Important information for completing and submitting an e-application for foreign applicants to the Bachelor's degree study in English

Access to the e-application: https://is.stuba.sk/prihlaska/?lang=en

After entering the given address, three options will appear:
 1. I am a new user of the e-application system.
 2. I am already a user of the e-application system.
 3. I am already an AIS user.

Keep the login details for the e-application, you will need them when registering for studies.

1. I am a new user of the e-application system.
 - If you have never created any access to the system, nor to its electronic application module - so you are completely new here, choose this option.
Enter the system as a new user and the system will assign you a login name (8-digit number) and password.
- Choose a faculty - **FCHPT**
- You choose the type of study **bachelor** and click on **Choose type of study**. A menu of study programs will appear, from which you can click on the thick arrow to select the program in which you are primarily interested.

If you have selected a program, click on the **thick arrow** next to the selected program.
After logging in, you will see three sections - **Personal data, Addresses of the applicant and Grades for secondary school**, together with information on the completeness of each section. You enter each one through the thick arrow and fill in all the required data. If all data is not filled in, the **Section Completeness Status** is marked with a red exclamation mark.

Personal data section:

- Fill in your last name, first name, gender, birth number and nationality (if you are a foreign national, the system will ask you for your date of birth instead of your birth number). Don't forget your mobile phone in the correct form, for example. +421XXXXXXXX and your e-mail address
- When filling in information about secondary school, do not forget to indicate the field of high school and the year of graduation. Also, don't forget to state where you are applying from – secondary school, university or other.

Don't forget to save the data!
If you have this section highlighted in green, proceed further:

Applicant Addresses section:

After entering the state, street and number, enter the zip code and click on search for a village - the village will be filled in automatically.
Fill in the **Contact address** item only if you wish to deliver correspondence to an address other than the address of your permanent residence.
Don't forget to save the data!
If you have this section highlighted in green, proceed further:

Section **Grades for secondary school**

Writing grades in the e-application:
Final examination of the applicant in the academic year 2024/2025
Final examination of the applicant in the 2024/2025 **school year**:
Write grades for 1th - 3th grade in columns I. – III.

Final examination of the applicant before the 2024/2025 **school year**:
Write grades for 1th - 4th grade in columns I. – IV.

Do not enter the marks from the half-year reports in the e-application!

2. I am already a user of the e-application system.

You enter the system through the 2nd option, so enter the e-application system as an e-application user, only if you know your login name and password for entering the e-application registration. When subsequently creating and filling out the application, you will use the procedure described above.

3. I am already an AIS user.

If you are an AIS user, you do not need to register as a new user of the system, but you will use your login name and password when logging in. When subsequently creating and filling out the application, you will use the procedure described above.

Mandatory attachments that must be included in the e-application

1. Insert the certificates into e-application for 1th – 3th grade of secondary school
2. A copy of the confirmation of payment of the fee for the material security of the admission procedure (to be inserted only by those who did not pay online through e-application)
3. A copy of a doctor's certificate of medical approval to study at FCHPT due to the necessity of handling chemical or biological substances during studies

Mandatory submission of e-application

In the e-applications in progress section, in the row for the application you want to submit, click the icon 🅿 in the e-application submission column.
You still have to confirm the submission of the application by clicking on Mandatory submit e-application.
If the e-application is not submitted, it cannot be included in the admission procedure!
You can submit an application even if you have not yet submitted all the documents.

Fee for material security of the admission procedure

The fee for the e-application can be paid directly through online payment in the application or by bank transfer to the fee for material security of the admission procedure is a condition of admission to study! It is necessary to create a new e-application for each study program and pay the fee.

Mandatory attachments that you need to send by post office (or in person) no later than the day of enrollment

1. Notarized copy of the recognition of the equivalence of the educational document (Nostrification) more information can be found on this website: https://www.minedu.sk/recognition-of-completed-studies-at-primary-and-secondary-schools-abroad/
2. Notarized copy of the last year of high school
3. Original certificate from a doctor about the medical approval to study at the FCHPT due to the necessity of handling chemical or biological substances during studies (You can download the medical approval here on this website https://www.fchpt.stuba.sk/english/information-for-applicants/bachelor-degree-study.html?page_id=2953 unless the medical approval was inserted in the e-application)

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