

# MIFA

## Online Application Guide

# 1. Create your e-application account



## Integrated Study Information System

Nov 23, 2021 9:46 a.m. Klement

### 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 registered 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 your query using the [this form](#).

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

## 2. Choose the Faculty of Finance and Accounting



### Integrated Study Information System

Nov 23, 2021 10:16 a.m. Klement

#### 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](#)

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

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

**VŠE / MIFA**  
MASTER IN FINANCE  
AND ACCOUNTING

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



## Integrated Study Information System

Nov 23, 2021 10:17 a.m. Klement

### 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 of a master's degree, please use the [this form](#).

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

# 4. Select MIFA programme and click the arrow



## Integrated Study Information System

Nov 23, 2021 10:18 a.m. Klement

### 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:

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	Form of study	Language of instruction	Select
Praha	C-MIFA2 Finance and Accounting	full-time	English	→
Praha	C-BP Banking and Insurance	full-time	Czech	→
Praha	C-DP Taxation and Tax Policy	full-time	Czech	→
Praha	C-FG Financial Engineering	full-time	Czech	→
Praha	C-FI Finance	full-time	Czech	→
Praha	C-FO Finance and Business Valuation	full-time	Czech	→
Praha	C-UC Accounting and Business Finance	full-time	Czech	→



In case of problems with this system, send your 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 the form correctly and continue



## Integrated Study Information System

Nov 23, 2021 1:11 p.m. Klement

### 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. E-mail item must contain a valid e-mail address.

Name:  Surname:  E-mail:

Sex:  male  female

**i** 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:

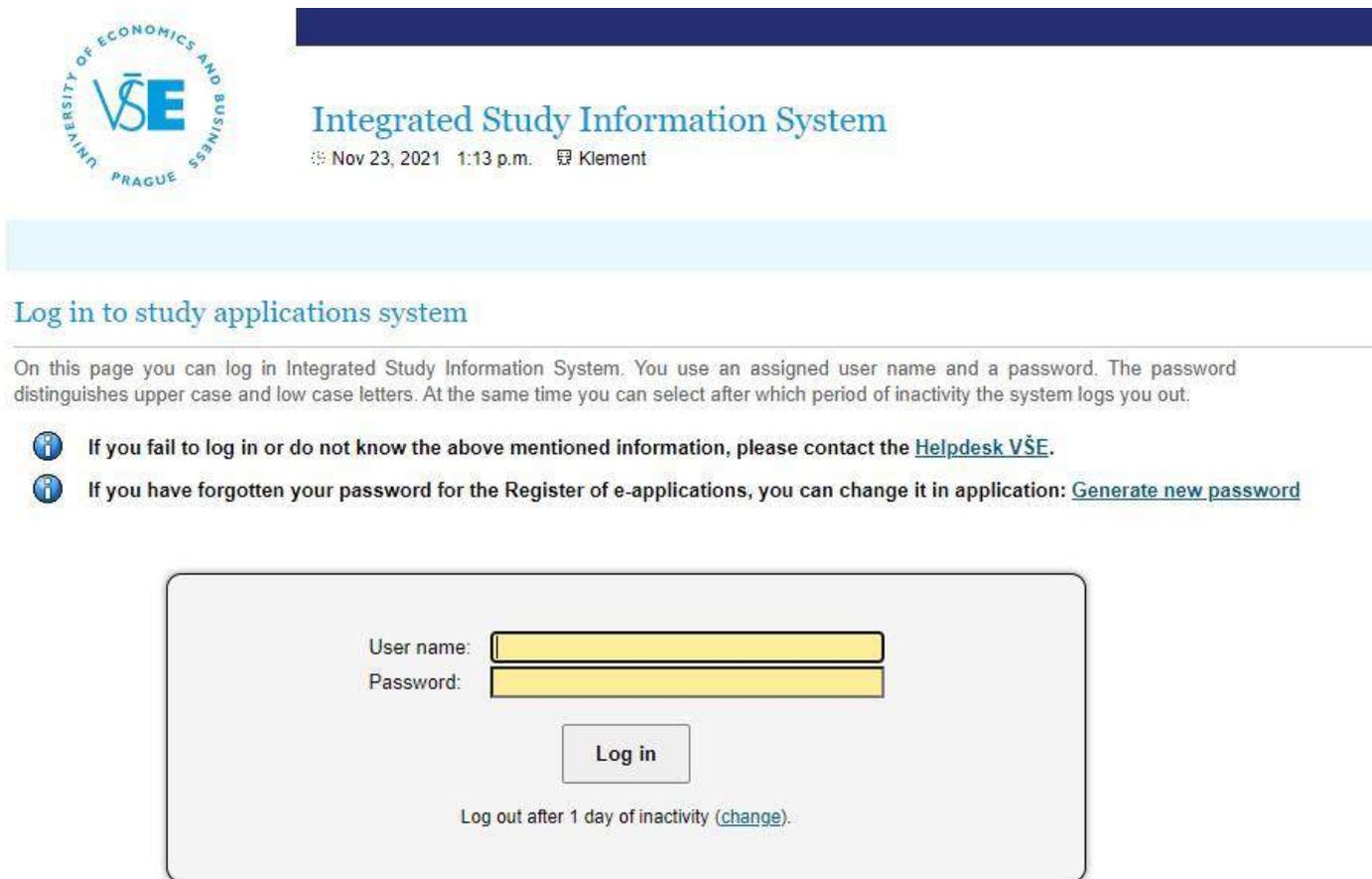
Birth certificate number:



**i** In case of problems with this system, send your 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. Login to InSIS with credentials that were sent to your email



 **Integrated Study Information System**  
Nov 23, 2021 1:13 p.m. Klement

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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 [Helpdesk VŠE](#).
-  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 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](#)

# 7. Fill Personal data and Applicant's addresses



## Integrated Study Information System

Nov 23, 2021 1:15 p.m. Klement

Applicant: Martin Štolc

### 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 \(Praha, WS 2022/2023\)](#)

#### 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**, **Additional information**, **Payment**. No section must be marked with red cross.

#### 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	!	➔

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](#)

#### Other useful applications



[Document storage](#)  
(New 0 of 0)

After filling the forms, markers must turn green to continue.

Please, fill the forms thoroughly!

# 8. Pay the application fee

## 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	Place (town) of study	Payment		Additional information		Documents
								State	Enter	State	Enter	
<input type="checkbox"/>	FFU	Praha	English	WS 2022/2023	C-MIFA2 Finance and Accounting	full-time	Praha	!	→	!	→	→

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)

## Filing a new e-application

If you wish to file another e-application, click on the following button and follow the instructions:

[File another e-application](#)

## Change password to enter the e-application register

Use the following link to change the password to enter the e-application register:



[Change password to enter the e-application register](#)



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

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



# 9. Pay the application fee

## Electronic study application to VŠE - Payment

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-MIFA2 Finance and Accounting  
Form of study: full-time  
Place (town) of study: Praha

- !** This section is not complete for the following reasons:
- Administrative fee for this e-application has not been received.

**i** The administrative fee of 1,300 Kč needs to be remitted by payment card, wire 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 here in the Payment section. Payment needs to be settled no later than 30/04/2022.

### Online payment

Click on the Pay online button to be transferred to a payment gate address. You will be re-directed back to this page once your payment card information. Once the transaction has been successfully performed, you will be re-directed back to this page.

For the payment to come through, please wait to be transferred back to the system of e-applications.



Pay online

Pay via QR payment



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

# 10. Please, fill Additional information

## 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	Place (town) of study	Payment		Additional information		Documents
								State	Enter	State	Enter	
<input type="checkbox"/>	FFU	Praha	English	WS 2022/2023	C-MIFA2 Finance and Accounting	full-time	Praha	!	→	!	→	→

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)

## Filing a new e-application

If you wish to file another e-application, click on the following button and follow the instructions.

[File another e-application](#)

## Change password to enter the e-application register

Use the following link to change the password to enter the e-application register:



[Change password to enter the e-application register](#)



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

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



# 11. Please, fill Additional information

## Electronic study application to VŠE - Additional 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-MIFA2 Finance and Accounting  
Form of study: full-time  
Place (town) of study: Praha

- ! This section is not complete for the following reasons:
- Entry Where did you read/hear about VŠE for the first time? has not been completed.

Enter the information about your e-application into the form on this page.

I agree with the delivery of the Decision of Admission to study via the electronic information system of the University of Economics, Prague.

yes  no

Where did you read/hear about VŠE for the first time?  
master degree

== Please Select == ✖

== Please Select ==

- High school (counsellors, teachers, fellow students)
- Previous university (different than VŠE)
- I previously studied at VŠE**
- I did Exchange programme at VŠE
- From friends at VŠE or in the program
- Facebook
- Instagram
- Mastersportal.com (StudyPortals.com)
- Masterstudies.com
- GoAbroad.com
- TopUniversities.com
- Educatons.com
- Expats.cz
- CzechUniversities.com
- Studyin.cz
- StudyinPrague.cz
- Google / Online Search
- At a fair
- Other

your query using the [this form](#).

# 12. Upload the documents

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	Place (town) of study	Payment		Additional information		Documents
								State	Enter	State	Enter	
<input type="checkbox"/>	FFU	Praha	English	WS 2022/2023	C-MIFA2 Finance and Accounting	full-time	Praha		→		→	→

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.

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

Filing a new e-application

If you wish to file another e-application, click on the following button and follow the instructions.

Change password to enter the e-application register

Use the following link to change the password to enter the e-application register.

 [Change password to enter the e-application register](#)

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

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



# 13. Upload CV and a copy of passport

## Electronic study application to VŠE - Documents

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-MIFA2 Finance and Accounting  
**Form of study:** full-time  
**Place (town) of study:** Praha

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 Submit electronically. Column Deadline shows the deadline for submission of a particular document.

State	Document name	Compulsory	Document mode	Additional information	Submit electronically	Deadline	Statement of grounds of resolution
	Passport	required	Document is submitted prior to entrance examination	Copy of Passport in English (National ID in Czech or Slovak). Please provide the copy of your passport before the entrance exam.	To enter the file, you can also drag it to this area. 	-	-
	Attested copy of Diploma Supplement	required	Document is submitted prior to enrollment to study	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. In case a bachelor's degree will be achieved in the academic year in which the student applies for the programme, an applicant is requested to attach to the application: a confirmation of study and a temporary transcript of records. The bachelor's degree should be completed and the diploma and supplement provided at the latest, by the date of the admission exam.	Document cannot be submitted electronically.	-	-
	Certificate of graduation from previous level of study	required	Document is submitted prior to enrollment to study	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. In case a bachelor's degree will be achieved in the academic year in which the student applies for the programme, an applicant is requested to attach to the application: a confirmation of study and a temporary transcript of records. The bachelor's degree should be completed and the diploma and supplement provided at the latest, by the date of the admission exam.	Document cannot be submitted electronically.	-	-
	CV in English	required	Document is submitted prior to entrance examination	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.	To enter the file, you can also drag it to this area. 	-	-

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

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

- [Back to Register of e-applications](#)
- [Back to Main page of E-application system](#)
- [Back to Main page of the information system](#)
- [Log out](#)

# 14. Send the paper 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 (students with diplomas from other countries than Czech Republic or Slovak Republic), follow the link here: [recognition of foreign 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:

**MIFA programme**  
Faculty of Finance and Accounting  
Prague University of Economics and Business  
Náměstí Winstona Churchilla 1938/4  
130 67 Prague 3  
Czech Republic

