Student Application Procedure

Guide
## Exchange student Application deadlines

<table>
<thead>
<tr>
<th>Application deadline</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Full Academic Year</th>
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</thead>
<tbody>
<tr>
<td><strong>Non-EU citizens</strong></td>
<td>May 15, 2018</td>
<td>October 19, 2018</td>
<td>May 15, 2018</td>
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<tr>
<td><strong>EU citizens</strong></td>
<td>May 30, 2018</td>
<td>November 30, 2018</td>
<td>May 30, 2018</td>
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</table>
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

- Application form to study at VŠE
- Admission procedure results
- Course application
- Application to U3V

Information about VŠE

- Persons at VŠE
- Validity verification of identification cards
- Departments
- Thematic search
- Types of ID cards in use
- Public document server
2. Go to "My Studies" and press the small button on the right to get the full offer.
3. Choose "Application to exchange programme - add personal details"
4. Enter your contact details, personal information...

- When you have filled everything in, click on „Save entered information“ button
- EU citizens leave the section Czech Embassy blank
- Non-EU citizens can find the list of Czech diplomatic missions abroad here
- For frequently asked questions about this part, please see this page
5. Switch to "Enter photo" from the same site
6. Upload your photo according to the guidelines

- ONLY a digital passport size photo, a .jpeg file, max. 100KB, plain background
- The photo serves for preparing your VSE student ID card prior to your arrival and should follow these guidelines:
  - The photo should be taken in front of a light plain background
  - The photo should be in color
  - Taken in full-face view directly facing the camera
  - The photo must show a full head
  - With a neutral facial expression and both eyes open
  - The photo must be clear, sharp and in focus
7. Personal data check

- After entering all your personal details, go back to the InSIS main page and choose **Personal data check** in the section „Information system set-up“
7. 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 section regarding the bank account.
- Please pay special attention to the following fields:
  - First name and surname - the right order of your first name (given name) and surname (family name/ last name)
  - Example:
    - First name(s): Maria Theresia Anna
    - Surname(s): Fernandez Garcia de la Torre
  - Date of birth - date of birth is displayed in the following format: DD/MM/YYYY
  - Sex
8. 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!

- 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.