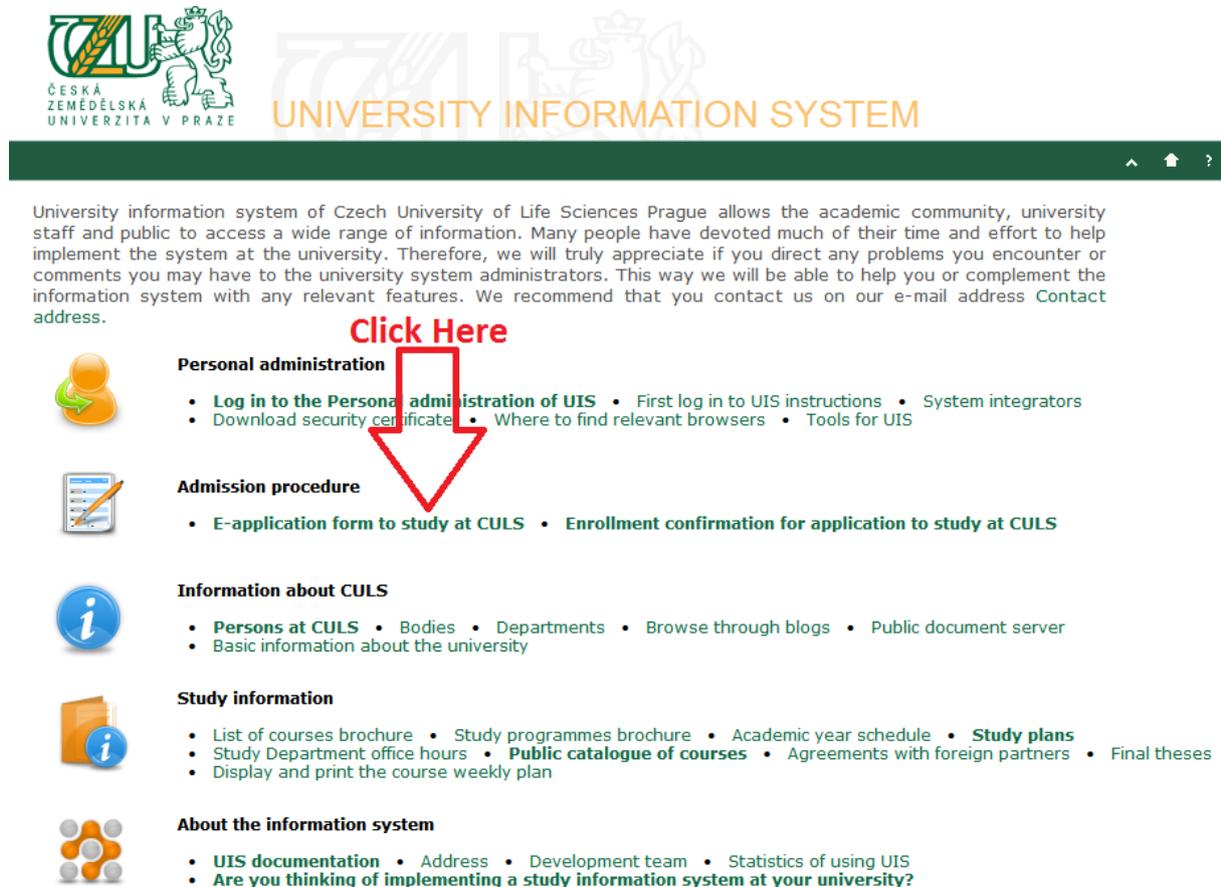


Web page

1) is.czu.cz



University information system of Czech University of Life Sciences 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](#).

Click Here

- Personal administration**
 - [Log in to the Personal administration of UIS](#) • [First log in to UIS instructions](#) • [System integrators](#)
 - [Download security certificate](#) • [Where to find relevant browsers](#) • [Tools for UIS](#)
- Admission procedure**
 - [E-application form to study at CULS](#) • [Enrollment confirmation for application to study at CULS](#)
- Information about CULS**
 - [Persons at CULS](#) • [Bodies](#) • [Departments](#) • [Browse through blogs](#) • [Public document server](#)
 - [Basic information about the university](#)
- Study information**
 - [List of courses brochure](#) • [Study programmes brochure](#) • [Academic year schedule](#) • [Study plans](#)
 - [Study Department office hours](#) • [Public catalogue of courses](#) • [Agreements with foreign partners](#) • [Final theses](#)
 - [Display and print the course weekly plan](#)
- About the information system**
 - [UIS documentation](#) • [Address](#) • [Development team](#) • [Statistics of using UIS](#)
 - [Are you thinking of implementing a study information system at your university?](#)

2) New user

1. I am a new user of the e-application system therefore, I do not know my login or password to enter the register. In this case a new register of e-applications will be set up for you and corresponding access data generated. If you are a new user use the following link to enter the register.

 [Enter the e-application register as a new user](#) **Click here**

3) Choose



Faculty of Economics and
Management

4)

- For **bachelor preparatory** courses choose:

Now select the type of study you wish attend:

Type of study:

 In case of any problem with this system, send your query using the [this form](#).

- Bachelor LLP
- Bachelor
- Master
- Bachelor LLP
- Master LLP

- For **masters preparatory** courses choose:

Now select the type of study you wish attend:

Type of study:

 In case of any problem with this system, send your query using the [this form](#).

- Master LLP
- Bachelor
- Master
- Bachelor LLP
- Master LLP

5) – Bachelors

Select the type of admission procedure:

Place (town) of study	Name	Language of instruction	Select
Praha	E-PK Přípravný kurz - -BA Business Administration - other form	English	→
Praha	E-PK Přípravný kurz - -EM Economics and Management - other form	English	→
Praha	E-PK Přípravný kurz - -INFOA Informatics - other form	English	→

 Choose

- Masters

Select the type of admission procedure:

Place (town) of study	Name	Language of instruction	Select
Praha	I-SK Specializační kurz - -BAN Business Administration - other form	English	→
Praha	I-SK Specializační kurz - -EMN Economics and Management - other form	English	→
Praha	I-SK Specializační kurz - -INFOAN Informatics - other form	English	→
Praha	I-SK Specializační kurz - I-SK-EADAN European Agrarian Diplomacy - other form	English	→

 Choose

6) Fill out and click at “Set up an e-application”

Name: Surname: E-mail:

Sex: male female



In case you are of Czech or Slovak nationality, you need to fill in the Birth certificate number item. If you are of different nationality, fill in the Date of birth item. Birth certificate number is typed without a slash. The formats of your date of birth are as follows: DD.MM.YYYY, D.M.YYYY, D.MM.YYYY; spaces around dots allowed.

Nationality:

Birth certificate number:

- 7) You will see this page. Write down the User name and password and click at “Enter the e-application for the first time”

Electronic study application to CULS - Set up an e-application register

Use this application to set up a new e-application register. Please follow the instructions.

 **New e-application register has been successfully set up.**

Use the following information to enter the e-application register:

User name: ██████████

Password: ██████████

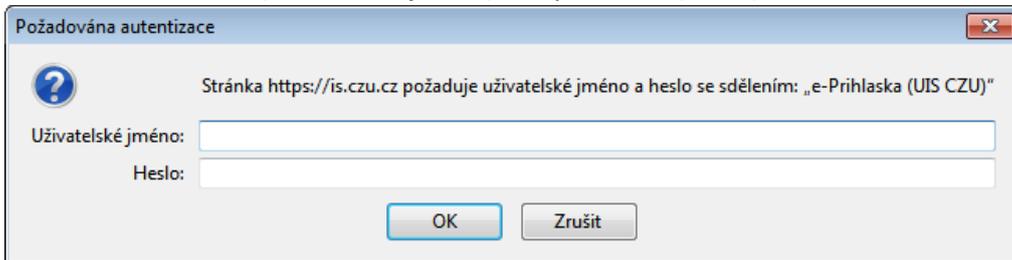
 **Note: when downloading the page again, the now displayed registering data will not appear again. Please remember well the data.**

Dear applicant, click the following button to enter the e-application register for the first time.

[Enter the e-application for the first time](#)

 **In case of having trouble with this application, please do not hesitate to contact the appropriate Program Coordinator by using [this form](#).**

- 8) Enter the User name (Uživatelske jmeno) and password (Heslo):



- Continue reading below (next page)

- 9) You will see this page:

Electronic study application to CULS - E-application register

Use this application to administer your e-applications to CULS in the running admission procedure. If you cannot find the faculty CULS where you would like to submit your e-application to, it means that the faculty does not offer the possibility to apply electronically.

For info about dates for submitting e-applications for the individual types of admission procedure see [here](#).

Completeness of e-applications

The following page contains the individual sections of the e-application that are subjected to a completeness check. In order to regard your e-application as complete and thus to accept it, it is vital that all these sections are complete. The sections subjected to a completeness check can be divided in two categories. The first category consists of the sections related to the applicant, i.e. to all submitted e-applications, and contains the following **Personal information** and **Applicant's addresses**. The second category consists of the sections related to the individual submitted e-applications and contains the following **E-application information** and **Payment information**.

Name of section	State of completeness of the section	Enter the sections
Personal information		➔
Applicant's addresses		➔

The following table shows the list of all your registered e-applications in the running admission procedures. The table contains information about the type of the admission procedures - the type of admission procedures corresponds to the type of study you are applying for - and the state of completeness of those sections related to the e-applications. To obtain details about the remittance of the administrative fee, click the link in **Paid** column. Use the links in **Enter** columns to add information about the e-application, or to obtain information about payment of the administrative fee for the particular e-application.

It is not possible to remove the e-applications from the register. Incomplete e-applications will be removed automatically after the period reserved for submitting e-applications ends.

E-applications not yet transferred

The following table shows the e-applications which have not yet been transferred among the complete e-applications. Do not worry if your e-applications are on the list. If all sections of your e-applications are complete, the transfer will soon be performed.

Sel.	Fac.	Room	Language of instruction	Study period	Programme	Field of study	Form of study	Reg. no.	E-application information		Paid		Documents
									State	Enter	State	Enter	
<input type="checkbox"/>	FEM	Praha	English	WS 2015/2016	I-SK Specializační kurz	-BMN Economics and Management	other	12865		➔		➔	

Since the administration fee for some of the e-applications to study at CULS has not been paid for, you may de-activate them. Deactivation is a reversible transaction. Once an e-application has been deactivated, it can be activated again. To deactivate an e-application, select it in the table above and click on the De-activate e-application button.

[De-activate e-application](#)

Key:
 State of completeness of the section:  section complete  section incomplete
 Enter the sections: ➔ enter the section

Filing a new e-application

If you wish to submit another e-application, click the following button and follow the instructions.

[File another e-application](#)

10) Click at the black arrow to fill in required information

Name of section	State of completeness of the section	Enter the sections
Personal information		➔
Applicant's addresses		➔

11) You will see these symbols after a successful data entry

Name of section	State of completeness of the section	Enter the sections
Personal information		➔
Applicant's addresses		➔

12) You need to proceed with the payment. Please click at the black arrow on the right side of the red exclamation mark.

Sel.	Fac.	Room	Language of instruction	Study period	Programme	Field of study	Form of study	Reg. no.	E-application information		Paid		Documents
									State	Enter	State	Enter	
<input type="checkbox"/>	FEM	Praha	English	WS 2015/2016	I-SK Specializační kurz	-EMN Economics and Management	other	12865		➔		➔	

13) You need to make the payment of 500,-CZK for the application. You can pay online by clicking at the "Pay online" button.

Electronic study application to CULS - Payment information

Use this application to administer your e-applications to CULS in the running admission procedure. If you cannot find the faculty CULS where you would like to submit your e-application to, it means that the faculty does not offer the possibility to apply electronically.

Selected e-application: Programme: I-SK Specializační kurz
Field of study: -EMN Economics and Management
Form of study: other



This section is not complete for the following reasons:

- **Administrative fee for this e-application has not been received.**



The administrative fee of 500 Kč needs to be remitted by bank transfer into the bank account of CULS. The reception of your payment can be later checked in the e-application records in the Paid section.

Online payment

Click on the Pay online button to be transferred to a payment gate address. You will be asked to fill in your payment card information. Once the transaction has been successfully performed, you will be re-directed back to this page.

Payment by bank transfer

Bank connection: Komerční banka a.s., Kamýcká 1077, 165 21 Praha 6 - Suchbátka
Account number: 19-5504550287/0100
Variable symbol: 1175000115
Specific symbol: 110003572
Due date: 31. 03. 2015

Additional information about payments from abroad:

Recipient's address: CULS, Kamýcká 129, 165 21 Praha
IBAN code : CZ11 0100 0000 1955 0455 0287
SWIFT code: KOMBCZPPXXX

14) You will see two green check marks after the payment is made.

Sel.	Fac.	Room	Language of instruction	Study period	Programme	Field of study	Form of study	Reg. no.	E-application information		Paid		Documents
									State	Enter	State	Enter	
<input type="checkbox"/>	FEM	Praha	English	WS 2015/2016	I-SK Specializační kurz	-EMN Economics and Management	other	12865	✓	→	✓	→	

15) Please send your Reg.no. to your contact person at CULS (vylupek@pef.czu.cz)