

Web page

1) is.czu.cz



University information system of Czech University of Life Sciences Prague allows the academic community, university staff and public to access a wide range of information. Many people have devoted much of their time and effort to help implement the system at the university. Therefore, we will truly appreciate if you direct any problems you encounter or comments you may have to the university system administrators. This way we will be able to help you or complement the information system with any relevant features. We recommend that you contact us on our e-mail address Contact address.

Click Here



Personal administration

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Admission procedure

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2) New user

1. I am a new user of the e-application system therefore, I do not know my login or password to enter the register. In this case a new register of e-applications will be set up for you and corresponding access data generated. If you are a new user use the following link to enter the register.



[Enter the e-application register as a new user](#)

Click here

3) Choose



Faculty of Economics and
Management

4) Choose the type of study:

- For **bachelor regular** courses (in case you can come to Prague to sit for the Admission examination in June)

Now select the type of study you wish attend:

Type of study:

In case **application, please do not h**

- Bachelor
- Follow-up master
- Life study
- Bakalářské CŽV
- Navazující magisterské CŽV

- For **masters regular** courses (in case you can come to Prague to sit for the Admission examination in June)

Now select the type of study you wish attend:

Type of study:

In case **application, please do not h**

- Follow-up master
- Bachelor
- Follow-up master
- Life study
- Bakalářské CŽV
- Navazující magisterské CŽV

- For **bachelor preparatory** courses choose:

Now select the type of study you wish attend:

Type of study:

In case **system, send you query using the this form.**

- Bachelor CŽV
- Bachelor
- Follow-up master
- Doctor
- Lifelong Learning
- Bachelor CŽV
- Follow-up master CŽV

▪ Back to faculty selection

- For **masters preparatory** courses choose:

Now select the type of study you wish attend:

Type of study:

In case **system, send you query using the this form.**

- Follow-up master CŽV
- Bachelor
- Follow-up master
- Doctor
- Lifelong Learning
- Bachelor CŽV
- Follow-up master CŽV

▪ Back to faculty selection

5) - Bachelors

Select the type of admission procedure:

Place (town) of study	Name	Language of instruction	Select
Praha	E-PK Preparatory Course - E-PK-BA Business Administration - other form	English	→
Praha	E-PK Preparatory Course - E-PK-EM Economics and Management - other form	English	→
Praha	E-PK Preparatory Course - E-PK-INFOA Informatics - other form	English	→

Choose

- Masters

Select the type of admission procedure:


Place (town) of study	Name	Language of instruction	Select
Praha	I-SK Specialization Course - I-SK-BAN Business Administration - other form	English	→
Praha	I-SK Specialization Course - I-SK-EADAN European Agrarian Diplomacy - other form	English	→
Praha	I-SK Specialization Course - I-SK-EMN Economics and Management - other form	English	→
Praha	I-SK Specialization Course - I-SK-INFOAN Informatics - other form	English	→

Choose

6) Fill out and click at “File an e-application and go on”

Name: Surname: E-mail:

Sex: male female

 **In case you are of Czech or Slovak nationality, you need to fill in the Birth certificate number item. If you are of different nationality, fill in the Date of birth item. Birth certificate number is typed without a slash.**

Nationality:

Birth certificate number:

7) You will see this page. Write down the User name and password and click at “Enter the e-application for the first time”

Electronic study application to CULS - Set up an e-application register

Use this application to set up a new e-application register. Please follow the instructions. **When filling in your e-application, read all texts carefully.**

 **New e-application register has been successfully set up.**

Use the following information to enter the e-application register:

User name:

Password:

 **Attention: the displayed credentials will NOT appear again once this page has been re-uploaded. Please remember well the credentials.**

Dear applicant, click the following button to enter the e-application register for the first time.

 **In case of problems with this system, send you query using the [this form](#).**

8) Enter the User name (Uzivatel'ske jmeno) and password (Heslo):

 **If you fail to log in or do not know the above mentioned information, please contact the [HelpDesk CULS](#).**

User name:

Password:

Log out after 1 day of inactivity (change).

Tip: A common problem is the Caps Lock key switched on/off or the keyboard set to a different language.

See application First log in to UIS instructions to view more details about log in.

- Continue reading below (next page)

9) You will see this page:

Electronic study application to CULS - E-application register

Use this application to administer your e-applications to CULS in the running admission procedure. If you cannot find the faculty CULS where you would like to submit your e-application to, it means that the faculty does not offer the possibility to apply electronically.

For info about dates for submitting e-applications for the individual types of admission procedure see here.

To read the regulations of the admission procedures at the individual faculties use the following link:

- Faculty of Economics and Management (Hradec Králové, WS 2017/2018)
- Faculty of Economics and Management (Praha, WS 2017/2018 - post-graduate studies)
- Faculty of Economics and Management (Cheb, WS 2017/2018)
- Faculty of Economics and Management (Litoměřice, WS 2017/2018)
- Faculty of Economics and Management (Klatovy, WS 2017/2018)
- Faculty of Economics and Management (Most, WS 2017/2018)
- Faculty of Economics and Management (Praha, WS 2017/2018)
- Faculty of Economics and Management (Jičín, WS 2017/2018)
- Faculty of Economics and Management (Sezimovo Ústí, WS 2017/2018)
- Faculty of Economics and Management (Šumperk, WS 2017/2018)

Completeness of e-applications

The following page contains the individual sections of the e-application that are subjected to a completeness check. In order to regard your e-application as complete and thus to accept it, it is vital that all these sections are complete. The sections subjected to a completeness check can be divided in two categories. The first category consists of the sections related to the applicant, i.e. to all submitted e-applications, and contains the following **Personal information** and **Applicant's addresses**. The second category consists of the sections related to the individual submitted e-applications and contains the following **E-application information** and **Payment information**.

Personal information **Applicant's addresses**

E-application	E-application information	Paid	State
E-PK Preparatory Course E-PK-INFOA Informatics other			Incomplete

Information of completeness of e-application, add details

Name of section	State of completeness of the section	Enter the sections
Personal information		
Applicant's addresses		

Other useful applications

Document storage (New 0 of 0)

E-applications not yet transferred

The following table shows the e-applications which have not yet been transferred among the complete e-applications. Do not worry if your e-applications are on the list. If all sections of your e-applications are complete, the transfer will soon be performed.

List of e-applications not transferred so far, add details

Sel.	Fac.	Place of teaching	Language of instruction	Study period	Programme	Field of study	Form of study	Registration number of application	E-application information	Paid	Documents	
<input type="checkbox"/>	FEM	Praha	English	WS 2017/2018	E-PK Preparatory Course	E-PK-INFOA Informatics other		37487				

Since the administration fee for some of the e-applications to study at CULS has not been paid for, you may deactivate them. Deactivation is a reversible transaction. Once an e-application has been deactivated, it can be activated again. To deactivate an e-application, select it in the table above and click on the De-activate e-application button.

De-activate e-application

Key:
 State of completeness of the section: section complete section incomplete
 Enter the sections: enter the section

Filing a new e-application

If you wish to submit another e-application, click the following button and follow the instructions:

File another e-application

Change password to enter the e-application register

Use the following link to change the password to enter the e-application register.

Change password to enter the e-application register

In case of problems with this system, send you query using the this form.

10) Click at the black arrow to fill in required information

Name of section	State of completeness of the section	Enter the sections
Personal information		
Applicant's addresses		

11) You will see these symbols after a successful data entry

Name of section	State of completeness of the section	Enter the sections
Personal information	✓	➔
Applicant's addresses	✓	➔

12) You need to proceed with the payment. Please click at the black arrow on the right side of the red exclamation mark.

Sel.	Fac.	Place of teaching	Language of instruction	Study period	Programme	Field of study	Form of study	Registration number of application	E-application information		Paid		Documents
									State	Enter	State	Enter	
<input type="checkbox"/>	FEM	Praha	English	WS 2017/2018	E-PK Preparatory Course	E-PK-INFOA Informatics	other	37487	✓	➔	!	➔	

13) You need to make the payment of 500,-CZK for the application. You can pay online by clicking at the "Pay online" button.

Electronic study application to CULS - Payment information

Use this application to administer your e-applications to CULS in the running admission procedure. If you cannot find the faculty CULS where you would like to submit your e-application to, it means that the faculty does not offer the possibility to apply electronically.

Selected e-application: Programme: E-PK Preparatory Course
Field of study: E-PK-INFOA Informatics
Form of study: other



This section is not complete for the following reasons:

- Administrative fee for this e-application has not been received.



The administrative fee of 500 Kč needs to be remitted by bank transfer into the bank account of CULS. The reception of your payment can be later checked in the e-application records in the Paid section. Payment needs to be settled no later than 31. 08. 2017.

Online payment

Click on the Pay online button to be transferred to a payment gate address. You will be asked to fill in your payment card information. Once the transaction has been successfully performed, you will be re-directed back to this page.

For the payment to come through, please wait to be transferred back to the system of e-applications.

Payment by bank transfer

Bank accounts: Česká spořitelna, a.s., Budějovická 1518/13b, 140 00 Praha 4
Account number: 500022222/0800
Variable symbol: 1175000117
Specific symbol: ██████████
Due date: 31. 08. 2017

Registration number of e-application

Additional information about payments from abroad:
Recipient's address: CULS, Kamycká 129, 165 21 Praha 6 - Suchbát
IBAN code : CZ38 0800 0000 0005 0002 2222
SWIFT code: GIBACZPX

14) You will see two green check marks after the payment is made.

Sel.	Fac.	Room	Language of instruction	Study period	Programme	Field of study	Form of study	Reg. no.	E-application information		Paid		Documents
									State	Enter	State	Enter	
<input type="checkbox"/>	FEM	Praha	English	WS 2015/2016	I-SK Specializační kurz	-EMN Economics and Management	other	12865	✓	➔	✓	➔	

15) All required documents you need to submit for admission in PPL mentioned on website FEM/International Relations/Preparatory Courses **you have to send by e-mail address of the particular study programme coordinator of chosen field of study – NOT BY E-APPLICATION**

Required documents **you need to submit for admission in PPL courses leading to studies in accredited** bachelor study **programmes taught in English:**

- a scan of Passport,
- a copy of secondary school leaving certificate (a certified English translation of your leaving certificate is required if the original one is not in English),
- a copy of the transcript of records from secondary school in English with the allocation of hours of each subject taken in secondary school or in last 4 years,
- the results of an English language test (TOEIC, TOEFL, IELTS, or any other) - not needed if you studied full time in English at least for 2 years,
- contact address and phone number for DHL + name of the town where you are going to apply for the visa,
- a short Curriculum vitae,
- all applicants must fill in the online application.

Required documents **you need to submit for admission in PPL courses leading to studies in accredited** master study **programmes taught in English:**

- a scan of your Passport,
- a copy of your Bachelor diploma,
- the results of an English language test (TOEIC, TOEFL, IELTS, or any other),
- contact address and phone number for DHL + information about where (in which city) you will apply for the visa,
- a short Curriculum vitae,
- all applicants must fill in the online application.

Field of Study	Coordinator	E-mail
Bachelor in Economics and Management	Ing. Iva Šlosarová	slosarova@pef.czu.cz
Bachelor in Business Administration, Master in European Agrarian Diplomacy	Ing. Jana Melezínková	melezinkova@pef.czu.cz
Bachelor in Informatics, Master in Informatics	Ing. Martin Kozák	kozakm@pef.czu.cz
Master in Economics and Management	Ing. Oldřich Výlupek, Ph.D., MSc	vylupek@pef.czu.cz
Master in Business Administration	Ing. Ievgen Tomashevskiy	tomashevskiy@pef.czu.cz