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

Click on: https://is.stuba.sk/ and then on **Electronic application for studies at STU**.

## Enter the system

- If you are not a student of STU, enter the system via the 1st option, i.e.
  **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!**
  **DO NOT FORGET TO SAVE THE LOGIN NAME AND PASSWORD WELL, YOU WILL NEED IT AFTER YOUR ADMISSION.**

- If you already know your login name and password, you can enter the system via the 2nd option, i.e. **Enter the e-application system as an e-application user**.

- If you are an STU student and have access to AIS, enter the system via the 3rd option, i.e. **Enter the e-application system as an AIS user**.

## After successful login

- Choose a faculty – **FIIT**.
- Choose the type of study **Bachelor** and click on **Select study type**.

Enter Program **B-INFO Informatics** (Bachelor's degree in Slovak language), enter the main language of instruction – Slovak language. It is not necessary to enter an additional language of instruction.

Below, click on the **thick arrow** in the **Select column**.

You will see two sections – **Personal data** and **Applicant's address**. Enter each via the **thick arrow** and fill in all the required details. If all the details are not filled in, the **Completeness Status of the section** is highlighted in **red**.

## Personal data section

- ☑ Fill in your personal data.
  Please also provide your **mobile phone number**, although this is not required. Please make sure it is in the correct form – for example: +421903555222

- ☑ In the **Secondary school** section, tick the box **Other secondary school ONLY IF you studied at a secondary school outside the Slovak Republic**. Fill in the exact name, type and field of study of the secondary school where you studied or are currently studying (you will find this information on your school report) and the year of graduation. This information is compulsory.

☑ **Other information** is also compulsory.
If you are studying, in the section **from where you are applying**, select the secondary school or college and the highest level of education you have attained (which you have already attained or will attain in the year of expected admission). **If you studied at a secondary school abroad, select the option: education completed at a foreign school – code 0.**

**DON'T FORGET** TO SAVE THE DATA YOU HAVE ENTERED!

If you have the **completeness status** of the personal data section marked in **green**, scroll to the top of the page and return to the **E-Application Register** and enter **the Applicant Addresses** section via the thick arrow.

## Section **Addresses of the applicant**

☑ If you select the state of the Slovak Republic, after entering the street, number and zip code, click on **Find City**. The municipality will be automatically added.

☑ Filling in the contact address is only mandatory if you have a contact address other than your permanent address.

**DON'T FORGET** TO SAVE THE DATA YOU HAVE ENTERED!

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

## Section **E-submissions in progress**

Scroll back to the top of the page and return to the **E-Application Register**. To the **E-Applications in Progress** section.

- In the **Additional information** section, click on the thick arrow. Fill in the answers to the three questions and press the Save button.

- Go back to the **E-Application Register** and enter the **Payment** section via the thick arrow. Make payment for your application as instructed. Once the fee has been paid, the **Status** in the **Payment** section will change to **green, but only after it has been checked by faculty**, which may take a few days.

- Go back to the E-Application Log and enter the e-Application Submission section via the thick arrow. You still need to confirm your submission by clicking on Submit e-Application Bindingly.

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

Before the binding submission of your application, please **MAKE SURE** that you have entered your first and last name correctly. Only married women fill in their **maiden name** (in this case, you must also attach proof of change of surname to your certificates), single applicants **leave this field blank**.

You must also use **Diacritics** (hiccup and acute accent) when entering your name and address. If a name change has been made prior to the issuance of the graduation certificate, proof of the change must be sent to the following email address: [zuzana_tekulova@stuba.sk](mailto:zuzana_tekulova@stuba.sk).

## Loading the necessary documents

Return to the e-application register. In the E-Applications in Progress section under **Documents**, click on the thick arrow. Upload your documents and be sure to read the information in the **Additional Information** column.

- ☑ **Proof of completion of the previous level of study (School Leaving Certificate, etc.)**
  All applicants who graduated in earlier years must deliver this document to the faculty in person or by mail by the application deadline. Current high school graduates who have not yet been issued a high school leaving certificate should send a certified copy of the document by mail as soon as possible after receiving it.

- ☑ **Confirmation of payment of the material support fee for the admission procedure**
  Insert a scanned or photographed cheque or bank statement of payment.
  **If you pay the fee by wire transfer, keeping the variable symbol from the application form**, you do not need to upload proof of payment. Usually within one week of making the payment, the payment will be automatically paired with the application form and the status of uploading this document will be automatically highlighted in green.

- ☑ **Diploma from a professional competition or certificate of the successful solver**
  Insert here scanned or photographed placements in various professional competitions, in case you want to get bonus points. Please only upload relevant documents in accordance with the published list on the website: [https://www.fiit.stuba.sk/1906](https://www.fiit.stuba.sk/1906).

- ☑ **Document of Slovak language proficiency/certificate**
  This document must also be delivered in paper form in person or by post to the address of the faculty. Applicants who have graduated or will graduate from a Slovak or Czech secondary school do not submit this document.

**ATTENTION!**
Required documents that you must **deliver in person or send by post are the Document of completion of the previous level of study (Maturity certificate, etc.) and Certificate of Slovak language proficiency, if you studied at a secondary school outside the territory of the Slovak Republic and the Czech Republic)**.
**Applicants who graduated before 2025**, please deliver a certified copy of the graduation certificate **immediately** after submitting the application.

Faculty Address:
Slovak University of Technology in Bratislava
Faculty of Informatics and Information Technologies
Ilkovičova 6276/2
842 16 Bratislava 4
Slovakia

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

**Points obtained**

The faculty takes into account the best result from the external part of the mathematics matriculation examination (EM), the mathematics admission test (there will be two tests and they will be held in person at FIIT – dates to be announced in due course), as well as the results of various professional competitions.

The scores for the EM or the entrance test as well as for the competitions will be entered into the online application system in sequence as the respective certified confirmations of results are received by the faculty. Only one result will be considered from the results for EM and the entrance test, namely the one with the higher point value.

You will see the points awarded if you click on https://is.stuba.sk/, then **on Admission Test Results** and enter your personal identification number.

**Admissions Committee proposal**

The Admissions Committee's **proposal** for admission is displayed in the same section where the points obtained are listed, under **Decision** (not entered/admitted/not admitted). However, we can only send you a final written decision once we have received a certified copy of your school leaving certificate from you (verification by your school is sufficient).

In case of any doubts, please contact (preferably by e-mail) the Study Department Officer, Ms Zuzana Tekulova at 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

In Bratislava, 12 December 2024