

How to fill in the online application?

1) Enter the online application system, „enter as new user“

Integrated Study Information System
Dec 2, 2019 1:09 p.m. | Blank

E-application form to study at VŠE

On this web address you can submit an electronic study application (hereafter e-application) to VŠE. E-application, as the written form, is a fully valid study application.

For info about dates for submitting e-applications for the individual types of admission procedure see [here](#).

There are three groups of users employing different ways to enter the e-application system. See below for the details on each group. Each description comes with a link to enter the e-application system.

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](#)
2. I have been a user of the e-application register and I know my login and password. In this case use the following link to enter the register. If you have forgotten your password to the Register of e-applications, you can change it in application: [GENERATE NEW PASSWORD](#)
[Enter the e-application register as a registered user](#)
3. I am a user of InSIS and I know my login and password to enter the University Information System. In this case use the following link to enter the e-application register. Your personal information will already be filled in using the information stored about you in the InSIS.
[Enter the e-application register as a InSIS user](#)

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

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[RSS exports](#)

2) Choose the „Faculty of Informatics and Statistics“

Electronic study application to VŠE - 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.

Select the faculty which you wish to apply to:

 Faculty of Finance and Accounting	 Faculty of International Relations	 Faculty of Business Administration	 Faculty of Informatics and Statistics
 Faculty of Economics	 Faculty of Management	 Pedagogical Department	

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

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[Back to Main page of the information system](#)

[RSS exports](#)

3) Choose „master“ as type of study

Polita - Veronika Brunerová - X Polita - Faculty of Informatics - X Edit Page - Faculty of Informatics - X slovník.cz - Multilingual Dicti... X Formulář bez názvu - Formul... X Electronic study application to... X How to Apply - Master in Ma... X +

← → ↻ Vysoká škola ekonomická v Praze (CZ) https://isis.vse.cz/prihlaska/zaloz_eosobu.pl?akulta=40&lang=en

ČESKÝ SLOVENSKÝ

Integrated Study Information System
Dec 2, 2019 12:16 p.m. Blanka

Electronic study application to VŠE - 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.

Now select the type of study you wish attend:

Type of study: **master** [Select type of study](#)

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

- [Back to faculty selection](#)
- [Back to Main page of E-application system](#)
- [Back to Main page of the information system](#)

[RSS export](#)

Windows taskbar: 12:17 02.12.2019

4) Choose „English“ as language of instruction

Polita - Veronika Brunerová - X Polita - Faculty of Informatics - X Edit Page - Faculty of Informatics - X slovník.cz - Multilingual Dicti... X Formulář bez názvu - Formul... X Electronic study application to... X How to Apply - Master in Ma... X +

← → ↻ Vysoká škola ekonomická v Praze (CZ) https://isis.vse.cz/prihlaska/zaloz_eosobu.pl

ČESKÝ SLOVENSKÝ

Integrated Study Information System
Dec 2, 2019 12:18 p.m. Blanka

Electronic study application to VŠE - 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.

Now select the type of study you wish attend:

Type of study: **master** [Select type of study](#)

Here you can restrict the list of types of admission procedure to be displayed:

You can use the following section of the form to further restrict the selection of the types of admission procedure.

Form of study: -- no restrictions --
Programme: -- no restrictions --
Main subject: -- no restrictions --
Language of instruction: **English** (selected from dropdown: -- no restrictions --)

In the following table you can select the type of admission procedure by the type of study you wish to apply to.

Select the type of admission procedure:

Place (town) of study	Name	Language of instruction	Select
Praha	C-EDA Economic Data Analysis - full-time form	English	→
Praha	C-ISM Information Systems Management - full-time form	English	→
Praha	C-DAB Data and analytics for business - full-time form	Czech	→
Praha	C-ED Economic Demography - full-time form	Czech	→
Praha	C-EO Econometrics and Operations Research - full-time form	Czech	→
Praha	C-IM Information Management - full-time form	Czech	→
Praha	C-IT Information Systems and Technologies - BA Business Analysis - full-time form	Czech	→
Praha	C-IT Information Systems and Technologies - BI Business Intelligence - full-time form	Czech	→
Praha	C-IT Information Systems and Technologies - RI Management of Enterprise IT - full-time form	Czech	→
Praha	C-IT Information Systems and Technologies - VY Development of Information Systems - full-time form	Czech	→
Praha	C-KI Cognitive Informatics - full-time form	Czech	→
Praha	C-ST Statistics - full-time form	Czech	→
Praha	C-ZW Knowledge and Web Technologies - full-time form	Czech	→
Praha	C-PI Business Informatics - distance form	Czech	→

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

- [Back to faculty selection](#)
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- [Back to Main page of the information system](#)

[RSS export](#)

Windows taskbar: 12:18 02.12.2019

5) Choose the programme you would like to study – either Economic Data Analysis or Information Systems Management

Integrated Study Information System

Electronic study application to VŠE - 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.

Now select the type of study you wish attend:

Type of study: [Select type of study](#)

Here you can restrict the list of types of admission procedure to be displayed:

You can use the following section of the form to further restrict the selection of the types of admission procedure.

Form of study:

Programme:

Main subject:

Language of instruction:

In the following table you can select the type of admission procedure by the type of study you wish to apply to:

Select the type of admission procedure:

Place (town) of study	Name	Language of instruction	Select
Praha	C-EDA Economic Data Analysis - full-time form	English	<input type="checkbox"/>
Praha	C-ISM Information Systems Management - full-time form	English	<input type="checkbox"/>

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

[Back to faculty selection](#)

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[Back to Main page of the information system](#)

RSS export

6) Add your name, surname, email address, choose your nationality and add your date of birth.

Integrated Study Information System

Electronic study application to VŠE - 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.

A new record of e-applications failed to be filed due to the following:

- Item Sex must be given.

Another step to set up a register of e-applications is to fill in the personal details. Name, surname and e-mail are compulsory items, therefore, they must be correct. Please state name and surname with diacritics, with capital letters and without academic degrees. E-mail item must contain a valid e-mail address.

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:

[File an e-application and go on](#)

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

[Back to select the type of entrance examination](#)

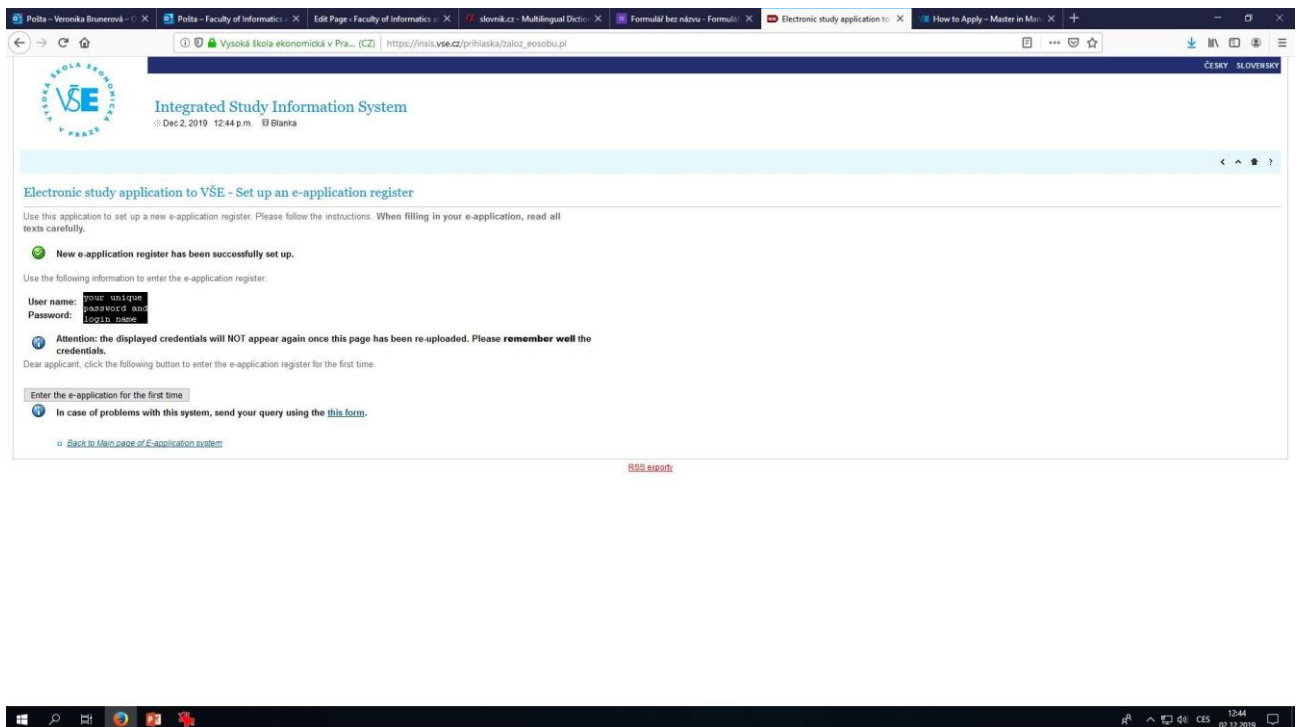
[Back to faculty selection](#)

[Back to Main page of E-application system](#)

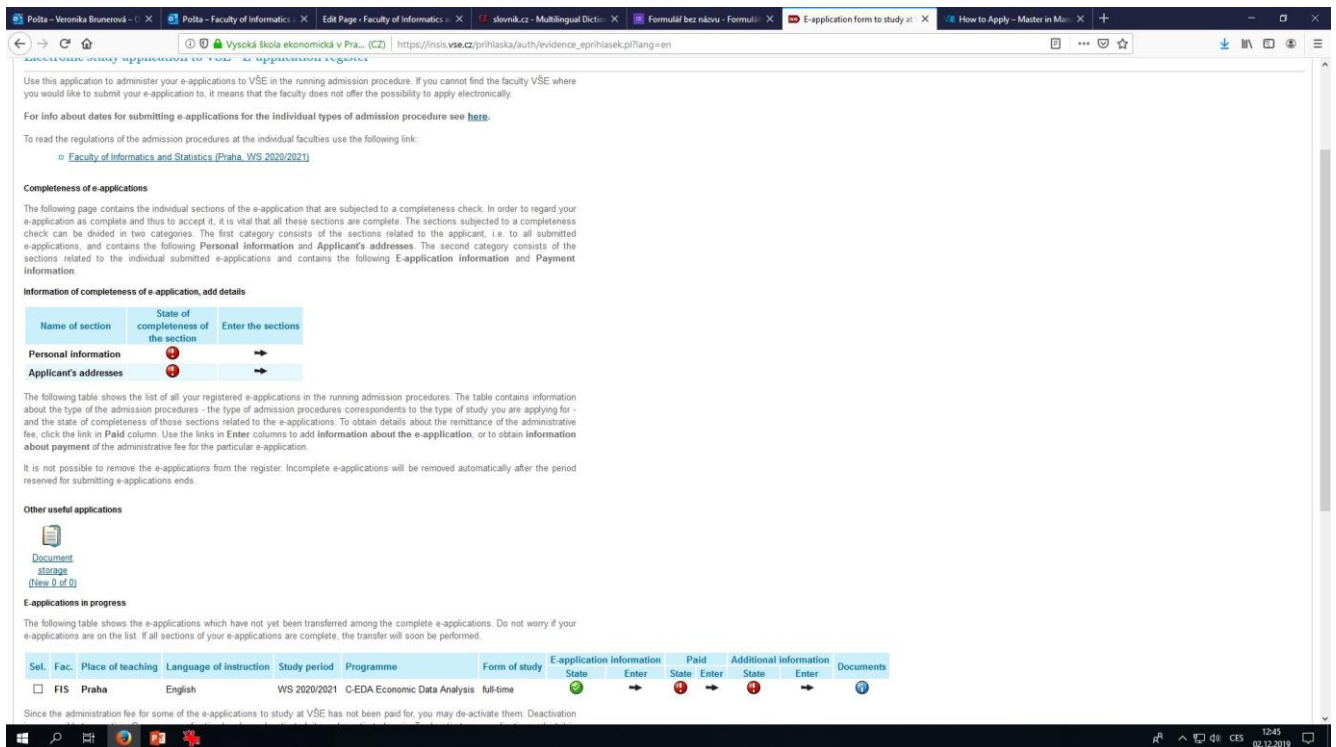
[Back to Main page of the information system](#)

RSS export

7) You will get your unique login name and password for the first entering of the online application system. Log in and change your password to be able to modify your application later.



8) You will be asked to fill in the application.



9) Add your personal information, all fields are required to be filled in.

The screenshot shows a web browser window with the URL https://inisis.vse.cz/prihlaska/auth/evidence_eprihlasek.pl?sekce_osobni=1&lang=en. The form is titled "E-application form to study at VŠE" and contains the following sections:

- Personal Information:**
 - Marital status: -- not entered --
 - Academic degrees (in front of the name): -- not entered --
 - Nationality: Czech Republic
 - Academic degrees (behind the name): -- not entered --
 - Place of birth: [text box]
 - ID card number: [text box]
 - District of birth: -- not known --
- Contact:**

The contact information you may give in the following two boxes is used to make the communication between the Study Department and the applicant easier in case of problems with the e-application. It is necessary to fill in item Telephone number in an international format (which means with + at the beginning). If the telephone number begins with 420 (that is, number in CZ), it is formatted into the form of +420 123 456 789. E-mail item must contain a valid e-mail address.

 - Telephone number: [text box]
 - E-mail: v.brunerova@seznam.cz
- University/college completed (prerequisite as of day of study admission):**

The A different university option allows to enter a different university from those that can be found in the following form. Use this option if you cannot find your university in the list.

A different university: ☐

From the "University completed" menu select the faculty of the university you graduated from.

 - University/college completed: -- not entered --
 - Programme of university you graduated from: [text box]
 - University graduation year: [text box]
- Other information:**

Fill in the highest level of education attained at the time of the supposed admission to study at university.

 - Your current status: -- not entered --
 - Education (highest degree): -- not entered --

If you wish to save the entered information, click the following button:

[Save entered information](#)

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

- [Back to Register of e-applications](#)
- [Back to Main page of E-application system](#)
- [Back to Main page of the information system](#)
- [Logout](#)

10) Add your addresses – permanent address (your own permanent address), contact address (the system requires an address located in CZ, in case you don't live in the Czech republic, please add the address of the University – nam.W.Churchilla 4, Prague 3).

The screenshot shows a web browser window with the URL https://inisis.vse.cz/prihlaska/auth/evidence_eprihlasek.pl?sekce_adresa=1&lang=en. The form is titled "Electronic study application to VŠE - Applicant's addresses" and contains the following sections:

- Permanent address:**

Permanent address is your official address listed in your passport or other ID card.

 - Country: Czech Republic
 - Street: [text box]
 - Number: [text box]
 - Post code: [text box]
 - [Search for town](#)
 - Town: [text box]
 - Note: [text box]
- Contact address:**

Fill in the postal address only if it differs from your permanent residence address. In case you have no address in the Czech or Slovak Republic, you must fill in the address of the University of Economics, Prague, as follows: Street - nam. Winstona Churchilla, Number - 4, Post code - 130 67, Country - Czech Republic. Decision Letter must then be obtained at faculty's study department. This field cannot stay empty.

 - Country: -- not entered --
 - Street: [text box]
 - Number: [text box]
 - Post code: [text box]
 - Town outside CZ: [text box]
 - Note: [text box]

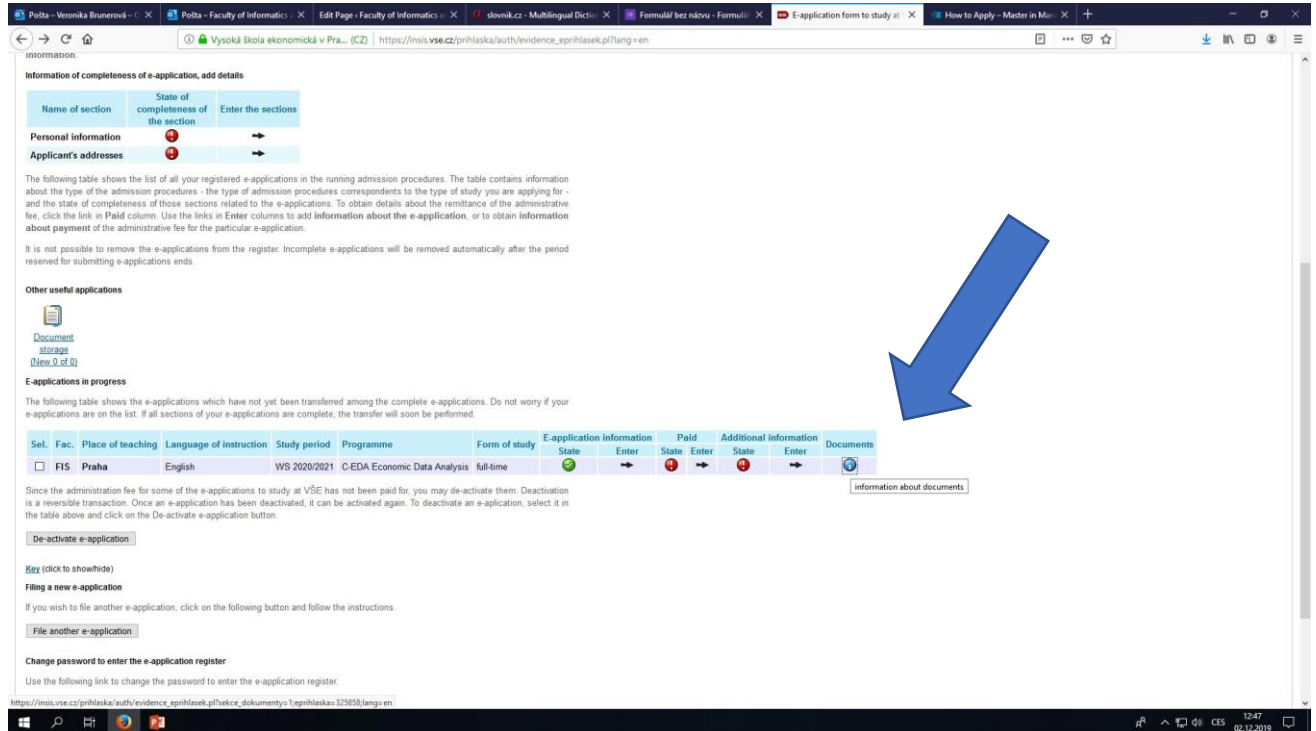
If you wish to save the entered information, click the following button:

[Save entered information](#)

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

- [Back to Register of e-applications](#)
- [Back to Main page of E-application system](#)
- [Back to Main page of the information system](#)
- [Logout](#)

11) Enter the application DOCUMENTS



Information of completeness of e-application, add details

Name of section	State of completeness of the section	Enter the sections
Personal information	1	→
Applicant's addresses	1	→

The following table shows the list of all your registered e-applications in the running admission procedures. The table contains information about the type of the admission procedures - the type of admission procedures corresponds to the type of study you are applying for - and the state of completeness of those sections related to the e-applications. To obtain details about the remittance of the administrative fee, click the link in Paid column. Use the links in Enter columns to add information about the e-application, or to obtain information about payment of the administrative fee for the particular e-application.

It is not possible to remove the e-applications from the register. Incomplete e-applications will be removed automatically after the period reserved for submitting e-applications ends.

Other useful applications

Document storage (New 0 of 0)

E-applications in progress

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.

Set.	Fac.	Place of teaching	Language of instruction	Study period	Programme	Form of study	E-application information	Paid	Additional information	Documents
<input type="checkbox"/>	FIS	Praha	English	WS 2020/2021	C-EDA Economic Data Analysis	full-time	State Enter	State Enter	State Enter	Documents

Since the administration fee for some of the e-applications to study at VŠE has not been paid for, you may de-activate 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 (click to show/hide)

Filing a new e-application

If you wish to file another e-application, click on 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:

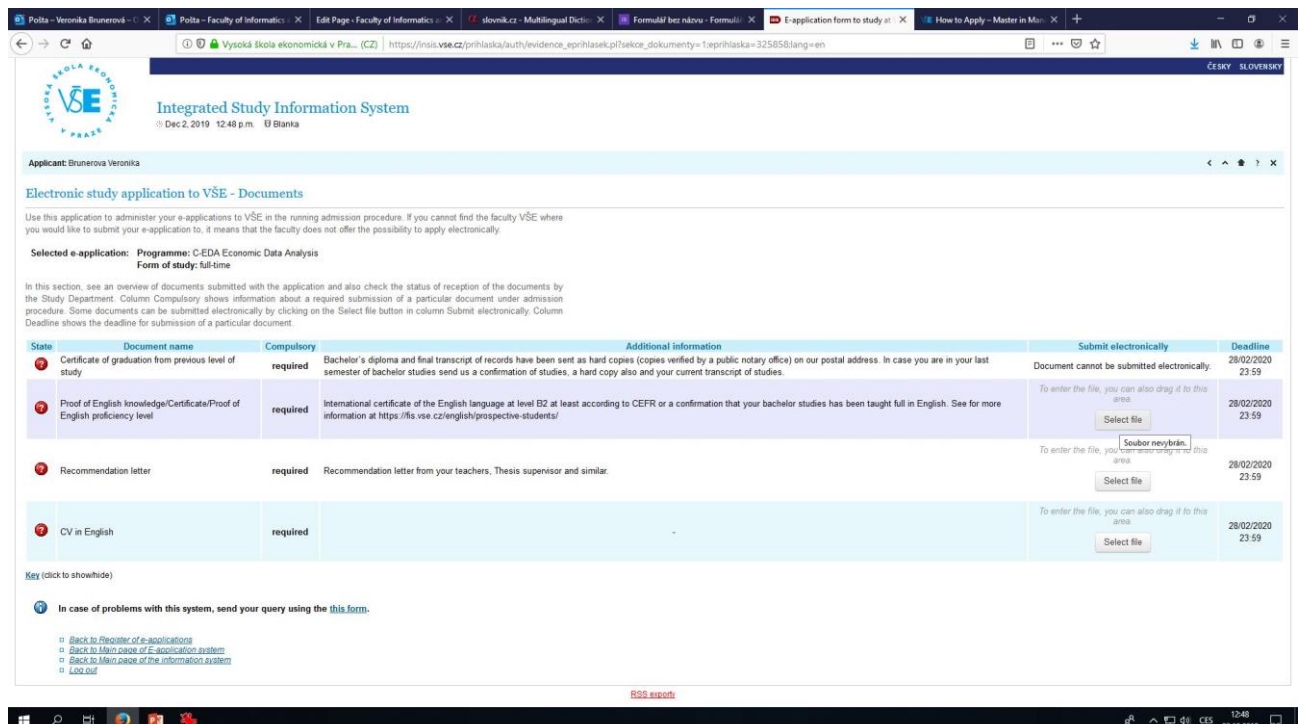
https://msis.vse.cz/prihlaska/auth/evidence_eprihlasek.pl?sekcce_dokumenty=1&prihlaska=32585&lang=en

12) Add all required documents:

EDA – CV, recommendation letter, proof of English knowledge

ISM – CV, motivation letter, proof of English knowledge

The Bachelor's diploma and transcript of records are required as hard copies (verified by a public notary office) for purpose of recognition of your previous degree in CZ, send them on our postal address.



Applicant: Brunerová Veronika

Electronic study application to VŠE - Documents

Use this application to administer your e-applications to VŠE in the running admission procedure. If you cannot find the faculty VŠE 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: C-EDA Economic Data Analysis
Form of study: full-time

In this section, see an overview of documents submitted with the application and also check the status of reception of the documents by the Study Department. Column Compulsory shows information about a required submission of a particular document under admission procedure. Some documents can be submitted electronically by clicking on the Select file button in column Submit electronically. Column Deadline shows the deadline for submission of a particular document.

State	Document name	Compulsory	Additional information	Submit electronically	Deadline
1	Certificate of graduation from previous level of study	required	Bachelor's diploma and final transcript of records have been sent as hard copies (copies verified by a public notary office) on our postal address. In case you are in your last semester of bachelor studies send us a confirmation of studies, a hard copy also and your current transcript of studies.	Document cannot be submitted electronically.	28/02/2020 23:59
2	Proof of English knowledge/Certificate/Proof of English proficiency level	required	International certificate of the English language at level B2 at least according to CEFR or a confirmation that your bachelor studies has been taught full in English. See for more information at https://fis.vse.cz/english/prospective-students/	To enter the file, you can also drag it to this area. Select file	28/02/2020 23:59
3	Recommendation letter	required	Recommendation letter from your teachers, Thesis supervisor and similar.	To enter the file, you can also drag it to this area. Select file	28/02/2020 23:59
4	CV in English	required	-	To enter the file, you can also drag it to this area. Select file	28/02/2020 23:59

Key (click to show/hide)

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

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- [Back to Main page of the information system](#)
- [Log out](#)

RSS update

13) Pay the application fee in amount of 50 EUR (1.300 CZK CZK). You can pay either online via a credit card or by a bank transfer (don't forget to add your variable symbol).

Use this application to administer your e-applications to VŠE in the running admission procedure. If you cannot find the faculty VŠE 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: C-EDA Economic Data Analysis
Form of study: full-time

This section is not complete for the following reasons:

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

The administrative fee of **1,300 Kč** needs to be remitted by payment card, bank transfer or by post money order type A onto the bank account of VŠE. To avoid problems when paying the administrative fee, it is vital to type the variable symbol in the correct form. If your bank doesn't offer an option to include a variable symbol, then you must fill the variable symbol number in the field: Note for Receiver/Message to Beneficiary. This is crucial for recognition of your payment. In case of on-line payment by payment card no further identification is necessary. 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 28/02/2020.

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.

[Pay online](#)

Payment by bank transfer

Bank accounts: Česká spořitelna, a.s., Praha (Czech Savings Bank Prague), Olbrachtova 1929/62, 140 00 Praha 4, Czech Republic
 Account number: 55002222/0800
 Variable symbol: 40325858
 Specific symbol: --
 Constant symbol: for transfer payment 0558
 for money order payment 0379
 Due date: 28/02/2020

Additional information about payments from abroad:
 Recipient's address: VŠE, nám. W. Churchilla 4, 130 67 Praha 3
 IBAN code : CZ76 0800 0000 0000 5500 2222
 SWIFT code: GIBACZPX

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

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[Back to Main page of E-application system](#)
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[Logout](#)

14) Additional information – please click on “yes”, I agree with delivery of the Decision on Admission via the electronic information system.

Integrated Study Information System
 Dec 2, 2019 12:51 p.m. | Blanka

Applicant: Brunerová Veronika

Electronic study application to VŠE - Additional information

Use this application to administer your e-applications to VŠE in the running admission procedure. If you cannot find the faculty VŠE 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: C-EDA Economic Data Analysis
Form of study: full-time

This section is not complete for the following reasons:

- Section contains default values that need to be confirmed by clicking on Save button.

Enter the information about your e-application into the form on this page.

I agree with the delivery of the Decision of Admission to study via the electronic information system of the University of Economics, Prague.

☒ yes ☐ no

[Save](#)

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

[Back to Register of e-applications](#)
[Back to Main page of E-application system](#)
[Back to Main page of the information system](#)
[Logout](#)

[RSS export](#)

15) Once you fill in the online application system, we will contact you and help you to finish the application.

The deadline for finishing of the application, round I, is **28 February 2020**.

16) The admission exam will be written **13-15 March 2020**. [Find more information here](#).

THANK YOU FOR APPLYING TO FIS MASTERS.

