

# Student Nomination Procedure

## Guide for coordinators

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# Student Nomination

- ▶ Student nomination is generally taking place:
  - ▶ from March till April (for Fall Semester and Full Academic Year)
  - ▶ from March till October (for Spring Semester)

# 1. Log into the university system InSIS

▶ Link here: <http://insis.vse.cz/?lang=en>



## 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. Choose section “Study system” and click on the “International Office”



The screenshot shows a web portal interface with three main sections, each with a list of links and a corresponding icon:


- Public information portal** (Information icon):
  - [Study plans](#)
  - [Persons at VŠE](#)
  - [Departments](#)
  - [Thematic search](#)
  - [Course catalogue](#)
- Study system** (Group of people icon):
  - [International Office](#) (highlighted with a red circle)
- Personal management** (Envelope icon):
  - [Absence plan](#)
  - [Mail box](#)
  - [Sign up for news](#)
  - [Document storage](#)
  - [Document server](#)

### 3. Choose section “Student mobility - visiting” and click on the “Nominations of Students”

 » International Office


This menu unifies the applications intended for the work of the Foreign Affairs Department.

Reports and outputs



- [Reports about the abroad placements](#)

Student mobility - visiting



- [Nominations of students](#)

# 4. Select the department of the International Office

## Nominations of students - select department

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Use the application to nominate students under foreign agreements.

Select a department:



International Office



Department of Science and  
Research

- [Back to Foreign Relations Office](#)
- [Back to Personal administration](#)



# 5. Select the relevant study period

## Nominations of students

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Use the application to nominate students under foreign agreements.

The table shows periods open for student nominations.

Study period	Select
SS 2024/2025	
WS 2024/2025	



▶ Please be careful about the study period

SS 2024/2025 = **Spring Semester 2025**

WS 2024/2025 = **Fall Semester 2024**

## History

The table shows past period only. Records in this period can only be viewed.

Study period	Select
SS 2023/2024	
WS 2023/2024	

## 6. Select the correct Agreement

- ▶ Most often, students are nominated under the Erasmus+ Campus Prague Agreement, however, they can also be nominated under the Other form of short-term study program, CEMS Agreement, Double Degree Agreement or Erasmus+ Campus Jindřichův Hradec, South Bohemia. Should there be an option to nominate students under different agreements than shown in the list below, these will appear in your personal InSIS account on this place.

### Nominations of students - select agreement

Use the application to nominate students under foreign agreements.

The table shows agreements the institution participates in.

Agreement	Select
CEMS	→
Erasmus+ Campus Jindřichův Hradec, South Bohemia	→
Erasmus+ Campus Prague	→

- [Back to Select period](#)
- [Back to Select department](#)
- [Back to Foreign Relations Office](#)
- [Back to Personal administration](#)



# 7. Fill in the full name of the student as displayed in the student's passport/ID

- ▶ Please be careful and **do not switch name and surname** (see below) as this will be displayed on the acceptance (visa) documents.

<b>John</b>	<b>Fitzgerald</b>	<b>Kennedy</b>
= 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.		

### Add nomination

Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

Name	<input type="text" value="Maria Anna Luisa"/>
Surname	<input type="text" value="Castro Fernandez del Pozo"/>
Date of birth	<input type="text" value="DD/MM/YYYY"/>
State citizenship	<input type="text" value="Kingdom of Belgium"/>
E-mail	<input type="text"/>
Length of stay	<input type="text" value="semester"/>
Sex	<input checked="" type="radio"/> male <input type="radio"/> female
Type of study	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> Doctoral


Date has to be entered in the DD/MM/YYYY format.

Type of study during stay at VŠE.



## 8. Fill in the Date of the Birth

- ▶ Please be careful and follow the form **DD/MM/YYYY**
- ▶ **! See this example !**
  - ▶ Student born on January 15, 1994 will be nominated as **15/01/1994**

Name	<input type="text" value="Maria Anna Luisa"/>
Surname	<input type="text" value="Castro Fernandez del Pozo"/>
<b>Date of birth</b>	<input type="text" value="15/01/1994"/> 
State citizenship	<input type="text" value="United States of America"/>
E-mail	<input type="text"/>
Length of stay	<input type="text" value="semester"/>
Sex	<input checked="" type="radio"/> male <input type="radio"/> female
Type of study	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> Doctoral

*Date has to be entered in the DD/MM/YYYY format.*

*Type of study during stay at VŠE.*

# 9. Choose the correct State citizenship

- ▶ The nationality is automatically set to the country of the home university. In case the student's citizenship is different, please **do not forget to change it**. The nationality refers to the country that issued the student's passport/ID.

The screenshot shows a web form for user registration. A dropdown menu is open, displaying a list of countries. The 'United States of America' option is highlighted with a red circle. Below the dropdown, the 'State citizenship' field is also highlighted with a red circle and contains the text 'United States of America'. Other fields in the form include 'Name', 'Surname', 'Date of birth', 'E-mail', 'Length of stay', 'Sex', and 'Type of study'. A note at the bottom right states 'Date has to be entered in the DD/MM/YYYY format.' and another note at the bottom center states 'Type of study during stay at VŠE.'

Existing users

Swiss Confederation  
Syrian Arab Republic  
Taiwan  
Togolese Republic  
Tokelau  
Turkmenistan  
Turks and Caicos Islands  
Tuvalu  
Ukraine  
Union of the Comoros  
United Arab Emirates  
United Kingdom of Great Britain and Northern Ireland  
United Mexican States  
United Republic of Tanzania  
United States of America  
United States Minor Outlying Islands  
Virgin Islands of the United States  
Wallis and Futuna Islands  
Western Sahara  
Yugoslavia

United States of America

United States of America

Date has to be entered in the DD/MM/YYYY format.

Type of study during stay at VŠE.

# 10. Fill in the E-mail of the student

## Add nomination

Use the following form to nominate a person. Compulsory items are highlighted.


Nominee  new user  existing user

Name


Surname

Date of birth  

*Date has to be entered in the DD/MM/YYYY format.*

State citizenship  

**E-mail**

Length of stay  

Sex  male  female

Type of study  Bachelor  Master  Doctoral

*Type of study during stay at VŠE.*

Click on the Nominate button to confirm given data.

# 11. Select the following:

## ▶ Length of stay

- ▶ Please note that when nominating for the Spring Semester, there is only the possibility of one semester in the drop down menu

## ▶ Sex of the student

## ▶ Type of study

- ▶ select Bachelor, Master or Doctoral

### Add nomination

Use the following form to nominate a person. Compulsory items are highlighted.

Nominee  new user  existing user

Name

Surname

Date of birth  

*Date has to be entered in the DD/MM/YYYY format.*

State citizenship  

E-mail

Length of stay  

Sex  male  female

Type of study  Bachelor  Master  Doctoral

*Type of study during stay at VŠE.*

Click on the Nominate button to confirm given data.

# 12. Finally, click on the Nominate button


## Add nomination

Use the following form to nominate a person. Compulsory items are highlighted.


Nominee  new user  existing user

Name

Surname

Date of birth  

*Date has to be entered in the DD/MM/YYYY format.*

State citizenship  

E-mail

Length of stay  

Sex  male  female

Type of study  Bachelor  Master  Doctoral

*Type of study during stay at VŠE.*

Click on the Nominate button to confirm given data.

# After the nomination

- ▶ After the nomination, you will not receive any confirmation by email. The student will just appear in the system in the table of Nominated users.

**Nominated users**

new users

Set.	Surname	Name	Date of birth	Nationality	E-mail	Sex	Study period	Section	Type of study	Nominated on
<input type="checkbox"/>	Castro Fernandez del Pozo	Maria Anna Luisa	15/01/1994	United States of America	maria.anna@yahoo.com	female	2017/2018	WS 2017/2018	Bachelor	07/03/2017

Existing users

Set.	User	Study period	Section	Number of semesters	Type of study	Nominated on	Nominated by
No suitable data found.							

Quota: 1/5

**Add nomination**

Use the following form to nominate a person. Compulsory items are highlighted.

Entry was successfully added.

Nominee  new user  existing user

Name:

Surname:

Date of birth:

Nationality:

E-mail:

Length of stay:

Sex:  male  female

Number of semesters:  Total number of semesters completed at university before the start of mobility abroad (number only).

Type of study:  Bachelor  Master

Click on the Nominate button to confirm given data.

# Congratulations! The student was successfully nominated.

- ▶ After the nomination, the student will receive her/his login details for accessing the [Application](#) website (at the earliest in March for Fall semester and at the end of September/beginning of October for the Spring semester).
- ▶ Should you have any questions to the nomination process please do not hesitate to contact us via email on [exchange@vse.cz](mailto:exchange@vse.cz)