How to fill in e-application form

1. Visit the website: https://is.czu.cz/prihlaska/?lang=en

2. Enter the e-application

- as **a new user** (part **1**) – your login and password will be sent via email

- as **a registered user** (part **2**) – use the login and password that was sent to your email by your first enter to the e-application or your changed password, you can also generate the new password here.

- as **a UIS user** (part **3**) – use the login and password for UIS
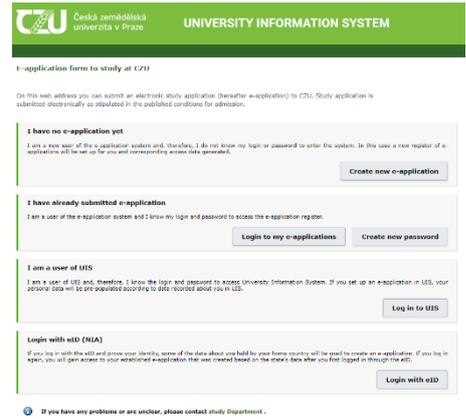
3. Select the Faculty – click on the logo or name of faculty

4. Select the type of study (Bachelor, Master) - find in scrolling menu and click select type of study

5. Select the study programme – click on the black arrow – more information about study programmes is here: https://www.ftz.czu.cz/en/r-9420-study/r-9505-study-programmes

6. Set up an e-application register (**only for new users**, the registered users have it already)

Please fill in the personal details according to your passport or ID card (**Name is Given name**, **Surname is Surname**) – the initial letter in your names and surnames should be uppercase and other letter should be lowercase. (Please note these names will be in your documents for visa process and in your graduate diploma).

Please double check, the texts must be correct!

or

Click on the button "File an e-application and go on", your login and password will be sent to email you entered.

Enter the e-application register as a registered user, you can change your password.

7. Fill in all sections of e-application form – click on the black arrow in each section. **No section must be marked with red cross. The completed section has green circle with checkmark** 🟢 **or** 🅿

- **Personal information** – please fill in your academic degree according to your diploma, but it is not necessary to fill in it at all

- **Applicant's addresses**

- **Information about the e-application** – Request for video conference (for applicants abroad) – please **click yes or no**

- **Documents** – click on the black arrow and upload required documents there – only documents where is button "Select file"

- **Submission e-application** – click on the black arrow and submit e-application form

- **Payment** – click on the black arrow, the payment is possible after submission of e-admission form. **You can pay online or by bank transfer. Pay in time** (till the deadline of admission period). Please note the bank transfer can take several days (it can be 1 or 3 weeks). This handling fee **is non-refundable**.

8. Check Status of your e-application form

- **E-application in Progress** – some sections are not complete – you can continue to complete all section or de-activate this e-application form

- **E-application is Submitted** – all sections are complete, this e-application form waits for acceptance from Study department

- **E-application is Accepted** – the e-application was accepted by study department, there are new columns:

- **Exam date** – information about dates (English programmes - 1st round is evaluation of documents without applicant's participation and online test (General overview), 2nd round admission online or personal interview for Master degree programmes and online interview or written test for ICARD, applicant will be contacted via email for concrete online interview term)

- **Procedure status** – results of admission procedure (1st and 2nd round)

- **Enter the pre-enrolment confirmation system** if you successfully pass exam, you will see here important information necessary for enrolment to study, you can confirm here the intention to study and pay the tuition fee

- **Deactivated e-application** – A deactivated e-application cannot be further processed by Academic Administration Office and it is not a valid e-application to CZU. You can activate them again to click to "Activate e-application"

9. Find documents in Document storage – all necessary documents for the admission procedure are sent here (for example: Letter of (dis)qualification to the next round of Administration Procedure, Notification of admission procedure results, Pre-enrolment confirmation for admission procedure etc.)

The applicant is informed about the new document in the system via automatically generated information email

10. Questions

- If you have question about study programmes or admission procedure, find the information on our websites: https://www.ftz.czu.cz/en/r-9420-study/r-10784-study-applicants

- In case of problem with this system, send your query using this form

- If you don't find your answer on our websites, please send us email to **admission_ftz@ftz.czu.cz**. Please **wait for reply 3 working days**, then you can send us reminder. **It is not necessary to send your question to other email address.** Please **write** always **your name and surname and number of your e-application form.**

Please note, **incomplete** and/or **unsubmitted** and/or **unpaid** e-applications **cannot be accepted** for the next admission process.

Please check that your required documents are uploaded.

For your information – You will submit documents confirming your previous study (diploma certificate etc.) after you will successfully pass whole admission procedure. **Please do not send us documents before**; we will contact you regarding this issue on time. **However you can prepare your documents for recognition in advance – please find detailed information on website:** https://www.czu.cz/en/r-9188-study/r-9254-recognition-of-foreign-education?msclkid=2c05a24bab4d11eca390c4cc879bd617