

Procedure for filling e-application form

- 1) Click on the website <http://ectsprijezdy.ujep.cz>
 - Make sure you are in the file "ECTS arrivals"
 - Probably choose "No" (sure only if it is true!)

PORTAL IS / STAG Anonymous user Login Český

Welcome Browse IS/STAG Applicant

Information for applicants ECTS: Incoming short-term student visits (S034)


Electronic application **ECTS – Incoming short-term student visits**
A site for submitting application for short-term stay and monitoring its status.
[Application help](#)

Admission procedure

ECTS arrivals

Welcome to the Electronic Application.

Have you ever studied at Jan Evangelista Purkyně University
before
or have you ever applied for admission here?



[Česká verze](#)

- 2) Choose the correct answer:

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ECTS arrivals

Are you a Czech citizen?
or are you a Slovak citizen born before 1993?



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3) Choose again the correct answer:

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Do you have birth code officially assigned in Czech republic?



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4) Fill in your name, surname, date of birth into the right box and the system generates you pseudo-birthcode.

Don't forget to keep this number, you will need it lately for request for a student card!

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[Application help](#)

Admission procedure

ECTS arrivals

You don't have a Czech birth code assigned (You are neither a Czech citizen nor a Slovak citizen born before 1993), **and the school has not assigned a pseudo-birthcode to you yet.**

Generate a pseudo-birthcode and log in

First name (s)

Surname

Date of birth

Sex

The system will assign you a **pseudo-birthcode** that will be used to identify you at this school. **Make a note** of the code and next time you need to log in, enter that code and your initials into the form on the left.

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5) Fill your personal information and save it.

PORTAL IS / STAG

Welcome Browse IS/STAG Applicant

Electronic application Short-term incoming visits (S034)

Admission procedure

ECTS arrivals

A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.
PSEUDO BIRTH NUMBER: 88080513JT, Initials: JT

Personal data

Personal details

First name (s)* John
Surname* Test
Degree (in front of name) [dropdown]
Degree (after name) [dropdown]
Birth surname [dropdown]
Birth code assigned in the Czech Republic* 88080513JT
Sex male
Identity card number [input]
or (*) passport number 123456
Qualifier of citizenship [dropdown]
Nationality* the Czech Republic

Delivery address (fill in only if different to your permanent residence address)

Differs from permanent address [checkbox]
Additional contact information
Phone [input]
Email* john@gmail.com
Note [input]

Date and place of birth

Birth - date* 5.8.1988
Birth place - Country* the United Kingdom of ([dropdown]
Birth place - place* London

Permanent residence address

Permanent address - country* the Czech Republic
- city* Praha
- region* [input]
- city district* [input]
- zip/postcode* [input]
- street* Hlavní
- house number* 1
Permanent residence in the Czech Republic NO [dropdown]

Save

* Mandatory field

6) Than fill information about your university.

PORTAL IS / STAG

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A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.
PSEUDO BIRTH NUMBER: 88080513JT, Initials: JT

Birth code | Name | Date | Country | Institution | Fin. | Print

1. -- Adding new arrival. Fill in the form and save it. -- Cancel

Personal data Incoming study visit

You are entering information about your study visit. Fill in this Tab and click Save on the bottom. You will be forwarded to the next Tab. Cancel

Host institution

Incoming study visit and the host institution details

Expected date of arrival* [input]
Expected date of departure* [input]
Academic year you want to study* 2015/2016 [dropdown]
Funding* --- Not filled in --- [dropdown]
ISCED-F Code [input] Select from registry
Language skills [dropdown]
Department [dropdown]
Incoming st. visit type* Short study stay [dropdown]
Do you require accommodation at the dormitory?* YES [checkbox]
Mobility status* 400 - New arrival added
Student's IA signature date [input]
Mobility coordinators of host institution
Institutional coordinator - administrator [input]
Institutional coordinator - signer [input]
Departmental coordinator - administrator [input]
Departmental coordinator - signer [input]
DC Position [input]

Home institution

Home institution details

Institution* [input] Select school
Faculty* [input]
Department [input]
Study Programme* [input]
Field of Study [input]
Type of study* Bachelor [dropdown]
Year of study* [input]
Mobility coordinators of home institution
Institutional mobility coordinator [input]
Departmental mobility coordinator [input]
DC Position [input]
Contact information
Phone [input]
E-mail [input]
Mobility web page address [input]
Attachment
Attachment Procházel Soubor nevybrán.
Upload multiple files at once

Save

* Mandatory field

- 7) Choose your faculty and look below on the list with courses. You can find them also here: <http://www.ujep.cz/en/welcome/international-relations/study-programmes-and-courses.html>

The screenshot shows the 'Courses' section of the UJEP portal. At the top, there are navigation tabs: 'Welcome', 'Browse IS/STAG', and 'Applicant'. Below this, there's a section for 'Short-term incoming visits (S034)' with a table listing visit details. The main area is titled 'Add new incoming study visit' and has three tabs: 'Personal data', 'Incoming study visit', and 'Courses'. A search bar is present with fields for 'Faculty', 'Department', and 'Course abbreviation', and a 'Search courses' button. A red circle highlights the 'Faculty' dropdown menu, which is currently set to 'FF - Faculty of Philosophy'. Another red circle highlights the 'Search courses' button. Below the search bar, a list of courses is displayed with columns for 'Faculty', 'Department', 'Year', and 'Add course' buttons. The 'Add course' button for 'English for Business Russian II' is also circled in red.

- 8) Chosen courses you will see above in the table menu.
 9) The system generates finished Application form and Learning Agreement. Print it, sign by you a your faculty coordinator and send to address to our university. If the Learning Agreement doesn't contain all of your selected courses, you can fill them to this form additionally or you can use an empty form.

The screenshot shows the 'Courses' section of the UJEP portal, similar to the previous one. The 'Add new incoming study visit' section now shows a table of selected courses. A red circle highlights this table. The table has columns for 'Course', 'Credits', 'Setting status', and 'Reason for change'. The selected courses are: KDE/012 (5 credits, Standard), KDE/065 (8 credits, Standard), KEO/033 (6 credits, Standard), and KVP/738 (4 credits, Standard). Below the table, there's a search bar and a list of courses matching the filtering criteria, with 'Add course' buttons for each.