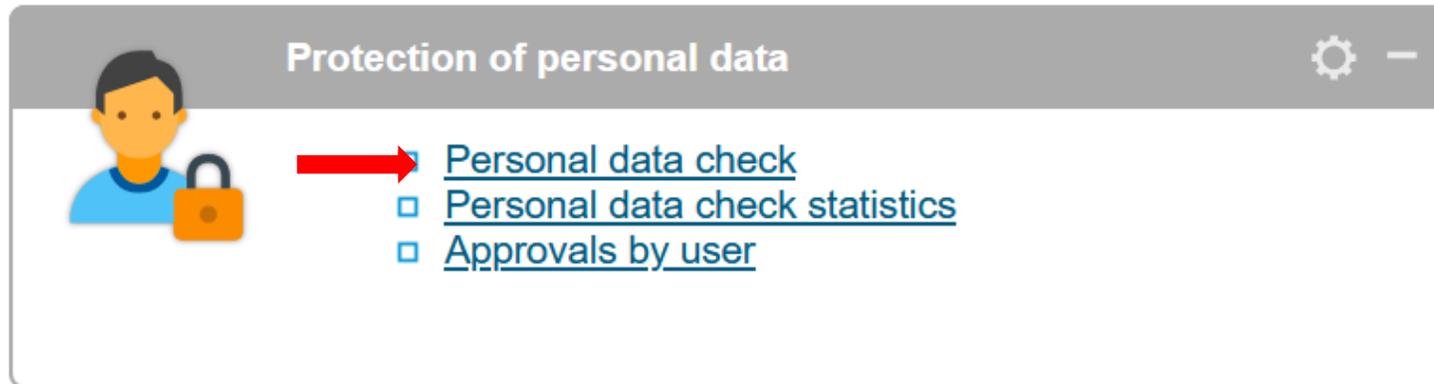# Student Application Procedure

Part 2 - Final Check and Photo

Guide

1. 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"

1. 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. Us...
preferences.

Name	Entry	Changed	Modify
First name and surname	▓▓▓▓▓	18/09/2025	→
Identification number	▓▓▓▓▓	18/09/2025	
Date of birth	▓▓▓▓ (DD/MM/YYYY)	18/09/2025	
Sex	▓▓▓	18/09/2025	→
Temporary ID Number	▓▓▓▓▓	18/09/2025	
Passport number	▓▓▓▓	18/09/2025	→
Place of birth	▓▓▓▓▓	18/09/2025	→
Country of birth	▓▓▓▓▓	18/09/2025	
Citizenship qualifier	▓▓▓▓	18/09/2025	
State citizenship	▓▓▓▓	18/09/2025	→
Permanent residence	▓▓▓▓	18/09/2025	→
Telephone number	▓▓▓▓▓	18/09/2025	→
E-mail	▓▓▓▓▓	18/09/2025	→
Emergency phone number	▓▓▓▓▓	18/09/2025	

1. Personal data check

▶ If your personal data is not correct, update it using the application form under the **arrow** → next to the data and do not forget to attach a copy of a document showing the change (for example a photo of your passport or ID card).

▶ Alternatively send an email to exchange@vse.cz with details of the needed update

Name	Entry	Changed	Modify
First name and surname	■■■■■	18/09/2025	→
Identification number	■■■■■	18/09/2025	
Date of birth	■■■■■ (DD/MM/YYYY)	18/09/2025	
Sex	■■■	18/09/2025	→
Temporary ID Number	■■■■■	18/09/2025	
Passport number	■■■■■	18/09/2025	→
Place of birth	■■■■	18/09/2025	→
Country of birth	■■■■■	18/09/2025	→
Citizenship qualifier	■■■■	18/09/2025	
State citizenship	■■■■	18/09/2025	→
Permanent residence	■■■■■	18/09/2025	
Telephone number	■■■■	18/09/2025	→
E-mail	■■■■■	18/09/2025	→
Emergency phone number	■■■■	18/09/2025	

1. Personal data check

► If your data is alright, click on the
„*I confirm that the above given information is correct*" button.

2. ID type photo upload
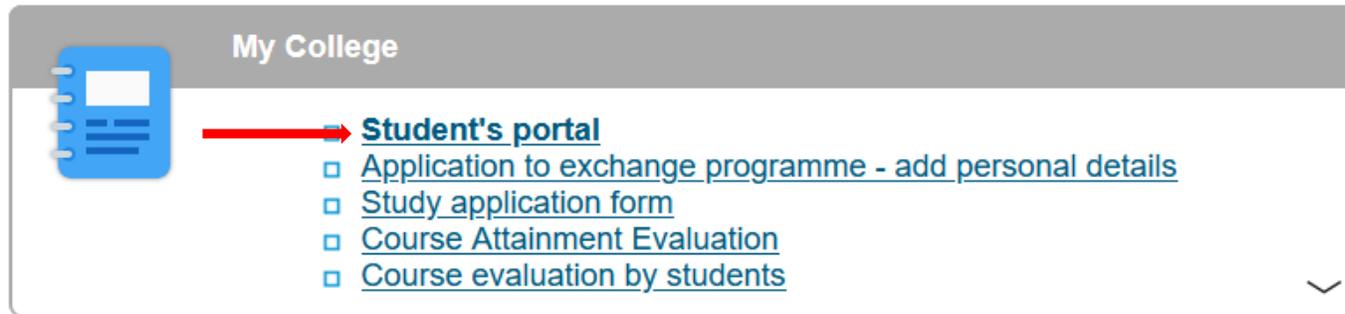
▶ Each VSE student is required to upload a photo. The photo also serves for preparing your **VSE student ID card** and your identification on the campus.

▶ To upload your photo, choose **Student's portal** in the section „My college"

▶ Scroll down and upload your photo according to the guidelines on next slide

2. 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.

2. ID type photo upload

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

Neutral facial expression

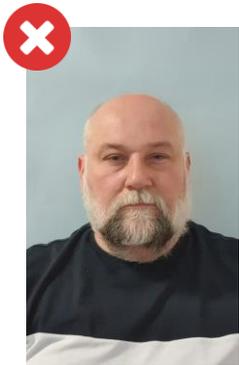No excess space around the face

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

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

2. ID type photo upload

▶ Non-compliant images – these types of images will **<u>not</u>** 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
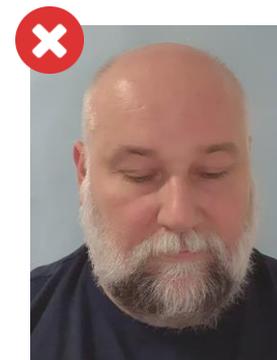
The photo is not sharp, it is blurred

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

2. ID type photo upload

▶ If your photo does not meet the criteria stated in the **guidelines**, it **will be rejected** and you will receive an email to your VSE account with specification.

▶ To complete your online Application you will have to upload another photo.

2. ID type photo upload

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

Introduction of VSE email account

▶ As you filled in your *Personal data*, section „My college" appeared on your InSIS homepage and your personal VSE email account was created.

▶ To access notifications from VSE you need to log in to your VSE email account. To do so, go to outlook.vse.cz and follow the instructions below.
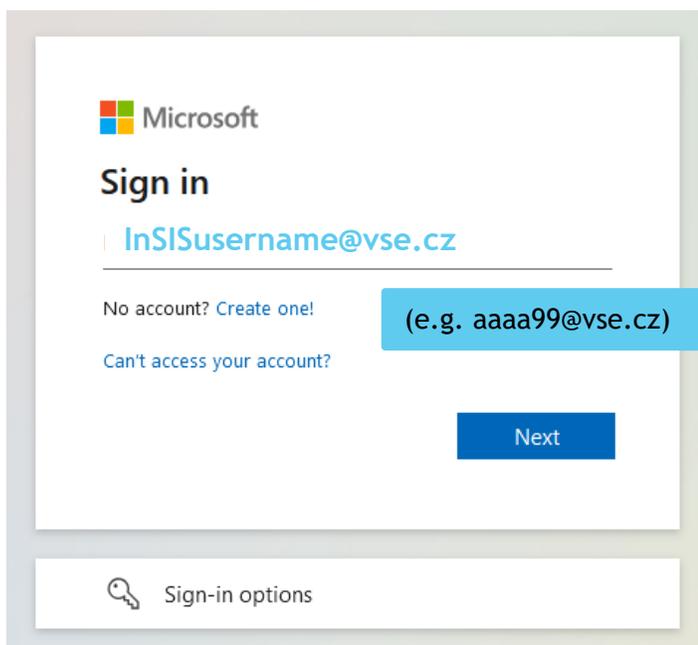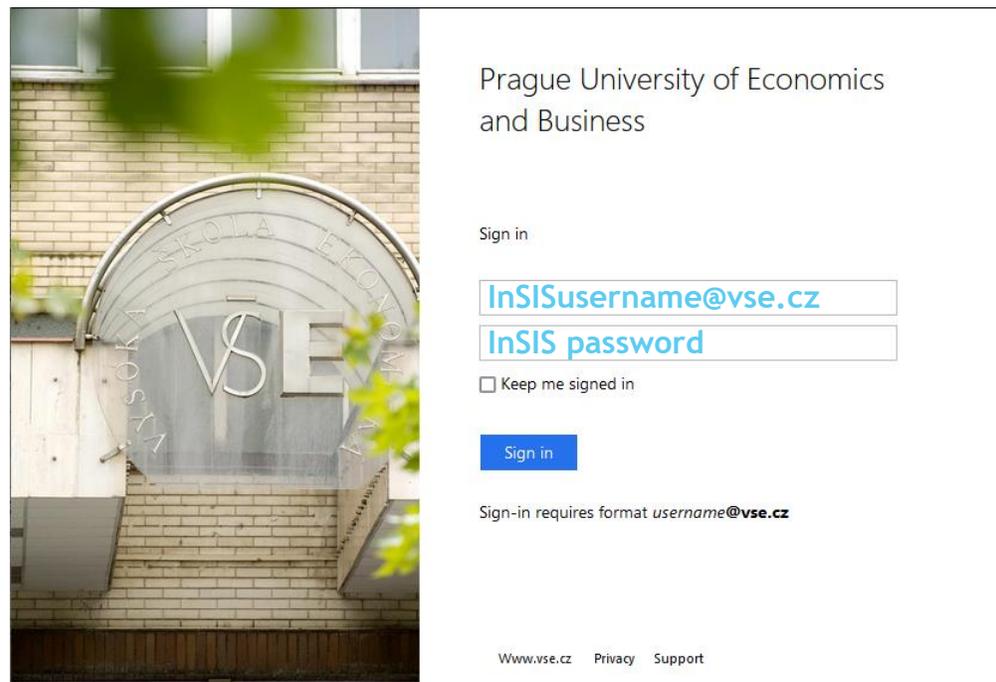
Introduction of VSE email account

- In case you previously changed you password and now your password works for InSIS but not for Microsoft 365 (Outlook, MS Teams etc.), please change the password in InSIS again in the section *Information system set-up*
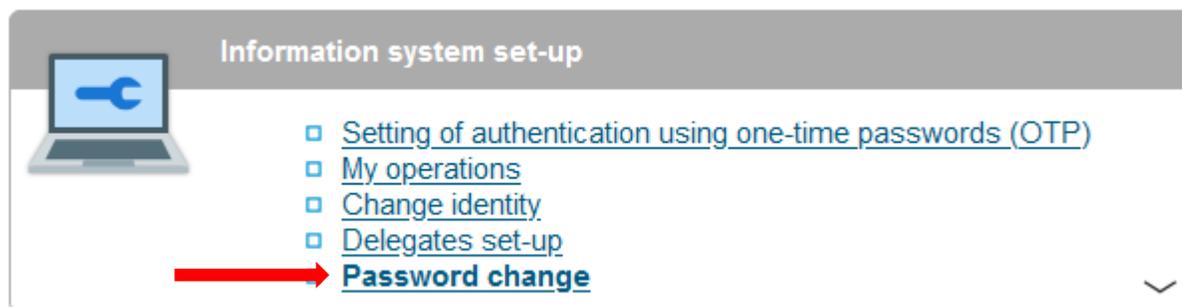
- If that does not solve your problem, please contact us on exchange@vse.cz

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!