

## Instructions for submission Electronic Application

Click on: <http://is.stuba.sk/?lang=en>, and then on Admission procedure **E-application form to study at STU**.

If you have access to AIS, enter the system via the 3rd option, i.e. I am a user of AIS  
**Log in to AIS.**

If you are a new user of the e-application system, enter the system via the 1st option, i.e. I have no e-application yet  
**Create new e-application.**

Choose a faculty, i.e. STU FIIT (Faculty of Informatics and Information Technologies).

In the menu Type of study select Doctoral and confirm by clicking on  
**Select type of study.**

Then you **Select the type of admission procedure**, i.e. the program you want to study (pay attention to the selected form of study) by clicking on the thick arrow next to the selected program.

Name		Form of study	Language of instruction (required knowledge of languages)
D-AI4	Applied Informatics	external full-time	Slovak + English
D-AI4xA	Applied Informatics (study in English)	external full-time	English
D-AI	Applied Informatics	full-time	Slovak + English
D-AIxA	Applied Informatics (study in English)	full-time	English

Fill in your personal data – Name, Surname, E-mail, State citizenship and Birth certificate number (In case you are not of Czech or Slovak citizenship, fill in the Date of birth item. Birth certificate number is typed without a slash.). Then click on **File an e-application and go on**.

The system will assign you a **User name** and **Password**. **Remember this login information immediately**, as they will not be displayed the next time you load this page. Only then click on **Enter the e-application register for the first time**.

Once logged in, you will see two sections – **Personal data** and **Applicant's addresses**. You enter each via the **thick arrow** and fill in all the required details there. If all the details are not filled in, the **State of completeness of the section** is highlighted in **red**.

### Section **Personal data**

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.

**Graduate school means** the university you have already graduated from or will have graduated from by the time you expect to be admitted to study. Please also indicate the program and the year of graduation; this information is compulsory.

The **Other information** is also compulsory.

If you are studying, in the section **where you are reporting from**, select **University** and highest level of education achieved – **second-level university degree**.

Do not forget to Save entered information.

If your personal data completeness status is green, enter the **Applicant Addresses section**.

### Section **Applicant's addresses**

**Permanent address.** If you select Slovak Republic or Czech Republic, after filling in Street, Number and Post Code click on Town field and the municipality will complete itself. The contact address is only required if you have a contact address other than your permanent address.

Do not forget to Save entered information.

Return **Back to the e-application register**.

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

Then via the link at the top left of this page **Return to the e-application register**.

### **ATTENTION!**

You still need to select your dissertation topic in the **e-applications in progress section**. You need to click on the entry arrow in the **Application Details** and select your dissertation topic.

In the **Dissertation Topic** line, select one of the available topics.

Do not forget to Save the entered data. **Return Back to the e-application record**.

In the **e-application submission** section, after clicking on the thick arrow, confirm your consent to the use of your personal data and the Data Truthfulness Statement. Then click on **Bindingly submit an e-application**.

In the **Payment** section, check the details required to pay the admissions administration fee and pay the amount. Once the fee is paid, the completeness status of the **Payment** section will also turn green. However, in case of payment by bank transfer, it will be displayed only in a few days (after checking by the faculty).

You can then proceed to upload the necessary documents in the **Documents section**.

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

The documents that you are **required** to insert are:

- proof of completion of studies of the previous degree – diploma, diploma supplement or transcript of results of studies (applicants who in the current academic year have not completed their studies). In the current year of their engineering studies at FIIT STU they do not insert the attachment)
- motivation letter
- confirmation of payment of the fee for the material support of the admission procedure (proof of payment should be inserted only in case of payment by bank transfer)
- outline project on the topic of the dissertation
- **list** of professional or scientific (artistic) works published to date, results of professional activities

– curriculum vitae

**ATTENTION!**

Proof of completion of the previous degree is a **compulsory document**, but you have to send it by post - a **certified copy of the diploma and a supplement to the diploma or a transcript of courses and grades** obtained during the 2nd degree of university studies. The transcript of courses and grades/statement of results must be certified by the faculty or university that issued the transcript. **This does not apply to applicants who are completing their master studies at FIIT STU in the current academic year** (they do not need to send any documents by post).

**Address:**

FIIT STU in Bratislava  
Study Department  
Ilkovičova 2  
842 16 Bratislava 4  
Slovakia

There is a short questionnaire in the **Supplementary Information** section. We kindly ask you to fill it in.

**View the result of the admission procedure**

**You can check the result of the admission procedure – the admission/non-admission decision:**

- In the online application system:  
Click on <https://is.stuba.sk/en>, then on **Admission Results** and enter your roll number. For applicants who do not have a birth number, the AIS has generated a birth number. Under **Decision** you will see the result.

**The Dean's decision to admit/not to admit the applicant**, together with the reasons, will be delivered to the applicant in writing at the permanent address given on the application form or at the contact address if different from the permanent address.

In case of doubt, please contact (preferably by e-mail) the Head of the Study Department Ing. Silvia Galgóci at [silvia.galgoci\[at\]stuba.sk](mailto:silvia.galgoci@stuba.sk).