

# Instructions for distance registration

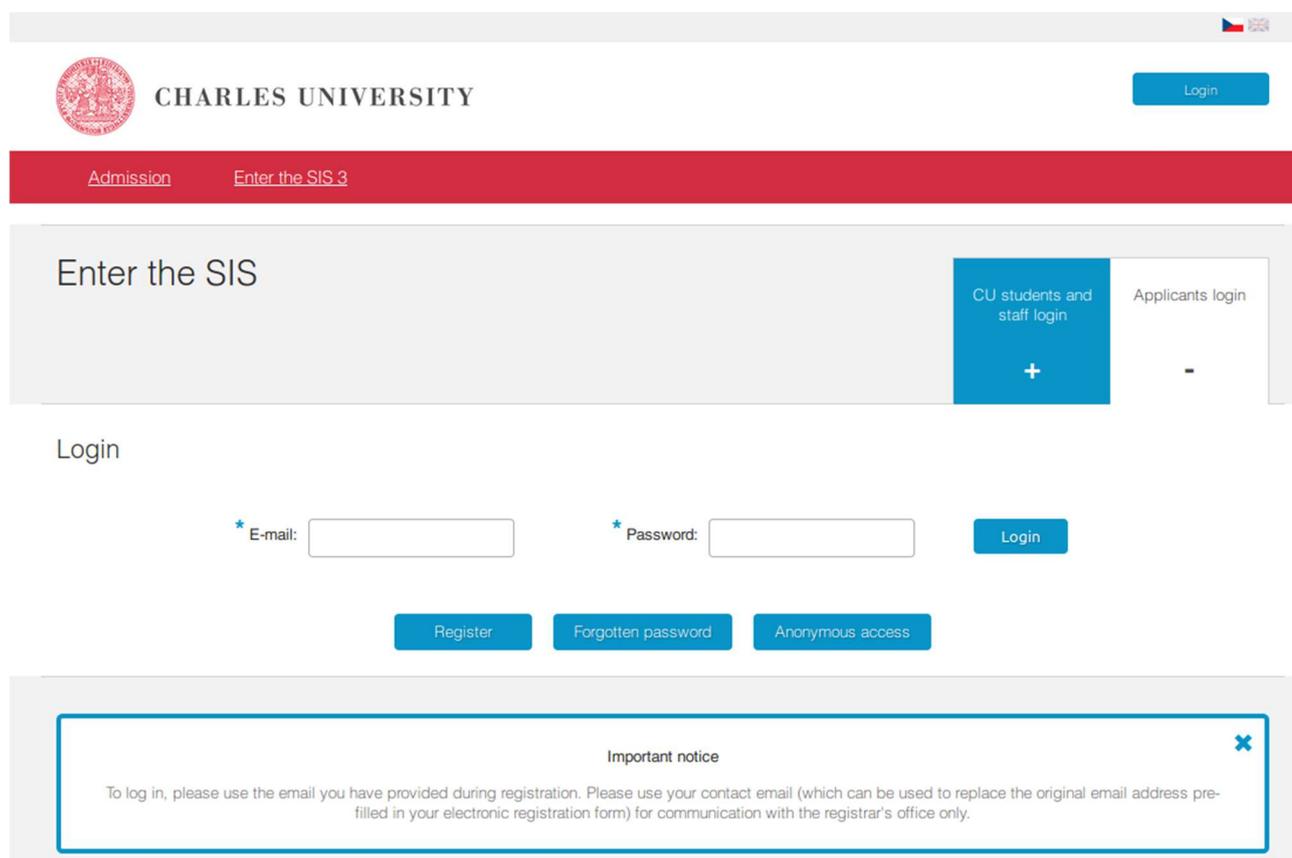
The distance registration option is only available to applicants who are unable to enrol in person due to reasons related (not being granted a visa to arrive in the Czech Republic on time).

Only applicants who have fulfilled the following requirements can apply for a distance registration:

- They have already provided the Department of Student Affairs with the documentary proof of regular completion of previous study
- In their 'My applications' section in SIS (when clicking on the 'Progress' button), one of the following messages is displayed:
  - admitted to study based on the results of the entrance examination or based on the withdrawal of the entrance examination

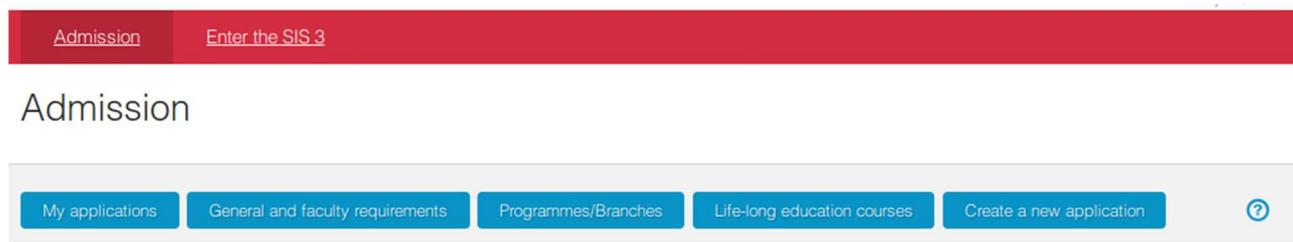
1) Log in to SIS using the following link:

<https://is.cuni.cz/studium/login.php?do=prijimacky>

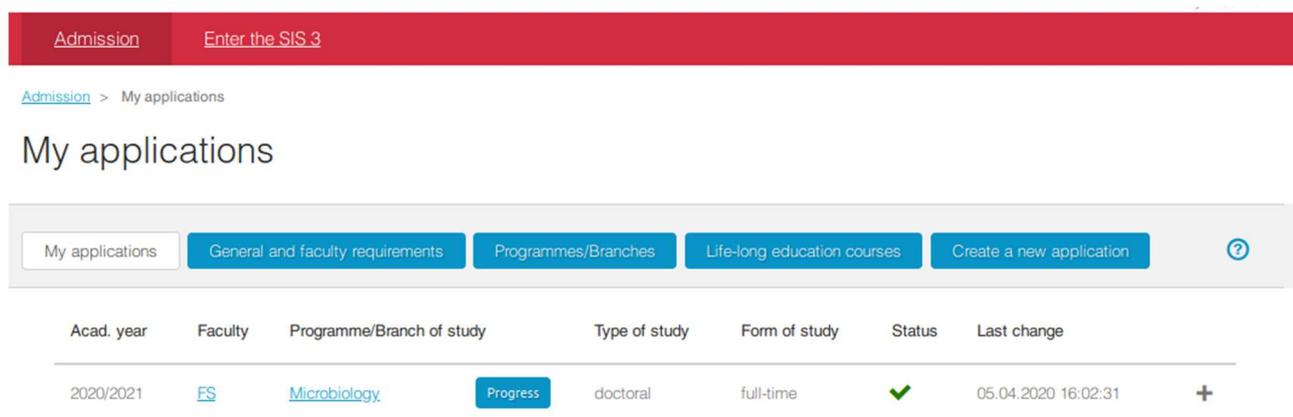


The screenshot shows the SIS login interface for Charles University. At the top, there is a header with the university's logo and name, and a 'Login' button. Below this is a red navigation bar with 'Admission' and 'Enter the SIS 3' links. The main content area is titled 'Enter the SIS' and features two login options: 'CU students and staff login' (with a plus sign) and 'Applicants login' (with a minus sign). Below these options is a 'Login' section with input fields for 'E-mail' and 'Password', both marked with an asterisk, and a 'Login' button. At the bottom of the login section are three buttons: 'Register', 'Forgotten password', and 'Anonymous access'. A blue-bordered box at the bottom contains an 'Important notice' with the text: 'To log in, please use the email you have provided during registration. Please use your contact email (which can be used to replace the original email address pre-filled in your electronic registration form) for communication with the registrar's office only.'

2) Click on ,My applications‘



3) Find the name of the study programme/branch you have been accepted to (or have been offered a conditional admission to) and want to enrol in and then click on the ,progress‘ button right next to it.



4) Fill in the following personal details in the ,Admission procedure‘ section:

- marital status

- admitted students or students who have received a conditional admission into the full-time form of the PhD programme are also expected to list their Czech bank account number which will be used by the Dean’s Office in order to send out scholarships. If the applicant does not have a Czech bank account, they shall click on the ‘I do not have a Czech bank account yet’ option provided below.

Note: After the student is registered for the course by the Department of Student Affairs, they can add in/edit their bank account number using the ‘Personal data’ section in SIS.

## Admission procedure

[My applications](#) | Admission procedure | Personal data | Event dates

Written requests (No appeal against non-acceptance can be submitted here) | Proof of education | Application details

Application No. [REDACTED] - branch: [Microbiology](#)

**Faculty:** Faculty of Science  
**Type of study:** doctoral  
**Form of study:** full-time  
**Study programme:** Microbiology (P0511D030029)  
**Language of instruction:** Czech  
**Note:** all documents are complete and in order  
**Application status:** received by the faculty, paid

### Examination results

	Entrance Examination	Bonus	Total
Number of points achieved	[REDACTED]		
Minimal acceptable number of points			50
Maximal possible number of points			100

### Final result

Final result: **admitted on the basis of entrance examination or the entrance examination did not take place**

### Registration sheet

To generate the registration sheet please fill in the following information:

Marital status:

Account number:

I do not have a Czech bank account yet

Save

Click on the 'save' button to save any changes you have made.

5) Click on the 'Generate registration sheet' link (as shown below); this should download the registration sheet to your device.

Registration sheet

[Generate registration sheet](#)

6) Print out the generated registration sheet.

7) Check the details on your printed-out registration sheet. If any of your contact information or personal details have changed, please rewrite them legibly with a pen, using capital letters.

8) Sign the registration sheet and write the current date next to your signature, then scan the document.

9) Use the '*Written requests (No appeal against non-acceptance can be submitted here)*' link to get to the Written requests page and click on the '*Submit a written request (No appeal against non-acceptance can be submitted here)*' button.

The screenshot shows a web interface for admission procedures. At the top, there is a red navigation bar with 'Admission' and 'Enter the SIS 3'. Below this is a breadcrumb trail: 'Admission > My applications > Written requests (No appeal against non-acceptance can be submitted here)'. The main heading is 'Written requests (No appeal against non-acceptance can be submitted here)'. A navigation bar contains buttons for 'My applications', 'Admission procedure', 'Personal data', and 'Event dates'. The current page is 'Written requests (No appeal against non-acceptance can be submitted here)', with an 'Application details' button. The application information is as follows:

- Application No. [redacted] - branch: [Physical Chemistry](#)
- Faculty: Faculty of Science
- Type of study: doctoral
- Form of study: full-time
- Study programme: Physical Chemistry (P0531D130038)
- Language of instruction: Czech

Below this is the 'Submitted requests' section, which contains a message box: 'Alternative date of the entrance examination can be requested only upon receipt of the invitation for a regular entrance examination date.' Below the message box is a table with the following columns: Type, Submission date, Status date, Outcome, and Processed on. The table contains the text '\* no data found'. At the bottom of the page is a blue button: 'Submit a written request (No appeal against non-acceptance can be submitted here)'.

10) Choose the ‘*application for distance registration*’ request type

Admission [Enter the SIS 3](#)

[Admission](#) > [My applications](#) > Written requests (No appeal against non-acceptance can be submitted here)

### Written requests (No appeal against non-acceptance can be submitted here)

[My applications](#) Admission procedure Personal data Event dates

Written requests (No appeal against non-acceptance can be submitted here) Proof of education Application details

Submit a written request (No appeal against non-acceptance can be submitted here)

\* Type:

[Instructions](#)  
[Generate registration sheet](#)

\* Text of request:

Min length 50 characters, typed 0, 50 remaining.

Maximum size of single attachment is 20 MB.

\* Attachment:

[Submit request](#)

11) Type out or copy and paste the following text into the ‘**Text of request**’ text field:

**I request a distance registration form of enrolment due to not being granted a visa to arrive in the Czech Republic on time.**

12) Attach the scanned copy of the registration sheet (completed in accordance with the steps 1-8 of this instruction manual)

13) File the request using the ‘*Submit a written request*’ button

14) The current state of the request is displayed in the ‘submitted requests’ list.

Submitted requests

Type	Submission date	Status date	Outcome	Processed on
Application for distance registration	17.09.2020	17.09.2020 14:23		Expand

[Submit a written request \(No appeal against non-acceptance can be submitted here\)](#)

In the case that the attached registration sheet lacks a signature or has another defect, the request cannot be granted. The attachment to the request will be rejected, of which you will be notified via e-mail. If this situation occurs, upload the corrected version of the registration sheet to your request.

[Admission](#) > My applications

## My applications

My applications General and faculty requirements Programmes/Branches Life-long education courses Create a new application ?

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2020/2021	<a href="#">FS</a>	<a href="#">Microbiology</a>	<span>Progress</span>	doctoral	full-time	✓ 05.04.2020 16:02:31

Language of instruction: Czech

Standard length of study: 4 years

Study programme: Microbiology

Payment state: ✓ Payment of 660 CZK was processed on-line on [REDACTED]

Summary of the admission procedure: ✓ Accepted

Application ID: [REDACTED] File number: [REDACTED]

[Application details](#)

[Show the application as a PDF](#)



[Personal data from a filed application](#) ?

[Detailed information on admission procedure](#)

[Written requests \(No appeal against non-acceptance can be submitted here\) \(1\)](#)

[Proof of education](#)

[Electronic documents \(3\)](#)

**Result**

Number of points achieved: [REDACTED]

Minimal acceptable number of points: 50

Maximal possible number of points: 100



15) As soon as this option becomes available to you, bring the original version of the registration sheet to the Department of Student Affairs along with the printed out and signed document titled **“Occupational health and safety (OHS) introductory training for applicants”**. Students are obligated to bring a proof of identity with them on the enrolment day. Visa applicants are also required to bring in a residence permit.