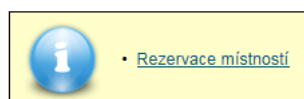


## Student Application Procedure

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

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

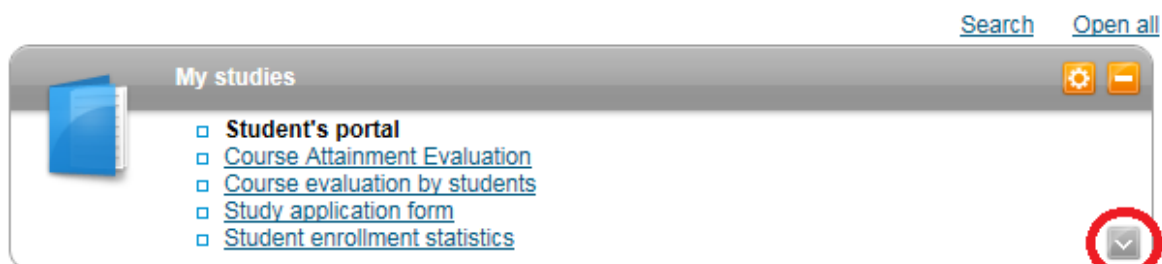
Integrated Study Information System of University of Economics, Prague allows the academic community, university staff and public to access a wide range of information. Many people have devoted much of their time and effort to help implement the system at the university. Therefore, we will truly appreciate if you direct any problems you encounter or comments you may have to the university system administrators. This way we will be able to help you or complement the information system with any relevant features. We recommend that you contact us on our e-mail address [Contact address](#).



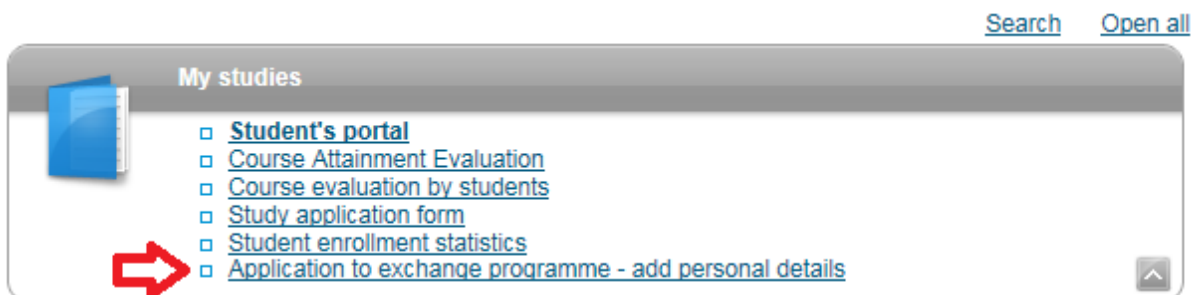
Personal administration

• [Log in to the Personal administration of InSIS](#) • [First log in to InSIS instructions](#) • [System integrators](#)

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**".




- 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>

### Add personal details

[Basic information](#) [Enter photo](#)

Use this application to enter user's additional data.

 You can edit details only till 30. 05. 2017.

#### Address

Use the following form to enter information regarding permanent residence. In the Note box type address information (room no., flat owner name).


Street:  Number:  Post code:    
Town:   
Country:   
Note:

#### Personal information

Use the following form to complete personal details.

Place of birth:   
Country of birth (compulsory):   
State citizenship (compulsory):   
Telephone number (compulsory):   
Permanent residence (Czech Republic) (compulsory):  yes  no  not entered  
Passport number (compulsory):   
Emergency phone number (compulsory):

VISA application will be submitted at the Czech Embassy/Consulate in (English name of the city and the country; e.g. Beijing, China):

 Clicking on the Save entered information button, I agree that my data is collected, kept and processed by course of the 101/2000 Sb. Personal Data Protection Act as amended, by the University of Economics, Prague, Nám. Winstona Churchilla 4, 130 67 Praha 3, Czech Republic. This assent is granted on a voluntary basis in the above mentioned extent and for the time period essentially needed.

5. From this site you should switch to "Enter photo".

### Add personal details

[Basic information](#) [Enter photo](#)

Use this application to enter user's additional data.

**You can edit details only till 30. 05. 2017.**

#### Address

Use the following form to enter information regarding permanent residence. In the Note box type address information (room no., flat owner name).

Street:  Number:  Post code:

Town:

Country:

Note:

#### Personal information

Use the following form to complete personal details.

Place of birth:

Country of birth (compulsory):

State citizenship (compulsory):

Telephone number (compulsory):

Permanent residence (Czech Republic) (compulsory):  yes  no  not entered

Passport number (compulsory):

Emergency phone number (compulsory):

VISA application will be submitted at the Czech Embassy/Consulate in (English name of the city and the country; e.g. Beijing, China):

**Clicking on the Save entered information button, I agree that my data is collected, kept and processed by course of the 101/2000 Sb. Personal Data Protection Act as amended, by the University of Economics, Prague, Nám. Winstona Churchilla 4, 130 67 Praha 3, Czech Republic. This assent is granted on a voluntary basis in the above mentioned extent and for the time period essentially needed.**

6. After entering your photo click on „Submit“ button.

### Add personal details

[Basic information](#) [Enter photo](#)

Use the application to enter photo. Photo must be in JPEG format. As soon as you choose the path to file, click on the Submit button to save the photo.

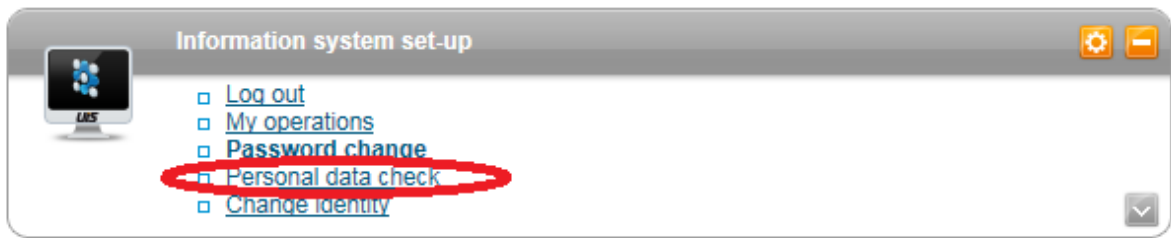
**Photo must be entered. File name should contain only letters of English alphabet and numbers.**

Photo failed to be entered.



Downloading photo from disc (JPEG only):

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](mailto: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: DD/ MM/ YYYY
- Sex

### Personal data check

Use this application to see the personal information stored in the information system about your person. **The information appears only to you. It is not public.** Users are required to keep their personal information updated - staff through the HR Department, students through the Study Department or the system integrator of the faculty. "Office phone number" and "Office number" are given by the SAA (system agenda administrator) of your department or by system integrator.

Most information can be changed by sending an application for change. To fill in the application click on the icon in column Modify.

#### Personal information

The following information about staff is partly provided by HR and IFIS system. User can modify some information him/herself in [personal preferences](#).

Name	Entry	Changed
First name and surname	[REDACTED]	04/04/2017
Identification number	[REDACTED]	04/04/2017
Date of birth	[REDACTED] (DD/MM/YYYY)	04/04/2017
Sex	male	04/04/2017
Personal code	[REDACTED]	04/04/2017
Citizenship qualifier	[REDACTED]	04/04/2017
State citizenship	[REDACTED]	04/04/2017
E-mail	[REDACTED]	04/04/2017

#### Security setting

The settings related to password reset option are displayed in the following table. You can modify your setting [here](#).

Name	Entry	Changed
Password reset by user option	no	
Security question		

Notification e-mail addresses:

- [REDACTED]
- [REDACTED]

If your data is alright click on the „I confirm that the above given information is correct“ button.

#### Addresses

To send letters, the Study or HR Departments use the common mailing address. The common mailing address is the home address, temporary residence address, or permanent residence address, used in this order.

Type of address	Address
Contact address	[REDACTED]

Common post address: [REDACTED]

#### Studies at this university

Faculty	Type	Programme	Field of study	Form of study	Beginning of study	Exclusion	State	Financing	Place (town) of study
OZS	Foreign student studies	Exchange Programmes	Intergovernmental Agreement	full-time	09/12/2016		active study (1 - enrolled)	fully financed from another department than MŠMT <a href="#">Detailed summary</a>	Praha

#### Bank accounts

The university pays out e.g. subsidies to these bank accounts. It is in student's interest to provide correct data. To update the bank account no. use the application [Bank accounts](#). These bank account numbers are stored in InSIS and used in applications, and are not provided by HR and IFIS system.

Active	Bank	Account number	Specific symbol	Changed	Changed by
No suitable data found.					

#### University canteen

Information about meals is transferred to the canteen system and changes are reflected only once a day.


Category of subsidies	Organization	Center	Deduct from my salary	Minimum balance	Meal give-out point	Valid from	Valid until
1 - Studenti VŠE dotovaní	1 - Studenti VŠE dotovaní	Studenti VŠE dotovaní	no	0		06/29/2016	

#### Photo in system

This photograph is displayed in your profile in People section.

#### Confirm information

For the purpose of verifying the data stored in Integrated Study Information System you need to confirm correctness of the data in the information system every academic year. Faculties may require data verification in order to execute other administrative tasks, such as enrollment to the next academic period or issue of diploma.

 **Your personal information for the period of 2016/2017 has not yet been confirmed.**  
If your personal information is correct, please click on the "Confirm" 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.