

# INSTRUCTIONS FOR SUBMITTING THE ONLINE APPLICATION FOR BACHELOR STUDIES AT FIIT STU

Click on: <http://is.stuba.sk/en> and then click on **Electronic Application for Studies at STU**.

## Entry to the system

- If you are not an STU student, enter the system via option 1, **Enter the e-application system as a new user (I have no e-application yet)** and the system will assign you a login name and password.

### ATTENTION!

**BE SURE TO SAVE YOUR LOGIN NAME AND PASSWORD WELL, YOU WILL NEED IT AFTER YOU ARE ADMITTED TO THE STUDY.**

- Enter the system via option 2, **Enter the e-application system as an e-application user (I have already submitted e-application)**, only if you know your login and password to enter the environment e-application registration.
- If you are an STU student and have access to AIS, enter the system via the 3rd option, **Enter e-application system as an AIS user (I am a user of AIS)**.

## Once you have successfully logged in

- Select your faculty - **FIIT**.
- Select the type of study **Bachelor** and click on **Select type of study**.

Select Program **B-INFOxA Informatics** (bachelors degree study in English language). The main language of tuition is English. Additional language of tuition does not need to be specified.

Click on the **thick arrow** in the column **Select**.

You will see two sections - **Personal Data** and **Applicant's Addresses**. You enter each of sections via the **thick arrow** and fill in all the required data. If all the details are not filled in, the **Completeness Status** of the section is marked in **red**.

## Personal data section

- ✓ Fill in your personal data.

Please also provide a mobile phone number, although this is not listed as required. Please make sure it is in the correct form - for example: +421903555222.

- ✓ Under **Secondary school**, tick the **Different secondary school box** in case you have studied/ are studying the secondary school outside the territory of Slovak Republic. Fill in the name of the school in the Secondary school line, select the state of the secondary school from the menu, fill in the field of secondary school and the year of graduation.

- ✓ The **other information** is also mandatory to be filled.

If you are currently studying, in section **Your current status**, select the high school or college and the **highest attained education** (which you have already attained or will attain in the year of expected

admission to study). If you studied at a secondary school abroad, select in Education (highest degree) row - education completed abroad – code 0

**DO NOT FORGET TO SAVE THE ENTERED DATA!**

If you have the **completeness status** of the Personal data section marked in **green**, scroll to the top of the page and return to **Register of e-application**, then enter the section **Applicant's addresses**.

### **Applicant's Addresses section**

- ✓ If you select the state of the Slovak Republic, after entering the street, number and zip code, click on Find Municipality. The municipality will be automatically added. If you select another country, you must also fill in the street, number and postcode.
- ✓ Filling in the contact address is only mandatory if you have another contact address other than your permanent address.

**DO NOT FORGET TO SAVE THE ENTERED DATA!**

The **completeness status** of the Applicant Addresses section must be marked in **green**, only then you have all the required information is complete.

### **E-application in progress section**

Scroll to the top of the page and return to the **Register of e-application**. In the section **E-applications in progress**.

- Via thick arrow enter the section **Additional informations**. Answer the questions and save.
- Scroll to the top of the page and return to the Register of e-application. In the **E-Applications in Progress** section, in the row where your e-application is listed, enter the **Payment** section via the thick arrow. Make the payment according to the instructions on the page. Once the fee has been paid, the **status** in the **Payment** will change colour to **green**, but only after it has been checked by the faculty, which may take several days.
- Scroll to the top of the page and return to the **Register of e-application**. In the **E-applications in progress** section, click on the thick arrow in the **Submission e-applications** column in the row for the application you wish to submit. Then you must confirm the submission of the application by clicking on **Submit e-application**.

#### **ATTENTION!**

You can **submit an e-application** even if you have not yet confirmed payment (**Status** in the **Payment** does not turn **green**), but the study department will only start processing your application after its payment.

Before submitting your application, please **DOUBLE CHECK** that you have entered your name and surname. Only married women should fill in their **maiden name** (in this case, it is necessary to add it to the certificates the proof of change of surname must be attached), boys and unmarried girls leave this field **blank**. It is also necessary to use Diacritics when entering the data, name and address. If there was a change in name before the secondary school leaving certificate was issued, it is necessary to submit the confirmation of the change to zuzana\_tekulova@stuba.sk

## Documents

Scroll to the top of the page and return to the **Register of e-application**. In the **E-applications in progress** section **Documents** click on the thick arrow. Insert the documents and do not forget to read the informations in the column **Additional information**.

The document that you must obligatorily insert are as follows:

1. CV
2. a copy of proof of payment of the admission fee (postal order, bank statement)
3. a copy of the applicant's passport
4. a certificate of the level of knowledge of the English language (unless he studied in the English language)
5. a certificate of completion of secondary education (If the certificate of completion of secondary education is issued in a language other than Slovak or English, the applicant shall deliver its official translation into Slovak or English or a notarized copy thereof. If the the applicant graduated from Slovak secondary school, he/ she delivers a notarized copy of the graduation certificate)
6. a recognition of education - <https://www.minedu.sk/recognition-of-completed-studies-at-primary-and-secondary-schools-abroad>

### ATTENTION!

The last three documents (4., 5., 6.) must be additionally submitted in documentary form, either as originals or notarially certified copies by the date of enrolment.

## View the points obtained in the admission procedure and the admission committee's proposal

- You will see the **points awarded** if you click on <https://is.stuba.sk> then on Admission Test Results and enter your birth number.
- The **Admissions Committee's proposal** for admission is displayed in the same section where the points earned are listed, under **Decision** (not entered/admitted/not admitted). We can only send you the final decision after we have received a certified copy of your matriculation (verification by your school is sufficient).

If you have any doubts, please contact (preferably by email) the study department

Zuzana Tekulová at [zuzana\\_tekulova@stuba.sk](mailto:zuzana_tekulova@stuba.sk). We will be happy to advise you.

Marta Gnipová, AIS integrator  
Katarína Jelemenská, Vice-Dean of the Faculty  
Lukáš Šoltés, Vice-Dean of the Faculty