

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://eng.szu.sk/>

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://mais.szu.sk/eprihlaska> EN (English version)

Please, use Mozilla Firefox web browser.

Welcome to the E-Application

SK EN

E-Application form

Registration Login Forgotten password Admission exam result

Home Not logged in Date: Tuesday, 26. March 2019 Time: 13:12:55

How to submit electronic application and monitor the course of the admission procedure

- 1) Registration**

The first step when submitting an electronic application is the registration, unless you are already registered in the system. The registration is required for filing an electronic application and for monitoring the course of the admission procedure for the applications submitted by you. Please **register yourself!**
- 2) Personal data**

The second step in submitting an electronic application is the entering of your personal and contact data required for filing your application. The recording of personal and contact information is the second essential condition for filing an electronic application. Please note - it is not possible to register your electronic application without first entering all your personal and contact data.
- 3) Application form**

The third step is the actual filing of the application. It is conditioned by your successful registration and completion of personal and contact information. When filing the application, you no longer have to enter the above information. As part of your registration, you are free to file any number of applications for the offered study programmes of the admission procedure.
- 4) Application status**

The fourth and final step is to monitor the application status and the course of the admission procedure. Via this website, the Study Department will inform you about the acceptance of your application, course of your admission procedure and the decision on admittance or non-admittance to study at the university.

MAIS
Masarykův Akademický
Informačný Systém

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: YYMMDD9999-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** ✓ and **Validate** the terms and conditions of registration.

E-Application form Registration

Registration application sender Not log

? Your personal data exist in MAIS - electronic application

Birth registration number * 8303219999

Name and surname * Kristina Application

Data with * are required

Registration conditions

1. The university processes the personal data of students and applicants based on special regulations, in particular pursuant to the provisions of § 58, § 67, § 73, § 96 and § 101 of Act no. 131/2002 Coll. on universities, amending and supplementing certain acts, as amended.
2. You publish your personal data in 'MAIS - electronic application' system - hereinafter the 'system' - on your own responsibility. By providing the identification personal data, you grant to the system operator your consent to

I accept the terms and conditions of registration and by registering myself I confirm that I understand the terms and conditions of registration and agree with them in all points without reservation.

Validate

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**”

Registration of your basic contact information of the application sender

Birth registration number * 8303219999

First name * Kristina

Surname * Application

E-mail * general.medicine@szu.sk

Data with * are required add your e-mail address

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**.

✓ Congratulations!

Your electronic application sender registration was successful!

Your login information was sent to your e-mail address general.medicine@szu.sk

Please note!

Please log in into your electronic application within 24 hours in order to activate your registration. After logging in, enter your personal information and register your electronic application.

Login

Login: enter your login name/username

Password: enter your login password

Click on the button: **Login**

The screenshot shows the 'E-Application form' header with 'Registration' and 'Login' links. Below the header, it says 'Registration application sender' and 'Not logged in'. The main heading is 'Please provide your login information'. There are two input fields: 'Login *' containing '19_Application_1771' and 'Password *' with masked characters. A 'Login' button is located below the password field. Red boxes highlight the 'Login *' label, the 'Login' button, and the password field.

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"

The screenshot shows the 'E-Application form' header with 'Edit personal data', 'Your application forms', and 'Password change' links. Below the header, it says 'Sender interface' and 'Logged in: Kristina Application'. The main heading is 'Your personal data'. There are two columns: 'Your personal data' and 'Address'. The 'Your personal data' column contains: Login 19_Application_1771, First name Kristina, Surname Application, E-mail general.medicine@szu.sk. The 'Address' column contains: Street Not specified, Number Not specified, Post-code Not specified, Town Not specified. A 'Please note!' box on the right says: 'It is possible to file an electronic application only after registering your personal data'. A red box highlights the 'Edit personal data' link in the header.

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).

The screenshot shows the '1.step - Basic data' form. It contains the following fields: Birth registration number * (935322 / 9999), Date of birth * (22.03.1993), Social security number: (empty), Passport number: (PP123456), Identity card number: (empty). At the bottom, there is a 'Select a photo' section with a 'Prehľadávat...' button, the text 'Nie je zvolený súbor.', and a 'Send ph' button.

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)

2.step - Name data

First name * Kristina

Surname * Application

Name at birth:

Father's name:

Father's surname:

Father's name at birth:

Mother's name:

Mother's surname:

Click on “Next”

3rd step – PERSONAL DATA

Personal data

Country of birth Federal Republic of Germany (DE)

Place of birth name Place of birth Post-code Search

Place of birth * Passau (93034)

Previous place of work * Abroad (8)

Citizenship * Federal Republic of Germany (DE)

Reduced working capacity * healthy

Obtained education * education completed abroad - not in Slovakia (X)

Nationality

Marital status * Single

Sex * Female

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).

3.step - Personal data

Country of birth Hellenic Republic (GR)

Place of birth name Place of birth Post-code Search

Place of birth * Athens (11146)

Previous place of work *

Citizenship *

Reduced working capacity *

1. choose the country of birth from the list

2. write your place of birth OR write the postcode and click Search

Enter all required information carefully!

If you are graduating from a secondary school in the present year, indicate this in the Educational Attainment item

If you were unable to find your town/village,

***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. gymnasium), 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**.

6.step - Secondary-school education

Select the secondary school from the list:

Quick search

Code: Type: District:

Name *

Year of school leaving examination: * Study field *

In words:

Type *

Name manually

Street *

Number *

Post-code *

Town *

District *

Country *

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

7.step - University degree

1. University study

Specify the university and faculty

Select from the list In words

Name * Univerzita Komenského v Bratislave (U) Foreign Universities - write official names in English

Faculty Lekárska fakulta (LF)

Provide information about the studies

Select from the list In words

Field of study: General Medicine

Study programme: General Medicine

Information about the studies

Start * 03.09.2017 Completion 30.07.2018

Study form: * Full time Study level: * Joined 1st and 2nd level

Academic degree: 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”

Country

Do you wish to register your personal information?

Yes No

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

4. Secondary school grades 5. University grades 6. Non-specific grades 7. Additional information 8. Application

8.step - Confirmation and registration of the electronic application

Do you wish to confirm your application for university studies and register it?

Yes No

Declaration and applicant's consent:

I declare that all information I have provided is true and that I did not withhold any serious facts. In accordance with Section 13 of Act No. 18/2018 Coll. on the protection of personal data and on

Click on “Yes”

9th step – Electronic application content check

Download your application in pdf format and print it: Click on “Print”

9.step - Electronic application content check

Check the current status of your application!

Download your application in pdf format:

Click on “Next”

Overview of your application

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

Your personal data

BEZ FOTOGRAFIE
NO PHOTO
KEIN FOTO
FOTÓ NÉLKÜL

Login 19_Application_1771
First name Kristina
Surname Application
E-mail general.medicine@szu.sk

Address

Street Spitalhofstrasse
Number 999
Post-code 94034
Town Passau

Obtained education

Secondary-school education Gymnasium in Passau
University degree Univerzita Komenského v Bratislave
University's study programme General Medicine

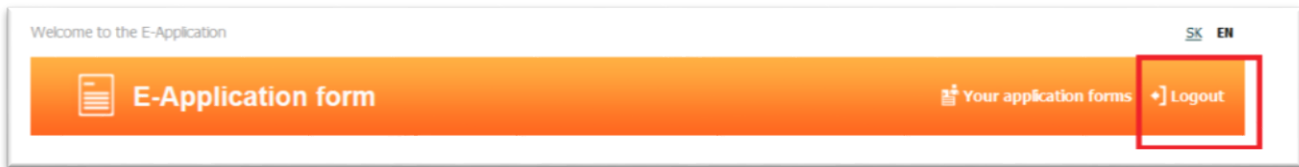
Any change in personal data will automatically manifest in the previously filed applications.

List of applications

Registration number	Faculty	Study programme	
5619R01972	Faculty of Medicine	General Medicine (English Programme)	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Status"/> <input checked="" type="button" value="Print"/>

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