

Enrolment to studies FORM – Guideline

In your e-application, you can find the “Study Enrollment” letter.

Study Enrollment

If you are interested in being enrolled in studies, we ask you to apply your entitlement for enrolment in the following study programme from the academic year 2020/2021:

Economic Data Analysis, full-time form

no later than on 12/07/2020, using the electronic enrollment system at

<http://insis.vse.cz/navratka>

where you log in using the following credentials:

Username:

Password:

Subsequently, follow the instructions on site. It may prevent you from being enrolled in studies, if you do not complete some of the required data.

- 1) *If you click on the link, you will be connected to our information systems again (InSIS) to do the binding registration.*



Admission procedure

- [E-application form to study at VŠE](#)
- [Admission procedure results](#)
- [Pre-enrolment confirmation for application to study at VŠE](#)
- [Course application](#)
- [Application to U3V](#)

- 2) *Click on **Pre-enrolment confirmation for application to study at VŠE** and add your credentials to InSIS (you can find them also in the letter).*

- 3) *Now confirm first the **Academic Matriculation Oath!***

! Academic Matriculation Oath FIS ✔ Approval was granted.

[... more](#)

Continue

4) And then you will be forwarded to the admissions agenda.



You have firmly confirmed your intention to commence study on: 25. 02. 2022



Now you can access other sections of the electronic pre-enrollment confirmation system so you can fill in all necessary information. Please read thoroughly the instructions in each section, which will guide you through.



Intention to study

- [Confirm intention to study](#)
- [Fees and school fee](#)
- [Submission of documents](#)
- [Document storage of an applicant](#)



Setting of pre-enrollment confirmation system

- [Change password to the system of electronic pre-enrollment confirmations](#)
- [Log out from pre-enrollment confirmations system](#)

5) Go to **Confirm intention to study**

Pre-enrollment confirmation for application to study at VŠE

At this web address you can fill in your electronic pre-enrollment confirmation for study application at VŠE. Filling in the electronic pre-enrollment confirmation has the same validity as personal dealing at the Study Department.

You are filling in the pre-enrollment confirmation for application:

Faculty: Faculty of Informatics and Statistics
Study period: WS 2020/2021 - FIS
Type of admission procedure: C-EDA Economic Data Analysis - full-time form

Study Enrollment

In compliance with Section 51 of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendments and Supplements to Some Other Acts (the Higher Education Act), I do bindingly enroll in the study:

Faculty: Faculty of Informatics and Statistics
Programme: C-EDA Economic Data Analysis
Form of study: full-time

with the beginning of studies from the academic year: **2020/2021**.

- I herewith acknowledge, that based on this binding declaration, I will be enrolled in studies, when the additional conditions for admission to studies are fulfilled, in particular, the proof of the required previous education has been submitted, and on the date specified by the Faculty at the latest.

Confirm

6) And then go to **Fees and school fees**

Fees and school fee

As of your enrolment you need to settle all the fees listed below. Each payment needs to be sent by wire transfer and settled prior because each type of payment has its own specific symbol, some payments may differ by account number. We would like you to have the information for individual payments. That way you can avoid the payment not being correctly paired. If the requested amount has reduced or increased for individual reasons, the final requested sum is displayed in the "Manually" column.

State	Account number	Variable symbol	Due date	Type	instalments	5
	24242442:0800	8416220003		school fees 2022/2023	 €2.500 01/09/2022  €2.500 01/02/2023	

Click on the Online payment 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.



Online payment

You see there two payment instalments (2x 2.500 EUR) for the academic year 2026/2027. The tuition fee for the whole academic year is 5.000 EUR and it has to be paid in two instalments.

The payment deadline for the first instalment is **September 1, 2026** and the deadline for the second instalment is by **February 1, 2027**.

If you can't pay the fee via **a bank card**, you can also use **a bank transfer**. [Find here information on the bank account](#) and don't forget to always **use your unique variable symbol**.