

## ORGANISATIONAL GUIDE TO ENROLMENT at FSES CU to 1st year of study in the academic year 2022/2023

### Confirmation of your interest to study

Your interest to study at Faculty of Social and Economic Sciences of the Comenius University in Bratislava (FSES CU) has to be confirmed in the form of the electronic confirmation in the Academic Information System (AIS2) on <https://mojauniba.sk> through hypertext link for [return slip](#). Use the login data (name and password) you received in the SMS send by the University (UNIBA). Please follow instructions below the hypertext link "[AIS/Guides and Manuals/Confirmation of the return slip](#)".

After successful submission of electronic confirmation, generate the payment order, pay the enrolment fees (strictly follow details on payment order as variable symbol, specific symbol and the amount in the downloaded payment order). You can also scan the QR code from the payment order into mobile app of your bank. Please bring confirmation of the payment on the enrolment day.

The sooner you confirm the return slip, the sooner you will be able to log in AIS2 to create your enrolment list a study plan for academic year 2022/2023. You also ensure that your student card will be produced on time and will be delivered to you on the enrolment day. Therefore, we recommend confirming the return slip by 12 July 2022.

The confirmation of the return slip requires you to choose the visual of your student card. The fees are different based on the services and benefits they provide. It is up to you, which visual you choose. If you choose the ISIC visual, you have to grant consent with the membership in CKM SYTS. This application for membership includes also the consent with processing of personal data.

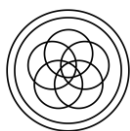
#### Information on student card visuals fees:

- New students – ISIC card - fee 20 EUR (new students card ISIC/7,00€, validation stamp/10€, process fee/3€)
- New students – NO ISIC card – fee 10EUR (card/7,00€, process fee/3€)
- New students at the faculty, however students who already studied at Comenius University in Bratislava and are owners of ISIC card issued by Comenius University, pay 13€ (validation stamp/10€, process fee 3€)
- New students who own ISIC card, but do not want to prolong the ISIC licence – fee 3€

<i>Service / card visual</i>	<b>ISIC</b>	<b>NO ISIC</b>
Transport	YES	YES
Discounts for transport fare*	YES	YES
Libraries	YES	YES
Accommodation	YES	YES
Food/canteen	YES	YES
Membership in CKM SYTS (ISIC licence 10 €)	YES	No
Commercial Discounts	YES	No

The payment has to be done by bank transfer, not by cheque. Please be aware of stating variable and specific symbol precisely, as it helps to identify the payment properly. In case you are accepted to more faculties of Comenius University in Bratislava, please decide which of the faculty is going to issue your ISIC card.





### **Enrolment to study**

During enrolment, every student needs to be notified about BOZP, OPP a CO at FSES CU available on the Faculty website. Fill in and sign a document "**Prehlásenie o oboznámení s dokumentmi BOZP, OPP a CO**" - [Prehlásenie o oboznámení s dokumentmi BOZP, OPP a CO](#)

Successful applicant accepted to the study is obliged to prepare the study plan for academic year 2022/2023 online, within the academic information system (AIS2) by 16 September 2022. The recommended study plan for concrete study programme is published on the [faculty website](#).

You are obliged to personally come to the faculty in the stated day and time of enrolment. The schedule of enrolments for academic year 2022/2023 will published on our website during summer holidays. The student after the successful enrolment will receive complete information, confirmed documents and students card ISIC. In case the student is not able to attend the enrolment personally, s/he may authorize someone to do it, according to notary verified authorisation.

Every student is obliged to enrol by 16th September 2022 at the latest. The right of the successful applicant to be enrolled to study expires if there is no response from his/her side by confirmation of the Return Document in the Academic Information System (AIS) by 31<sup>st</sup> August 2021 at the latest, according to §59 para 3 of the Act No. 131/2002 Coll. Of laws on universities and amendment of some other acts as amended. The right of the successful applicant to be enrolled to study expires also in case, if s/he is not attending the enrolment procedure as stated in the schedule and does not apologise in 8 days.

### **On the day of enrolment you are obliged to present following documents:**

1. identity card
2. confirmation of the payment for return slip
3. certified copy of the Marriage certificate (if relevant – female only)
4. statement about notification with BOZP, OPP and CO - [Prehlásenie o oboznámení s dokumentmi BOZP, OPP a CO](#)
5. The BA students bring the certified copy of their high-school certificate
6. the MA students bring certified copies of diploma, state exams records, diploma supplement. FSES CU graduates submit only ordinary copies of mentioned documents.

All up-dated information on enrolment is published on faculty web-site: [www.fses.uniba.sk](http://www.fses.uniba.sk) in the part "[Studies/enrolment](#)". More information is available on the Comenius University web-site – [www.moja.uniba.sk](http://www.moja.uniba.sk).

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dean

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