

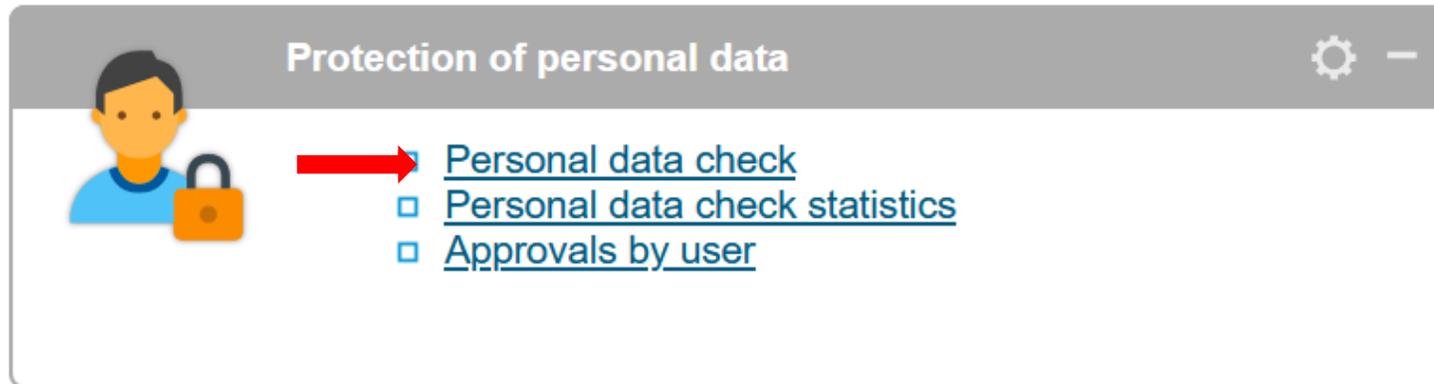
# Student Application Procedure

## *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“



**Personal data**

The following information about staff is partly provided by HR and IFIS system. Use [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

▶ 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**

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Name	Entry	Changed	Modify
First name and surname	██████████	18/09/2025	→
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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** <sup>→</sup> 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](mailto: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.

## Confirm information

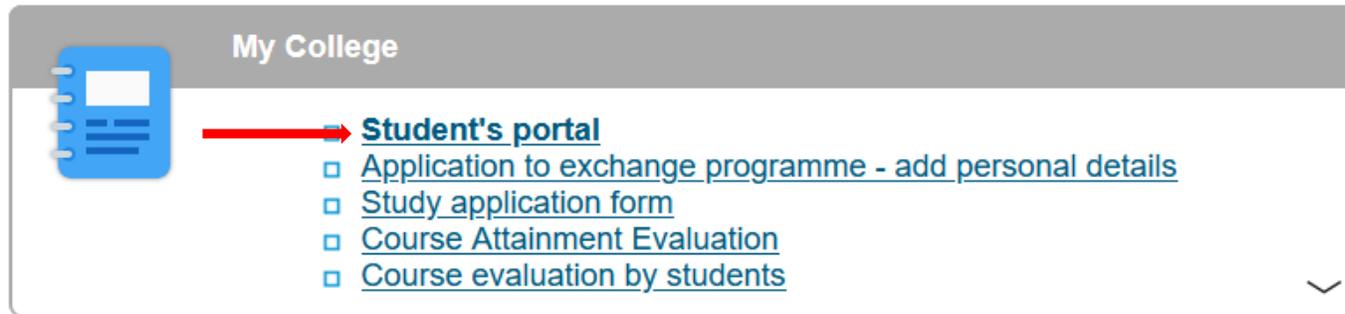
For the purpose of verifying the data stored in Integrated Study Information System you need to confirm correctness of the data in the information system every academic year. Faculties may require data verification in order to execute other administrative tasks, such as enrollment to the next academic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

## 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



### Student card

Applications which are not directly bonded to the selected study may be relevant for it though.



## 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



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



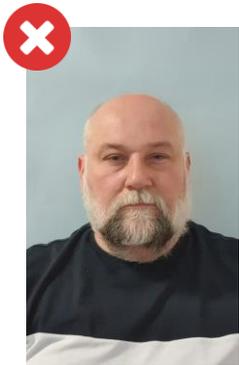
Full-face view, directly facing the camera, one person in shot only

No excess space around the face



## 2. 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



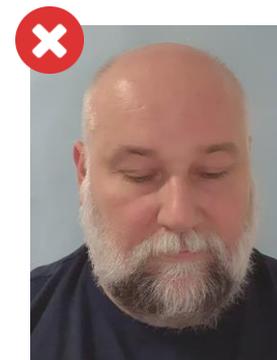
The photo should display only the whole head with part of the shoulders



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

## 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

» Change photo

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

**i** 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

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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.  
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.

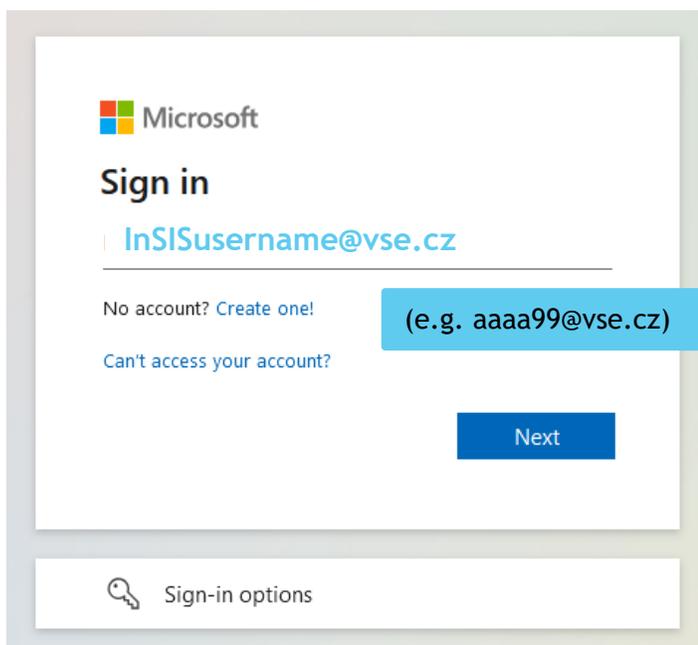
Consent to the Processing of Photograph in the Information Systems of the VŠE ✔ Approval was granted.  
Can be revoked

[... more](#)

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

# 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](https://outlook.vse.cz) and follow the instructions below.



Microsoft

## Sign in

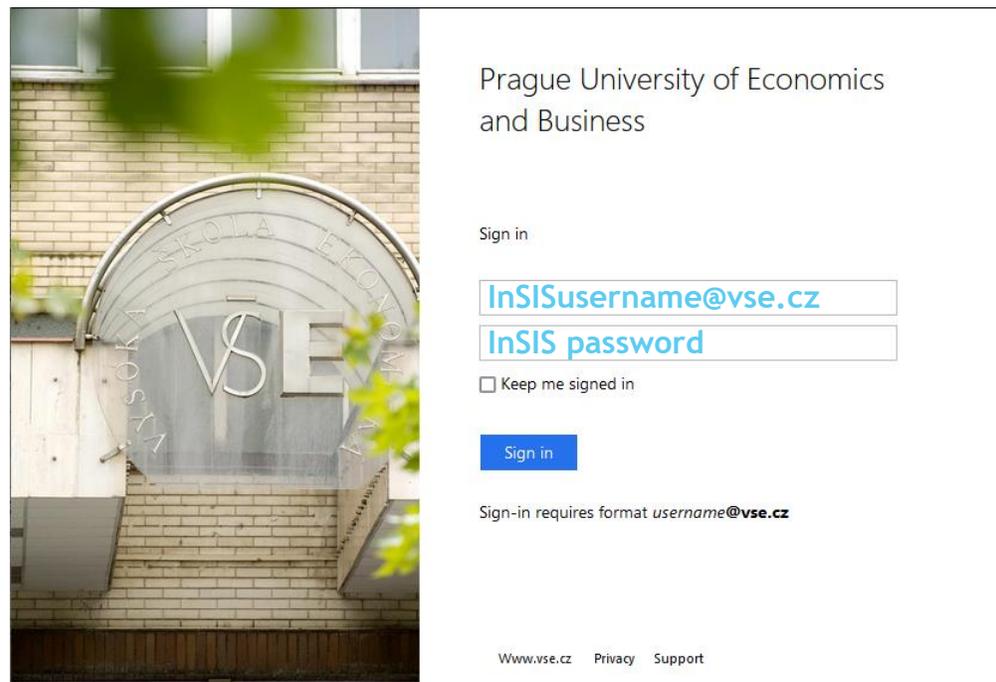
[InSISusername@vse.cz](#)

No account? [Create one!](#) (e.g. aaaa99@vse.cz)

Can't access your account?

[Next](#)

 Sign-in options



Prague University of Economics and Business

Sign in

Keep me signed in

[Sign in](#)

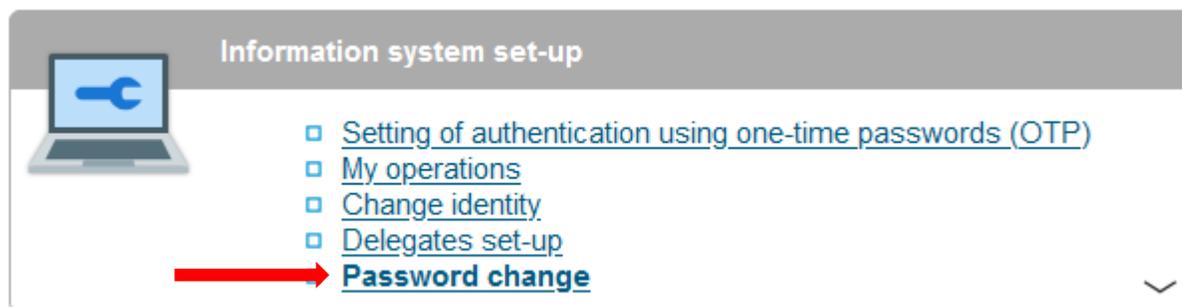
Sign-in requires format `username@vse.cz`

[Www.vse.cz](#) [Privacy](#) [Support](#)



# Introduction of VSE email account

- ▶ In case you previously changed your 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](mailto: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!

