

# **PRE-ENROLMENT CONFIRMATION**

**(E-NÁVRATKA)**

## Pre-enrolment Confirmation

# INSTRUCTIONS 1/2

- After being admitted, it is necessary to **confirm your intention to study**. This step is to be carried out via the university information system (InSIS) by your faculty's deadline.
- This confirmation is only **preliminary** and serves not as a regular enrolment in the study programme.

 If not granted by the deadline, the applicant will be considered as **not interested** in studying at VŠE and removed from the list of applicants / admitted students.

## Pre-enrolment Confirmation

# INSTRUCTIONS 2/2

- You will receive **login details to the pre-enrolment confirmation** as well as instructions how to proceed in the email by your study coordinator.
- The login details for the Pre-enrolment confirmation are also available in the **Documents storage** in your e-application. The coordinator will instruct you to the requested steps as well.

# Pre-enrolment Confirmation LOGIN 1/2


First, go to [insis.vse.cz/navratka/?lang=en](https://insis.vse.cz/navratka/?lang=en)

## Pre-enrollment confirmation for application to study at VŠE

At this web address you can fill in your electronic pre-enrollment confirmation for study application at VŠE. Filling in the electronic pre-enrollment confirmation has the same validity as personal dealing at the Study Department.

After you log in to the pre-enrollment confirmation system, please use the following link and when asked enter your credentials that you can find in the letter of admission.

 [Enter pre-enrollment confirmation system](#)

 In case of problems with this system, send your [query to Study Department](#).

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

# Pre-enrolment Confirmation

## LOGIN 2/2

Login details are available in the Document storage in your E-application.  
Your study coordinator will instruct you to the requested steps as well.

### Log in to pre-enrollment confirmation 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.

- i** If you fail to log in or do not know the above mentioned information, please contact the [Helpdesk VŠE](#).
- i** The password for the pre-enrollment confirmation for the application is identical to the password for the e-application register. If you have forgotten your password for the Register of e-applications, you can change it in application: [Generate new password](#)

User name

Password

**Log in**

Log out after 1 day of inactivity ([change](#)).

## Pre-enrolment Confirmation

# GDPR consent & MATRICULATION OATH 1/2

Approvals by user

Souhlas v rámci studia [1]

This section is intended chiefly for giving consent with processing personal details and confirming studying the internal regulations. If the information is in bold with an exclamation mark, you cannot use the information system without first confirming it. For each section click on the "more" link below the information to display the current version and the history. Pursuant to Clause 7, Article 3 of GDPR, the subject providing the personal details is entitled to withdraw its consent with processing his/her personal details at any time.

I want to grant all approvals:

Grant approvals Revoke approvals

**!** Academic Matriculation Oath FIR  Approval was not granted. You cannot continue.  
Version: 03/05/2021 22:26

I hereby swear to the Academia of the Prague University of Economics and Business and of the Faculty of International Relations to put forth any and all my abilities and efforts to achieve the highest possible level of professional knowledge. I promise to always act honourably and in compliance with the Ethical Codex of the Prague University of Economics and Business and contribute by my behaviour to the high reputation of the University and Faculty of International Relations.

[Click on the link to display the history of approvals.](#)

[less](#)

Key (click to show/hide)

1) Approve processing your personal details

2) Grant matriculation oath

## Pre-enrolment Confirmation

# GDPR consent & MATRICULATION OATH 2/2

### Pre-enrollment confirmation for application to study at VŠE

At this web address you can fill in your electronic pre-enrollment confirmation for study application at VŠE. Filling in the electronic pre-enrollment confirmation has the same validity as personal dealing at the Study Department.

You are filling in the pre-enrollment confirmation for application:

Faculty: Faculty of International Relations  
Study period: WS 2022/2023 - FMV  
Type of admission procedure: B-ID International and Diplomatic Studies - full-time form

#### Matriculation consent

The following consent substitutes the on-site matriculation ceremony.

! Academic Matriculation Oath FIR

Approval was granted.



I hereby swear to the Academia of the Prague University of Economics and Business and of the Faculty of International Relations to put forth any and all my abilities and efforts to achieve the highest possible level of professional knowledge. I promise to always act honourably and in compliance with the Ethical Codex of the Prague University of Economics and Business and contribute by my behaviour to the high reputation of the University and Faculty of International Relations.

[Click on the link to display the history of approvals.](#)

[less](#)◀

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

- Approval was granted.
- Approval was not granted.
- ! Approval is necessary to use IS
- Revoke approval
- Grant approval

Matriculation oath  
has been granted

## Pre-enrolment Confirmation

# CONFIRM INTENTION TO STUDY 1/2

You are filling in the pre-enrollment confirmation for application:

Faculty: Faculty of International Relations  
Study period: WS 2022/2023 - FMV  
Type of admission procedure: C-IB International Business - Central European Business Realities - full-time form

**Study Department notifications**

Please, confirm your interest in enrolment **by 30 June 2022**. Please note that your confirmation is binding.

If you can't confirm your interest by the given date, contact the program coordinator via email.

If needed, program coordinators will provide you with a visa package and necessary information.

If you are not interested in studying with us in the mentioned program, please, inform the program coordinator via email as well by the given date at the latest.

**Study Enrollment**

In compliance with Section 51 of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendments and Supplements to Some Other Acts (the Higher Education Act), I do bindingly enroll in the study:

Faculty: Faculty of International Relations  
Programme: C-IB International Business - Central European Business Realities  
Form of study: full-time  
Place (town) of study: Praha

with the beginning of studies from the academic year: 2022/2023

I herewith acknowledge, that based on this binding declaration, I will be enrolled in studies, when the additional conditions for admission to studies are fulfilled, in particular, the proof of the required previous education has been submitted, and on the date specified by the Faculty at the latest.

Due date to confirm your intention to study

Read through & confirm this section

Click on "Confirm"



## Pre-enrolment Confirmation

# CONFIRM INTENTION TO STUDY 2/2

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You are filling in the pre-enrollment confirmation for application:

Faculty: Faculty of International Relations  
Study period: WS 2022/2023 - FMV  
Type of admission procedure: C-IB International Business - Central European Business Realities - full-time form

### Study Department notifications

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If you are not interested in studying with us in the mentioned program, please, inform the program coordinator via email as well by the given date at the latest.



You have firmly confirmed your intention to commence study on: 16. 05. 2022



Now you can access other sections of the electronic pre-enrollment confirmation system so you can fill in all necessary information. Please read thoroughly the instructions in each section, which will guide you through.



### Intention to study

- [Confirm intention to study](#)
- [Fees and school fee](#)
- [Submission of documents](#)
- [Document storage of an applicant](#)



### Setting of pre-enrollment confirmation system

- [Change password to the system of electronic pre-enrollment confirmations](#)
- [Log out from pre-enrollment confirmations system](#)

When you see this, you have firmly confirmed your intention to study

Now you can access other sections