

INSTRUCTIONS FOR SUBMITTING THE ONLINE APPLICATION FOR MASTER STUDIES AT FIIT STU

Click on: <http://is.stuba.sk/en>, 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)**, the system will assign you a login name and password.

ATTENTION!

BE SURE TO SAVE YOUR USERNAME AND PASSWORD WELL - YOU WILL NEED IT AFTER YOU ARE ADMITTED TO THE STUDY.

- If you already have a username and password, you can sign into the system via option 2 - **Enter the e-application system as an e-application user (I have already submitted an e-application)**. This is only possible if you already have an 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 **Master** and click on **Select type of study**.

Select Program **I-AixA Artificial intelligence** (master's degree study in English language). The main language of instruction is English. Additional language of instruction 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 the sections via the **thick arrow** and fill in all the required data. If all the details are not filled in, the **Completeness Status** (solid colour circle with a symbol in the middle) 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 **University/college completed**, tick the **Different secondary school box** in case you have studied/ are studying secondary school outside of the 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.

- ✓ Filling out the "**other information**" section is also mandatory.

If you are currently studying, in section **Your current status**, select the university 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 completed/are expected to complete your highest education 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, return to **Register of e-application**, then enter the section **Applicant's addresses**.

Applicant's Addresses section

- ✓ If you select the state as 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 will be marked **green** only if you have completed all the required information.

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 information**. Answer the questions and click "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** colour of the **Payment** section will change 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) - men and single women 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 that reflects in your certificates (e.g. the certificates were issued before a name change and therefore state a different name), it is necessary to submit the confirmation of the change to tatiana_polakova@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 information in the column **Additional information**.

The documents that you must obligatorily insert follows:

1. a copy of proof of payment of the admission fee (postal order, bank statement) - this will be done automatically if paid through the AIS portal
2. a certificate of completion of first-degree university education (If this document 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 applicant graduated from a Slovak university, he/she delivers a notarized copy of the graduation certificate.
3. a certificate of the level of knowledge of the English language (unless the language of instruction at a previous level of education – secondary or first-degree university- was English).
4. transcript of completed courses and grades obtained during the entire previous university study confirmed by the faculty or university that issued the certificate
5. a recognition of education - <https://www.minedu.sk/recognition-of-completed-studies-at-primary-and-secondary-schools-abroad>
6. an apostille issued by the relevant institution as decided by the type of their educational document
7. a copy of an identity document (ID card or passport)

ATTENTION!

Documents 2.-6. must be additionally submitted to the study department in paper form, either as originals or as notarized copies, by the date of enrolment.

Faculty address:

Fakulta informatiky a informačných technológií
Ilkovičova 6276/2
842 16 Bratislava 4
Slovakia

Accessing results of the admission process

- You will see the **points awarded** for your entrance interview if you click on <https://is.stuba.sk>, then on **Admission Test Results** and enter your personal identification number (birth number). If you do not have this number already, it will be assigned to you by AIS and will be visible in your application.
- The **Admissions Committee's proposal** for admission is displayed in the same section where the points earned are listed, under **Decision** (admitted/not admitted/admitted conditionally).

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

Tatiana Poláková at tatiana_polakova@stuba.sk . We will be happy to advise you.