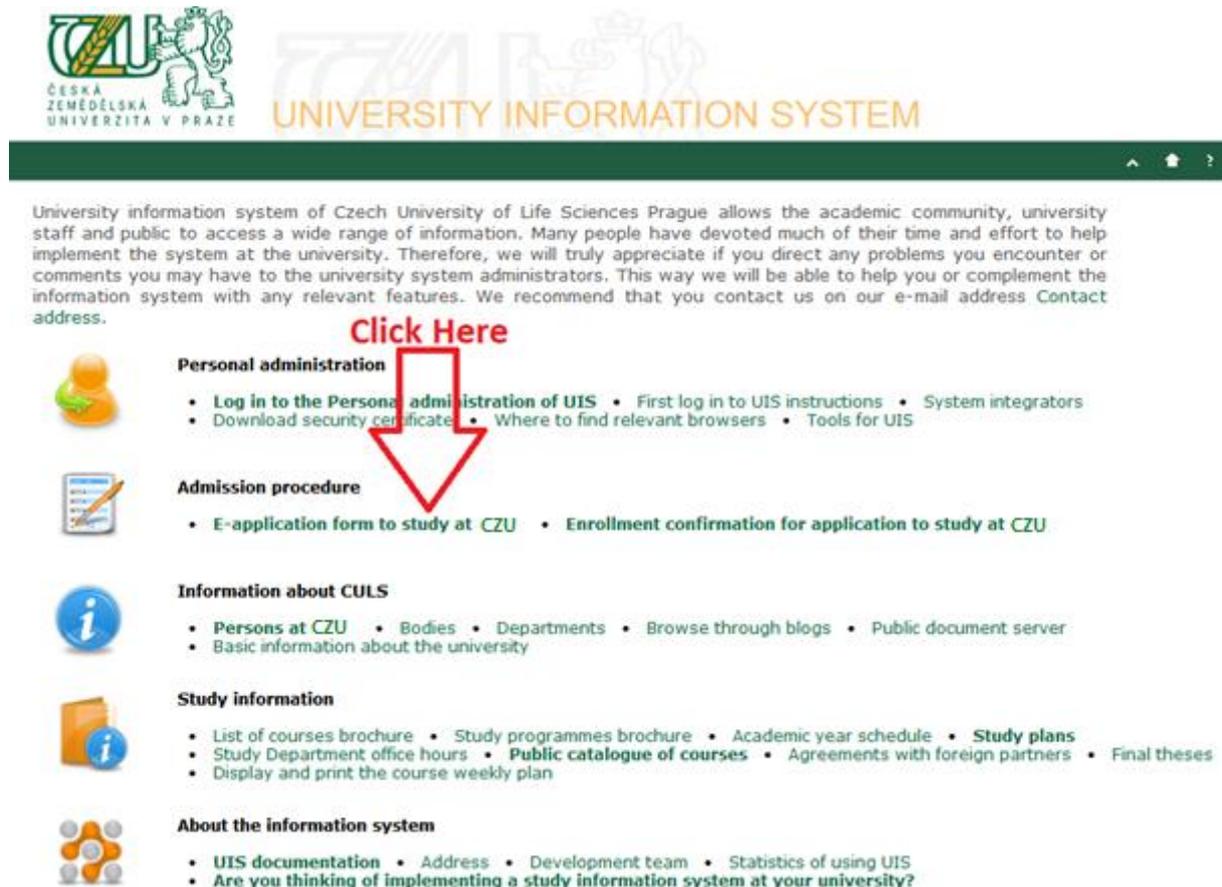


Web page

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 CZU](#) • [Enrollment confirmation for application to study at CZU](#)
- Information about CULS**
 - [Persons at CZU](#) • [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) Select this Faculty:



Faculty of Economics and
Management

4) Choose the type of study:

Now select the type of study you wish attend:

Type of study:

Master



Select type of study

5) Select type of study

Select the type of admission procedure:

Place (town) of study	Language of instruction	Name	Form of study	Select
Praha	English	N-BANP Business Administration	full-time	→
Praha	English	N-EADANP European Agrarian Diplomacy	full-time	→
Praha	English	N-EMNP Economics and Management	full-time	→
Praha	English	N-GISM Global Information Security Management	full-time	→
Praha	English	N-INFOANP Informatics	full-time	→

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

Name:

Surname:

E-mail:

Sex:

male

female



In case you are of Czech or Slovak citizenship, 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.

State citizenship:

Czech Republic



Birth certificate number:

File an e-application and go on

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)

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.



New e-application register has been successfully set up.

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

User name: 37487

Password: fik26Nah



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.

9) Enter you User name and Password

 If you fail to log in or do not know the above mentioned information, please contact the HelpDesk CULS.

User name:

Password:

Log out after 1 day of inactivity (change).

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.

10) 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.

To read the regulations of the admission procedures at the individual faculties use the following link:

- Faculty of Economics and Management (Hradec Králové, WS 2017/2018)
- Faculty of Economics and Management (Přaha, WS 2017/2018 - post-graduate studies)
- Faculty of Economics and Management (Česká, WS 2017/2018)
- Faculty of Economics and Management (Litoměřice, WS 2017/2018)
- Faculty of Economics and Management (Kladno, WS 2017/2018)
- Faculty of Economics and Management (Mst, WS 2017/2018)
- Faculty of Economics and Management (Přaha, WS 2017/2018)
- Faculty of Economics and Management (Jičín, WS 2017/2018)
- Faculty of Economics and Management (Středočeský ústí, WS 2017/2018)
- Faculty of Economics and Management (Šumperk, WS 2017/2018)

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 register your e-application as complete and thus to activate 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**.

Personal information  **Applicant's addresses** 

E-application information  **Field**  **State** 

S-IPK Preparatory Course S-IPK DFGA Informatics other   Incomplete

Information of completeness of e-application, add details

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** column 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.

Other useful applications

 Documents storage (New 0 of 1)

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.

List of e-applications not transferred so far, add details

No.	Fac.	Place of teaching	Language of instruction	Study period	Programme	Field of study	Form of study	Registration number of application	E-application information	Paid	Enter	Documents
01	FEM	Přaha	English	WS 2017/2018	S-IPK Preparatory Course	S-IPK DFGA Informatics	other	27467			→	

Since the administration fee for some of the e-applications to study at CULS has not been paid for, you may deactivate 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.

Key:
 State of completeness of the section:  section complete  section incomplete
 Enter the section(s): →

Filing a new e-application

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

Change password to enter the e-application register

Use the following link to change the password to enter the e-application register.

 Change password to enter the e-application register

 In case of problems with this system, send you query using the this form.

11) 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	!	➔

12) 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	✓	➔

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

Sel.	Fac.	Place of teaching	Language of instruction	Study period	Programme	Field of study	Form of study	Registration number of application	E-application information	Paid	Documents
☐	FEM	Praha	English	WS 2017/2018	E-PK Preparatory Course	E-PK-INFOA Informatics	other	37487	➔	! ➔	📄

14) You need to make the payment 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: E-PK Preparatory Course
Field of study: E-PK-INFOA Informatics
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 750 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. Payment needs to be settled no later than 31.08.2022

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.

For the payment to come through, please wait to be transferred back to the system of e-applications.



Payment by bank transfer

Bank accounts: Česká spořitelna, a.s., Budějovická 1518/13b, 140 00 Praha 4
Account number: 500022222/0800
Variable symbol: 1175000117
Specific symbol: ██████████ **Registration number of e-application**
Due date: 31. 08. 2017

Additional information about payments from abroad:
Recipient's address: CULS, Kamýcká 129, 165 21 Praha 6 - Suchbátol
IBAN code : CZ38 0800 0000 0005 0002 2222
SWIFT code: GIBACZPX

15) 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	✓	→	✓	→	

16) Submission of e-application

Step 1:

E-applications in progress

The following table contains all recorded e-applications pending submission. If all sections of e-application are complete and you wish to submit it to the Study Department at the selected faculty, click on the icon in column Submission e-applications.

Sel.	Fac.	Place of teaching	Language of instruction	Study period	Programme	Field of study	Form of study	Reg. no.	Paid		Submission e-applications		Documents
									State	Enter	State	Enter	
<input type="checkbox"/>	FEM	Praha	English	WS 2018/2019	B-HPA Economics Policy and Administration	B-HPA-BA Business Administration	full-time	46796	⊘	→	⊘	→	

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.

Step 2:

Electronic study application to CULS - Submission e-applications

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: B-HPA Economics Policy and Administration
Field of study: B-HPA-BA Business Administration
Form of study: full-time

In order to duly submit an e-application it is necessary to confirm all required (in bold) approvals below.

Use the form displayed on this page to submit your binding e-application.

- By submitting this application the student agrees, that in accordance with Act 101/2000, concerning the protection of personal data, CULS Prague is authorised to process his/her personal data (i.e. name, surname, address, ID number or Passport number) for the purpose of his/her admission for studies at CULS Prague.**
- By submitting this application, the student confirms that he/she read the conditions of the admission procedures and that he agrees with them.**