

# Student Nomination Procedure

## *Guide for coordinators*

# 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

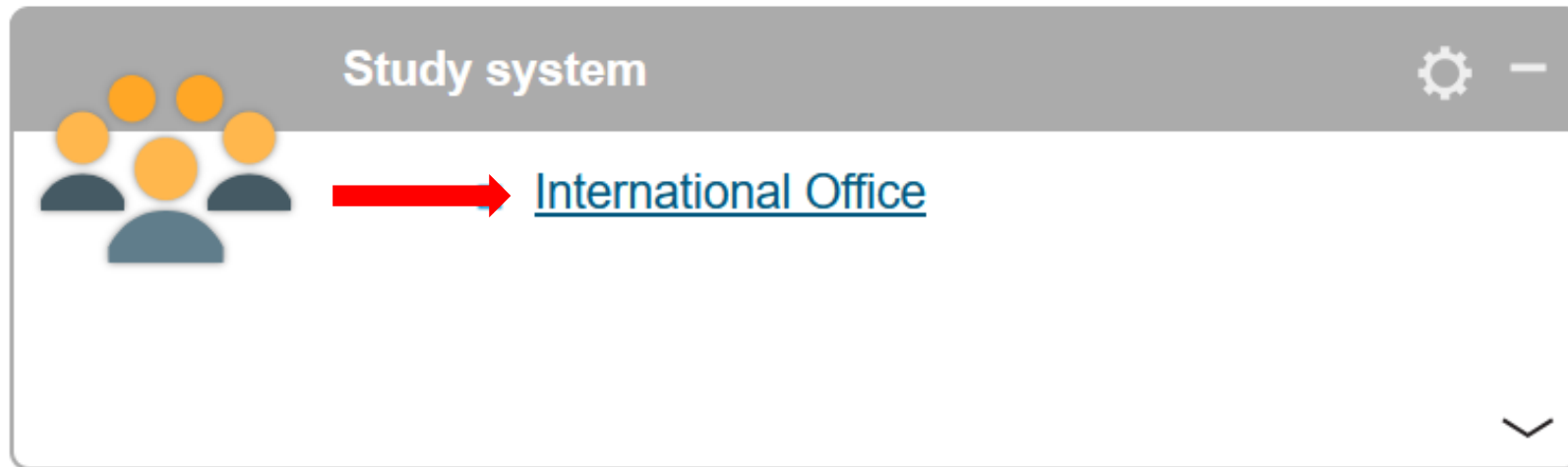
- [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Pre-enrollment confirmation for application to study at VŠE](#)
- [Courses on offer](#) • [Application to U3V](#)




## 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”



### 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


 » [International Office](#) » **Nominations of students**

Use the application to nominate students under foreign agreements.

**Select a department:**





# 5. Select the relevant study period

 » [International Office](#) » Nominations of students » **OZS**

Use the application to nominate students under foreign agreements.



The table shows periods open for student nominations.

Study period	Select
<b>SS 2025/2026</b> (bachelor, 5-year master, master)	
<b>WS 2025/2026</b> (bachelor, 5-year master, master)	

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

## History

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

Study period	Select
SS 2024/2025 (bachelor, 5-year master, doctoral, master)	
WS 2024/2025 (bachelor, 5-year master, doctoral, master)	

## 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.

 » [International Office](#) » [Nominations of students](#) » [OZS](#) » [WS 2025/2026](#) »

Use the application to nominate students under foreign agreements.

The table shows agreements the institution participates in.

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



## 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.

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 
State citizenship	Portuguese Republic 
E-mail	
Length of stay	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"/>




# 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**

## Add nomination

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

Nominee  new user  existing user

Name	<input type="text" value="Anna Marie Luisa"/>
Surname	<input type="text" value="Castro Fernandez del Pozo"/>
<b>Date of birth</b>	<input type="text" value="15/01/2004"/> 
State citizenship	<input type="text" value="Portuguese Republic"/>
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.*

Click on the Nominate button to confirm given data.

Nominate



# 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.

The table shows persons users.

The second table shows nominations of existing users.

**Nominated users**

Study period	Section	Type of study	Nominated on	Nominated by	Storage
No data found.					

**New users**

Sel.	Surname
No data found.	

**Existing users**

Sel.	User	Study period
No data found.		

Quota: 0/4

**Add nomination**

Use the following form to

Nominee  new

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.

**Country List:**

- 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 Minor Outlying Islands
- United States of America**
- Virgin Islands of the United States
- Wallis and Futuna Islands
- Western Sahara
- Yugoslavia

# 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.

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


### 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.

The table shows persons who have been nominated. First table shows new (future) users. The second table shows nominations of existing users.

## Nominated users

### New users

Sel.	Surname	Name	Date of birth	State citizenship	E-mail	Sex	Study period	Section	Type of study	Nominated on	Nominated by	Storage
<input type="checkbox"/>	Castro Fernandez del Pozo	Anna Marie Luisa	15/01/2004	United States of America	maria.anna@yahoo.com	female	2024/2025	SS 2024/2025	Master	27/02/2025	<a href="#">A. Suchá</a>	-

Remove nominated user

### Existing users

Sel.	User	Study period	Section	Type of study	Nominated on	Nominated by	Storage
------	------	--------------	---------	---------------	--------------	--------------	---------

No suitable data found.

Quota: 1/4

### 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



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

State citizenship



# 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)