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	Anonymous user Login Česky							
IS / STAG								
	Welcome Browse IS/STAG Applicant							
Information for applicants	ECTS: Incoming short-term student visits (S034)							
Electronic application	ECTS – Incoming short-term student visits							
Admission procedure	A site for submitting application for short-term stay and monitoring its status.							
ECTS arrivals	Application netp							
	Welcome to the Electronic Application.							
	Have you ever studied at Jan Evangelista Purkyně University							
	or have you ever applied for admission here?							
	2							
	Tes No							
	Česká verze							

2) Choose the correct answer:

PORTAL	Anonymous user Login Česky
IS / STAG	
	Welcome Browse IS/STAG Applicant
Information for applicants	ECTS: Incoming short-term student visits (S034)
Electronic application	ECTS – Incoming short-term student visits
Admission procedure	A site for submitting application for short-term stay and monitoring its status.
ECTS arrivals	
	Are you a Czech citizen?
	or are you a Slovak citizen hern hefere 10022
	of are you a Slovak citizen born before 1993?
	Yes No
	Back to start

3) Choose again the correct answer:

PORTAL	Anonymous user Login Česky
	Welcome Browse IS/STAG Applicant
Information for applicants	ECTS: Incoming short-term student visits (S034)
Electronic application	ECTS – Incoming short-term student visits
Admission procedure	A site for submitting application for short-term stay and monitoring its status.
ECTS arrivals	
	Do you have birth code officially assigned in Czech republic?

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!

	Welcome Browse IS/STAG Applicant
Information for applicants	ECTS: Incoming short-term student visits (S034)
Electronic application	ECTS – Incoming short-term student visits
Admission procedure	A site for submitting application for short-term stay and monitoring its status.
ECTS arrivals	You don't have a Czech birth code assigned (You are neither a Czeh ditzen nor a Slovak ditzen 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 male Create pseudo-birthcode and log in Sex 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.

5) Fill your personal information and save it.

Nejnavštěvovanější 🎹 Jak z	začít 🎄 Překladač Google M Doručená pošt	a - uci, ≶ Seznam – Najdu tam,	🗌 Page not found Eras 🧕 Výp	očet stravného 🔳 Přijíždějící studenti UJ.	🚺 Zadání o
PORTAL	Anonymous user Login Česky				
	Welcome Browse IS/STAG A	pplicant			
lectronic application	Short-term incoming visits (S034)				
dmission procedure	A pseudo-birthcode was generated for	you! Make note of it, you are going to	need it, together with your initials, next	t time you try to log in.	
CTS arrivals	PSEUDO BIRTH NUMBER: 88080513	3JT, Initials: JT			
	Personal data				
	Personal details		Delivery address (fill in only if di	fferent to your permanent residence addres	is)
	First name (s)*	John	Differs from permanent address		
	Surname*	Test	Additional contact information	n	
	Degree (in front of name)		Phone		
	Degree (after page)		Email *	john@gmail.com	
	Degree (arter name)		Note		
	i Birth surname		Date and place of birth		
	Birth code assigned in the Czech Republic*	88080513JT	Birth - date *	5.8.1988	
	Jest the sead out has	male	Birth place – Country*	the United Kingdom of (
	Identity card humber	100.150	Birth place – place *	London	
	or (*) passport number	123456	-		
	Qualificator of citizenship	Citizen of			
	Nationality*	the Czech Republic			
	Permanent residence address				
	Permanent address - country*	the Czech Republic			
	- city*	Praque			
	- region *				
	- city district*				
	- zip/postcode*				
	🔍 - street*	Hlavní			
	- house number *	1			
	Permanent residence in the Czech Denvihlic	NO V			

6) Than fill information about your university.

PORTAL IS / STAG	Anonymous user Login Česky						
	Welcome Browse IS/STAG	Applicant					
ectronic application	Short-term incoming visits (S034)						
mission procedure	A pseudo-birthcode was generated fo	r vou! Make note of it, vou	are going to need it, together	with your initials, next time you try to lo	g in.		
TS arrivals	PSEUDO BIRTH NUMBER: 880805	L3JT, Initials: JT					
	Birth and a Brans Data Country	na Tastitutian (The I	hallon B				
	 Birth code name Date Count Adding new arrival, Fill in the form 	n and save it Cancel	TINE				
	1.20						_
	Personal data Incoming study vis	it					
	1 You are entering a new terring date	visit. Fill in this Tab and di	ck Save on the bottom. You wi	I be forwarded to the next Tab. Cance	9		
	Ho	st institution			Home insti	tution	
	Incoming study visit and the host in	stitution details		Home institution details			
	Repected date of arrival*		•	Institution*			Select school
	Repected date of departure*		• *	Faculty*	-	0.000	
	Reademic year you want to study*	2015/2016 -		@ Department	-		
	Funding*	Not filled in		Study Programme *			
	⊜ ISCED-F Code		Select from registry	Field of Study			
	🔍 Language skills			Type of study *	Bachelor		
	@ Department		•	Year of study *			
	Incoming st. visit type*	Short study stay		Mobility coordinators of home instit	ution		
	Do you require accommodation	VEC -		Institutional mobility coordinator			
	at the dormitory?*	TES I		Departmental mobility coordinator			
	Mobility status*	400 - New arrival added		@ DC Position			
	Student's LA signature date			Contact information			
	Inetitutional coordinator - administrator			Phone			
	Institutional coordinator - signer	-		E-mail			
	Departmental coordinator - administrator	-		@ Mobility web page address	[
	Departmental coordinator - signer	-		Attachment			
					Procházet	Soubor poundrá	
	C Position				TUCHAZOL	300000 nevvola	

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

STAG UJEP informační sys	té 🗴 🗘 Porta	ái UJEP ×			-	Party and a lot of the second se			
← → C 🔒 https:/	/portal.ujep.	cz/portal/studium/uchazec/ects	s-prijezdy.h	tml?pc_pager	avigationalstate=H4	IsIAAAAAAAAAGNgYGBkYDMytDQ2NxVmZADx2AsK4			
PORTAL	Anonymous	user Login Česky							
	Welcome	Browse IS/STAG Applicant							
Electronic application	Short-term in	coming visits (S034)							
Admission procedure	Birth c	ode Name Date (Country	Instit	ation	😌 Fin, Print			
ECTS arrivals	➡ 1. 880805	13JT TEST John 14.09.2015 - 14.02.2016	Spolková republik	ka Německo ALICE	SALOMON-FACHHOCHSCHUL	E BERLIN 51 SAF(경 LA I 전 CH-LA I 전 Remove			
	Add new in	coming study visit							
	Personal da	ta Incoming study visit Courses							
	Here you can select the courses, which you wish to study during your study stay, from the institution menu. You can still modify that course selection until the final closing of the application.								
	Search an	Search and add the courses you want to study at our institution							
	Faculty %		T D	epartment %	🛞 Course abbrevi	ation % Search courses			
	Th FF - F	Faculty od Philosophy		course and click Ad	I to add it to the selected ser	nester,			
	Abb PF	- Faculty of Art and Design Faculty of Education	iant	Winter semester	Summer semester				
	CJP / DI PEC	- Faculty of Education Centre of Lifelong Educ	ation	Add course	Add course				
	CJP / DI FVT	 Faculty of Health Studies Faculty of Production Technology and Mana 	gement 5	Add course	Add course				
	CJP / DI PRF	- Faculty of Science Faculty of Social and Economic Studies	5	Add course	Add course				
	P / D FZP	Faculty of the Environment	5	Add course	Add course				
	CJP / P BZS	- Jan Evangelista Purkyne University - Jan Evangelista Purkyně University	5	Add course	Add course				
	CJP / DI U3V		5	Add course	Add course				
	CJP / D007	Russian	2015	Add course	Add course				
	CJP / D008	Italian	2015	Add course	Add course				
	CJP / D014	Spanish	2015	Add course	Add course				
	CJP / 0006	English for Business Russian II	2015	~	Add course				
	CJP / 0007	English for Business Russian III	2015	Add course					
	CJP / 0286	English A I	2015	Add course	Add course				
	CJP / 0287	French A I	2015		Add course				
	Contraction and Contraction of	Sector Support March 1	2045	Logic and the second second					
	CJP / 0290	German A I	2015	Add course	Add course				

- 8) Choosen 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.

STAG UJEP informační sys	ite x D Portá	I UJEP	×		14-12-				24-1/4-
PORTAL IS / STAG	Anonymous u	ser Logir	n česky	Jrijezdy.	.nunirpc_page	enavigauona	ISLOLE= P451AAAAAAAAAA	ang tookt DMy(DQ2NXVIIIZAD)	XZASK4QS
	Welcome	Browse 19	S/STAG Applicant						
Electronic application	Short-term inc	coming vis	its (5034)						
Admission procedure	Course add	ied							
ECTS arrivals	Birth co	de Name	Date Con ohn 14.09.2015 - 14.02.2016 Spo	untry Iková repu	blika Německo ALIC	titution E-SALOMON-FAC	HHOCHSCHULE BERLIN 51	ELAGCH-LAG	
	Add new inc	omina stu	udv visit						
	Personal dat	a Incon	ning study visit Courses						
	Here you ca	an select the	e courses which you wish to study	durina vour	study stay, from th	e institution menu	. You can still modify that course se	election until the final closing of the applicat	tion.
				-					
	miter semes	ter Credits	Setting status Reason for change	Persona					
	@ KDE/012	9	Standard	Remove					
(© KEO/033	6	Standard	Remove					
	© KVP/738	4	Standard	Remove					
	- Indiana and	Credits:	23						
	Search and	d add the co	survey and water to study at our inst	Elbution					
	Faculty FULL	Faculty of 4	Art and Design		Department	(B) (C)	surse abbreviation %	Search courses	
	O The Parks		film in the second	we called	and did a				
	The list below shows courses matching your filtering criteria. Select a course and click Add to add it to the selected semester.								
	C Abbreviatio	n Chulia au	od Washelsone TT	(c) Variant	t Winter semester	Summer semeste	r		
	KDE / 010	Studio ar	vi Workshops II-samestral projec	2015		Add course			
	KDE / 012	Studio ar	vd Workshops III	2015	Add course				
	KDE / 014	Studio ar	nd Workshops III-semestral proje	2015	Add course				
	KDE / 017	Studio ar	nd Workshops IV	2015		Add course			
	KDE / 018	Studio an	d Workshops IV-semestral projec	2015		Add course			
	KDE / 021	Studio ar	ad Workshops V	2015	Add course				
	KDE / 023	Studio an	d Workshops V-semestral project	2015	Add course				
	KDE / 058	Studio ar	nd Workshops VI	2015		Add course			
	KDE / 061	Studio ar	nd Workshops VI-semestral projec	2015		Add course			
	KDE / 065	Studio ar	nd Workshops VII	2015	Add course				
	KDE / 070	Studio ar	nd Workshops VII-semestral proje	2015	Add course				
	KDE / 754	Studio an	nd Workshops II	2015		Add course			
	KDE / 755	Studio ar	nd Workshops II-semestral projec	2015		Add course			
	KDE / 756	Studio an	nd Workshops II	2015		Add course			