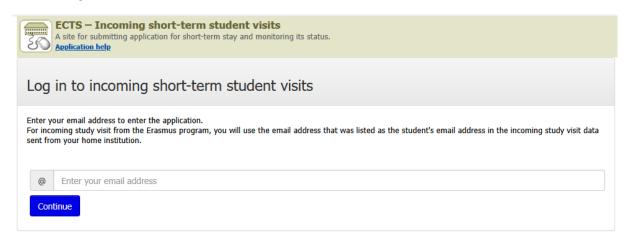# Online application – step-by-step guide

1. Enter your email address

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**

3. Enter your personal data

Personal data – mandatory fields

First name(s)
Surname
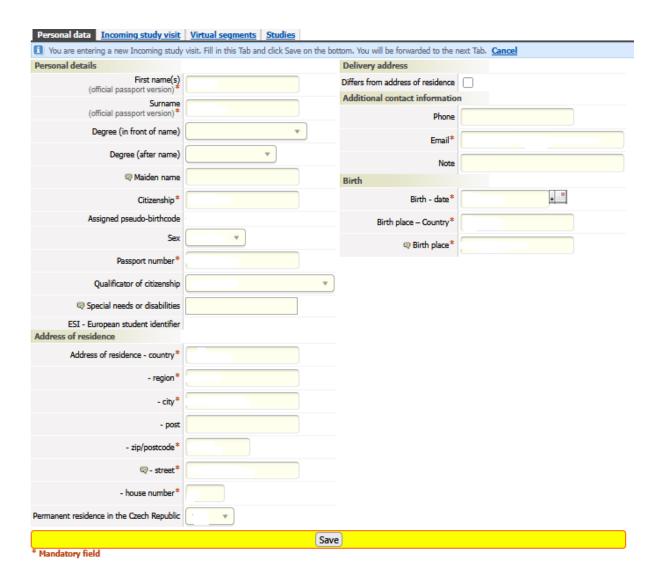Citizenship
Sex
Passport (or any ID) number
Permanent address – country, region, city, zip/postcode, street, house number
Email – the email address you have entered before will appear
Date of birth
Place of birth – country, city/town

Click „Save".

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".

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. **Cancel**

LA has not been signed. There were modifications and the student's signature is now pending.

Host institution

Incoming study visit and the host institution details

Expected date of arrival*	dd.MM.yyyy
	Note: winter semester at Czech universities runs usually from Sep 1st to Dec 31st, spring semester from Feb 1st to May 31st.
Expected date of departure*	dd.MM.yyyy
	Note: winter semester at Czech universities runs usually from Sep 1st to Dec 31st, spring semester from Feb 1st to May 31st.
Inc. st. visit date	dd.MM.yyyy
Departure date	dd.MM.yyyy
Academic year you want to study*	2025/2026
First semester*	
Funding*	--- Not filled in ---
Travel type*	Semester(s) / Virtual component (only if applicable)
Virtual mobility*	NO
ISCED-F Code	Select from registry
ISCED studies code explanation	
Language skills	
Studio of your first choice Department	
Incoming st. visit type*	
Assigned buddy	
Buddy contact details	
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	Select coordinator
Institutional coordinator - signer	Select coordinator
- LA signature date	dd.MM.yyyy
Departmental coordinator - administrator	Select coordinator
Departmental coordinator - signer	Select coordinator
DC Position	
- LA signature date	dd.MM.yyyy
– CHLA signature date	dd.MM.yyyy

Contact information

	Get the phone number and e-mail from the coordinator
Official phone	
Official fax	
Official e-mail	

Home institution

Home institution details

Institution*	Select school
Faculty*	
Department	
Study Programme*	
Specialization	
Type of study*	
Year of study*	

Mobility coordinators of home institution

Institutional mobility coordinator	
- LA signature date	dd.MM.yyyy
Departmental mobility coordinator	
DC Position	
- LA signature date	dd.MM.yyyy
– CHLA signature date	dd.MM.yyyy

Contact information

Phone	
E-mail	
Mobility web page address	

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 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