

Student Application Procedure

Part 1 - Personal data

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

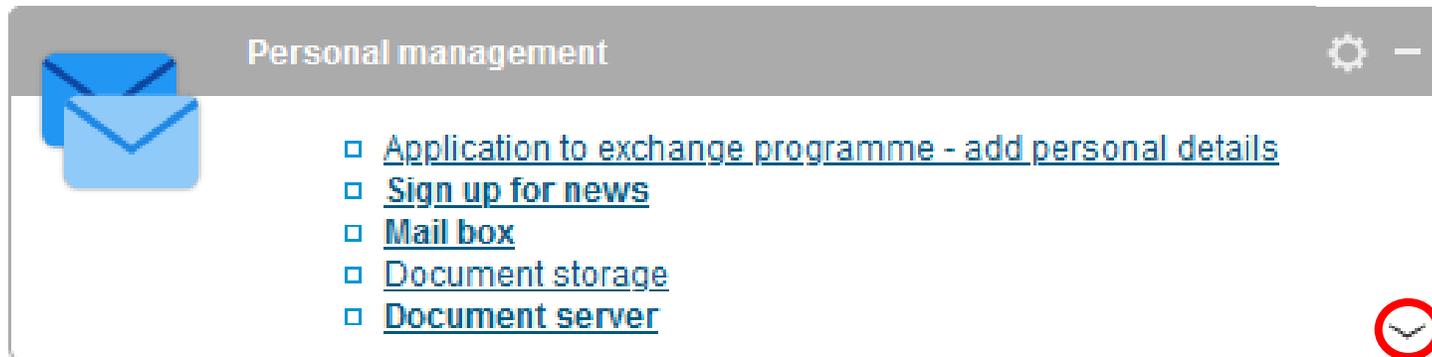
- [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Pre-enrollment confirmation for application to study at VŠE](#)
- [Courses on offer](#) • [Application to U3V](#)



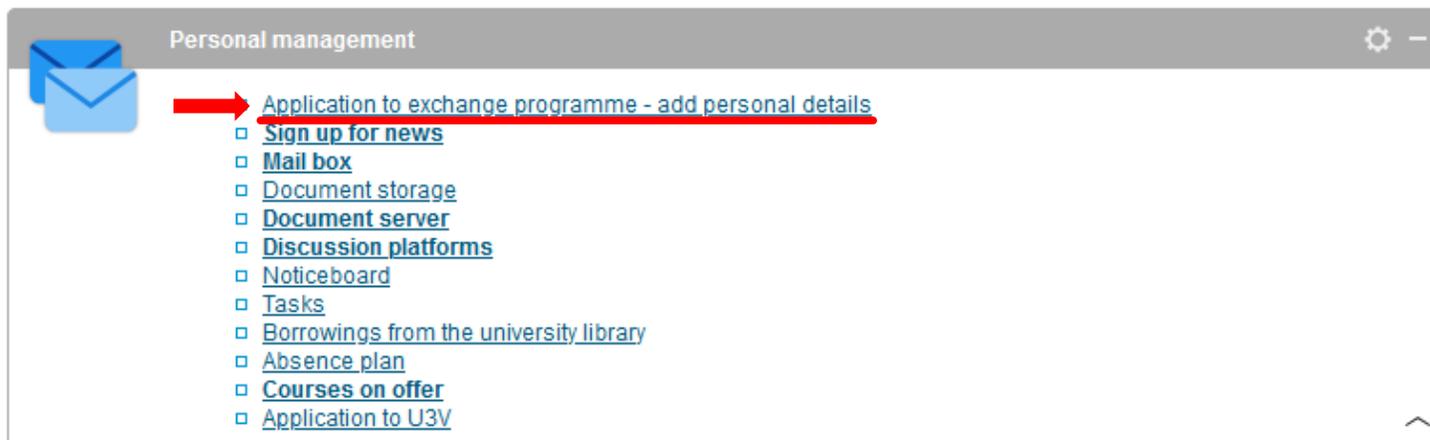
Information about VŠE

- [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 -- not entered --

State citizenship -- not entered --

Telephone number

The screenshot shows a web form titled "Personal data" with the following fields: "Place of birth" (text input), "Country of birth" (dropdown menu), "State citizenship" (dropdown menu), "Telephone number" (text input), "Permanent residence in CZ" (radio buttons for yes, no, not entered), "VISA application will be submitted at the Czech Embassy/Consulate in" (text input), "Passport number" (text input), "Emergency phone number" (text input), "Permanent address" section with "Street", "Town", "Country" (dropdown menu), and "Note" (text input). A "Save data" button is at the bottom. A red box highlights the "Country of birth" and "State citizenship" dropdown menus.

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)



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

The screenshot shows the online form interface. A red box highlights the 'Permanent residence in CZ' section, which includes radio buttons for 'yes', 'no', and 'not entered', and a note: 'The Czech permanent residency is a plastic card issued by the Ministry of Interior of the Czech Republic.' Below this is the 'VISA application will be submitted at the Czech Embassy/Consulate in' field with a placeholder for the English name of the city and country. Other visible fields include 'Place of birth', 'Country of birth', 'State citizenship', 'Telephone number', 'Passport number', and 'Emergency phone number'. The 'Permanent address' section includes fields for 'Street', 'Town', 'Country', and 'Post code', along with a 'Search' button. A 'Save data' button is at the bottom. A small blue information box at the bottom left of the form states: '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 in the above mentioned extent and for the time period expressly needed.'

- ▶ 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

Town

Country

Note

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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

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

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Permanent address

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Personal data saved - Part 1 completed

- ▶ Once your *Personal data* are filled in, we will check the information you inserted. In case a clarification is needed, we will contact you by email.
- ▶ Now please await further instructions to complete your online Application, it will be sent from exchange@vse.cz.