Student Application Procedure

Student Application generally takes place till 15th of May for Non-EU Students and 30th of May for EU Students (for Spring Semester) and till 15th of November for Non-EU Students and 30th of November for EU Students (for Fall Semester).

1. Log into the university system InSIS (link here: http://insis.vse.cz/?lang=en).

2. Once logged in, you 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. There you enter your contact details, personal information and when you have everything filled in you click on „Save entered information“ button.

For frequently asked questions about this part see this page: http://ozs.vse.cz/english/incoming-students/exchange-programme/administrative-requirements/#online application
5. From this site you should switch to "Enter photo".

6. After entering your photo click on "Submit" button.
7. After entering all your personal details go back to the Insis main page and choose **Personal data check**.

8. Look at all your personal data here and check if it is correct. If there is some mistake please contact the Exchange office (exchange@vse.cz).

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)
- Date of birth – date of birth is displayed in the following format: MM/DD/YYYY
- Sex

If your data is alright click on the „I confirm that the above given information is correct” button.
This is the last step, there will not be sent any confirmation that you have filled in the application!

We check the system regularly, once you fill in the application we will issue and send your acceptance package to your home university.