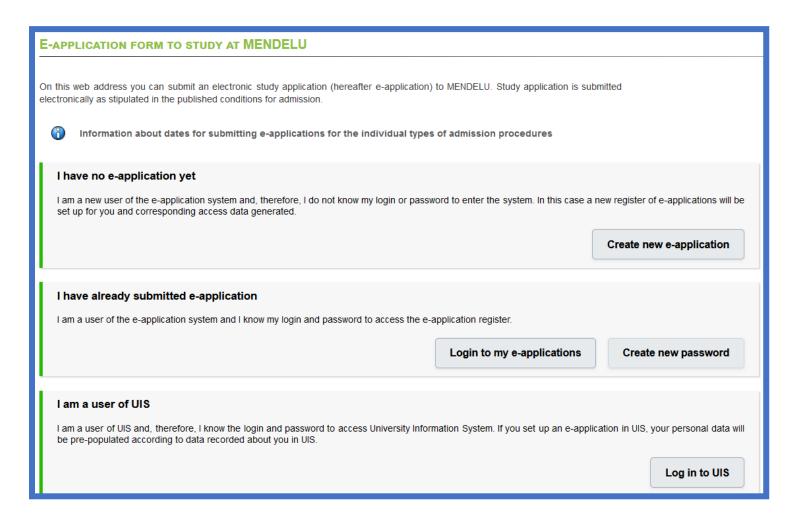


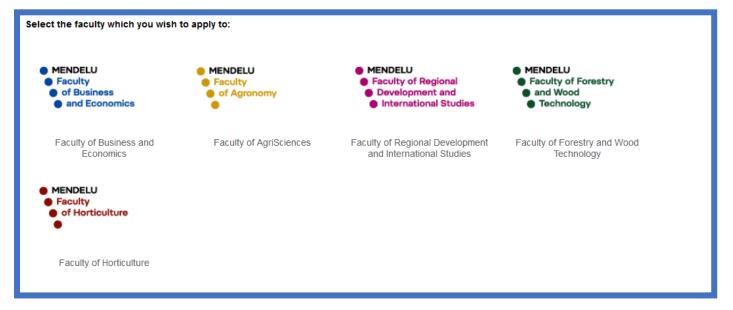
1. CREATE APPLICATION

- Create new e-application

- If you want to log in into your existing application/change password/you are our student, click on the respective buttons



2. SELECT THE FACULTY



3. SELECT TYPE OF STUDY

Choose between Bachelor or MasterClick on "Select type of study"

Now select the type of study you wish attend:								
Type of study	Bachelor	~	Select type of study					
Now select the type of study you wish attend:								
Type of study	Master continuing	~	Select type of study					

4. SELECT TYPE OF STUDY

- Choose between Bachelor or Master studies
- Make sure you choose the one which has in "Notes" written Admission process
- The program you choose has the suffix "A" stating the study program is in English
 - Bachelor: B-EAMA, Master: C-EAMA or C-OIA

Name	Form of study	Note
C FAM Franchise and Management		začátak atudia v záší 2024 přijímací zkoušlav 22 5 - 2 6 2024
C-EAM Economics and Management	part-time	začátek studia v září 2024, přijímací zkoušky 22.5 2.6.2024
C-CE Circular Economy	full-time	začátek studia v září 2024, přijímací zkoušky 2. 6. 2024
C-EAM Economics and Management	full-time	začátek studia v září 2024, přijímací zkoušky 22.5 2.6.2024
C-EAMA Economics and Management	full-time	Admission process: https://pef.mendelu.cz/en/faculty-of-business-and-economics/a
C-EMOS Economic modelling and applied statistics	full-time	začátek studia v září 2024, přijímací zkoušky 2. 6. 2024
C-F Finance	full-time	začátek studia v září 2024, přijímací zkoušky 22.5 2.6.2024
C-M Marketing	full-time	začátek studia v září 2024, přijímací zkoušky 2. 6. 2024
C-OI Open Informatics	full-time	začátek studia v září 2024, přijímací zkoušky 22.5 2.6.2024
C-OIA Open Informatics	full-time	Admission process: https://pef.mendelu.cz/en/faculty-of-business-and-economics/a
C-UAD Accounting and Taxes	full-time	začátek studia v září 2024, přijímací zkoušky 22.5 2.6.2024

5. FILL OUT THE APPLICATION

- If you are non-Czech, non-Slovak, **always** fill out your date of birth
 - Fill out your full name as per passport
 - If you have middle name, add it to the name
 - The countries are stated with their official names
 - Click on "File an e-application and go on"

You are su	ıbmitting an ap	pplication to stud	ly at:			
		C-EAMA Econo full-time English Brno	mics and Mana	agement		
Name	Petr Pavel		Surname	Novák	E-mail	liska.fojtikova@mendelu.cz
d				you need to fill in the Birth n. Birth certificate number i Kingdom of Thailand		
I am a foreigner and I have a birth certificate number						
Date of t	oirth			01/01/2000		
File an	e-application a	and go on				

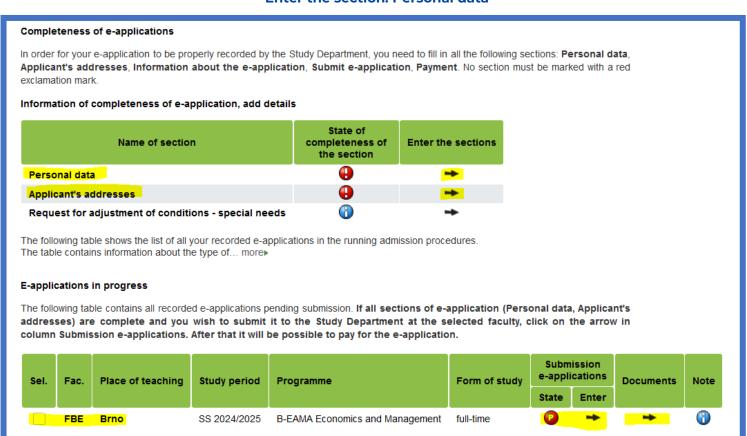
6. SAVE YOUR LOG IN DETAILS AND PASSWORD

- You will receive an email with login details as well. Save it!
 - Click on "Enter the e-application for the first time"

gister has been successfully set up.							
enter the e-application register:							
User name: 10050510							
Save the displayed login information. They will also be listed in the e-mail that we send you as confirmation of receipt of your application.							
g button to enter the e-application register for the first time.							
he first time							
enter the e-application register: ogin information. They will also be listed in the e-mail that we send you as confirmation of receip g button to enter the e-application register for the first time.							

7. COMPLETE THE APPLICATION

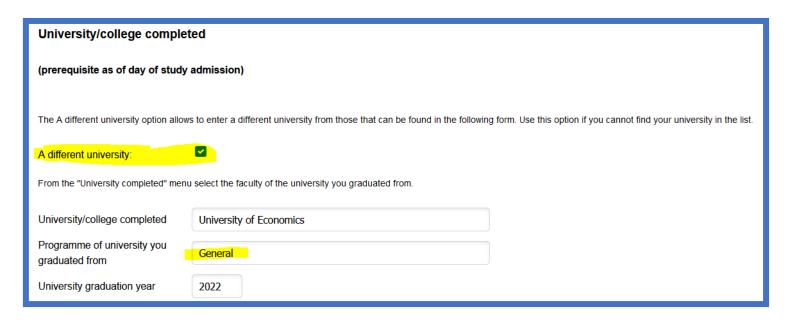
- Now it's time to complete and finish your application
- You need to fill out Personal data, Applicant's address, insert required documents and submit the application
 - Enter the section: Personal data





8. PERSONAL DATA - WHAT TO FOCUS ON

- If you don't have name/surname, insert a dash
- **University:** If you didn't study in CZ, mark "A different university"
 - o If you didn't have any program name, put "general"
- o If the graduation year shows error, insert any close year which is available
- After you are done, scroll up to the navigation point and click on "Register of e-applications"

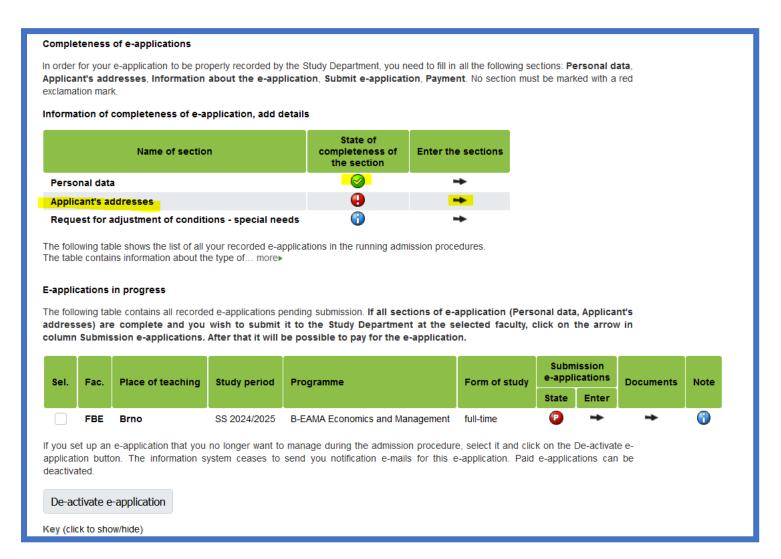






9. MAIN PAGE OF E-APPLICATION

- Your personal data was successfully saved, now fill out the applicant's address
 - Enter the section: Personal data

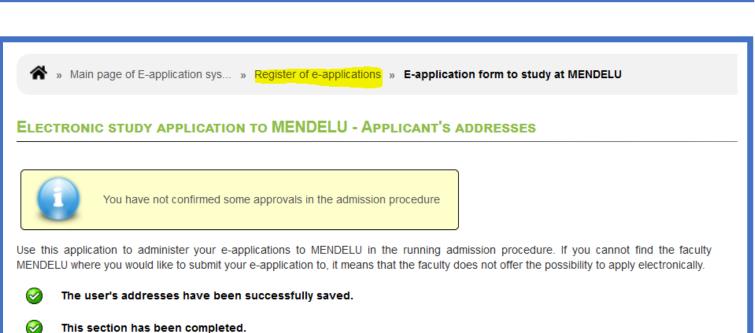




10. APPLICANT'S ADDRESS - WHAT TO FOCUS ON

- Please fill out the **permanent address** of yours. This address will be on your admission documents and you will be presenting them to the embassy. Make sure all is correct.
 - **If you don't have a post code, insert a dash**. <u>NOTE</u>: Country prefix for calls is NOT a post code **If you don't have a street number, insert a dash**.
 - Contact address is not needed at this point
- After you are done, scroll up to the navigation point and click on "Register of e-applications"

 This section is not complete for the following reasons: Permanent address has not been entered. 									
If you live in the Czech or Slovak Republics, you need to enter the post code and look up a corresponding town/city. If you select a different country, the Town outside CZ box needs to be filled in. If the town you have typed in has no streets, fill in the Street box with the name of the town. The Note box should contain additional information regarding your address (room number, flat owner - if you live in a rented flat, etc.).									
Permanent addr	ess								
Permanent address	is your official address listed in your pa	ssport or oth	er ID card.						
Country	Kingdom of Thailand		~						
Street	Main street	Number	45	Post code -					
Town outside CZ	Townage								
Note									





11. MAIN PAGE OF E-APPLICATION

- Your address was successfully saved, now insert the required documents
 - Ignore the section "The request for adjustment of conditions"
 - Now you will upload required documents

Completeness of e-applications

In order for your e-application to be properly recorded by the Study Department, you need to fill in all the following sections: **Personal data**, **Applicant's addresses**, **Information about the e-application**, **Submit e-application**, **Payment**. No section must be marked with a red exclamation mark.

Information of completeness of e-application, add details

Name of section	State of completeness of the section	Enter the sections	
Personal data	②	-	
Applicant's addresses	②	-	
Request for adjustment of conditions - special needs	•	-	

The following table shows the list of all your recorded e-applications in the running admission procedures. The table contains information about the type of... more

E-applications in progress

The following table contains all recorded e-applications pending submission. If all sections of e-application (Personal data, Applicant's addresses) are complete and you wish to submit it to the Study Department at the selected faculty, click on the arrow in column Submission e-applications. After that it will be possible to pay for the e-application.

Sel.	Fac.	ac. Place of teaching Study period Programme		Programme	Form of study	Submission e-applications		Documents	Note
				State		Enter			
	FBE	Brno	SS 2024/2025	B-EAMA Economics and Management	full-time	0	-	•	

If you set up an e-application that you no longer want to manage during the admission procedure, select it and click on the De-activate e-application button. The information system ceases to send you notification e-mails for this e-application. Paid e-applications can be deactivated

De-activate e-application

Key (click to show/hide)



12. UPLOADING DOCUMENTS

- Select a file and upload a required document.
- The red button will change to a yellow one, it means you submitted successfully
- After you are done, scroll up to the navigation point and click on "Register of e-applications"

Programme: C-EAMA Economics and Management Selected e-application: Form of study: full-time Place (town) of study: Brno 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 Attachments. Column Deadline shows the deadline for submission of a particular document. State **Document name** Compulsory Additional information **Attachments** Deadline 6.4 KiB table export(8).xlsx To enter the file, you can also drag it to this area Certificate of graduation from previous level of study required Select file Key (click to show/hide)



Key (click to show/hide)

13. APPLICATION SUBMISSION

- Enter the section "Submission e-application"
- Submit your application by clicking on the button "Submit binding e-application"
 - Now you are done with your application! 🔞
- You will receive all information by email from the international office. Make sure you stated
 your correct email address

Completeness of e-applications In order for your e-application to be properly recorded by the Study Department, you need to fill in all the following sections: Personal data, Applicant's addresses, Information about the e-application, Submit e-application, Payment. No section must be marked with a red Information of completeness of e-application, add details State of Name of section completeness of Enter the sections the section Personal data **②** Applicant's addresses **(1)** Request for adjustment of conditions - special needs The following table shows the list of all your recorded e-applications in the running admission procedures. The table contains information about the type of... more E-applications in progress The following table contains all recorded e-applications pending submission. If all sections of e-application (Personal data, Applicant's addresses) are complete and you wish to submit it to the Study Department at the selected faculty, click on the arrow in column Submission e-applications. After that it will be possible to pay for the e-application. Submission e-applications Form of study Fac. Place of teaching Study period Programme **Documents** Note State Enter FBE SS 2024/2025 B-EAMA Economics and Management full-time If you set up an e-application that you no longer want to manage during the admission procedure, select it and click on the De-activate eapplication button. The information system ceases to send you notification e-mails for this e-application. Paid e-applications can be deactivated. De-activate e-application

