


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 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.

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[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 |
|--|----------------------|--|---------|
| i 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 | | | |
| Personal details | | Delivery address | |
| First name(s) (official passport version) * | | Differs from address of residence <input type="checkbox"/> | |
| Surname (official passport version) * | | Additional contact information | |
| Degree (in front of name) * | | Phone | |
| Degree (after name) * | | Email * | |
| Maiden name | | Note | |
| Citizenship * | | Birth | |
| Assigned pseudo-birthcode | | Birth - date * | |
| Sex | | Birth place - Country * | |
| Passport number * | | Birth place * | |
| Qualificator of citizenship | | | |
| Special needs or disabilities | | | |
| ESI - European student identifier | | | |
| Address of residence | | | |
| 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 – not obligatory**

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“.

~~Add new student | Add new incoming study visit~~

~~Personal data | Incoming study visit | Courses | Virtual segments | Study plan | Studies~~

~~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 % Show all Search courses~~

6. 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.

Visit attachments

Attachments related to this arrival

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.

No files uploaded yet.

[File upload help](#)

Choose file to save

Attachment: Procházet... Soubor nevybrán.

- Accepted file types: PDF, DOC, DOCX, TXT, RTF, JPG, JPEG, PNG
- Maximum file size: 10.0 MB (= 10240 KB)
- Maximum permissible number of uploaded files: 10

[Insert file](#)

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“.

7. 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>