

## 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

### E-APPLICATION FORM TO STUDY AT MENDELU

On this web address you can submit an electronic study application (hereafter e-application) to MENDELU. Study application is submitted electronically as stipulated in the published conditions for admission.

 Information about dates for submitting e-applications for the individual types of admission procedures

#### I have no e-application yet

I am a new user of the e-application system and, therefore, I do not know my login or password to enter the system. In this case a new register of e-applications will be set up for you and corresponding access data generated.

[Create new e-application](#)

#### I have already submitted e-application

I am a user of the e-application system and I know my login and password to access the e-application register.

[Login to my e-applications](#)

[Create new password](#)

#### I am a user of UIS

I am a user of UIS and, therefore, I know the login and password to access University Information System. If you set up an e-application in UIS, your personal data will be pre-populated according to data recorded about you in UIS.

[Log in to UIS](#)

## 2. SELECT THE FACULTY

Select the faculty which you wish to apply to:

● MENDELU  
● Faculty  
● of Business  
● and Economics

Faculty of Business and Economics

● MENDELU  
● Faculty  
● of Agronomy

Faculty of AgriSciences

● MENDELU  
● Faculty of Regional  
● Development and  
● International Studies

Faculty of Regional Development and International Studies

● MENDELU  
● Faculty of Forestry  
● and Wood  
● Technology

Faculty of Forestry and Wood Technology

● MENDELU  
● Faculty  
● of Horticulture

Faculty of Horticulture

### 3. SELECT TYPE OF STUDY

- Choose between Bachelor or Master
- Click on "Select type of study"

**Now select the type of study you wish attend:**

Type of study

**Now select the type of study you wish attend:**

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-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
<b>C-EAMA Economics and Management</b>	full-time	<b>Admission process:</b> <a href="https://pef.mendelu.cz/en/faculty-of-business-and-economics/">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
<b>C-OIA Open Informatics</b>	full-time	<b>Admission process:</b> <a href="https://pef.mendelu.cz/en/faculty-of-business-and-economics/">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 submitting an application to study at:

Programme	<b>C-EAMA Economics and Management</b>
Form of study	<b>full-time</b>
Language of instruction	<b>English</b>
Place (town) of study	<b>Brno</b>

**Name** Petr Pavel **Surname** Novák **E-mail** liska.fojtikova@mendelu.cz

**Sex**  male  female



In case you are of Czech or Slovak citizenship, 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.

**State citizenship** Kingdom of Thailand

I am a foreigner and I have a birth certificate number

**Date of birth** 01/01/2000

File an e-application 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”**

**New e-application register has been successfully set up.**

Use the following information to enter the e-application register:

**User name:** ██████████  
**Password:** ██████████

**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.**

Dear applicant, click the following button to enter the e-application register for the first time.

Enter the e-application 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**

**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	!	→
Applicant's addresses	!	→
Request for adjustment of conditions - special needs	i	→

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.	Place of teaching	Study period	Programme	Form of study	Submission e-applications		Documents	Note
						State	Enter		
<input type="checkbox"/>	FBE	Brno	SS 2024/2025	B-EAMA Economics and Management	full-time	P	→	→	i

## 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"
  - If you didn't have any program name, put "general"
  - 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"**

### 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	<input type="text" value="University of Economics"/>
Programme of university you graduated from	<input type="text" value="General"/>
University graduation year	<input type="text" value="2022"/>

 » Main page of E-application sys... » [Register of e-applications](#) » E-application form to study at MENDELU

### ELECTRONIC STUDY APPLICATION TO MENDELU - PERSONAL DATA



You have not confirmed some approvals in the admission procedure

Use this application to administer your e-applications to MENDELU in the running admission procedure. If you cannot find the faculty MENDELU where you would like to submit your e-application to, it means that the faculty does not offer the possibility to apply electronically.

- ✓ **The personal information form has been successfully saved.**
- ✓ **This section has been completed.**

## 9. MAIN PAGE OF E-APPLICATION

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

### 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		→
Applicant's addresses		→
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.	Place of teaching	Study period	Programme	Form of study	Submission e-applications		Documents	Note
						State	Enter		
<input type="checkbox"/>	FBE	Brno	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 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)

- MENDELU
- Faculty
- of Business
- and Economics

## 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.** NOTE: 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 address

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

Country	<input type="text" value="Kingdom of Thailand"/>		
Street	<input type="text" value="Main street"/>	Number	<input type="text" value="45"/>
	Post code <input type="text" value="-"/>		
Town outside CZ	<input type="text" value="Townage"/>		
Note	<input type="text"/>		



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### ELECTRONIC STUDY APPLICATION TO MENDELU - APPLICANT'S ADDRESSES



You have not confirmed some approvals in the admission procedure

Use this application to administer your e-applications to MENDELU in the running admission procedure. If you cannot find the faculty MENDELU where you would like to submit your e-application to, it means that the faculty does not offer the possibility to apply electronically.

-  **The user's addresses have been successfully saved.**
-  **This section has been completed.**

## 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	✔	➔
Applicant's addresses	✔	➔
Request for adjustment of conditions - special needs	i	➔

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.	Place of teaching	Study period	Programme	Form of study	Submission e-applications		Documents	Note
						State	Enter		
<input type="checkbox"/>	FBE	Brno	SS 2024/2025	B-EAMA Economics and Management	full-time	P	➔	➔	i

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”**

**Selected e-application:** Programme: C-EAMA Economics and Management  
 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
	Certificate of graduation from previous level of study	required	-	table_export(8).xlsx 6.4 KIB ✖ To enter the file, you can also drag it to this area. <input type="button" value="Select file"/>	-

Key (click to show/hide)

» Main page of E-application sys... » Register of e-applications » E-application form to study at MENDELU

### ELECTRONIC STUDY APPLICATION TO MENDELU - DOCUMENTS

You have not confirmed some approvals in the admission procedure


**Selected e-application:** Programme: B-EAMA Economics and Management  
 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
	Document certifying graduation from a previous level of study (Maturita certificate, etc.)	required	-	pEIZ.15g.jpeg 25.4 KIB ✖	-

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 exclamation mark.




#### Information of completeness of e-application, add details

Name of section	State of completeness of the section	Enter the sections
Personal data		→
Applicant's addresses		→
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](#)

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Sel.	Fac.	Place of teaching	Study period	Programme	Form of study	Submission e-applications		Documents	Note
						State	Enter		
<input type="checkbox"/>	FBE	Brno	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 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)

### ELECTRONIC STUDY APPLICATION TO MENDELU - SUBMISSION E-APPLICATIONS



You have not confirmed some approvals in the admission procedure

**Selected e-application:** Programme: B-EAMA Economics and Management  
 Form of study: full-time  
 Place (town) of study: Brno

 **E-application hasn't been submitted yet.**

Use the form displayed on this page to submit your binding e-application.

Submit binding e-application