

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.

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“.

Personal data	Incoming study visit	Virtual segments	Studies
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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 ☐
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	

Save

* 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?

~~ISCED student code explanation~~ – **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“.

Personal data **Incoming study visit** **Virtual segments**

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

Handled through EWP ☐ No

Expected date of arrival*

Expected date of departure*

Inc. st. visit date

Departure date

Academic year you want to study*

First semester*

Second semester starting date in case of extended studies

Funding*

Travel type*

Virtual mobility*

ISCED-F Code [Select from registry](#)

Studio of your second choice if any

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*

Student's LA signature date

The date the CHLA has been signed by the student

Emergency contact

Note on visit duration

Incoming study visit creation date

Mobility coordinators of host institution

Home institution

Home institution details

Institution* [Change school](#)

Faculty*

Department

Study Programme*

Specialization

Type of study*

Year of study*

Mobility coordinators of home institution

Institutional mobility coordinator

LA signature date

Departmental mobility coordinator

DC Position

LA signature date

CHLA signature date

Contact information

Phone

E-mail

Mobility web page address

Other

Omobility ID

STAG ID 2719

Visit attachments

Attachments related to this arrival

No files uploaded yet.

Choose file to save

[Procházet...](#) [Soubor nevybrán.](#)

Attachment

- Maximum file size: 10.0 MB (= 10240 KB)
- Maximum permissible number of uploaded files: 99

[Insert file](#)

5. Courses

This section is inactive please skip it.

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.

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 are bullet points listing accepted file types (PDF, DOC, DOCX, TXT, RTF, JPG, JPEG, PNG), maximum file size (10.0 MB), and maximum number of files (10). An 'Insert file' button is at the bottom.

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>