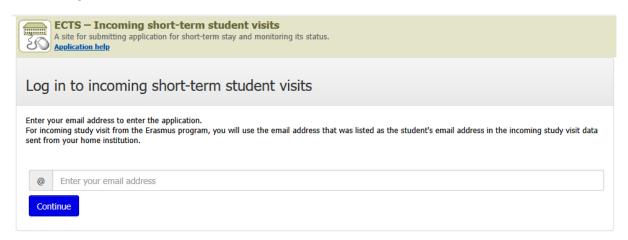
# Online application – step-by-step guide

#### 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

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.

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

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

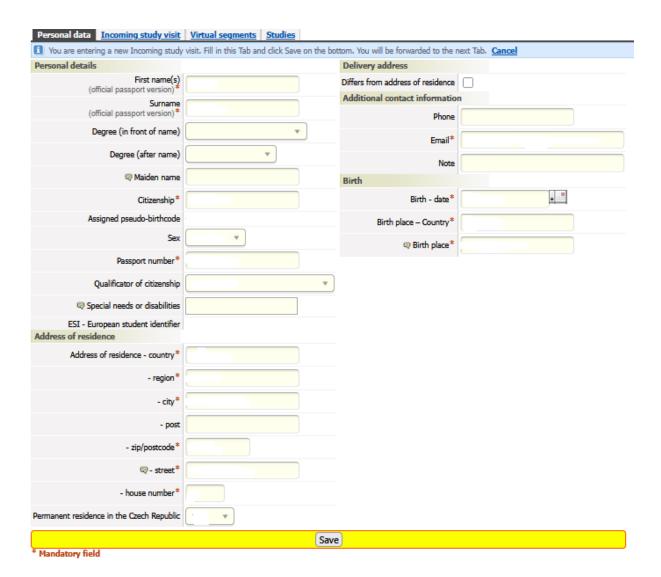
Permanent address – country, region, city, zip/postcode, street, house number

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?

ISCED student code explanaiton – enter 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

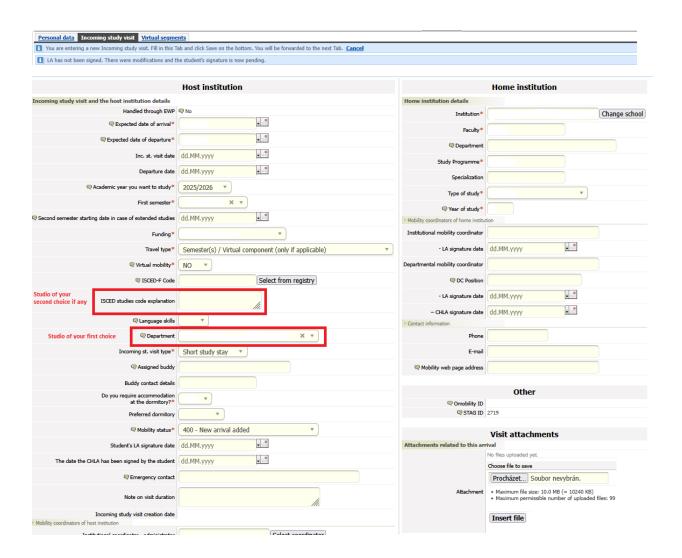
Type of study

Year of study

Institutional or departmental mobility coordinator – name

Institutional or departmental mobility coordinator – email address

Click "Save".



#### 5. Courses

# This section is inactive please skip it.



# 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