

## Instructions for submitting an electronic application form for doctoral studies at FIIT STU (instructions in .pdf format)

Click: <https://is.stuba.sk/>, and then on Electronic Application to study at STU.

Candidates are advised to include two study programs in their application in the order of interest. The way of entering alternative study programs is listed below.

### Entering the system

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

If you are not an STU student, enter the system via Option 1 – Enter the e-application system as a new user.

Choose a faculty – STU FIIT.

Choose a Doctoral type of study in the menu and click to confirm the selected study type.

Then choose the type of admission procedure, that is the program you want to study (pay attention to the chosen form of study) by clicking on the rough arrow next to the selected program.

Name of the study program		Form	Language of instruction (required languages)
D-AI4	Applied Informatics	External	Slovak + English language
D-AI4xA	Applied Informatics (in English)	External	English language
AI4	Applied Informatics	Full-time	Slovak + English language
D-AI4xA	Applied Informatics (in English)	Full-time	English language

Fill in the required information - name, surname, e-mail, nationality and birth number (if your nationality is different from the Slovak or Czech, enter the date of birth). **Then click Create e-application and continue.**

The system will give you a login name and password. Remember this information immediately because it will no longer appear. **Then click sign in to e-application for the first time.**

After signing up, you will see two sections – **Personal Information and Candidate Addresses.** Enter each of them through the thick arrow and fill in all the required data. If not all data is filled in, the **Completeness Status** is marked in **red**.

### Personal data section

Fill in your personal information.

Please also enter your mobile phone number, although this is not mandatory. Beware of its correct form – eg: +421903555222.

In the section **Higher Education** is meant a University that you have already finished, or will be finished in the year of expected admission to study. Please also indicate the program and the year of completion, this is mandatory.

Filling in **Other data** is also mandatory.

If you are studying, in the section **From where you apply**, choose University and the highest level of education - **second level of higher education**.

Be sure to save the entered data! Go back to the **Registration of e-application**.

### **Addresses section**

If you select the Slovak Republic, after entering the street, number, and post code, click **Search Borough**. The borough will be added automatically. It is mandatory to fill in a contact address only if you have a contact address other than your permanent address.

Be sure to save the entered data!

Go back to the **Registration of e-application**.

### **WARNING!!!**

In the section **e-Applications in progress**, select the topic of the dissertation. You need to click on the entry arrow in the **Application Details** and choose the topic of the dissertation. There are also alternative types of study programs, but this applies only to bachelor and master studies. Rows **Alternative procedure of acceptance type A**, or B, do not fill it in, in the **Dissertation Topic**, choose one of the offered topics.

Be sure to save the entered data!

Go back to the **Registration of e-application**.

### **Submission of e-application**

In the **Submission of an e-application** by clicking on a rough arrow section, confirm the usage of your personal information and the Statement about the veracity of personal data. Then click **Binding Submission of e-application**.

In section **Paid**, see the information required to pay the administrative fee for the admission procedure and pay the amount. After the payment of the fee, the **status in the Paid section will be changed to green**, but only after being checked by the faculty, which may take few days.

You can then upload the necessary documents:

All formats are accepted, such as: pdf, jpg, png, docx.

The **mandatory documents** are:

**curriculum vitae, cover letter, project on dissertation topic** (concept of dissertation project) and **confirmation of payment** of the administrative fees.

Optional documents are evidence of significant results of ICT expertise as well as other types of professional activity.

To the application form, applicants may attach documents of significant results of their professional activities in the field of informatics and information technologies, as well as in other types of professional activities.

### **WARNING!!!**

Proof of graduation is a **mandatory document**, but you must send it by post. At the address of the faculty study department, send a **certified copy of your diploma and a list of the subjects and marks obtained** during the previous university studies by post. It must be confirmed by the faculty or University that issued the statement.

**This does not apply to candidates who are at the end of their master studies at FIIT STU in the academic year 2021/22**, they do not have to send any documents by post.

### **Results of the admission procedure**

You can check the acceptance / non-acceptance decision:

- In the Electronic Application System:  
Click on <http://is.stuba.sk>, then on the **Entrance Exam Results** and enter your personal identification number. In the section **Decision**, you will see the result.
- On the faculty website [www.fiit.stuba.sk](http://www.fiit.stuba.sk).

The Dean's decision on acceptance / non-acceptance of the Applicant together with the justification will be delivered to the address of the permanent residence specified in the applicant's application form.

In case of any uncertainties, please contact (preferably by e-mail) the Study Department, Mrs. Katarina Herzogova, at [katarina.herzogova\[at\]stuba.sk](mailto:katarina.herzogova@stuba.sk).

We will be happy to advise you.

Bratislava, March 30, 2022

Marta Gnipová, AIS integrator  
Katarína Jelemenská, Vice-dean  
Lukáš Šoltés, Vice-dean