Student Application Procedure

Guide
## Exchange student Application deadlines

<table>
<thead>
<tr>
<th>Application deadline</th>
<th>Fall Semester 2021</th>
<th>Spring Semester 2022</th>
<th>Full Academic Year 2021/2022</th>
</tr>
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<tbody>
<tr>
<td><strong>Non-EU citizens</strong></td>
<td>May 15, 2021</td>
<td>October 15, 2021</td>
<td>May 15, 2021</td>
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<tr>
<td><strong>EU citizens</strong></td>
<td>May 31, 2021</td>
<td>October 31, 2021</td>
<td>May 31, 2021</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
- E-application form to study at VŠE
- Admission procedure results
- Pre-enrollment confirmation for application to study at VŠE
- 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 College" 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
5. Upload your photo according to the guidelines

- ONLY a digital passport size photo, a .jpeg file, max. 2 MB, plain background
- The photo serves for preparing your VSE student ID card prior to your arrival and needs to fulfill the legal requirements:
  - The image size is not smaller than the outer frame of gray area
  - **Head size** between inner and outer circle is not over 35 mm and less than 31 mm
  - Eyes between the dashed line and on the same level
  - 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**
  - The photo must be **clear, in sharp focus, in color**, no shadows in the background
5. Upload your photo according to the guidelines

- Example of an approved photo

- If your photo does not meet the criteria stated in the guidelines, it will not be accepted and you will have to upload another one.
5. Upload your photo according to the guidelines

- After entering all your personal details, go back to the InSIS main page and choose **Student’s portal** in the section „My college“

- Scroll down and upload your photo
5. Upload your photo according to the guidelines

Change photo

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

Loading photograph from disc (only JPEG, max. size 5 MB):

Save photo

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:

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.

Key (click to show/hide)
6. Personal data check

- After entering all your personal details and your photo, go back to the InSIS main page and choose Personal data check in the section „Protection of personal data“
6. 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:
  - **Name and surname** - the right order of your full name - see below:
    
    | 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**
7. 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.
- Notification by email - for both the Letter of Acceptance and the Supporting Documents.

The period relates to the date of the confirmation (currently running academic period 2020-2021).