

# MIFA

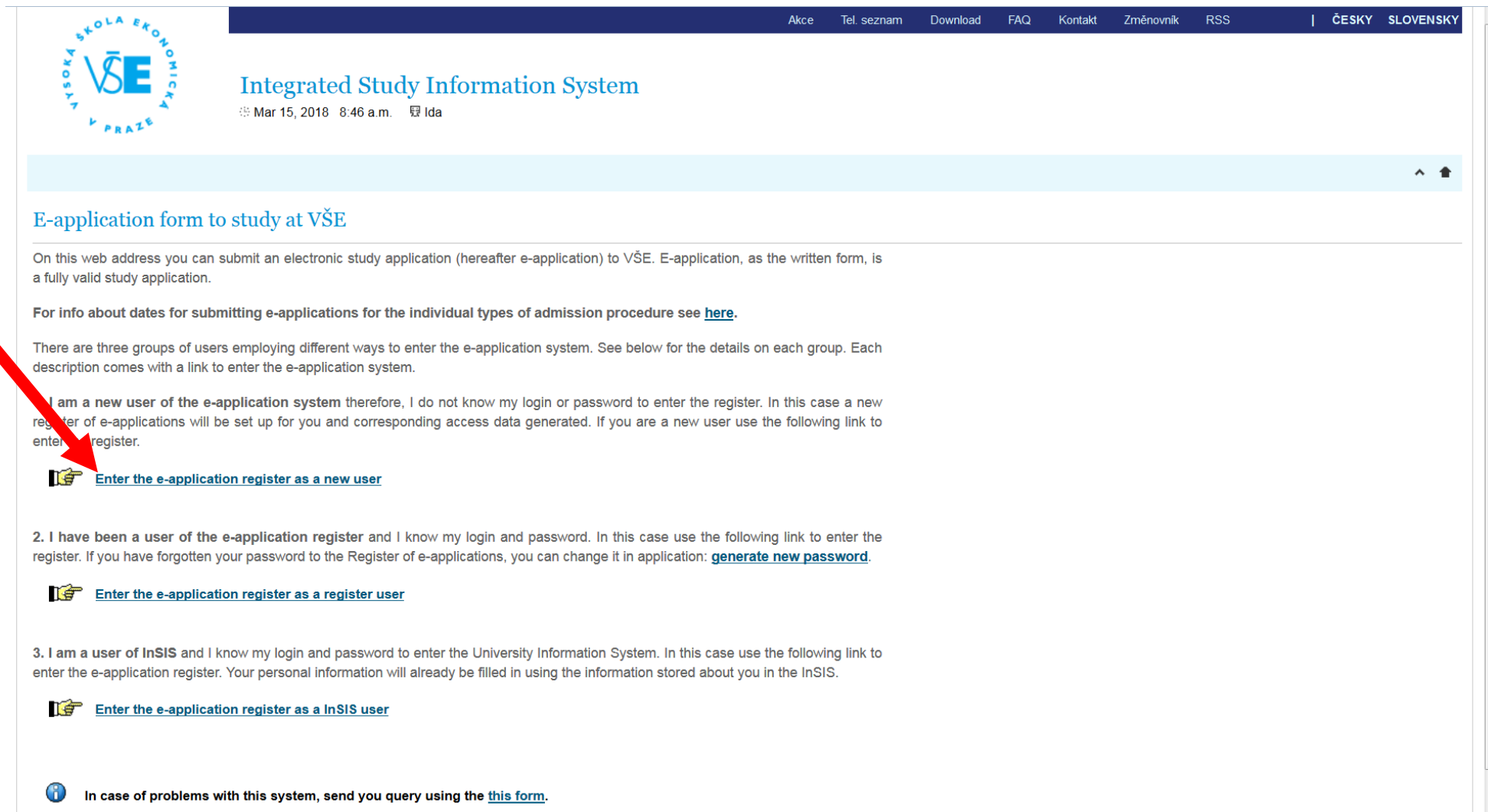
## ONLINE APPLICATION AND

## APPLICATION FEE

## Brochure How to:

By: Alžběta Kožušníková

# 1. Click to fill out your student information



The screenshot shows the homepage of the Integrated Study Information System (InSIS) at VŠE (Vysoká škola ekonomická v Praze). The page has a dark blue header with navigation links: Akce, Tel. seznam, Download, FAQ, Kontakt, Změnovník, RSS, and language options ČESKY and SLOVENSKY. The main content area is white with a light blue header bar. The title 'Integrated Study Information System' is displayed, along with the date and time 'Mar 15, 2018 8:46 a.m.' and the user 'Ida'. The main heading is 'E-application form to study at VŠE'. The text explains that users can submit an electronic study application (e-application) to VŠE. It provides instructions for new users, existing users, and users of the InSIS system. A red arrow points to the link 'Enter the e-application register as a new user'.

**Integrated Study Information System**  
Mar 15, 2018 8:46 a.m. Ida


## 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 register 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 you query using the [this form](#).



## 2. Choose Faculty of Finance and Accounting



[Akce](#) [Tel. seznam](#) [Download](#) [FAQ](#) [Kontakt](#) [Změnovník](#) [RSS](#) | [ČESKY](#) [SLOVENSKY](#)

### Integrated Study Information System


🕒 Mar 15, 2018 8:50 a.m. 👤 Ida

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#### 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](#)

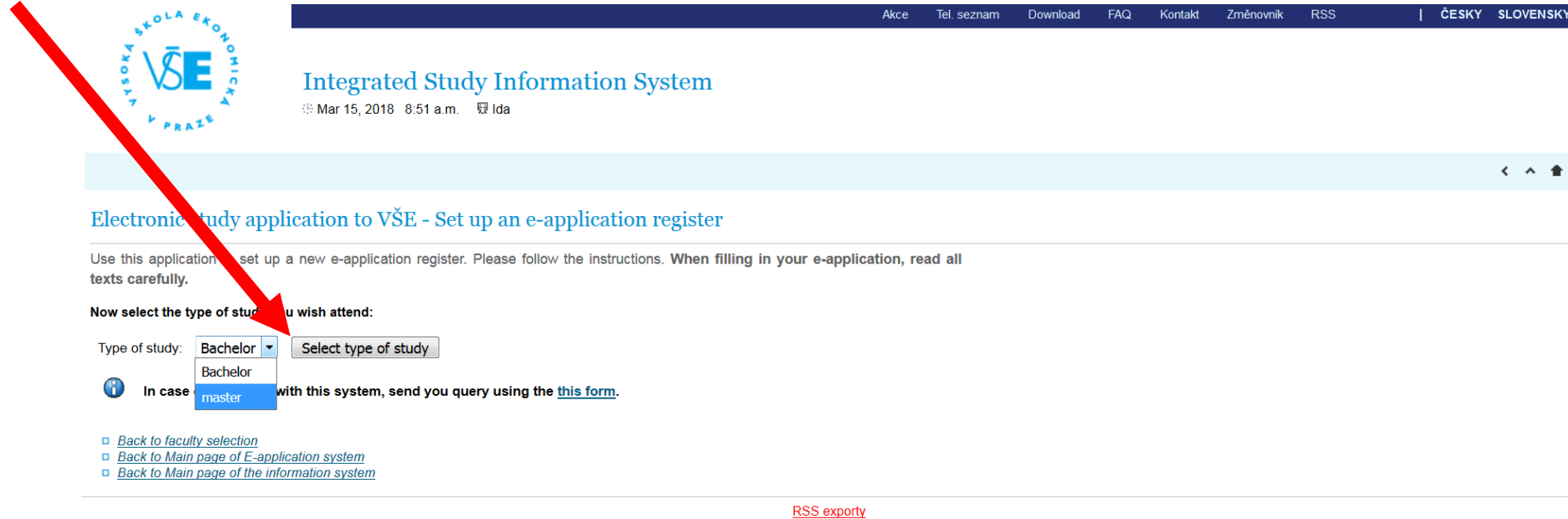


[Faculty of Management](#)



[International Office](#)

### 3. Choose type of study and click select



The screenshot shows the 'Integrated Study Information System' interface. At the top, there is a dark blue navigation bar with links: Akce, Tel. seznam, Download, FAQ, Kontakt, Změnovník, RSS, and language options ČESKY and SLOVENSKY. Below this is a light blue header area with the VŠE logo (Vysoká škola ekonomická v Praze) and the title 'Integrated Study Information System'. The main content area has a light blue background and contains the following text:

**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:

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

Links at the bottom:

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

[RSS exporty](#)

# 4. Choose the first option of MIFA

## 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:

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.

Programme:


Field of study:

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-MIFA Finance and Accounting - full-time form	English	<input type="checkbox"/>
Praha	C-FU Finance and Accountancy - C-FU-BP Banking and Insurance - full-time form	Czech	<input type="checkbox"/>
Praha	C-FU Finance and Accountancy - C-FU-DP Taxation and Tax Policy - full-time form	Czech	<input type="checkbox"/>
Praha	C-FU Finance and Accountancy - C-FU-FG Financial Engineering - full-time form	Czech	<input type="checkbox"/>
Praha	C-FU Finance and Accountancy - C-FU-FI Finance - full-time form	Czech	<input type="checkbox"/>
Praha	C-FU Finance and Accountancy - C-FU-FO Finance and Business Valuation - full-time form	Czech	<input type="checkbox"/>
Praha	C-FU Finance and Accountancy - C-FU-UC Accounting and Business Finance - full-time form	Czech	<input type="checkbox"/>
Praha	C-FU Finance and Accountancy - C-FU-UP Teaching of Specialised Economic Subjects - full-time form	Czech	<input type="checkbox"/>

 In case of problems with this system, send you 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](#)

# 5. Fill out all the info



Alce

tel. seznam

Download

FAQ

Kontakt

Zmenovnik

RSS

ČESKY

SLOVENSKY

## Integrated Study Information System

Mar 15, 2018 8:53 a.m. Ida

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### 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.**


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.

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:

Czech Republic

Birth certificate number:

File an e-application and go on



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

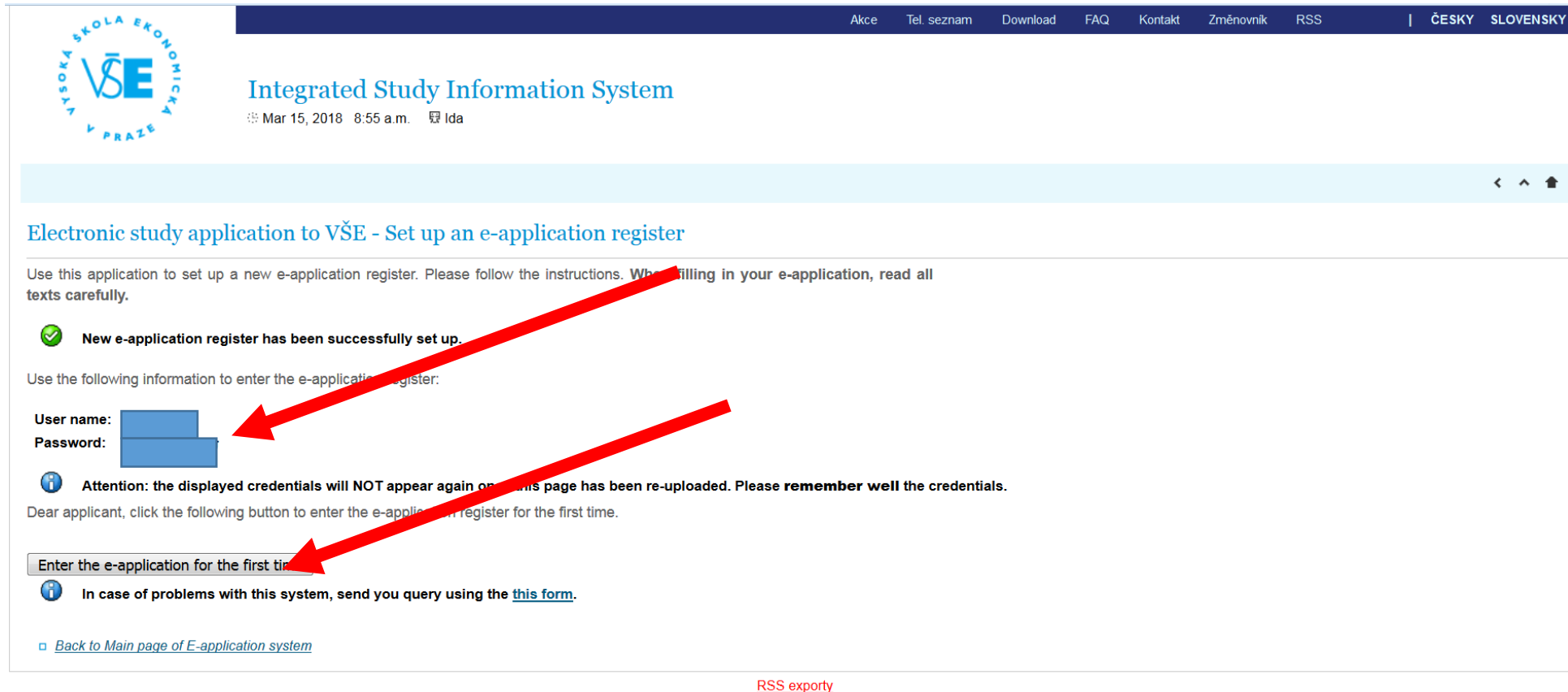
[Back to select the type of entrance examination](#)


[Back to faculty selection](#)

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

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

# 6. Remember your log ins! And enter the e-application




 **Integrated Study Information System**  
Mar 15, 2018 8:55 a.m. Ida

[Akce](#) [Tel. seznam](#) [Download](#) [FAQ](#) [Kontakt](#) [Změnovník](#) [RSS](#) | [ČESKY](#) [SLOVENSKY](#)


[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.

 **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 on 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.


[Enter the e-application for the first time](#)

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

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

[RSS exporty](#)

# 7. Log In



[Akce](#) [Tel. seznam](#) [Download](#) [FAQ](#) [Kontakt](#) [Změnovník](#) [RSS](#) | [ČESKY](#) [SLOVENSKY](#)


## Integrated Study Information System

🕒 Mar 15, 2018 8:57 a.m. 👤 Ida

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### Log in to study applications system

On this page you can log in Integrated Study Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out.

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

User name:

Password:

Log in

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 InSIS instructions](#) to view more details about log in.

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

[RSS exporty](#)



# 8. Fill out both of the following:

← Vysoká škola ekonomická v Praze (CZ) https://insis.vse.cz/prihlaska/auth/evidence\_eprihlasek.pl?lang=en 110% Hledat

## Electronic study application to VŠE - E-application register

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.

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 Finance and Accounting \(Praha, WS 2018/2019\)](#)

### 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 sections related to the individual submitted e-applications and contains the following **E-application information** and **payment information**.


#### 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	!	→

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](#)

# 9. Pay the application fee

Vysoká škola ekonomická v Praze (CZ) | https://insis.vse.cz/prihlaska/auth/evidence\_eprihlasek.pl?lang=en | 110% | Hledat


### 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	!	➔

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.

Sel.	Fac.	Place of teaching	Language of instruction	Study period	Programme	Form of study	E-application information		Paid		Additional information		Documents
							State	Enter	State	Enter	State	Enter	
<input type="checkbox"/>	FFU	Praha	English	WS 2018/2019	C-MIFA Finance and Accounting	full-time	✓	➔	!	➔	!	➔	

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.

[Key](#) (click to show/hide)

# 10. Application Fee either online or transfer

← ⓘ Vysoká škola ekonomická v Praze (CZ) | https://insis.vse.cz/prihlaska/auth/evidence\_eprihlasek.pl?sekce\_zaplat=1;eprihlaska=291248;lang=en

## Electronic study application to VŠE - Payment 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-MIFA Finance and Accounting  
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 30. 04. 2018.

### 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 redirected 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., Praha (Czech Savings Bank Prague), Olbrachtova 1929/62, 140 00 Praha 4, Czech Republic

**Account number:** 55002222/0800

**Variable symbol:** -----

**Specific symbol:** --

**Constant symbol:** for transfer payment 0558  
for money order payment 0379

**Due date:** 30. 04. 2018

**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

# 11. Send the Application Form and Documents to the University

- **Bachelor/undergraduate diploma & Diploma Supplement/Transcript of Records** & if applicable: certificate of recognition of the diploma by the respective Czech recognition authority. Original documents or certified copies are accepted in English / Czech / Slovak language
  - STUDENTS WHO NEED TO OBTAIN CERTIFICATE OF RECOGNITION, follow the link here: [recognition of diploma](#)
  - *without the recognition you cannot be registered into the programme.*
- **CV** in English including your photo: Minimum requirements of the structured CV: Undergraduate study, field of study, degree, topic of defended thesis. Max. 2 pages please. We do not require any recommendation letters.
- **National ID or passport**, copy, in English / Czech / Slovak.

Send to the address:

**Faculty of Finance and Accounting  
University of Economics, Prague  
W. Churchill Sq. 4  
130 67 Praha 3  
Czech Republic**

  
  
Master in Finance and Accounting  
Faculty of Finance and Accounting  
University of Economics, Prague, Czech Republic

Application Form for Academic Year 2018/2019

<b>Personal Information:</b>	
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Birth Registration No (if applicable):
First Name:	Date of Birth (day – month – year):
Family Name:	Place of Birth:
Maiden Name:	Country of Birth:
Nationality:	Identity Card No (if applicable):
Citizenship:	Country of Passport and Passport No:
Residence Permit No:	
<b>Contact:</b>	
E-mail:	Telephone:
<b>Contact Address (address you are reachable via the admission procedure)*:</b>	
Street, House, No.:	
City:	
Postal Code:	Country:
<b>Highest Level of Completed University Education:</b>	
Planned date of the bachelor's graduation (if your study hasn't been finished):	
Name of University:	
Faculty:	
Major Area of Study:	
Address:	
Degree Achieved:	No. of years of work experience related to specialisation:
Year of graduation:	
<b>Entrance Examination:</b>	
I apply for an entrance interview at the Faculty of Finance and Accounting in Prague:	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Language Knowledge:</b>	
English native speaker: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Previous university education fully in English: <input type="checkbox"/> YES <input type="checkbox"/> NO, Details:	

