

ORGANISATIONAL GUIDE TO ENROLMENT at FSES CU to higher years of study in the academic year 2022/2023

Dear students,

During the enrolment it is necessary to be noticed about the documents on OSH (Occupational health and safety), FP (fire protection) and CD (civil defence) at FSES CU

- [What everybody needs to now in case of danger](#)
- [Entry training for students on OSH, FP and CD](#)

All students shall prepare filled and signed document "Prehlásenie o oboznámení s dokumentmi BOZP, OPP a CO" or "Declaration of acquaintance with documents on OSH, FP and CS" for the enrolment - [Prehlásenie o oboznámení s dokumentmi BOZP, OPP a CO](#).

All students are required to sign up for the courses for their study plan in AIS for the whole academic year 2022/2023. The students applying for state exams have to sign in also the courses of the state exams in their study plan. More information at [Príručky a návody k AIS2](#).

Students of 2nd and 3rd year of bachelor study and students of 2nd year of master study shall send their study referent (3 days before online enrolment) following documents:

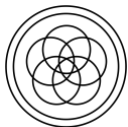
- **Confirmation of the payment:**
 - For card with ISIC license fee is 13€ for academic year 2022/2023 (validation/10€ and service fee/3€)
 - For card with NO ISIC license the fee is 3€ (service fee)

Service/card visual	ISIC	NO ISIC
Transport	YES	YES
Transport discounts*	YES	YES
Libraries	YES	YES
Accommodation	YES	YES
Food/Canteen	YES	YES
Membership in CKM SYTS (ISIC license 10 €)	YES	NO
Commercial discounts	YES	NO

**Based on the fulfillment of tariff and transport conditions of the carrier*

- Instructions for the payment are to be found in AIS, section školné/poplatky (fees) - the students based on her/his choice selects the fee amount and prints out the payment order. Because the payments are identified and paired by their variable and specific symbol, we kindly ask you to provide precisely variable and specific symbol in the payment. Therefore, the payment must be made by bank transfer, not by bank check!
- Filled and signed Declaration of acquaintance with documents on OSH, FP and CS - [Prehlásenie o oboznámení s dokumentmi BOZP, OPP a CO](#)
- Signed „Protokol o študijnom pláne v ak. roku 2022/2023" (Protocol on Study plan in academic year 2022/2023) – downloadable in AIS
- Filled and signed „Čestné vyhlásenie" – downloadable in AIS





- Students of external doctoral study will prepare the confirmation of payment for service fee 3€
- In case of change of family status – certified copy of marriage license (married applicant as well as graduates of bachelor study at FSES CU)
- in case of enrolment in representation of other person the **original of certified full power of the attorney**

Caution for continuing students leaving for Erasmus + stay: arrange the term of the enrolment individually with your study officer.

