

Instructions for submitting an electronic application for doctoral studies

Click on: <https://is.stuba.sk/> and then the E-application form to study at STU.

If you are a student of STU and have access to AIS, access the system via a third option, namely **Enter the e-application as a registered AIS user.**

If you are not a student of STU, access the system via the first option

Enter the system of e-application as a new user.

Select the faculty, thus FIIT. Doctoral type of study will be offered, click on

Select the type of study.

Then choose the program you want to study. (Be careful of the form of the study.)

D – AI Applied Informatics full-time attendance

D – Aixa Applied Informatics (study in English) full-time attendance

D – AI4 Applied Informatics part-time attendance

D – AI4xA Applied Informatics (study in English) part-time attendance

If you have selected a program, click the thick arrow in the selected program.

Fill in required data and click on **File an e-application and go on.**

The system will assign username and password. Remember this data carefully!

Click **Enter the e-application for the first time.**

After logging on, through thick arrow go to your **Personal information.**

Fill in your personal information. Please mention also your cell phone numbers, although this figure is not referred as required. Beware of the correct form – e.g.: +421903555222.

University graduation, the school that you have finished, or you will have finished at the time of expected admission. Indicate the program and the year of completion, this information is required.

Filling other data is also required.

If you are studying, in the section **Current status** choose **University** and the highest level of education – a **Master's degree**. Be sure to save the entered data.

Click Back to Register of e-applications (see below).

If the status of completeness of your personal information is green, access to the section **Applicant's addresses**. If you select a country Slovak Republic, after you enter the street number and postcode, click **Search borough**. The borough is automatically added. Filling the contact address is not obligatory. Be sure to save the entered data.

Click Back to Register of e-applications.

Completeness status of **Applicant's addresses** must be green.

CAUTION !!!

In the section **E-applications in progress** you must choose a dissertation topic. Alternative types of study programs are offered, but this concerns only bachelor and master studies.

Click to enter **E-application information** and choose a dissertation topic.

Be sure to save the entered data.

Click Back to Register of e-applications.

In the section **Submission e-applications** confirm all required approvals and then click **Submit binding e-application.**

In the section **Paid** see the data necessary for payment of a fee for the admission procedure and pay the amount. After paying the fee, in the section **Paid** the status of completeness also turns to green in a few days (after checking by the faculty).

Then go to the Document section to insert the necessary documents.

All formats are accepted, for example: pdf, jpg, png, docx.

Required documents are:

Curriculum vitae, Covering letter, General project for the dissertation thesis topic, and Confirmation of payment for material part of admission procedure.

The evidence of significant results of your professional activity is an optional document.

CAUTION!!!

Certificate of graduation from the previous level of study is a mandatory document but it **must be sent via post**. Then send a certified copy of the diploma and a transcript of records obtained during the previous university studies to the address of the faculty study department. It must be confirmed by the faculty or university issuing the transcript.

If you have any problems contact (ideally by email) a Head of Study Department Mgr. Zuzana Horniaková at zuzana.horniakova@stuba.sk.