How to fill in e-application form
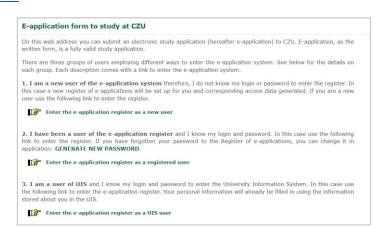
1. Visit the website: https://is.czu.cz/prihlaska/?lang=en

2. Enter the e-application
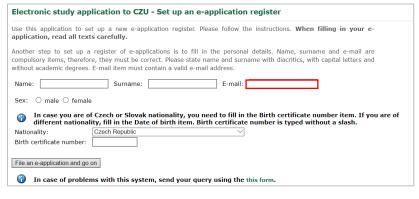
- as **a new user** (part **1**) – your login and password will be sent via email

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

- as **a UIS user** (part **3**) – use the login and password for UIS

> **E-application form to study at CZU**
>
> On this web address you can submit an electronic study application (hereafter e-application) to CZU. E-application, as the written form, is a fully valid study application.
>
> There are three groups of users employing different ways to enter the e-application system. See below for the details on each group. Each description comes with a link to enter the e-application system.
>
> **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
>
> **2. I have been a user of the e-application register** and I know my login and password. In this case use the following link to enter the register. If you have forgotten your password to the Register of e-applications, you can change it in application: **GENERATE NEW PASSWORD.**
>
> ☞ Enter the e-application register as a registered user
>
> **3. I am a user of UIS** and I know my login and password to enter the University Information System. In this case use the following link to enter the e-application register. Your personal information will already be filled in using the information stored about you in the UIS.
>
> ☞ Enter the e-application register as a UIS user

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

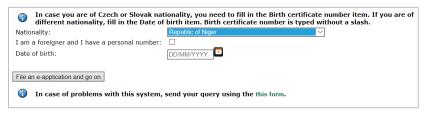**6. Set up an e-application register** (**only for new users**, the registered users have it already)

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).
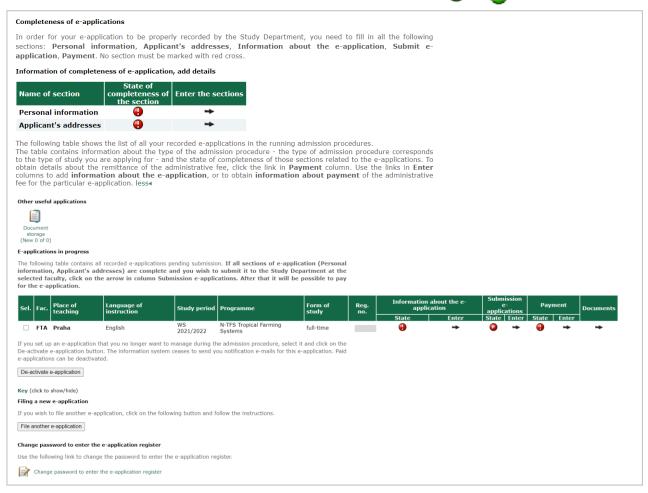
Please double check, the texts must be correct!

> **Electronic study application to CZU - 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.**
>
> Another step to set up a register of e-applications is to fill in the personal details. Name, surname and e-mail are compulsory items, therefore, they must be correct. Please state name and surname with diacritics, with capital letters and without academic degrees. E-mail item must contain a valid e-mail address.
>
> 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.
> Nationality: [Czech Republic ▾]
> Birth certificate number: [   ]
>
> [File an e-application and go on]
>
> ⓘ In case of problems with this system, send your query using the this form.

or

> ⓘ 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.
> Nationality: [Republic of Niger ▾]
> I am a foreigner and I have a personal number: ☐
> Date of birth: [DD/MM/YYYY 📅]
>
> [File an e-application and go on]
>
> ⓘ In case of problems with this system, send your query using the this form.

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

> ✅ Your e-application has been recorded and the credentials sent to the e-mail [   ] you entered.
>
> ⓘ After receiving the credentials you can Enter the e-application register as a registered user. After login we recommend that you change your password.
>
> ⓘ In case of problems with this system, send your query using the this form.

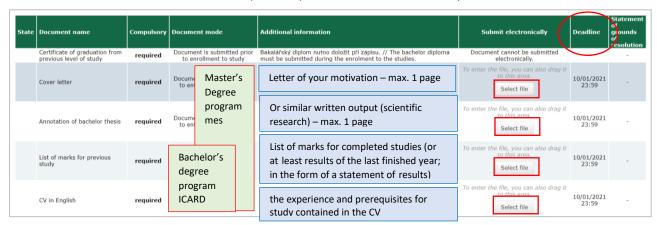Enter the e-application register as a registered user, you can change your password.

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, 2nd round admission skype or personal interview for Master degree programmes and skype interview or test for ICARD, for concrete skype interview term will be applicant contacted via email)
>
> - **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 tuition fee
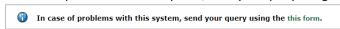
Exam date	Procedure status	Documents	Enter the pre-enrollment confirmations system
ℹ️	ℹ️	➡️	
ℹ️	ℹ️	➡️	➡️

- **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 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 new document in system via automatically generated information email

Document storage

In this application you can work with documents in the document storage.

Documents

The table displays available documents. If you are authorized enough, click on icon of the file to start its downloading.

Application: -- no restrictions -- ∨ [Restrict]

Display: 🟢 Note 🟢 Created 🟢 Created by

Track	Document	File	E-signature	Note	Size	Download	Displayed
			No suitable data found.				

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

> ℹ️ In case of problems with this system, send your query using the **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.