

## INSTRUCTIONS

### for filling in the application in the IS/STAG

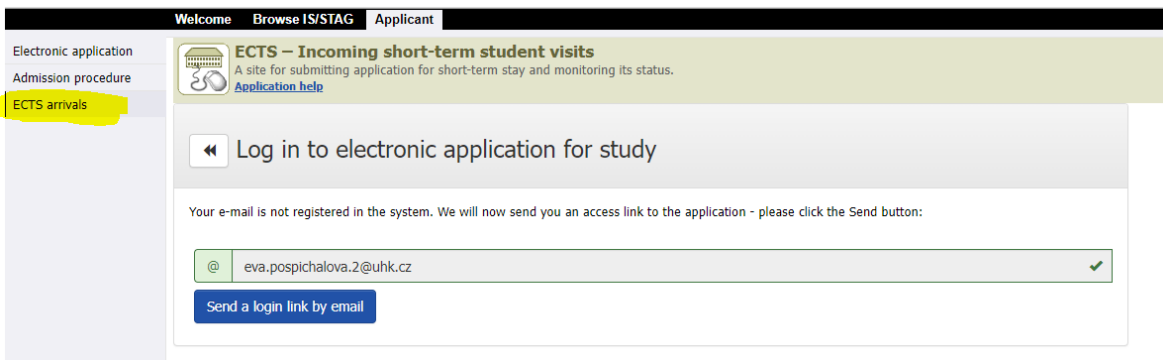
**Please visit this link:**

[https://stag.uhk.cz/portal/studium/uchazec/ects-prijezdy.html?pc\\_lang=en](https://stag.uhk.cz/portal/studium/uchazec/ects-prijezdy.html?pc_lang=en)

This website should be in English. If not, you can change it into **English** in the right corner.  
Please select the **ECTS Arrivals** section on the left side to complete the application.

Enter your e-mail address to access the electronic application and click on the **"Continue"** button. Please always use **one email address**, not multiple email addresses (private, university)! **We recommend using your student's email address.**

If the sending institution is using **EWP** (Erasmus Without Paper) – the student must use the university email address to submit the online application (the same email address that will be used for the Learning Agreement). If you use different emails – there will be two applications which cause technical issues.



Welcome Browse IS/STAG Applicant

Electronic application  
Admission procedure  
ECTS arrivals

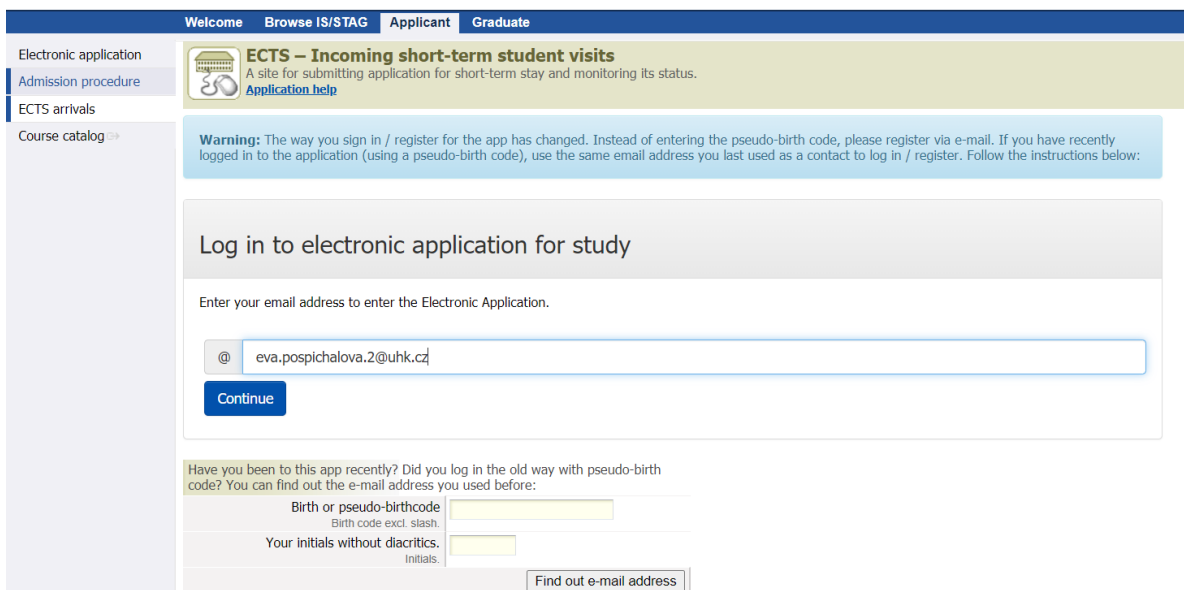
**ECTS – Incoming short-term student visits**  
A site for submitting application for short-term stay and monitoring its status.  
[Application help](#)

← Log in to electronic application for study

Your e-mail is not registered in the system. We will now send you an access link to the application - please click the Send button:

@ eva.pospichalova.2@uhk.cz ✓

Send a login link by email



Welcome Browse IS/STAG Applicant Graduate

Electronic application  
Admission procedure  
ECTS arrivals  
Course catalog →

**ECTS – Incoming short-term student visits**  
A site for submitting application for short-term stay and monitoring its status.  
[Application help](#)

**Warning:** The way you sign in / register for the app has changed. Instead of entering the pseudo-birth code, please register via e-mail. If you have recently logged in to the application (using a pseudo-birth code), use the same email address you last used as a contact to log in / register. Follow the instructions below:

Log in to electronic application for study

Enter your email address to enter the Electronic Application.

@ eva.pospichalova.2@uhk.cz

Continue

Have you been to this app recently? Did you log in the old way with pseudo-birth code? You can find out the e-mail address you used before:

Birth or pseudo-birthcode  
Birth code excl. slash:

Your initials without diacritics.  
Initials:

Find out e-mail address

Welcome Browse IS/STAG Applicant Graduate

Electronic application  
Admission procedure  
ECTS arrivals  
Course catalog

**ECTS – Incoming short-term student visits**  
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[Application help](#)

**Warning:** The way you sign in / register for the app has changed. Instead of entering the pseudo-birth code, please register via e-mail. If you have recently logged in to the application (using a pseudo-birth code), use the same email address you last used as a contact to log in / register. Follow the instructions below:

← Log in to electronic application for study

Continue by opening the link from email. You can close this page now.

E-mail should be delivered within few minutes. If you will not find it in your e-mail box, check also spam, promo action or advertisements folders, which are created by you e-mail provider.  
In case you do not receive e-mail within few hours, contact study department of the faculty please.

@ eva.pospichalova.2@uhk.cz ✓

Resend log-in link by email

Have you been to this app recently? Did you log in the old way with pseudo-birth code? You can find out the e-mail address you used before:

Birth or pseudo-birthcode  
Birth code excl. slash.

Your initials without diacritics.  
Initials.

Find out e-mail address

You will receive an e-mail with the link:

**University of West Bohemia requires verification of the email address you have registered.**

Click the link to confirm that this email address was entered by you and that it is valid.

The link will open your electronic application for admission. The link remains valid until 20.1.2022. You can extend the validity if necessary.

[Incoming short-term student visits - e-mail address verification](#)

This message has been generated automatically by IS/STAG. Do not reply. This notification was made on 20.7.2021 at 20:56:48.

Fill in this form:

Browse IS/STAG Applicant Graduate

Electronic application  
Admission procedure  
ECTS arrivals  
Course catalog

**ECTS – Incoming short-term student visits**  
A site for submitting application for short-term stay and monitoring its status.  
[Application help](#)

Personal data

Personal details

First name(s) (official passport version)\*  
Surname (official passport version)\*  
Degree (in front of name)  
Degree (after name)  
Maiden name  
Nationality\*  
Sex female  
Passport number\*  
Qualifier of citizenship Citizen of  
Special needs or disabilities

Delivery address  
Differs from permanent address  
Additional contact information  
Phone  
Email\* eva.pospichalova.2@uhk.cz  
Note  
Birth  
Birth - date\* dd MM yyyy  
Birth place - Country\*

Permanent residence address  
Permanent address - country\*  
Permanent residence in the Czech Republic NO

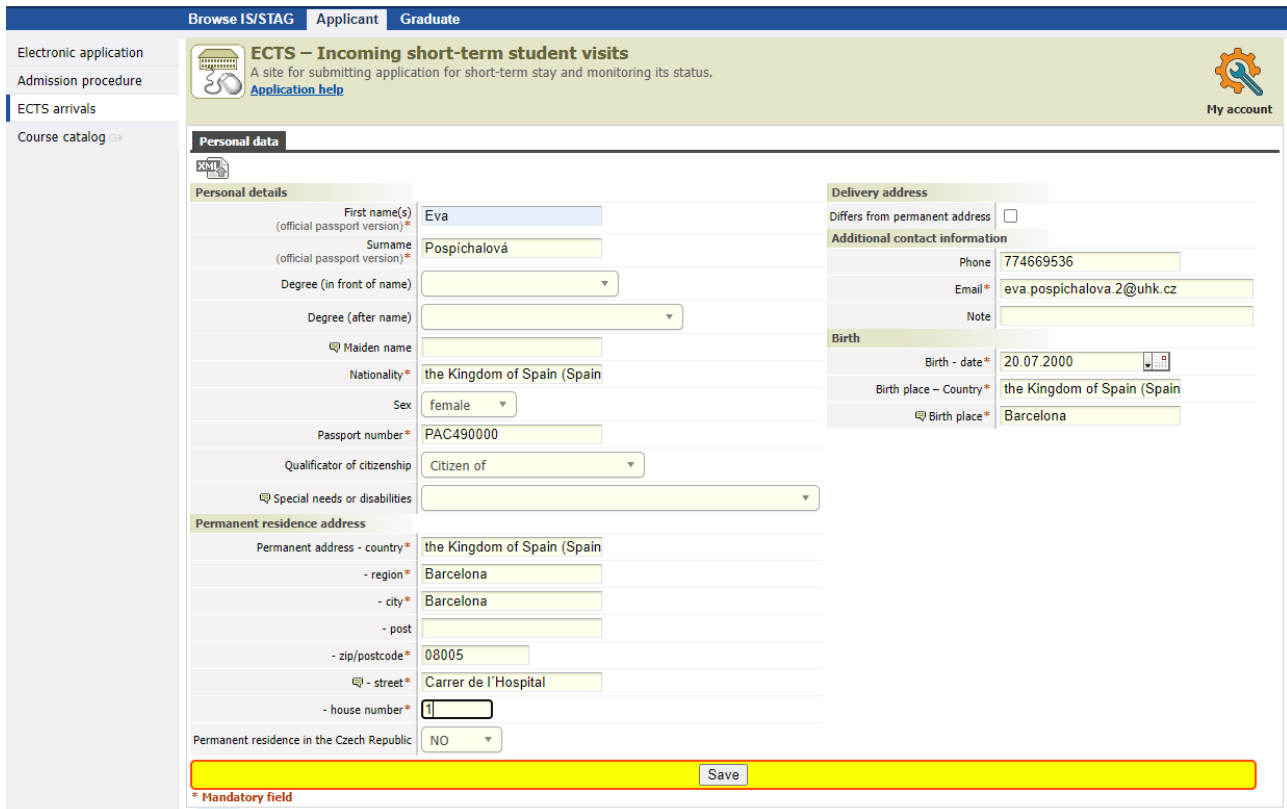
Save

\* Mandatory field

### What to fill in:

#### 1) PERSONAL DATA page

- fill in your names **ACCORDING TO YOUR PASSPORT!** Make sure not to swap first name and surname.
- fill in only the boxes with a red star \* - all of them
- **Nationality** – start typing your country and choose from the offer which appears
- fill in the **Special Needs or Disabilities** section if applicable
- **Permanent address – country** – this is your **home address**
  - **Country** – choose from the offer + the rest is without choice
- **Phone** – please fill in your phone number



The screenshot shows the 'Personal data' section of the ECTS application form. The form is divided into several sections:

- Personal details:**
  - First name(s) (official passport version)\*: Eva
  - Surname (official passport version)\*: Pospichalová
  - Degree (in front of name): [dropdown]
  - Degree (after name): [dropdown]
  - Maiden name: [text field]
  - Nationality\*: the Kingdom of Spain (Spain)
  - Sex: female
  - Passport number\*: PAC490000
  - Qualificator of citizenship: Citizen of
  - Special needs or disabilities: [dropdown]
- Delivery address:**
  - Differs from permanent address:
  - Additional contact information:
    - Phone: 774669536
    - Email\*: eva.pospichalova.2@uhk.cz
    - Note: [text field]
- Birth:**
  - Birth - date\*: 20.07.2000
  - Birth place - Country\*: the Kingdom of Spain (Spain)
  - Birth place\*: Barcelona
- Permanent residence address:**
  - Permanent address - country\*: the Kingdom of Spain (Spain)
  - region\*: Barcelona
  - city\*: Barcelona
  - post: [text field]
  - zip/postcode\*: 08005
  - street\*: Carrer de l'Hospital
  - house number\*: 1
  - Permanent residence in the Czech Republic: NO

A yellow bar at the bottom of the form contains a 'Save' button. Below the bar, it says '\* Mandatory field'.

Click on the "SAVE" button.



## 2) Incoming study visit

- **HOST INSTITUTION** – that is University of Hradec Kralove
  - **expected date of arrival** – write the date when you will come, if you do not know yet, write 01.09.2023
  - **expected date of departure** – write the date of your departure – if you don't know yet, write 30.01.2024
- **First semester – select Fall or Spring**
- **Funding**
  - Erasmus students will choose ERASMUS PROGRAMME (including students in Erasmus+ Credit mobility program)
  - All NON-European / NON-Erasmus students will choose OTHER FORM OF SHORT-TERM STUDY VISIT
- **Mobility Type**
  - Semester(s) / Virtual component
- **Virtual mobility**
  - No
- **Incoming study visit type**
  - Study exchange students – short study stay
  - Internship – internship
- **Do you require accommodation at the dormitory?**
  - Specify
- **Emergency contact**
  - please fill in this section
- **HOME INSTITUTION** – your home university
  - **Country** – choose from the offer => search for the university
  - **Faculty** – you need to write there the faculty at which you study at your home university
  - **Study programme** – what you study at your home university - for example Information Management, Business etc.
  - **Year of study** – in which year you are at your home university
  - **Departmental mobility coordinator** – fill in the coordinator name at your university

Host institution		Home institution	
<b>Incoming study visit and the host institution details</b>			
Handled through EWP	No	<b>Home institution details</b>	
Expected date of arrival	11.9.2023	Institution*	UNIVERSIDAD REY JUAN CARLOS - M <input type="button" value="Change school"/>
Expected date of departure	22.1.2024	Faculty*	IT
Academic year you want to study*	2023/2024	Department	
First semester	Fall Semester <input type="button" value="x"/>	Study Programme*	IM
Second semester starting date in case of extended studies	dd.MM.yyyy	Field of Study	
Funding*	Other form of short-term stud...	Type of study*	Bachelor
Travel type*	Semester(s) / Virtual component (only if applicable)	Year of study*	2
Virtual mobility*	NO	Mobility coordinators of home institution	
ISCED-F Code	<input type="button" value="Select from registry"/>	Institutional mobility coordinator	
ISCED studies code explanation		Departmental mobility coordinator	
Language skills		DC Position	
Department		Contact information	
Incoming st. visit type*	Short study stay	Phone	
Assigned buddy	-	E-mail	
Buddy contact details	-	Mobility web page address	
Do you require accommodation at the dormitory?*	YES	<b>Visit attachments</b>	
Preferred dormitory		Attachments related to this arrival	
Mobility status*	400 - New arrival added	No files uploaded yet.	
Student's LA signature date	-	<input type="button" value="Choose file to save"/>	
The date the CHLA has been signed by the student	-	<input type="button" value="Vybrat soubor"/> <input type="button" value="Soubor nevybrán"/>	
Emergency contact		Attachment	
Note on visit duration	-	<ul style="list-style-type: none"> <li>Maximum file size: 250.0 MB (= 256000 KB)</li> <li>Maximum permissible number of uploaded files: 10</li> </ul>	
Incoming study visit creation date	15.2.2023	<input type="button" value="Insert file"/>	
Mobility coordinators of host institution			
Institutional coordinator - administrator	-		
Institutional coordinator - signer	-		
Departmental coordinator - administrator	-		
Departmental coordinator - signer	-		
DC Position			
<input type="button" value="Save"/>			

### 3) Attachment

- Upload these 3 documents:
  - a) **Copy of your passport** – page with personal details only
  - b) **Completed and signed application for a student card - ISIC** (the form is available on our website or attached to this email)
  - c) **Your photo** (best size 3.5 x 4.5 cm) for the ISIC  
(don't send your photo from the beach etc. 😊)



**Visit attachments**

Attachments related to this arrival

Attachment

File saved successfully.

**List of files already uploaded:**

1. [UHK Application Student Card ENG.pdf](#) (123 KB , submitted 15.02.2023 12.47) ❌
2. [PASSPORT.pdf](#) (445 KB , submitted 15.02.2023 12.48) ❌
3. [Photo-for the ISIC.png](#) (9.69 MB , submitted 15.02.2023 12.49) ❌

Choose file to save

- Maximum file size: 250.0 MB (= 256000 KB)
- Maximum permissible number of uploaded files: 10

Click on the "SAVE" button.

**Your application without attachments is not valid!**

#### 4) Courses

- here you can select the courses, which you would like to study
- search according the abbreviation of the courses
- all current courses are in **the Course Catalogue**
- Incoming students choose courses from their receiving faculty (FIM). However, it is also possible to register for courses from other faculties. In that case courses that correspond to at least 75% of credits selected by the student have to be registered at the receiving faculty.

[Personal data](#)
[Incoming study visit](#)
[Courses](#)

Here you can select the courses, which you wish to study during your study stay, from the institution menu. You can still modify that course selection until the final closing of the application.

Search and add the courses you want to study at our institution

Faculty: %  
 Department: %  
 Course code:

#### Erasmus+ students

If your home institution is using EWP (Erasmus Without Paper), ask your coordinator how to fill in and submit the Learning Agreement.

Changes can be made up to 2 weeks after the beginning of the semester.

**SAVE – that's all 😊**

If you need to reopen your application, use the link which was sent to you at the beginning.