

Minimum head size

Maximum head size

Nose on centre line

Optimal image size
5 cm x 5 cm
2 in x 2 in
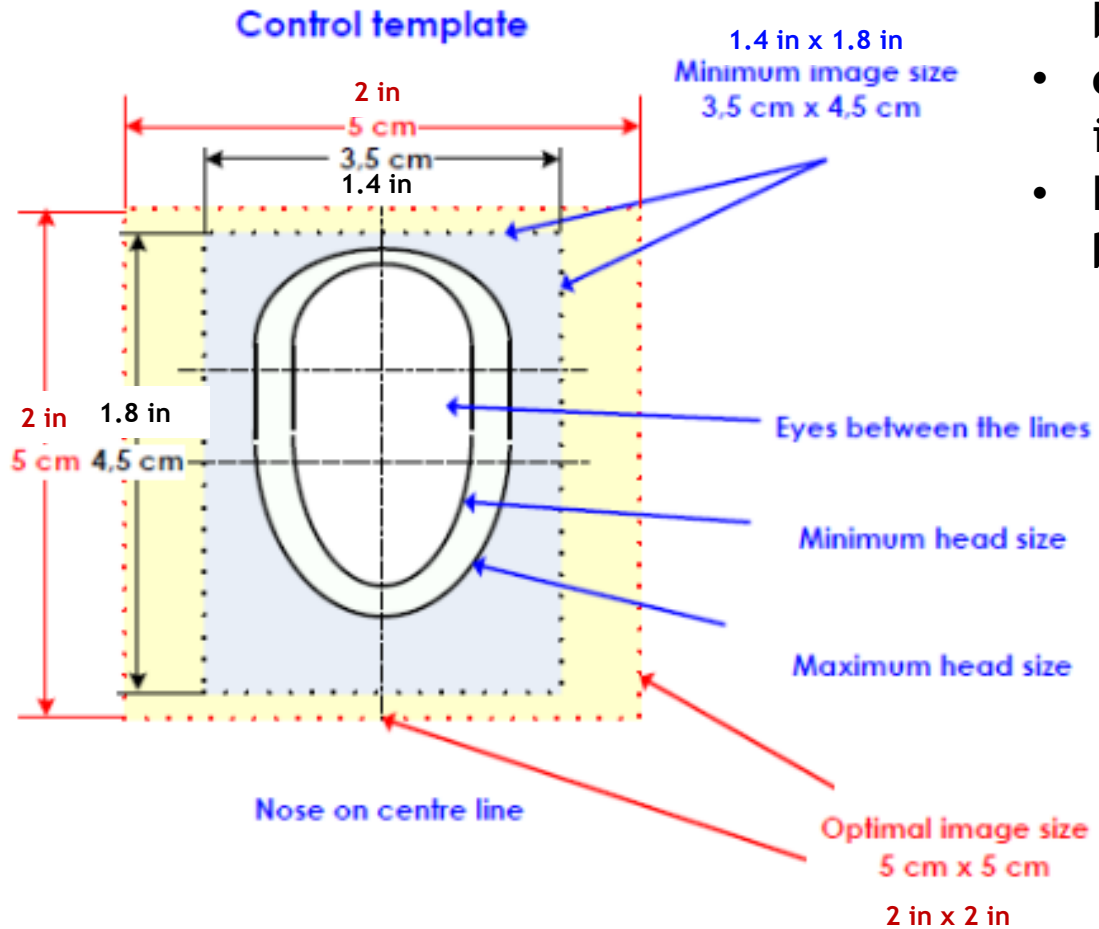
- **no shadows** in the face or in the background
- **clear**, in focus and in color
- Flat, **light background**

No excess space around the face

Neutral facial expression

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

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

Non-compliant images – these types of images will **not** be accepted

Smiling is not permitted – must be a neutral expression

Incorrect image exposure– images cannot be too light or too dark

The face and background must be shadow-free

The subject must be facing forward, without any head angle

If worn, glasses must not obscure the eyes or have any reflections

Head-coverings must not cover the face – same with hair

Head must not be tilted down or up

Background is not white

Photo is too blurry

Photo is too close

No taking photos of photos

Not showing from chest up

Not facing the camera

Background is not white

Too dark and shadowy

5. **Upload your photo** according to the **guidelines**

Change photo

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

☒   Loading photograph from disc (only JPEG, max. size 5 MB):

[   ]   Procházet...

[Save photo]

Do not forget to approve the Consent of the Processing of Photograph

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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.
                                                                                                    Version: 11/11/2020 15:18   🔴⚪

... more▸

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.   ⚪🟢
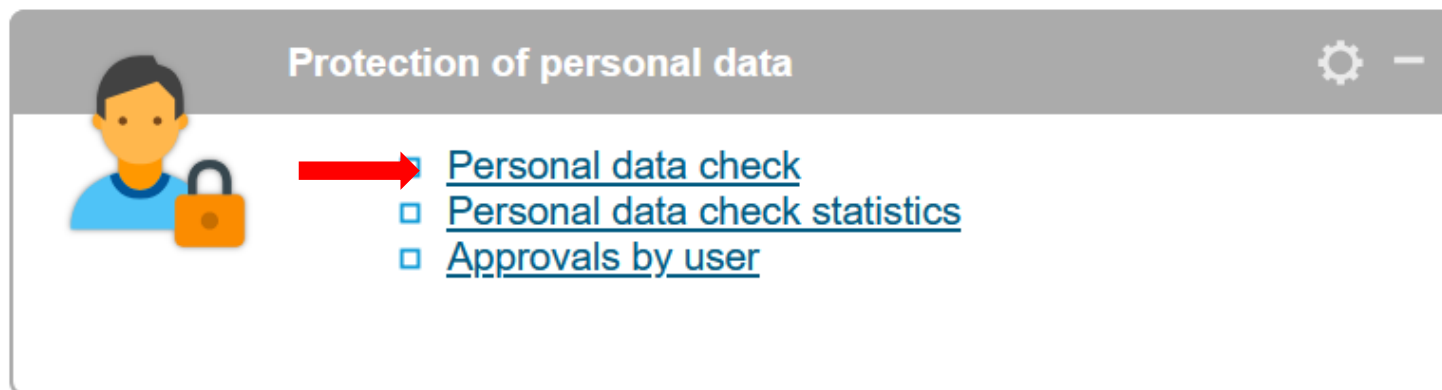
... more▸

Key (click to show/hide)

6. Personal data check

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

6. 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 temporary ID Number and section regarding the bank account

▶ **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**

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

7. 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!**

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.

ⓘ **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

Online Application completed

▶ 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.