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 Click Here



Personal administration

- admi istration of UIS First log in to UIS instructions System integrators ificate Where to find relevant browsers Tools for UIS Log in to the Persona
- Download security



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
- Study Department office nours
 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

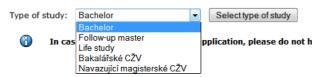


Faculty of Economics and Management

4) Choose the type of study:

 For <u>bachelor regular</u> courses (in case you can come to Prague to sit for the admission examination in June)

Now select the type of study you wish attend:



- For <u>masters regular</u> courses (in case you can come to Prague to sit for the admission examination in June)

Now select the type of study you wish attend:



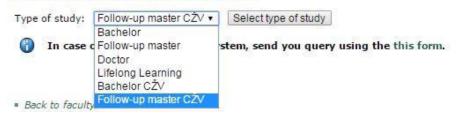
For bachelor preparatory courses choose:

Now select the type of study you wish attend:



- For masters preparatory courses choose:

Now select the type of study you wish attend:



5) - Bachelors

Select the type of admission procedure:

Place (town)	of study Name	Language of instruc	tion Select	
Praha	E-PK Preparatory Course - E-PK-BA Business Administration - other form	English	-	Change
Praha	E-PK Preparatory Course - E-PK-EM Economics and Management - other form	English	-	Choose
Praha	E-PK Preparatory Course - E-PK-INFOA Informatics - other form	English	-	

- Masters

Select the type of admission procedure:

Place (town) of study	Name	Language of instruction	Select	
Praha	J-SK Specialization Course - I-SK-BAN Business Administration - other form	English	-	
Praha	I-SK Specialization Course - I-SK-EADAN European Agrarian Diplomacy - other form	English	-	Choose
Praha	I-SK Specialization Course - I-SK-EMN Economics and Management - other form	English	-	CHOOSE
Praha	I-SK Specialization Course - I-SK-INFOAN Informatics - other form	English	-	

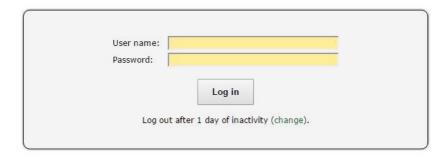
6) Fill out and click at "File an e-application and go on"

Name:	Surname:	E-mail:	
Sex: O male O female	D		
		l to fill in the Birth certificate number item. If you a number is typed without a slash.	are of different
	L D. L LC	-	
Nationality: Czec	ch Republic		

7) You will see this page. Write down the Username 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. When filling in your e-application, read all texts carefully. New e-application register has been successfully set up. Use the following information to enter the e-application register: User name: Password: Attention: the displayed credentials will NOT appear again once this page has been re-uploaded. Please remember well the credentials. 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 problems with this system, send you query using the this form.

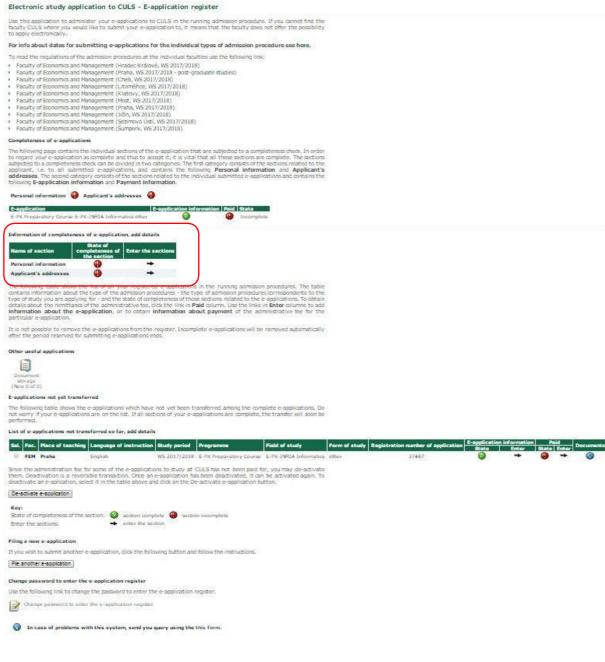
- 8) Enter the Username (Uzivatelske jmeno) and password (Heslo):
 - If you fail to log in or do not know the above mentioned information, please contact the HelpDesk CULS.



Tip: A common problem is the Caps Lock key switched on/off or the keyboard set to a different language. See application First log in to UIS instructions to view more details about log in.

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	•	-

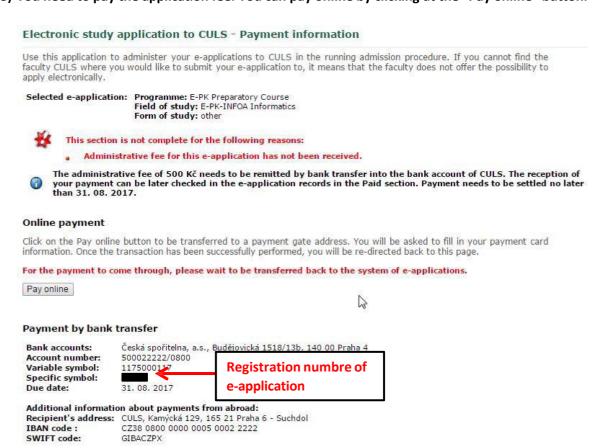
11) You will see these symbols after a successful data entry



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 pay the application fee. You can pay online by clicking at the "Pay online" button.



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
			mstruction				Study		State	Enter	State	Enter	
	FEM	Praha	English	WS 2015/2016	I-SK Specializační kurz	-EMN Economics and Management	other	12865	②	-	Ø	+	a

15) All required documents you need to submit for admission in PPL mentioned on website FEM/International Relations/Preparatory Courses via an e-mail address to the specific study programme coordinator of chosen field of study – NOT BY E-APPLICATION

Required documents you need to submit for admission in PPL courses leading to studies in accredited bachelor study programmes taught in English:

- a scan of Passport,
- a copy of secondary school leaving certificate (a certified English translation of your leaving certificate is required if the original one is not in English),
- a copy of the transcript of records from secondary school in English with the allocation of hours of each subject taken in secondary school or in last 4 years,
- the results of an English language test (TOEIC, TOEFL, IELTS, or any other) not needed if you studied full time in English at least for 2 years,
- contact address and phone number for DHL + name of the town where you are going to apply for the visa,
- a short Curriculum vitae,
- all applicants must fill in the online application.

Required documents you need to submit for admission in PPL courses leading to studies in accredited master study programmes taught in English:

- a scan of your Passport,
- a copy of your Bachelor diploma,
- the results of an English language test (TOEIC, TOEFL, IELTS, or any other),
- contact address and phone number for DHL + information about where (in which city) you will apply for the visa,
- a short Curriculum vitae,
- all applicants must fill in the online application.

Field of Study	Coordinator	E-mail
Bachelor in Economics and Management	Ing. Julius Fördöš	fordos@pef.czu.cz
Bachelor in Business Administration,	Ing. Jakub Slávik	slavikjakub@pef.czu.cz
Master in European Agrarian Diplomacy	Ing. Jana Melezínková	melezinkova@pef.czu.cz
Bachelor in Informatics,	Ing. Martin Kozák	kozakm@pef.czu.cz
Master in Informatics		
Master in Economics and Management	Ing. Oldřich Výlupek, Ph.D., MSc	vylupek@pef.czu.cz
Master in Business Administration	Ing. Julius Fördöš	fordos@pef.czu.cz