



# Online application – step-by-step guide

## 1. Enter your email address

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

### Log in to incoming short-term student visits

Enter your email address to enter the application.  
For incoming study visit from the Erasmus program, you will use the email address that was listed as the student's email address in the incoming study visit data sent from your home institution.



Continue

## 2. Verify your email address

You will receive a message from Vysoká škola uměleckoprůmyslová v Praze <noreply@umprum.cz> - Přihláška ke krátkodobému pobytu - ověření e-mailové adresy / Incoming short-term student visits - e-mail address verification.

Open this email and click **Incoming short-term student visits – e-mail address verification**

English version follows.

--- Česká verze ---

**Vysoká škola uměleckoprůmyslová v Praze vyžaduje ověření Vaší e-mailové adresy, kterou jste zaregistroval(a).**

Kliknutím na uvedený odkaz potvrzujete, že jste tuto e-mailovou adresu zadal(a) skutečně Vy a že je tato adresa platná.

Odkaz otevře Vaši přihlášku ke krátkodobému pobytu, je platný do 7. 10. 2025. Platnost si můžete případně prodloužit.

[Přihláška ke krátkodobému pobytu - ověření e-mailové adresy](#)

Oznámení vzniklo 7.4.2025 v 12:41:59.

--- English version ---

**Academy of Arts Architecture & Design in Prague requires verification of your e-mail address, which you registered(a).**

Clicking on the link above confirms that you have entered the e-mail address correctly and that it is valid.

The link will open your application for short-term stay, which is valid until 7. 10. 2025. You can extend the validity if needed.

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

### 3. Enter your personal data

**Personal data** – mandatory fields

First name(s)

Surname

Citizenship

Sex

Passport (or any ID) number

Permanent address – country, region, city, zip/postcode, street, house number

Email – the email address you have entered before will appear

Date of birth

Place of birth – country, city/town

Click „Save“.

Personal data	Incoming study visit	Virtual segments	Studies
<b>i</b> You are entering a new Incoming study visit. Fill in this Tab and click Save on the bottom. You will be forwarded to the next Tab. <a href="#">Cancel</a>			
<b>Personal details</b>		<b>Delivery address</b>	
First name(s) (official passport version) *		Differs from address of residence <input type="checkbox"/>	
Surname (official passport version) *		<b>Additional contact information</b>	
Degree (in front of name) ▼		Phone	
Degree (after name) ▼		Email *	
Maiden name		Note	
Citizenship *		<b>Birth</b>	
Assigned pseudo-birthcode		Birth - date *	
Sex ▼		Birth place – Country *	
Passport number *		Birth place *	
Qualificator of citizenship ▼			
Special needs or disabilities			
ESI - European student identifier			
<b>Address of residence</b>			
Address of residence - country *			
- region *			
- city *			
- post			
- zip/postcode *			
- street *			
- house number *			
Permanent residence in the Czech Republic ▼			
<div>Save</div>			

\* Mandatory field

## 4. Enter information about your incoming study visit

**Incoming study visit** - mandatory fields

Expected date of arrival

Expected date of departure

Academic year you want to study

First semester of your study – Fall or Spring semester

Funding – the most likely options

*Erasmus+: Erasmus – for Erasmus students*

*Other form of short term study mobility – for students from non-Erasmus countries*

*Intergovernmental agreement*

*Fee-paying students*

*CEEPUS programme*

Travel type – Semester(s) / Virtual component (only if applicable)

Virtual mobility – NO

~~Department~~ **Studio – choose the studio of your first choice**

Incoming study visit type – Short study stay

Do you require accommodation at the dormitory?

~~Note on visit duration~~ – **write down the studio of your second choice if you wish**

Home institution – institution – enter the country and city and select your university from the list of options

Faculty

Study programme

Type of study

Year of study

Institutional or departmental mobility coordinator – name

Institutional or departmental mobility coordinator – email address

Click „Save“.

Host institution		Home institution	
<b>Incoming study visit and the host institution details</b>			
Expected date of arrival*	dd.MM.yyyy	Institution* <a href="#">Select school</a>	
Note: winter semester at Czech universities runs usually from Sep 1st to Dec 31st, spring semester from Feb 1st to May 31st.		Faculty*	
Expected date of departure*	dd.MM.yyyy	Department	
Note: winter semester at Czech universities runs usually from Sep 1st to Dec 31st, spring semester from Feb 1st to May 31st.		Study Programme*	
Inc. st. visit date	dd.MM.yyyy	Specialization	
Departure date	dd.MM.yyyy	Type of study*	
Academic year you want to study*	2025/2026	Year of study*	
First semester*		Mobility coordinators of home institution	
Funding*	--- Not filled in ---	Institutional mobility coordinator	
Travel type*	Semester(s) / Virtual component (only if applicable)	- LA signature date	dd.MM.yyyy
Virtual mobility*	NO	Departmental mobility coordinator	
ISCED-F Code	<a href="#">Select from registry</a>	DC Position	
ISCED studies code explanation		- LA signature date	dd.MM.yyyy
Language skills		- CHLA signature date	dd.MM.yyyy
Studio of your first choice	Department	Contact information	
Incoming st. visit type*		Phone	
Assigned buddy		E-mail	
Buddy contact details		Mobility web page address	
Do you require accommodation at the dormitory?*			
Preferred dormitory			
Mobility status*	400 - New arrival added		
Student's LA signature date	dd.MM.yyyy		
The date the CHLA has been signed by the student	dd.MM.yyyy		
Emergency contact			
Studio of your second choice if any	Note on visit duration		
Mobility coordinators of host institution			
Institutional coordinator - administrator	<a href="#">Select coordinator</a>		
Institutional coordinator - signer	<a href="#">Select coordinator</a>		
- LA signature date	dd.MM.yyyy		
Departmental coordinator - administrator	<a href="#">Select coordinator</a>		
Departmental coordinator - signer	<a href="#">Select coordinator</a>		
DC Position			
- LA signature date	dd.MM.yyyy		
- CHLA signature date	dd.MM.yyyy		
Contact information			
Official phone		<a href="#">Get the phone number and e-mail from the coordinator</a>	
Official fax			
Official e-mail			

Save

## 5. Go back to Incoming study visit and upload your documents in separate files

A place to upload attachments will appear at the bottom right on the screen.

The screenshot shows a web interface for uploading attachments. At the top, there's a header 'Visit attachments'. Below it, a section titled 'Attachments related to this arrival' contains a yellow instruction box: 'Upload your CV, letter of motivation, digital portfolio, copy of the biographical page of your passport (only students who are going to apply for a visa) and 1 photo in separate files.' Below the instruction, it says 'No files uploaded yet.' and provides links for 'File upload help' and 'Choose file to save'. A table with one row is visible, with the header 'Attachment' and a cell containing a 'Procházet...' button and the text 'Soubor nevybrán.' (File not chosen). Below the table, there's a list of accepted file types: PDF, DOC, DOCX, TXT, RTF, JPG, JPEG, PNG, with constraints: Maximum file size: 10.0 MB (= 10240 KB) and Maximum permissible number of uploaded files: 10. At the bottom, there is an 'Insert file' button.

The following documents are required:

- curriculum vitae
- letter of motivation
- digital portfolio
- copy of the biographical page of passport (only students who are going to apply for a visa)
- 1 photo

Maximum file size: 10 MB, Maximum permissible number of uploaded files: 10

### Translation:

Procházet = Browse

Soubor nevybrán = No file chosen yet

Click „Save“.

## 6. Check your email

You will receive a confirmation of registering your application. You can access and modify your application anytime before 16 May 2025.

### Academy of Arts Architecture & Design in Prague - Application for visit accepted

Dear applicant,

Your Application has been successfully registered:

Institution: Academy of Arts Architecture & Design in Prague

Programme:

Expected duration:

(Your (pseudo)birthcode:

Should you need to modify your Application in the future, find it at: <https://stag.umprum.cz/portal/studium/uchazec/ects-prijezdy.html>