Web page

1) is.czu.cz

UNIVERSITY INFORMATION SYSTEM

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.

- Personal administration
  - Log in to the Personal administration of UIS
  - First log in to UIS instructions
  - System integrators
  - Download security certificates
  - 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 also use the following link to enter the register.

   Enter the e-application register as a new user

3) Choose

Faculty of Economics and Management
4) For bachelor preparatory courses choose:

Now select the type of study you wish attend:

- Bachelor
- Master

5) - Bachelors

Select the type of admission procedure:

<table>
<thead>
<tr>
<th>Place (town) of study</th>
<th>Name</th>
<th>Language of instruction</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Praha</td>
<td>E-PK (právny) kurz - BA Business Administration - other form</td>
<td>English</td>
<td>Choose</td>
</tr>
<tr>
<td>Praha</td>
<td>E-PK (právny) kurz - EM Economics and Management - other form</td>
<td>English</td>
<td>Choose</td>
</tr>
<tr>
<td>Praha</td>
<td>E-PK (právny) kurz</td>
<td>Information Technology - other form</td>
<td>English</td>
</tr>
</tbody>
</table>

- Masters

Select the type of admission procedure:

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</thead>
<tbody>
<tr>
<td>Praha</td>
<td>J-SK Speciálka20H kurz - BAN Business Administration - other form</td>
<td>English</td>
<td>Choose</td>
</tr>
<tr>
<td>Praha</td>
<td>J-SK Speciálka20H kurz - EPM Economics and Management - other form</td>
<td>English</td>
<td>Choose</td>
</tr>
<tr>
<td>Praha</td>
<td>J-SK Speciálka20H kurz - INFO Information Technology - other form</td>
<td>English</td>
<td>Choose</td>
</tr>
</tbody>
</table>

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

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.M.MYYY; spaces around dots allowed.

<table>
<thead>
<tr>
<th>Nationality:</th>
<th>Czech Republic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth certificate number:</td>
<td></td>
</tr>
</tbody>
</table>
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 new displayed register 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.

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

<table>
<thead>
<tr>
<th>Name of section</th>
<th>State of completeness of the section</th>
<th>Enter the sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal information</td>
<td>![Warning Symbol]</td>
<td></td>
</tr>
<tr>
<td>Applicant’s addresses</td>
<td>![Warning Symbol]</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of section</th>
<th>State of completeness of the section</th>
<th>Enter the sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal information</td>
<td>![Checkmark]</td>
<td></td>
</tr>
<tr>
<td>Applicant’s addresses</td>
<td>![Checkmark]</td>
<td></td>
</tr>
</tbody>
</table>

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

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: 1-SK Specializáční kurz
Field of study: D&M 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, 103 21 Praha 6 - Suchdol
Account number: 19-3304550287/0100
Variable symbol: 1175000115
Specific symbol: 110003572
Due date: 31. 03. 2013

Additional information about payments from abroad:
Recipient’s address: CULS, Kamýcká 129, 160 21 Praha
IBAN code: CZ11 0100 0000 1955 0455 0267
SWIFT code: KOMBCZPPXXX
14) You will see two green check marks after the payment is made.

<table>
<thead>
<tr>
<th>Ser.</th>
<th>Far.</th>
<th>Room</th>
<th>Language of instruction</th>
<th>Study period</th>
<th>Programme</th>
<th>Field of study</th>
<th>Form of study</th>
<th>Reg. no</th>
<th>e-application</th>
<th>Information</th>
<th>Paid</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FEM</td>
<td>Přehov</td>
<td>English</td>
<td>WS 2015/2016</td>
<td>I.PK. Specialistitél č.1</td>
<td>BSc. Economics and Management</td>
<td>other</td>
<td>12645</td>
<td>D</td>
<td>-&gt;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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