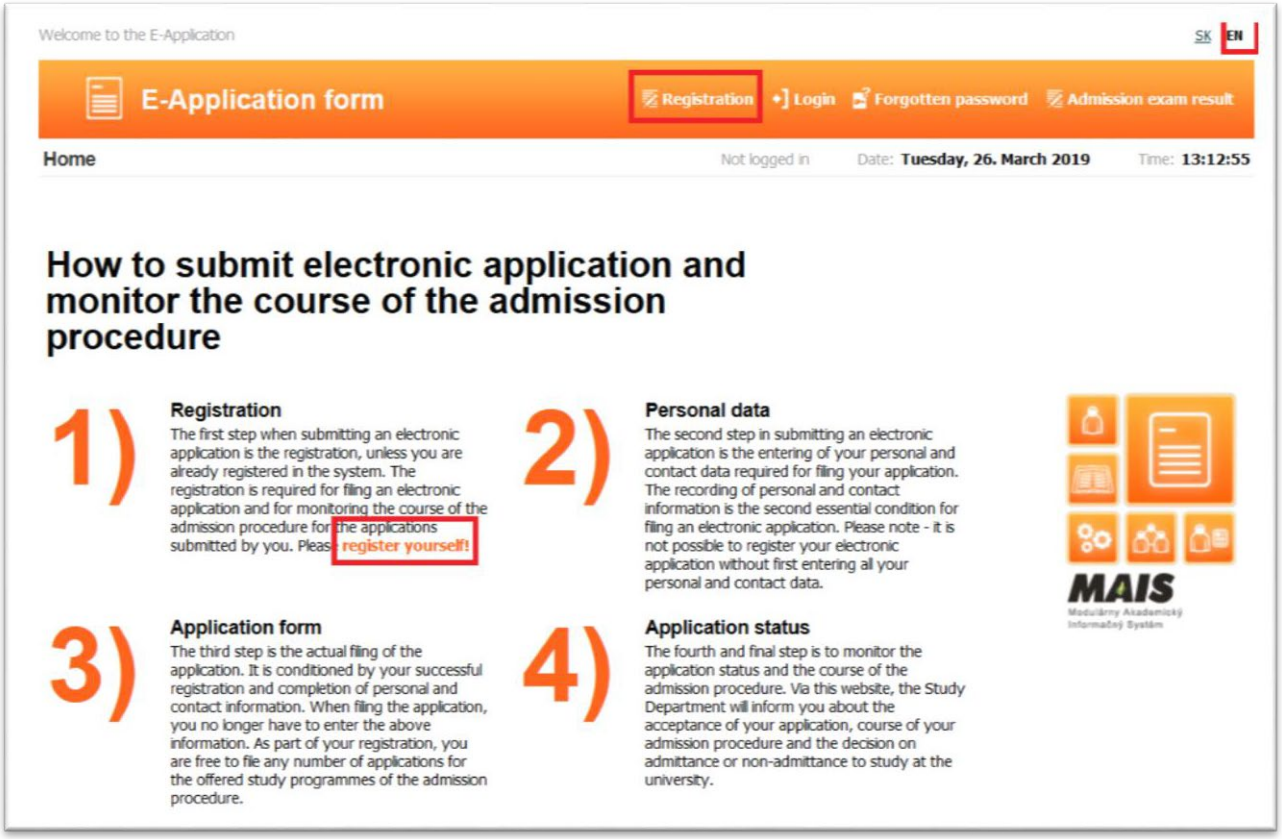
Slovak Medical University in Bratislava
Electronic application guide
for foreign citizens

This guide provides information to help you complete Slovak Medical University's undergraduate electronic application for the study programme General Medicine (English Programme).
Before applying: ensure that you have read the admission requirements before you complete your application. This information is available at http://eszu.sk/faculty-of-medicine/

Online application process:

1. Registration
2. Login
3. Fill in Personal data
4. Submit application online
5. Confirm your application
6. Print your application
7. Pay the application fee 70 €
8. Send your signed application with the required documents

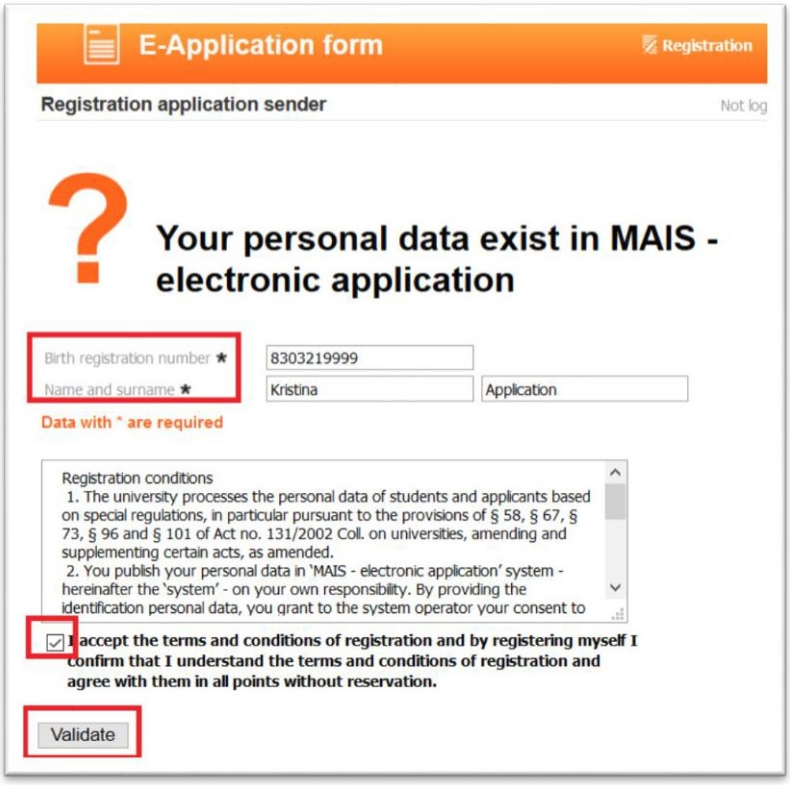
The electronic application is available in our academic information system called MAIS.
Registration is available at https://szumais.sk/eprihlaska **EN (English version)**
Please, use Mozilla Firefox web browser.



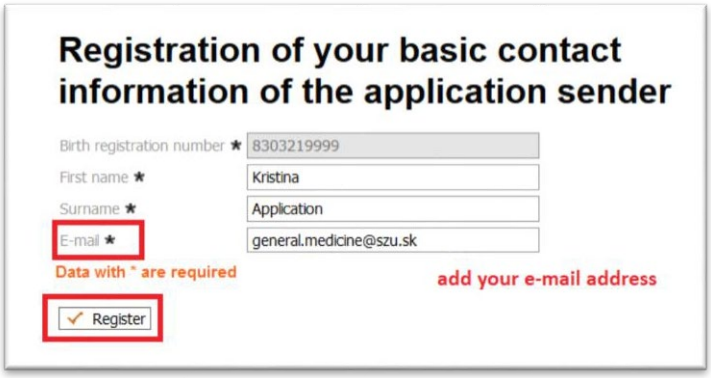
The first step is registration: click on "**register yourself**" or on "Registration" in the upper menu.

Registration – personal data verification

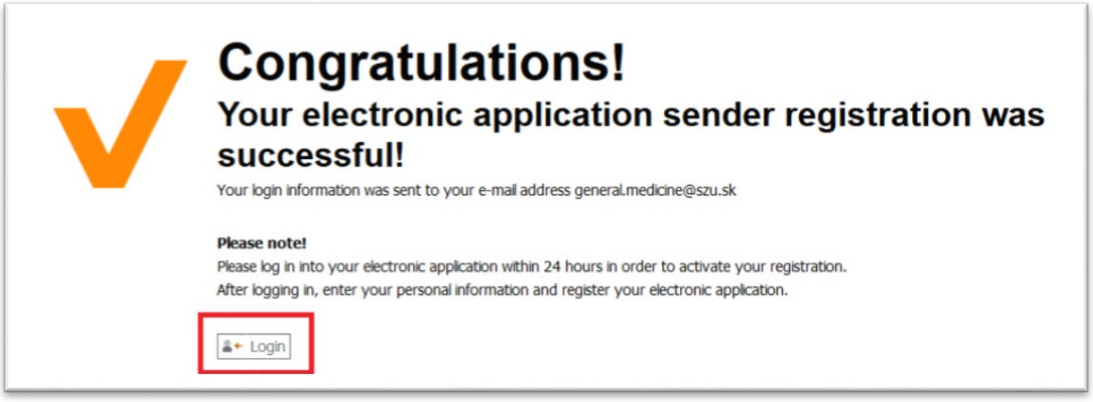
Enter your **Birth registration number** (format: YYMMDD**9999-without slash**), **name and surname** (according to your passport/ID card). Editing Birth registration number: e. g. date of birth 5th March 2001: 0103059999, date of birth 15th November 1998: 9811159999. Slovak and Czech citizens use their birth registration number (without slash). **Accept** v' and **Validate** the terms and conditions of registration.



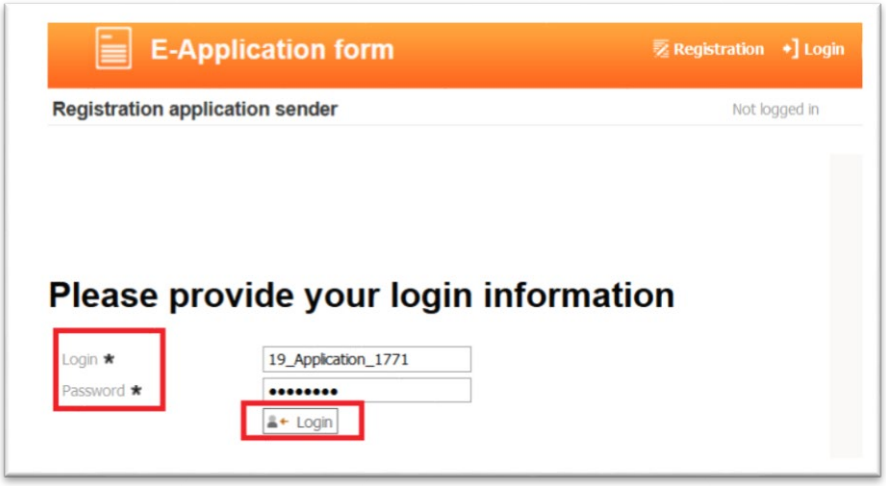
Check and register your basic contact information: check your **birth registration number**, **first name**, **surname** and enter your **email address**. Click on the button "**Register"**



After registration your login information will be sent to your email address from mais.szu@szu.sk (E-application – MAIS registration mail). Check your email (inbox, spam). **Login into the MAIS electronic application. Click on Login.**



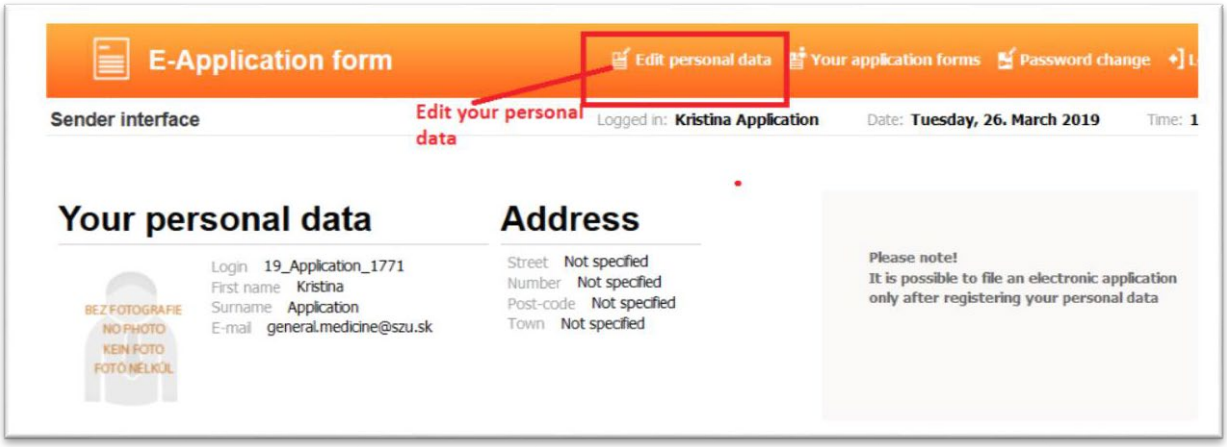
Login: enter your login name/username
Password: enter your login password
Click on the button: **Login**



If you are already registered in MAIS as a student or an applicant from previous years, all your personal data will appear on the screen which cannot be edited, and your login data will be sent to the registered email address. If the email address or any personal data are incorrect, please contact general.medicine@szu.sk.

Before filing your application, you must register your personal data.

Click on "Edit personal data"



PERSONAL DATA

1st step – BASIC DATA:

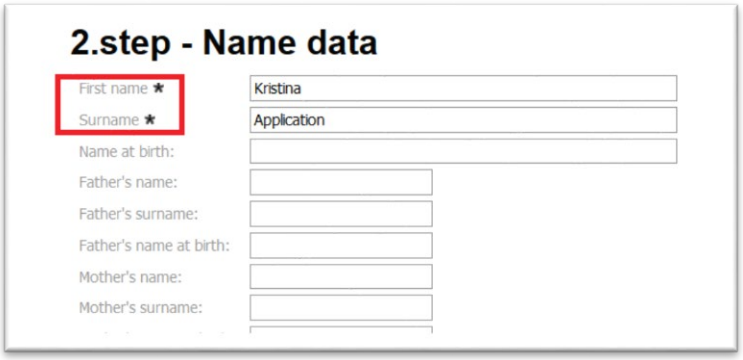
Check your **Birth registration number** and **Date of birth**, **Enter Passport number or Identity card number** (number of the document you will submit with your application).

Click on "Next"

2nd step – NAME DATA:

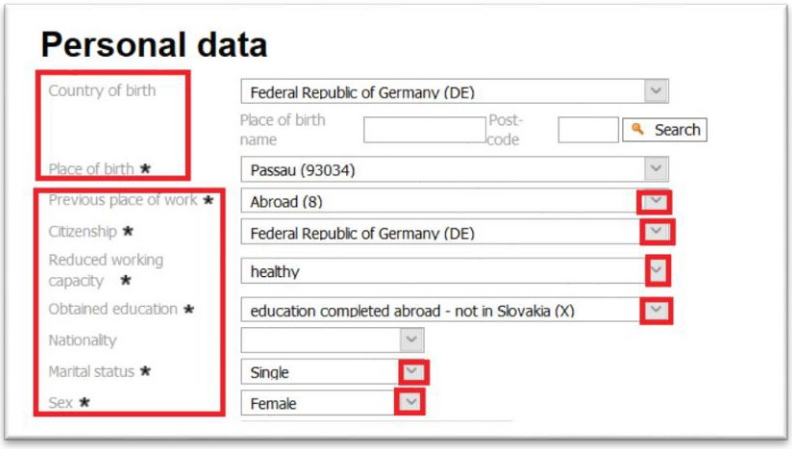
First name: check your first name/s (according to passport/ID card)

Surname: check your surname (according to passport/ID card)



Click on "Next"

3rd step – PERSONAL DATA

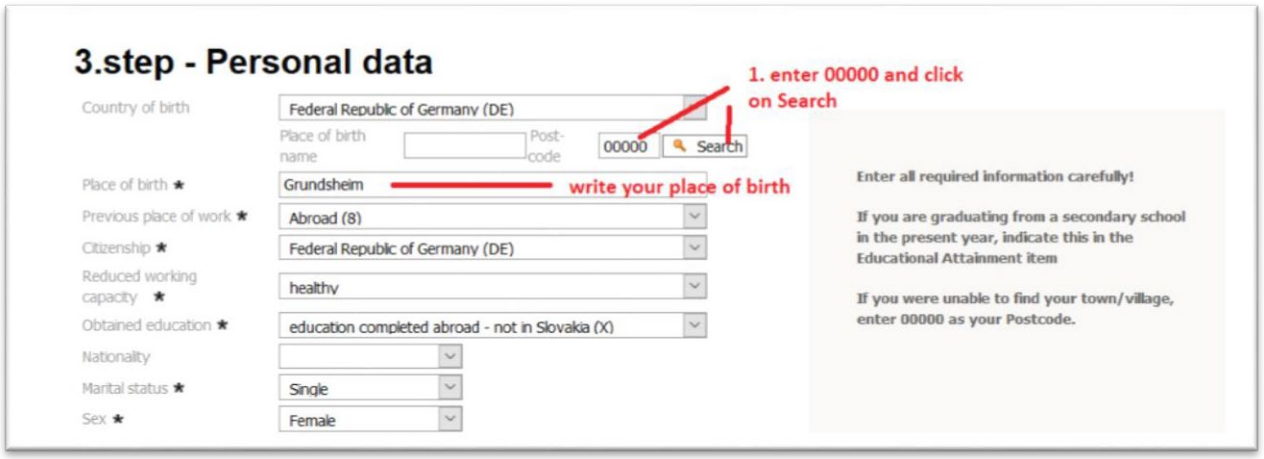


Fill in the following fields:
Country of birth: select the country of birth from the list (official full names of countries, e. g. Hellenic Republic, Federal Republic of Germany etc.)
***Place of birth**: 1. if your town with postcode is in our database follow the 1st option
2. if your town is not in our database follow the 2nd option
Previous place of work/study: select "abroad" / "employment" / "other" / "secondary school" / "university"
Citizenship: select it from the list (official full name of countries)
Reduced working capacity: healthy (according to your medical certificate)
Obtained education: choose "education completed abroad – not in Slovakia"
Marital status: single / married / divorced / widowed
Sex: male / female
Click on "Next"

***PLACE OF BIRTH**
1st option (follow these steps if your town and postcode is in our database): Write your place of birth (town) in the field **"Place of birth name"** (partial name e.g. Kaiserslautern as Kaisersl) and click on the **Search** button OR write the postcode of your place of birth in the field **"Postcode"**, click on the **Search** button, then click on the arrow in the field **"Place of birth *"** and select your place of birth (if there are more entries for your town, choose the first one in the list).

***PLACE OF BIRTH**

2nd option (follow these steps if your town with postcode is not in our database): If the required town is not displayed, enter the following numbers **"00000"** into the **post-code** field and click on the **Search** button and then write your place of birth in the field **"Place of birth *"**



4th step – PERMANENT ADDRESS

1. if your town with postcode is in our database follow the 1st option
2. if your town is not in our database follow the 2nd option

1st option (follow these steps if your town and postcode is in our database):

Country: select it from the list (official full names of countries, e. g. Hellenic Republic, Federal Republic of Germany etc.)
Street: write the name of your street, if there are no street names in your small town/village, enter the name of your town/village, **Number**: street number
Post-code: write your postcode and click on the Search button: **"Find city"**
and in the field **"Town"** click on the arrow and select your city/town with postcode

Click on "Next"

2nd option (follow these steps if your town with postcode is not in our database):

Country: select it from the list (official full names of countries)
Street: write the name of your street, if there are no street names in your small town/village, enter the name of your town/village, **Number**: street number
Postcode: write the following numbers **"00000"** and click on the Search button: **"Find City"**
Town: write the official name of your town/city/village
Post-code: write the official valid postcode

Click on "Next"

5th step – CONTACT ADDRESS

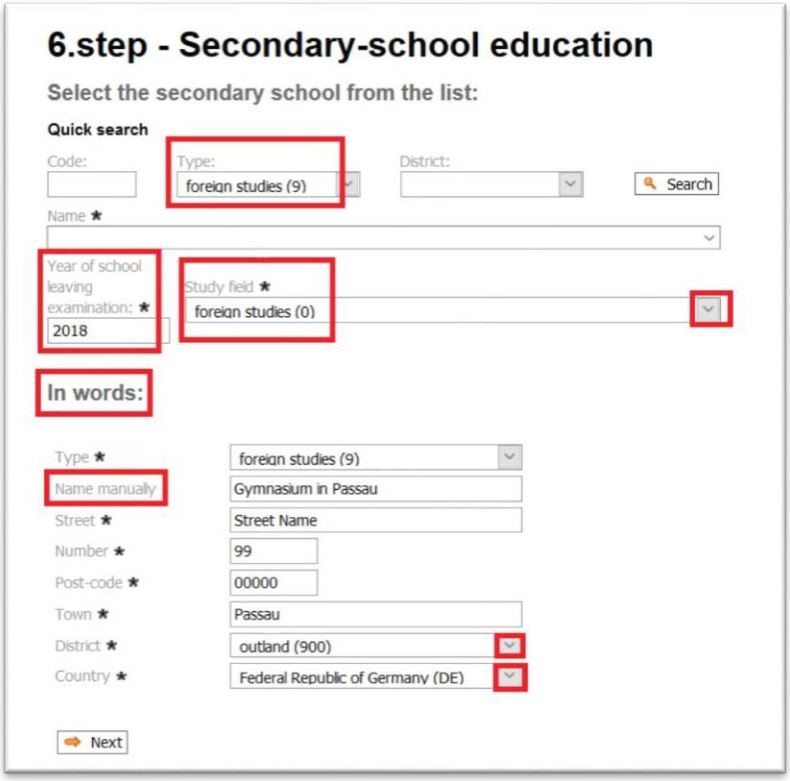
If your contact address differs from your permanent address, enter it in this step. Same like in 4th step.
Click on "Next"

6th step – SECONDARY-SCHOOL EDUCATION

Secondary school completed in the Slovak Republic:
Enter information about your secondary school in the Slovak Republic you graduated or about to graduate from:
If you know the code of your secondary school: enter it in the field **"Code"**, click on the **Search** button and select it by clicking on your school name in the field "Name"
If you do not know the code of your secondary school: in the field **"Type"** select the type of your school (e. g. gymnazium), in the field **"District"** select the district of your school (e. g. Bratislava 1) and then click on the **Search** button. Select your school in the field **"Name".**

Secondary school completed abroad (outside of Slovakia):
Enter the data only in the fields
Type: select "foreign studies"
Year of school leaving examination: enter your graduation year
Study field: select "foreign studies"

Next enter the data in the field "**In words**"
In the field "**Name manually**" write the official name of your secondary school. Then fill in the * required fields:
Country (select from the list), District (select "outland"), Street, Number, Post-code (00000), Town.



Click on "Next"

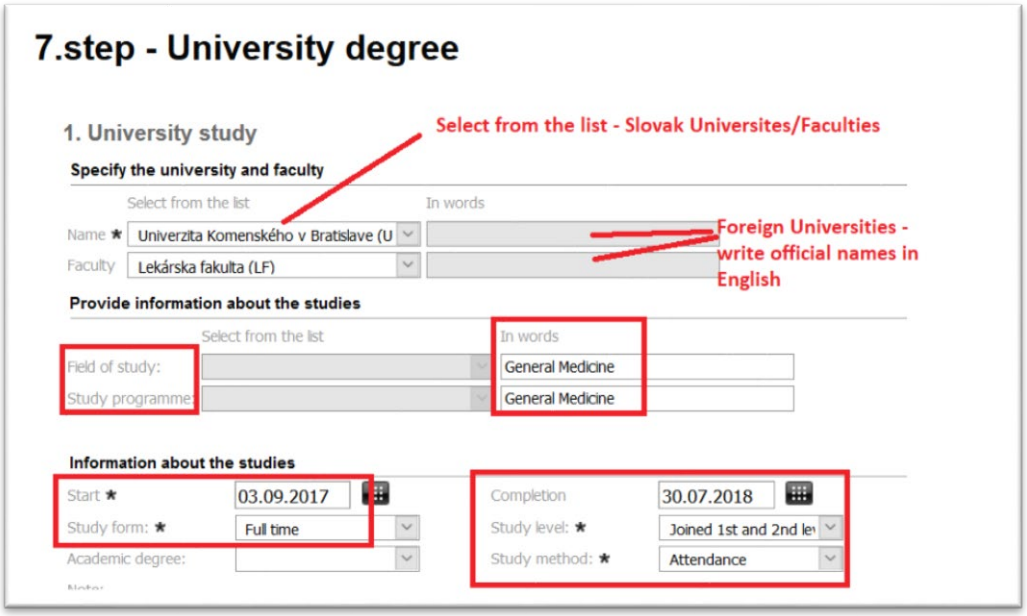
7th step – UNIVERSITY DEGREE

Information about previous university study (General Medicine study programme)

Previous university study in Slovakia:
Name: select the name of your previous university from the list (Higher Education Institutions in the Slovak Republic)
Faculty: select the name of your faculty from the list

Previous university study abroad (outside of Slovakia):
Name: write the official name of your university in English language in the field “In words”
Faculty: write the name of your faculty in English language in the field “In words”

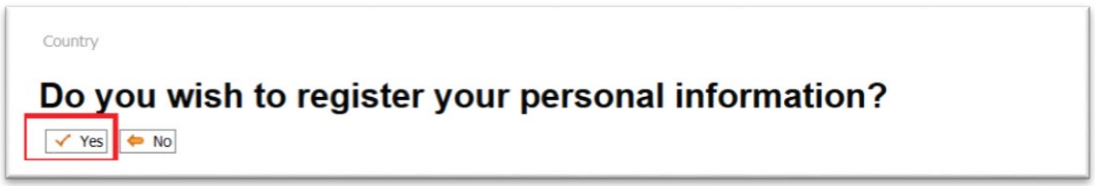
Previous university study in Slovakia/Previous university study abroad:
Field of study: write General Medicine in the field “In words”
Study programme: write General Medicine in the field “In words”
Start (start of study): enter the date through the “Date picker” window (year-month-day)
Completion (end of study): enter the date through the “Date picker” window (year-month-day)
Study form: full-time
Study level: joined first and second level of university study
Study method: attendance



Continue in adding 2nd / 3rd University study (if any)
or **Click on “Next”**

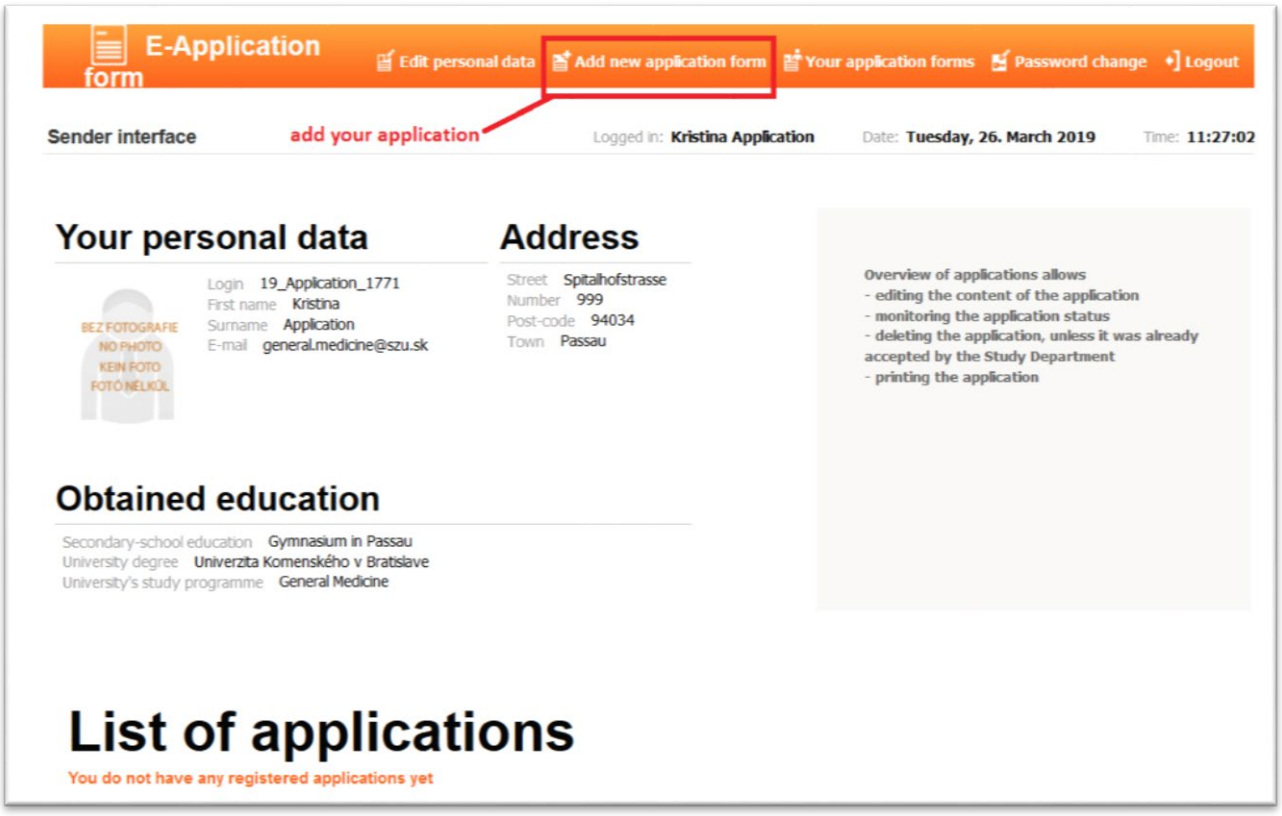
8th step – CONFIRMATION OF PERSONAL DATA

If your personal data are correct click on “**yes**”



After this step your status is “REGISTERED APPLICANT” without application.

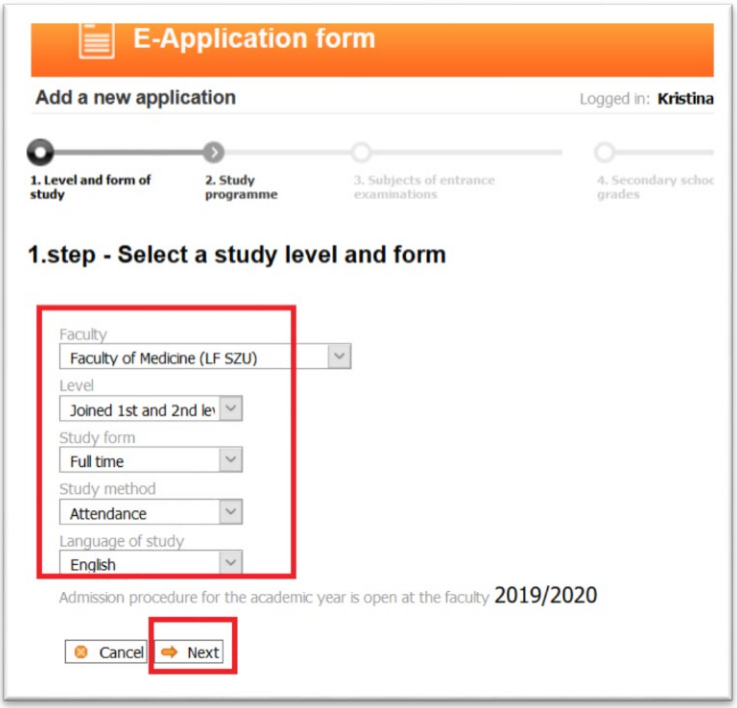
To add your application click on "Add new application form"



APPLICATION DATA

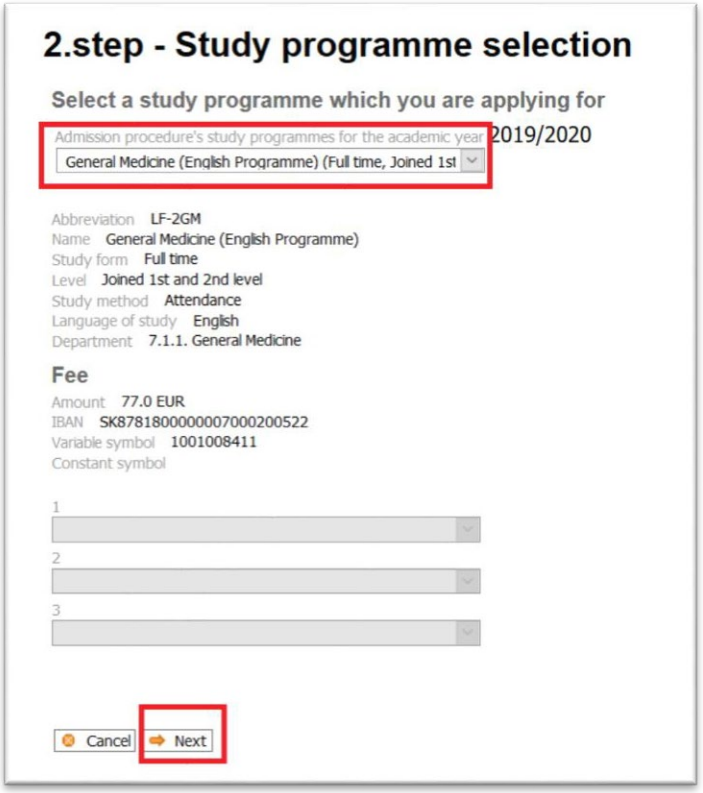
1st step – Select a study level and form

Faculty: Faculty of Medicine (LF SZU)
Level: joined first and second level
Study form: Full time, **Study method**: Attendance
Language of study: English



Click on "Next"

2nd step – Study programme selection: Select General Medicine (English Programme)



Click on "Next"

3rd step – Selection of optional subjects of EE

Compulsory subjects of written examination – test in Biology and Chemistry
Click on "Next"

4th step – Secondary school grades

- not required - **skip** - Click on "Next"

5th step – University grades

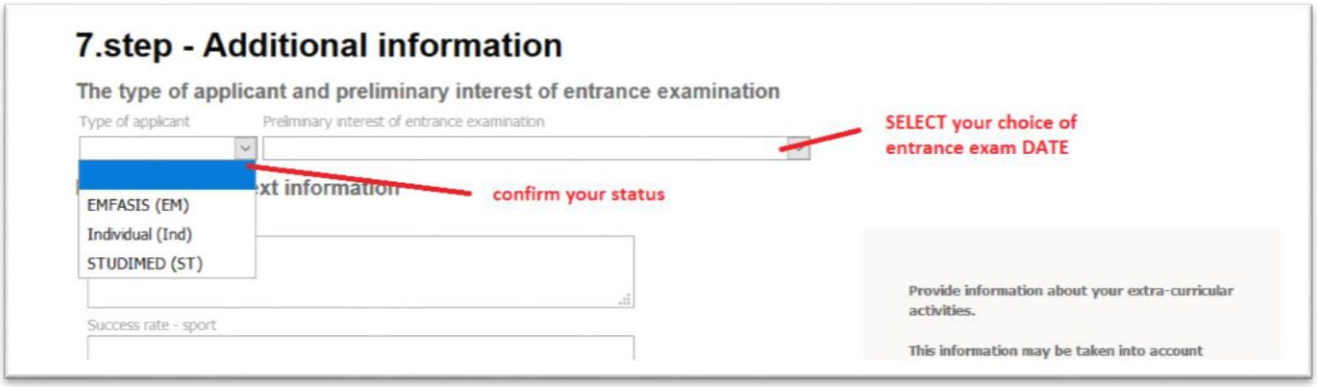
- not required - **skip** - Click on "Next"

6th step – Non-specific grades

- not required - **skip** - Click on "Next"

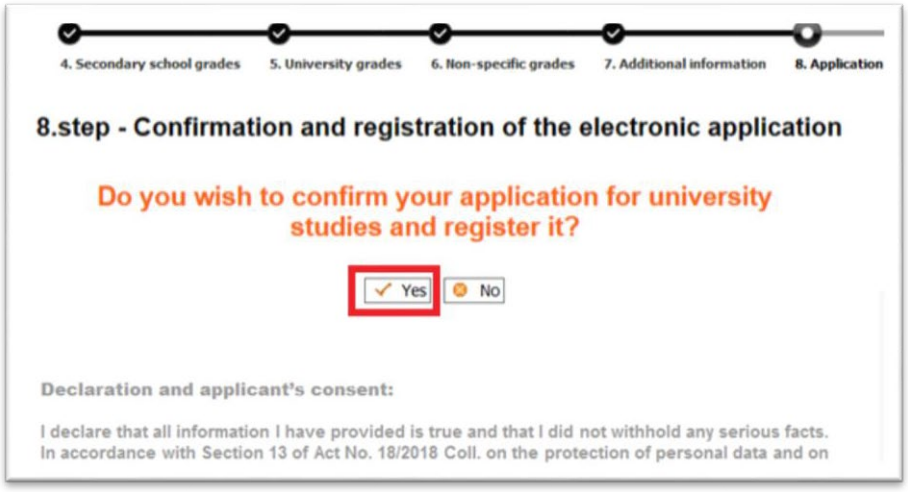
7th step – Additional information

In the field "**Type of applicant"**: Confirm your status by selecting from the following:
Individual (applicant without agency) / Applicant through agency - EMFASIS / STUDIMED
In the field **"Preliminary interest of entrance examination"**: select your choice of **entrance examination date**



Click on "Next"

8th step – Confirmation and registration of the electronic application



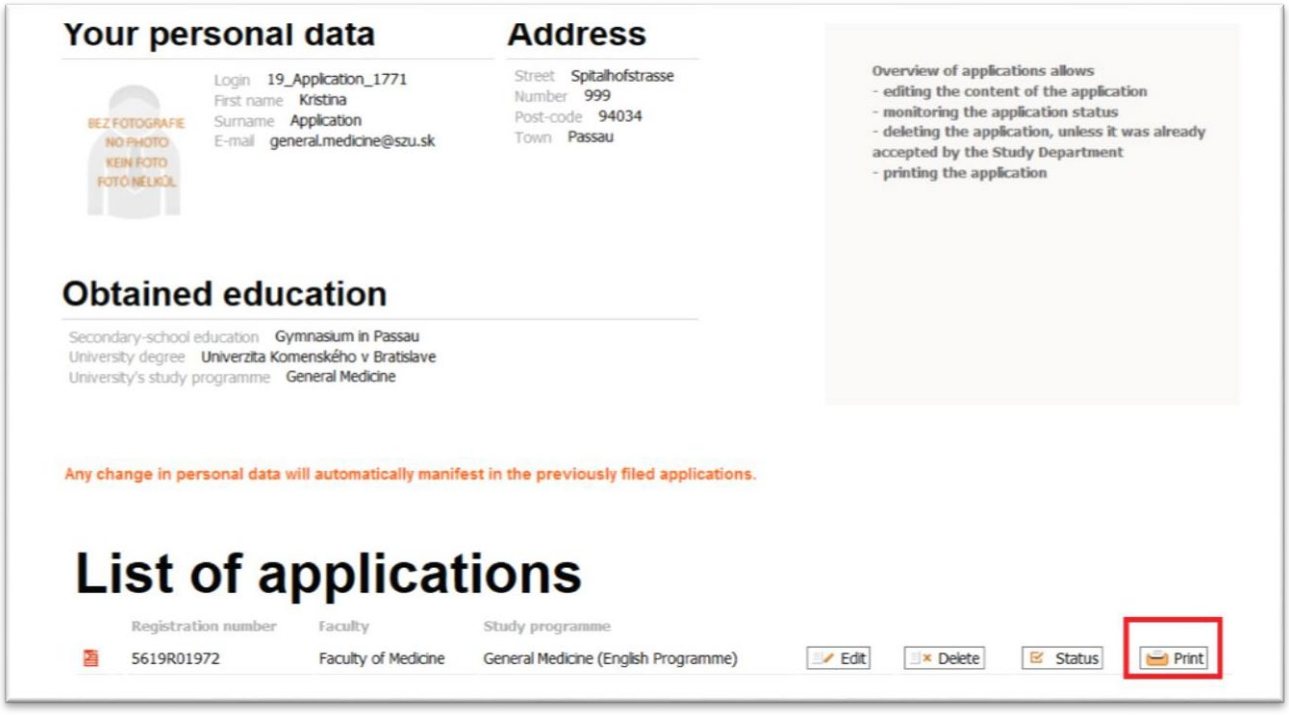
Click on "Yes"

9th step – Electronic application content check

Download your application in pdf format and print it: Click on "**Print**"

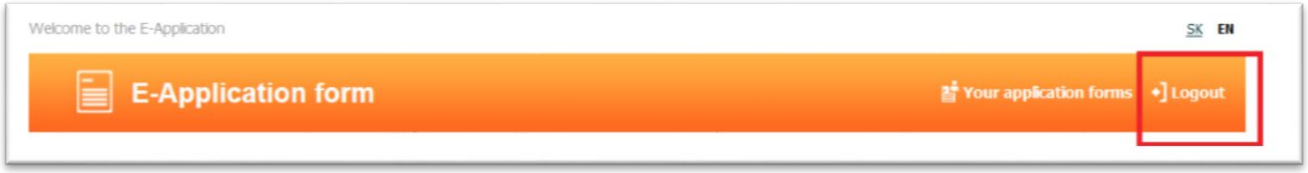
Click on "Next"
Overview of your application

- you can check the **status** of your application and you can **print** it



Check the registration number of your application on the printed version.

Don’t forget to log out



Sing your application and send it with the required documents to the following address:

SLOVAK MEDICAL UNIVERSITY IN BRATISLAVA
Pedagogický odbor SZU
Limbová 12
833 03 Bratislava
SLOVAKIA