

## INSTRUCTIONS FOR SUBMITTING THE ONLINE APPLICATION FOR MASTER 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 Master and click on Select study type.
  - Graduates of bachelor´s study at FIIT STU can choose ONLY 2-year study.
  - Graduates of bachelor´s study in a related field of study at other faculty can choose either 2-year or 3-year study.
  - To graduates of bachelor´s study in a remote field of study we redommend 3-year study.

I-IB2	Information Security	2-year study
I-IB3	Information Security	3- year study
I-SS2	Intelligent Software Systems	2-year study
I-SS3	Intelligent Software Systems	3- year study

After choosing the study program, click on 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 **Previous study** section, tick the box A different university! ONLY IF you studied at a University/ college 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. ). Graduates of bachelor's studies at FIIT enter: 'higher education I. degree - bachelor's - code 7/R. If you studied at a University abroad, select the option: education completed abroad – code 0.

This information is compulsory.

☒ **Other information** is also compulsory.

If you are studying, in the section from where you are applying, select the University and the highest level of education you have attained (which you have already attained or will attain in the year of expected admission).

### **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.

### **Entering an alternative study program**

Scroll on the top of the page and return to **E-Application Register, E-application in progress** section.

In **E-application in progress** section you can choose the alternative types of study programs, in case the admission to your preferred program would not be possible due to overcapacity. Of course, only if you are interested in admission to other study programs.

Click on **Enter** in **E-application details** section and choose one or two alternative programs in the order of your interest (the text in system says „Alternative type of admission procedure 1“, „Alternative type of admission procedure 2“).

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

### **Section E-applications 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.

The online payment is possible only from following countries:

Austria, Australia , Belgium, Bulgaria, Canada, Switzerland, Cyprus, Czech Republic, Germany, Denmark, Estonia, Spain, Finland, France, Great Britain, Greece, Croatia, Hungary, Ireland, Israel, Iceland, Italy, Japan, Lithuania, Luxembourg, Latvia, Montenegro, Malta, Netherlands, Norway, Poland, Portugal, Romania, Sweden, Slovenia, Slovakia , Serbia, Taiwan, USA.

- Go back to the **E-Application Register** 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.

### **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.

Optional documents are evidence of significant achievements in your professional activities.

**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**.

Document of completion of the previous level of study (notarized copy of the document).

### **ATTENTION!**

The Document of completion of the previous level of study (notarized copy of the document) is required to be delivered in person or send by post to the address of the Faculty.  
This does not apply for students who completed their undergraduate studies at FIIT in academic year 2024/25.

Faculty Address:

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

### **Admissions Committee proposal**

The Admissions Committee's proposal for admission is displayed in the online application system:

- Click on <https://is.stuba.sk>, then **Admission results**, fill in your birth number. Under **Decision** you can see the result. For applicants who do not have the birth number, Accademic information system generated one.

The **Decision** to admit/ not to admit the applicant would be delivered to applicant in paper form to the **permanent address** he stated in the e-application. In case the contact address differs from the permanent address, the Decision would be send to **contact address** stated in the e-applciation.

In case of any doubts, please contact (preferably by e-mail) the Study Department Officer, Ms Zuzana Tekulova at [zuzana\\_tekulova@stuba.sk](mailto: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, 26 February 2025