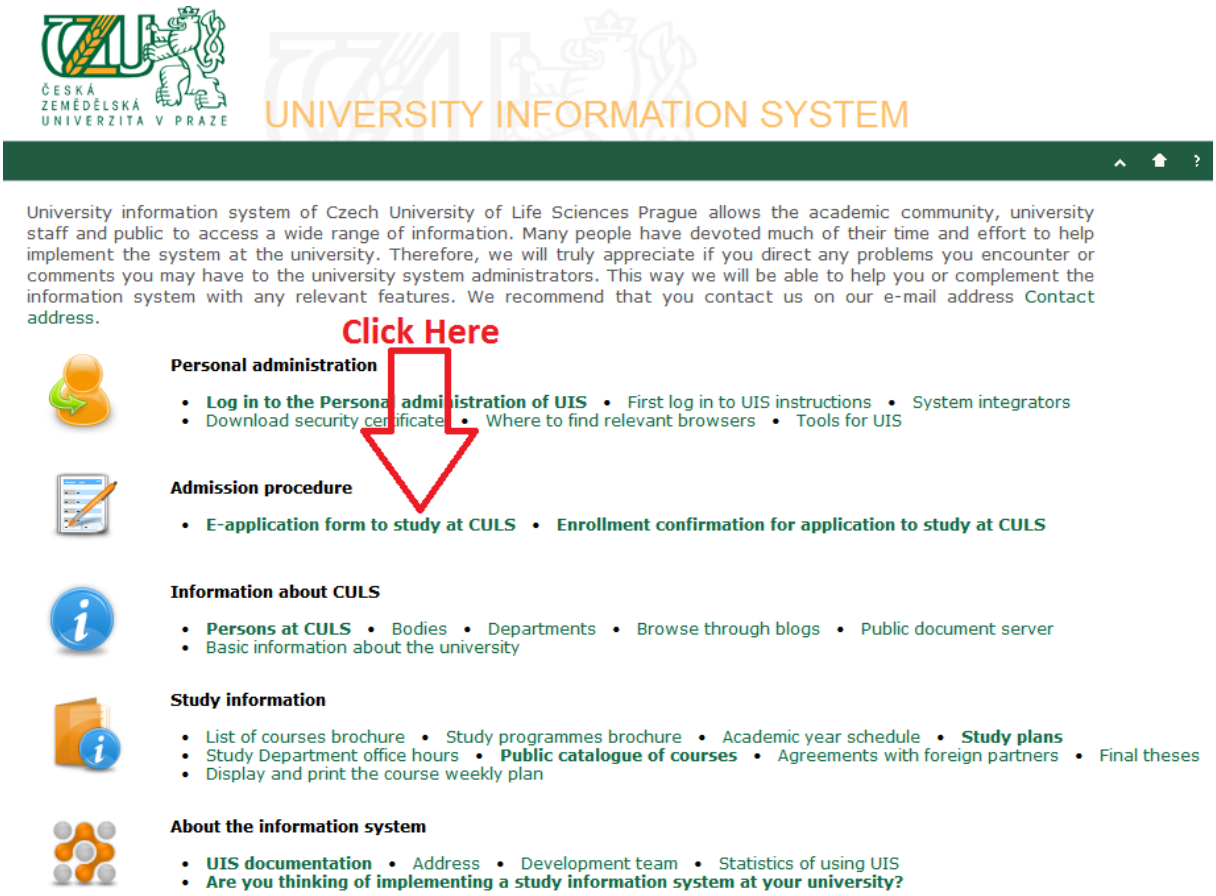
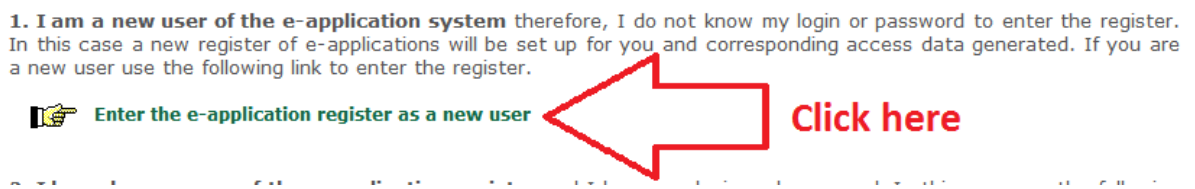
Web page

1) is.czu.cz



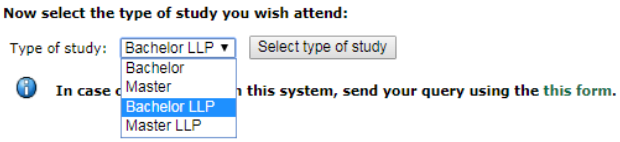
2) New user



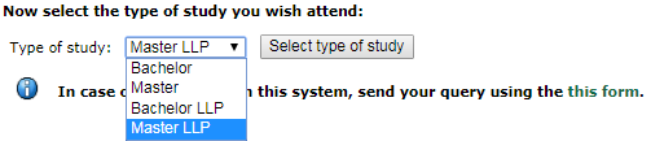
3) Choose

4)

- For **bachelor preparatory** courses choose:

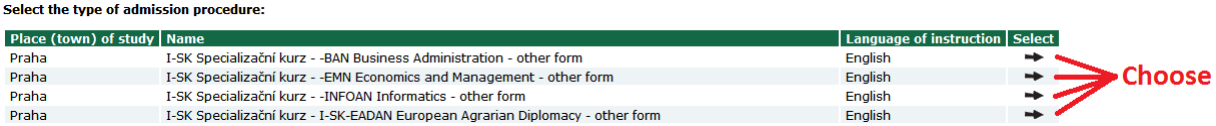


- For **masters preparatory** courses choose:

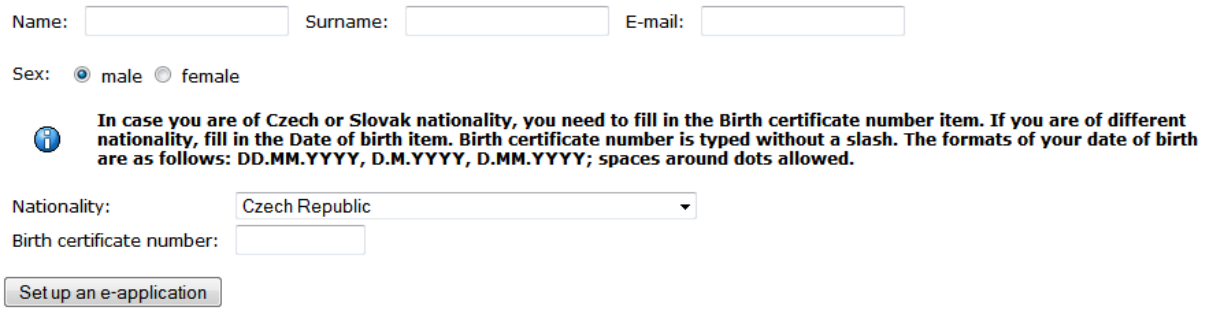


5) – Bachelors

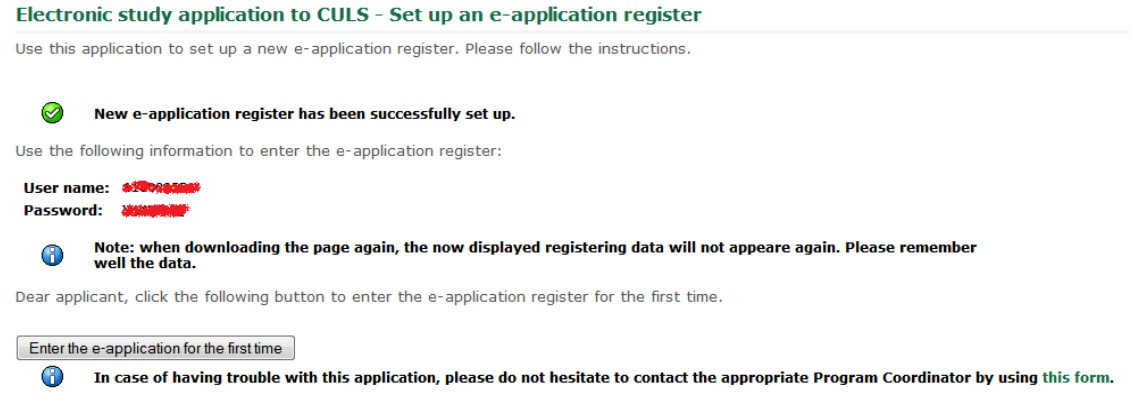
- Masters



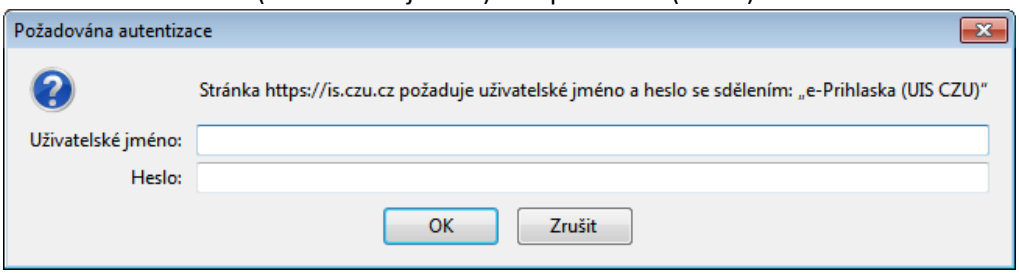
6) Fill out and click at “Set up an e-application”



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

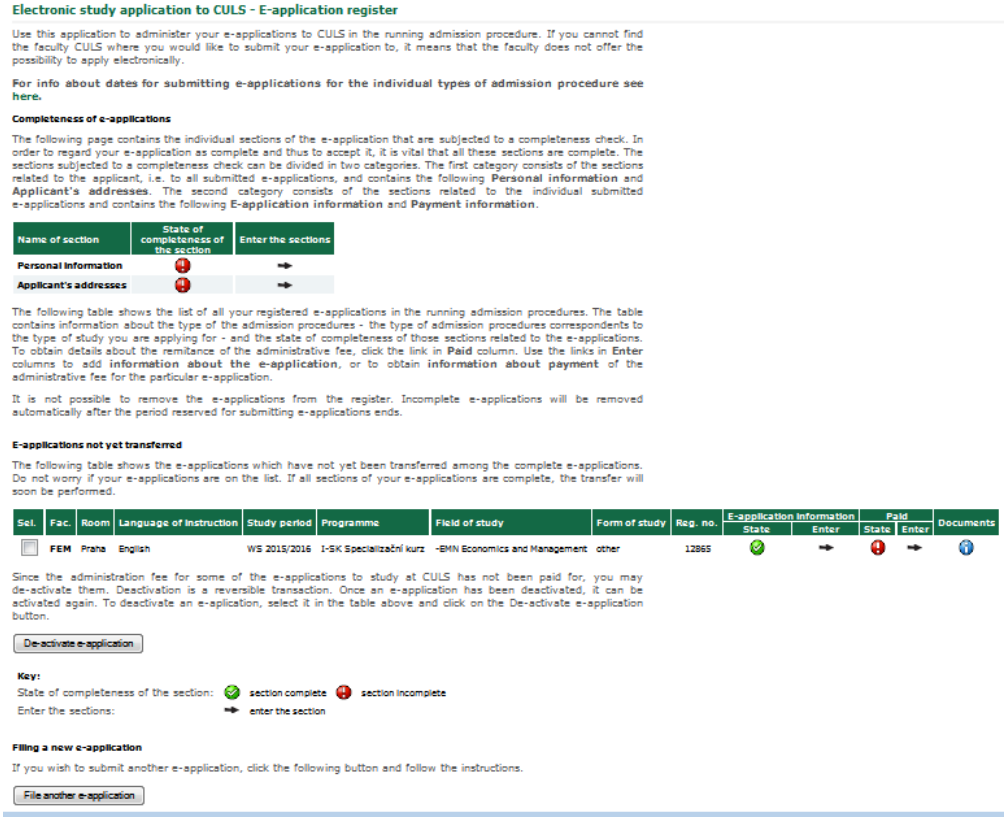


8) Enter the User name (Uzivatelske jmeno) and password (Heslo):



- Continue reading below (next page)

9) You will see this page:



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	
	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 accounnt 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.

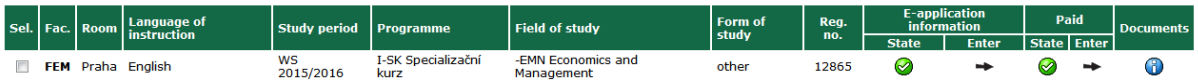
Pay online

Payment by bank transfer

Bank connection: Komerční banka a.s., Kamýcká 1077, 165 21 Praha 6 - Suchdol
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	
☐	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)