Student Nomination Procedure

Guide for coordinators

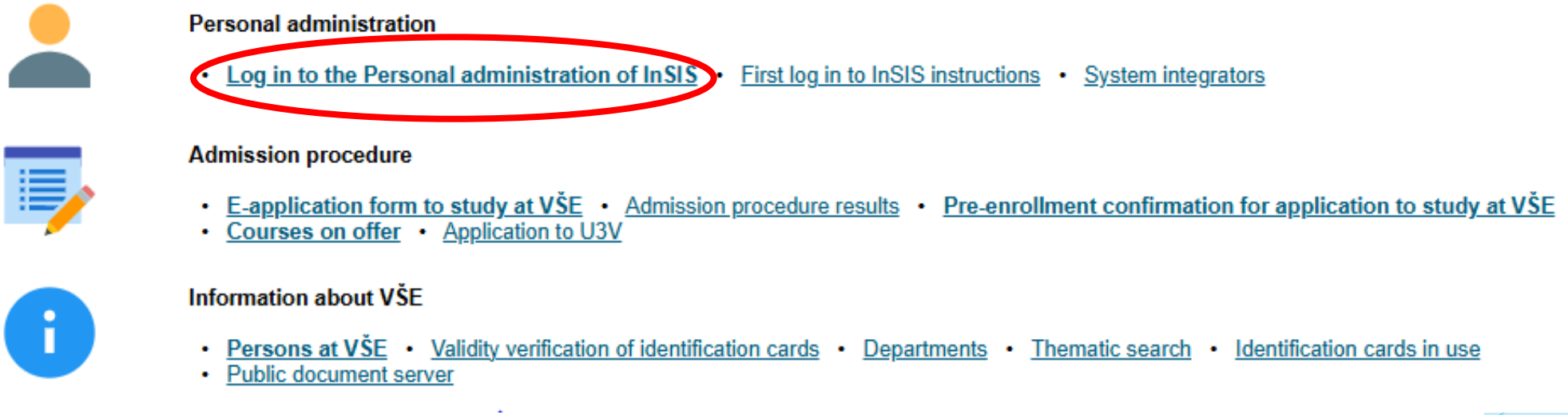
International Office +420 224 098 547 exchange@vse.cz

Student Nomination

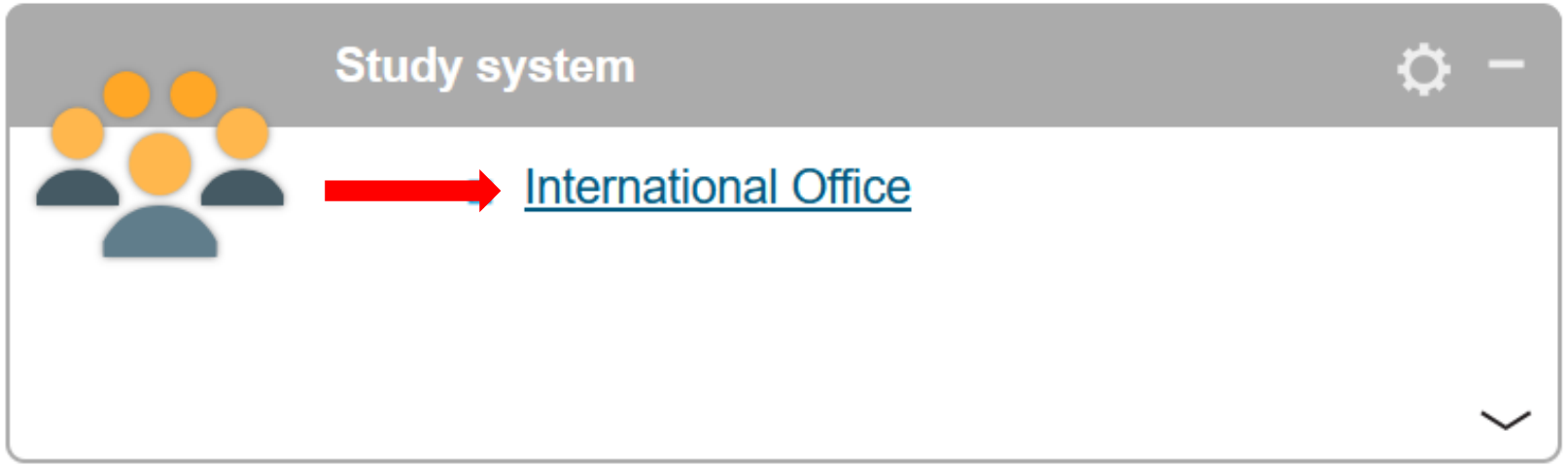
- Student nomination is generally taking place:
  - from **March** till **April** (for Fall Semester and Full Academic Year)
  - from **March** till **October** (for Spring Semester)

1. Log into the university system InSIS

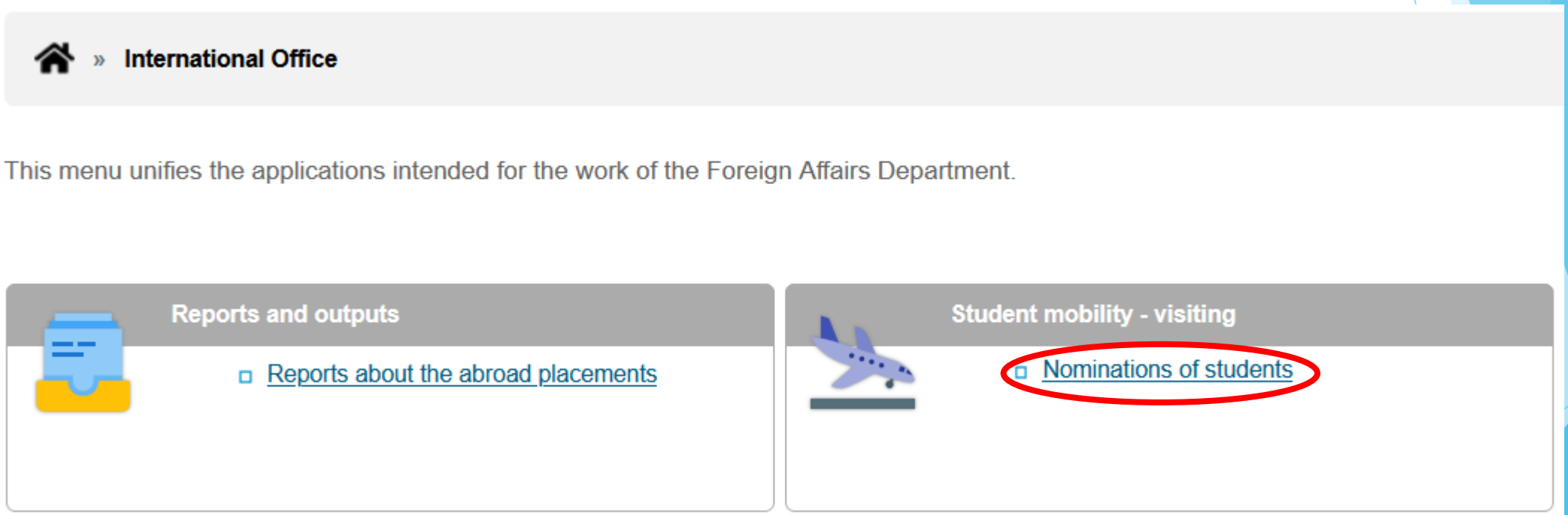
- Link here: http://insis.vse.cz/?lang=en



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



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



4. Select the department of the International Office

» International Office » **Nominations of students**

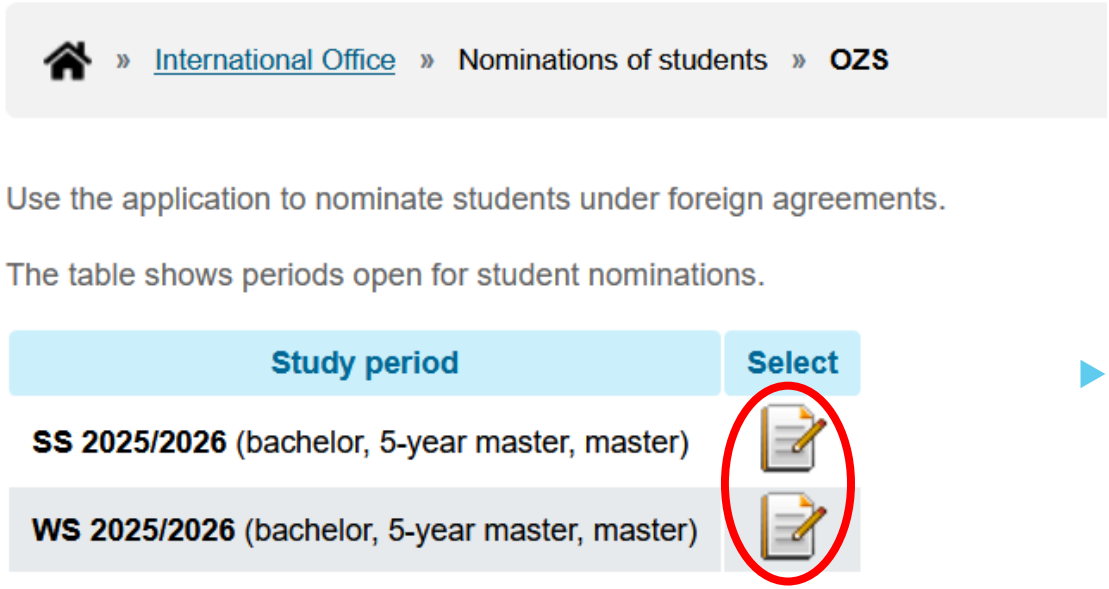
Use the application to nominate students under foreign agreements.

Select a department:

International Office

Department of Science and Research

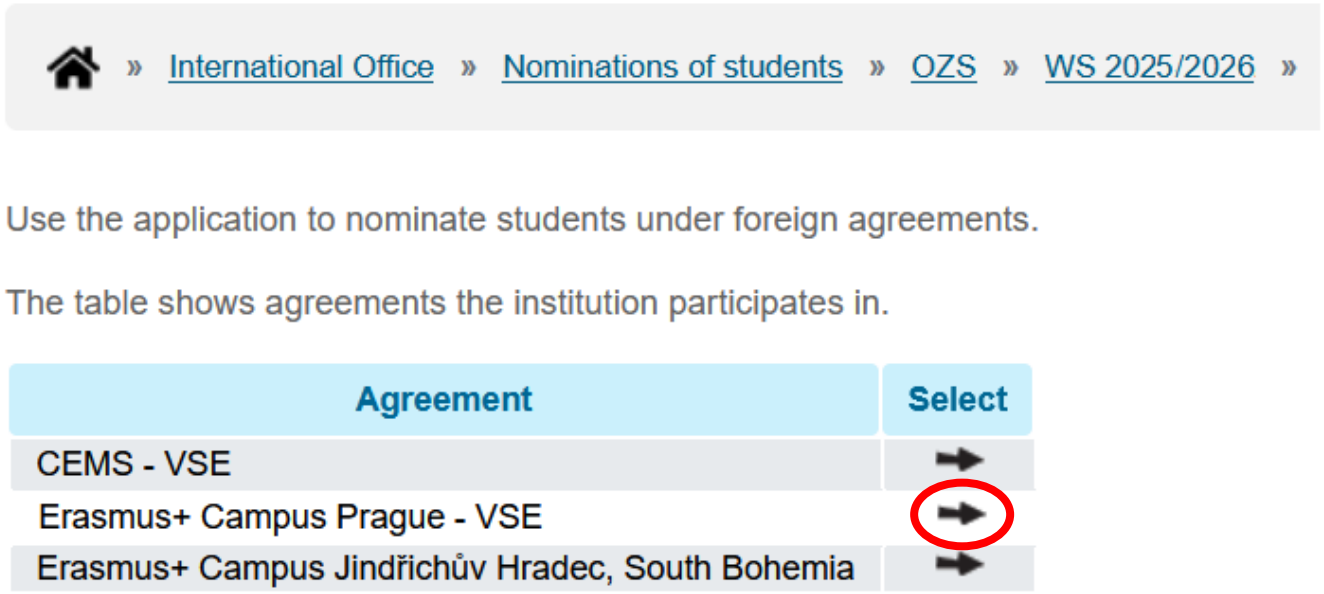
5. Select the relevant **study period**



- Please be careful about the study period
  - SS 2025/2026 = Spring Semester 2026
  - WS 2025/2026 = Fall Semester 2025

6. Select the correct **Agreement**

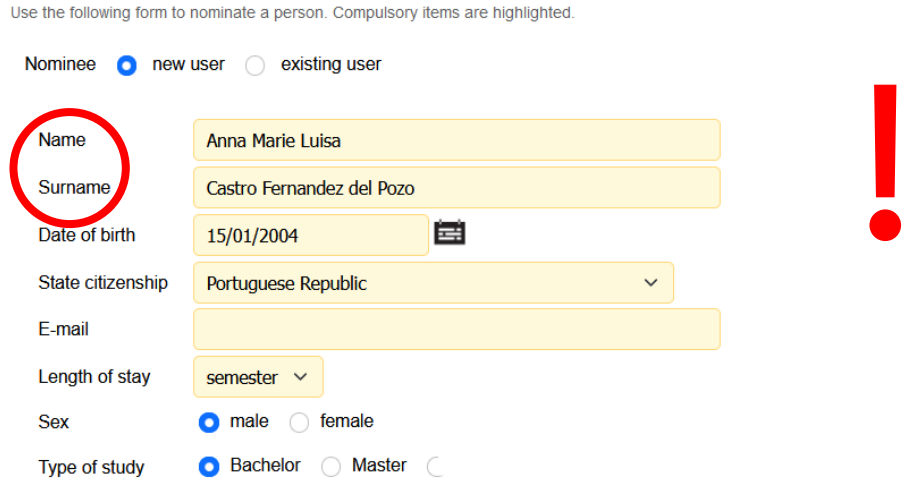
- Most often, students are nominated under the Erasmus+ Campus Prague Agreement, however, they can also be nominated under the Other form of short-term study program, Erasmus+ Campus Jindřichův Hradec, South Bohemia or CEMS Agreement. Should there be an option to nominate students under different agreements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



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.

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.		



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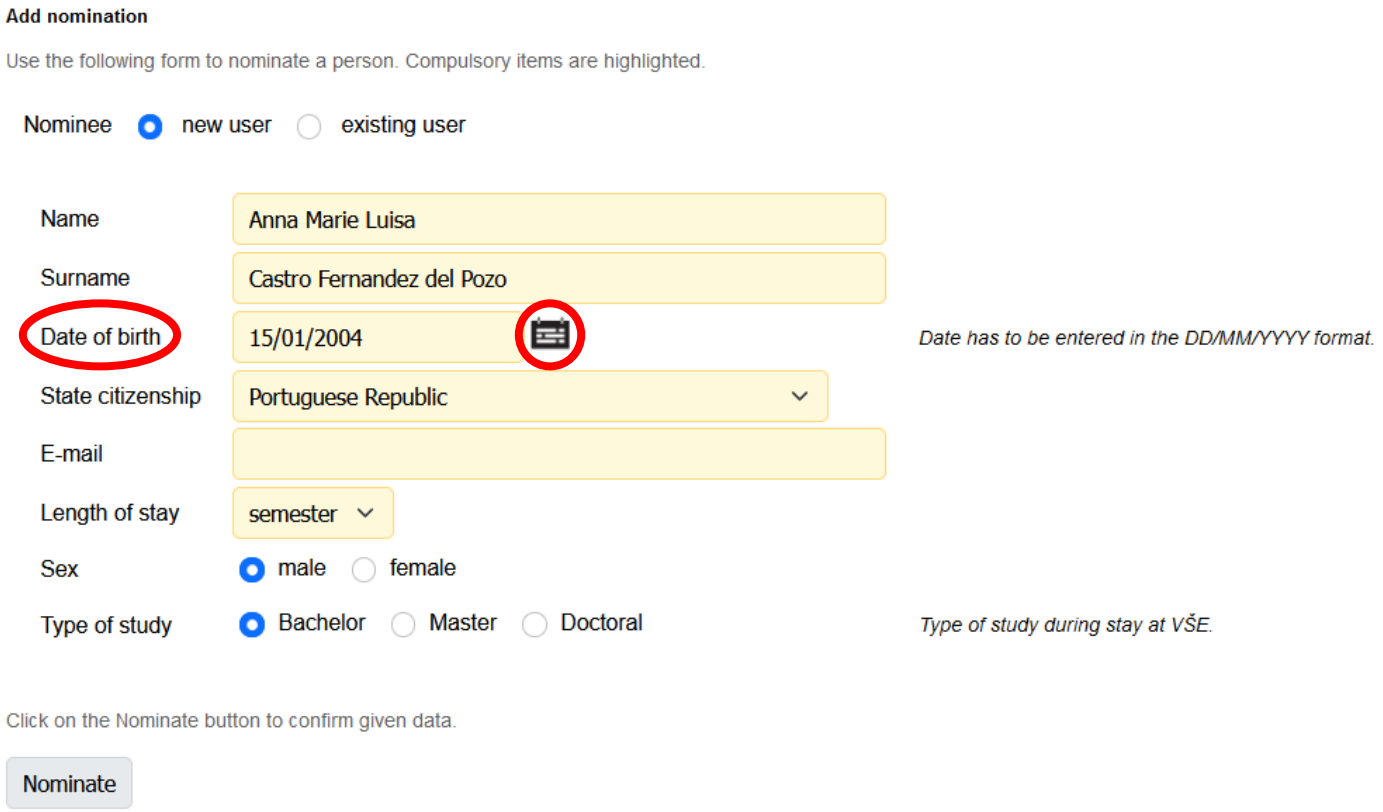
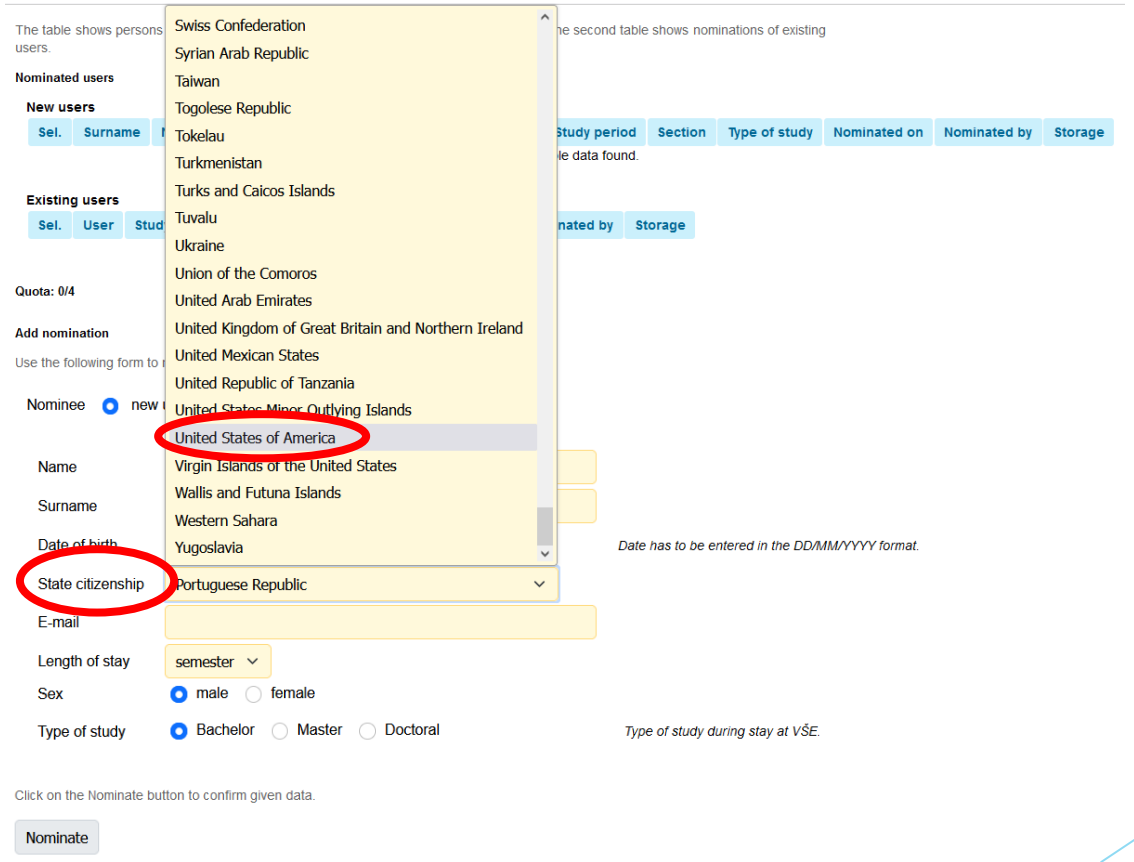
8. Fill in the Date of the Birth

- Please be careful and follow the form **DD/MM/YYYY**
- **! See this example !**
  - Student born on January 15, 2004 will be nominated as **15/01/2004**



9. Choose the correct State citizenship

- The state citizenship 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.



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

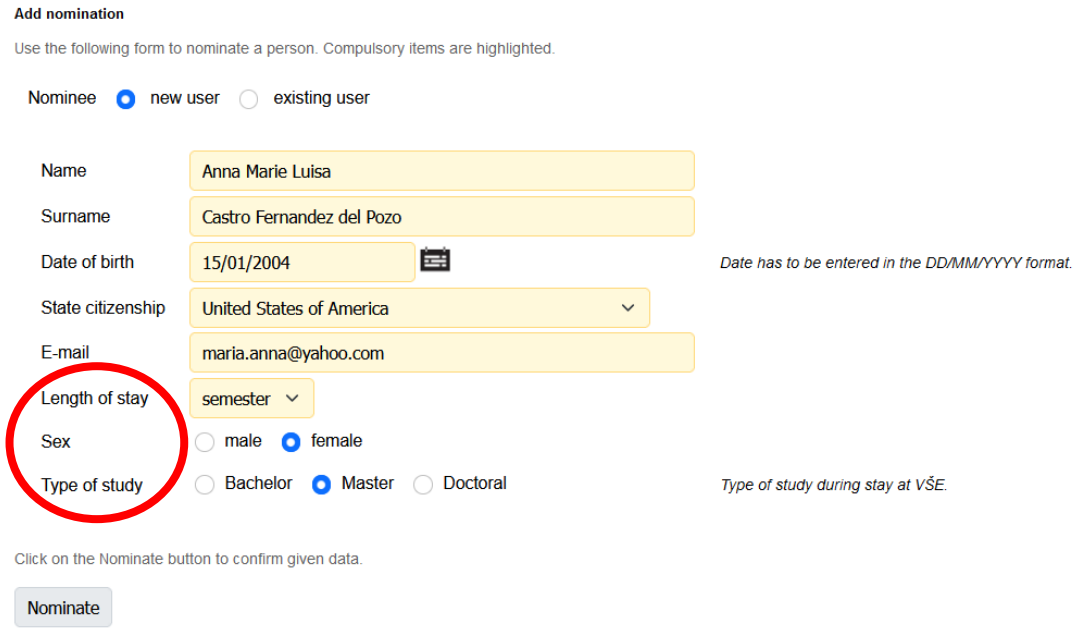
Name	Anna Marie Luisa	
Surname	Castro Fernandez del Pozo	
Date of birth	15/01/2004	*Date has to be entered in the DD/MM/YYYY format.*
State citizenship	United States of America	
E-mail	maria.anna@yahoo.com	
Length of stay	semester	
Sex	(•) male ( ) female	
Type of study	(•) Bachelor ( ) Master ( ) Doctoral	*Type of study during stay at VŠE.*

Click on the Nominate button to confirm given data.

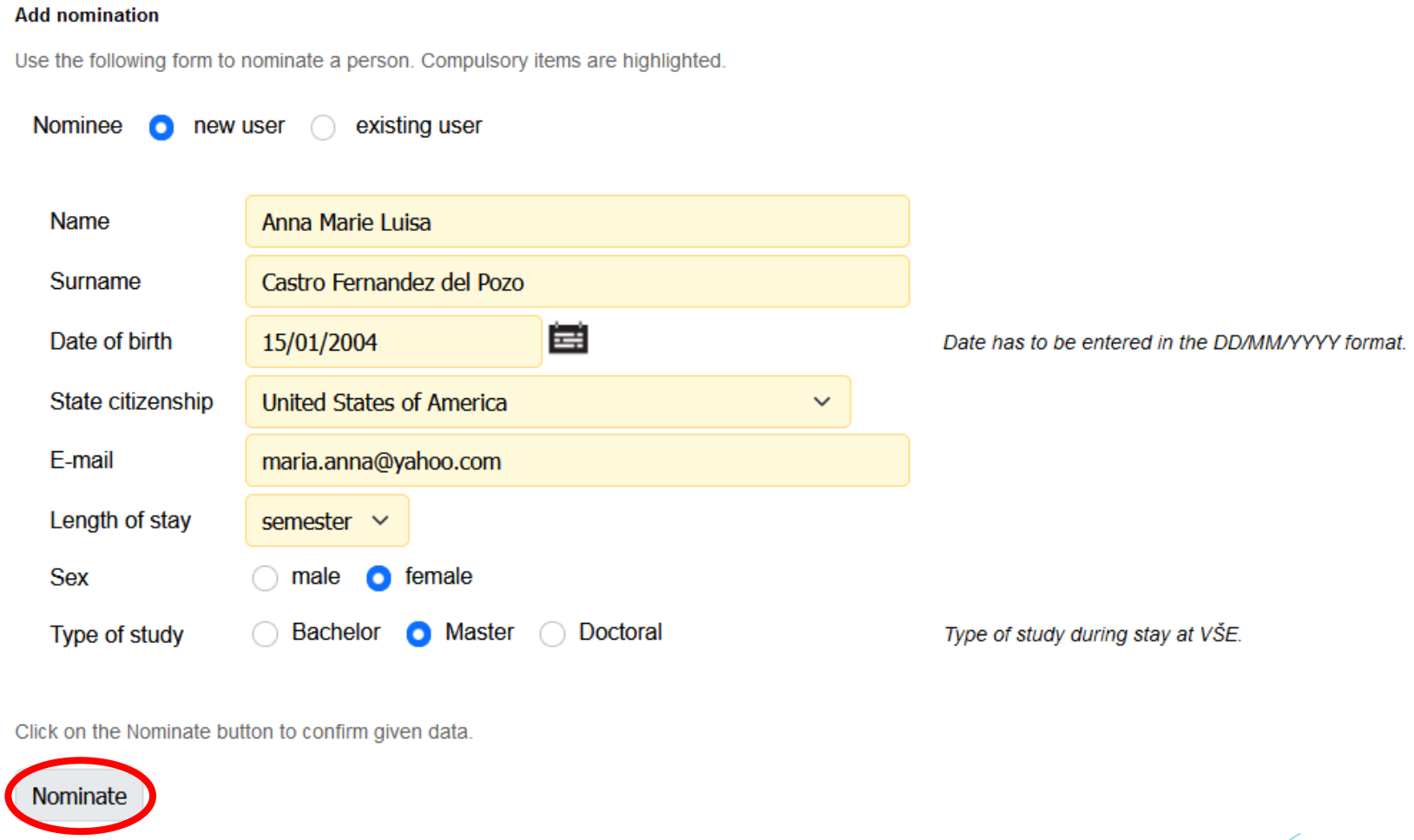
Nominate

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

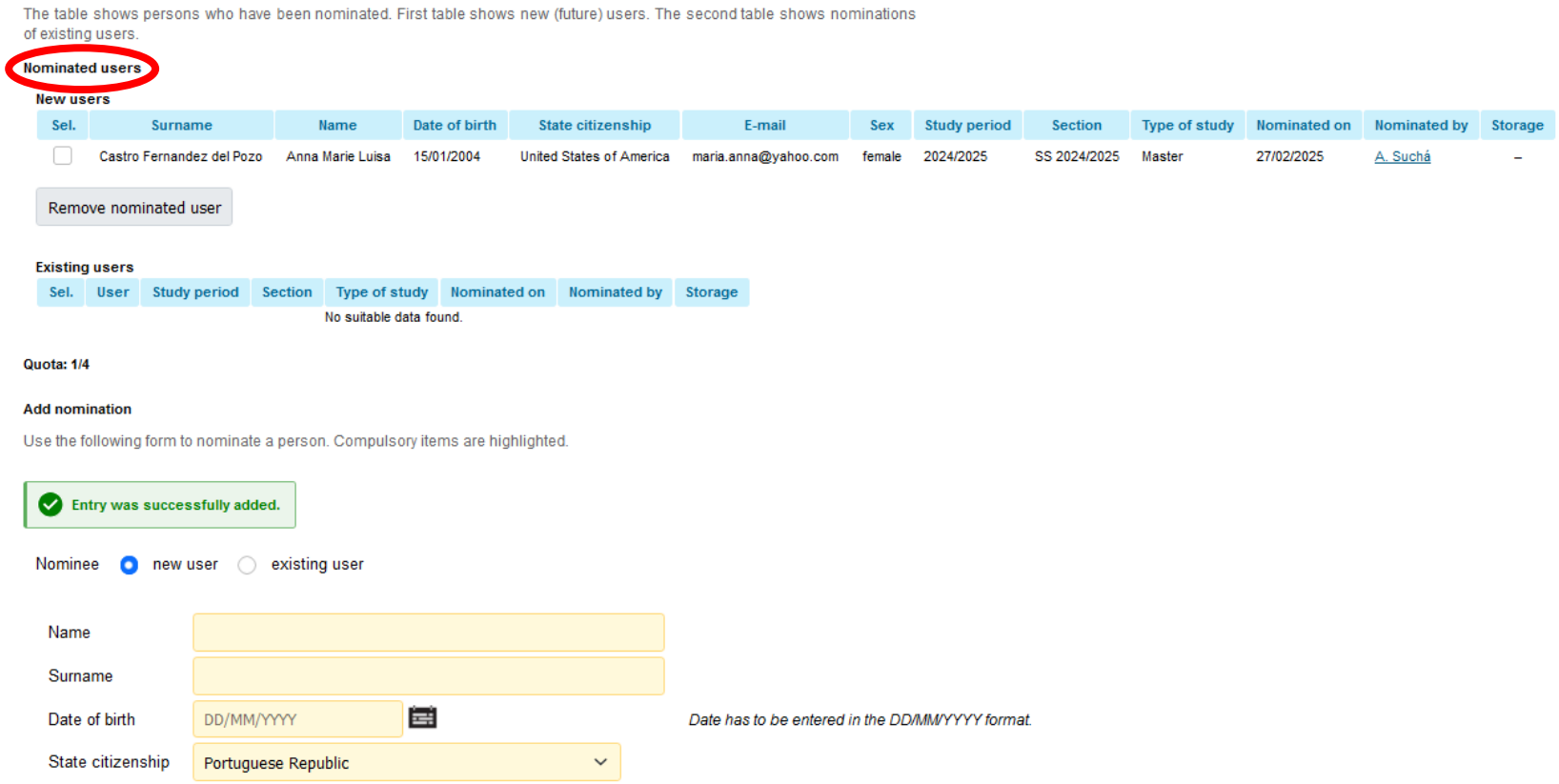


12. Finally, click on the **Nominate** button



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.



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