

Application procedure

1. Submit e-application

- Click on the [Submit application](#) button.
- Here you will enter the e-application system as a **new user**. Take a picture of your username and password into university information system (UIS). It is important to remember your username and password.
- Select **Bachelor** type of study and then B-MTS -T Tourism or B-ATR - Air Transport (studies in English).
- Fill out all personal details and **addresses**.
- You can observe completion of your application all the time until you have been accepted.
- You don't need to print out the e-application; it is available to you all the time on the school websites.
- If you forget your application password, you can change the password in the application Generate new password. For this option you must know your birth certificate number an email that you have used for your first login.
- In case you are not able to create or fill in your application please contact the business manager (Ing., Mgr. Daniel Toth, Ph.D.: (toth@vso-praha.eu))

2. Verify that you correctly filled in all the details in your application and filled in all sections are marked as complete. This information will be on documents issued by our University.

3. Entrance exam consists of 4 steps:

1st step: payment of the admission fee: 20 EUR. Send the amount of 20 EUR to the bank account of the University College of Business in Prague:

- **BAN: 86-8989000227/0100**
- **IBAN: CZ3701000000868989000227**
- **SWIFT/BIC: KOMBCZPPXXX**
- Komerční banka, a.s., Spálená 51, Praha 1, Czech Republic

When paying the fee for the admission procedure, you will insert a variable symbol, which the system generated after sending the application for study.

It isn't possible to continue the admission process to the university without paying the admission fee.

2nd step: experience letter.

 (+420) 810 888 500

 info@vso-praha.eu

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3rd step: video interview (only when the experience letter is correct and accepted by the University). *Video interview is done by means of:* facebook, whatsapp, viber, skype or Microsoft Teams. You will schedule the time and the communication network with Dr. Daniel Toth. During the video interview student must prove that his/her English is at least on level B2 and that he/she knows about the study system at the University. The student will answer similar questions as he/she gets at the embassy interview.

4th step: student must send a relevant secondary education diploma translated into English to Dr. Daniel Toth. English certificate confirming B2 level of English is not mandatory, but very appreciated.

Successful applicants will get a Study agreement.

4. Immediately after filling in e-application send an email with **“experience letter”** to toth@vso-praha.eu. Based on your **experience letter** you will be admitted or not to study at our university. Experience letter is the **only criteria** to be admitted for studies at our university. Experience letter should be formal (**1000-1200** words, Times new roman, size 12), with your name and surname your contact address and address of permanent residence, your email. In this experience letter you will write about your studies at secondary school, about your motivation to study at our university the selected program, about your expectations from studies (specific courses from the [Tourism study plan](#) or [Air Transport study plan](#)), about your future career / where would you like to live and what would you like to do/, as well as about your detailed, time framed and specific plan for the 1st year in Prague). Do not forget to sign it.
5. University will send you the **Study agreement** by email and you will sign it, scan it (or take a picture of it) and send it back. **Important**, sign each page of the contract in right corner on the bottom.
6. University will send you the **“pro forma” invoice**. For a money transfer you will use information from the invoice. If somebody else pays for you put the information on behalf which person the money transfer has been done.
7. You are going to pay scholar fee for the whole 1st year of your studies at our University – fee on the invoice (**2990 EUR**). Be aware of bank transfer fees and that 2990 EUR should come to the university account. Upon request we can issue you the invoice in English.

- *Note: that all students who did pay scholar fee will study at our University.*

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8. You pay off the invoice and you inform by email the Business manager (Ing., Mgr. Daniel Toth, Ph.D.: toth@vso-praha.eu) about your payment. Keep corresponding with the business manager in one mail to be able to track the conversation.
9. University verifies your payment and will send you:
- „Decision on the admission procedure” – (Rozhodnutí ve věci přijímacího řízení)

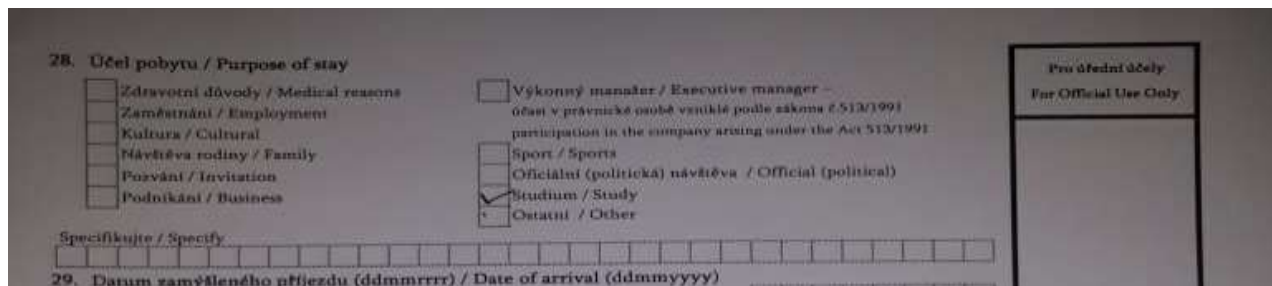
Students with nostrification will be admitted for Bachelor Tourism or Air Transport studies and students without nostrification will be admitted for Life Long Learning Tourism or Air Transport studies.

Both programs are accredited by Ministry of Education.

During the enrolment process both categories of students will get another confirmations (see point 12).

10. *Refunds policy: Students who are denied a visa for whatever reason may ask for a refund. If this happens to you, please inform the Student Offices or Business manager (toth@vso-praha.eu) without delay and include written evidence that the visa has been denied (usually a statement in writing from the Ministry of the Interior). **Written evidence** is REQUIRED for us to consider a refund; we cannot refund your fees without it. After we have received documentation to show your visa has been denied, we will refund your tuition as stated in the study contract within 3 weeks (70% of your tuition fee). The refund will be remitted to the same bank account from which the original tuition payment was transferred. In case you will not get visa in time (before the semester starts) you can choose to get 80% of your tuition back or you can begin to study in the following academic year.*
- Please send only 1pdf file of 4 pages / request letter + rejection letter from embassy/ in form "Name_Surname_Money_refund_request" to toth@vso-praha.eu.

11. **Apply for visa (check our section [Permits and visas](#) for more information).** You must select the correct purpose of stay. **Students will apply for study visa (studies).** They apply for a long-term residence permit for the purpose of study.



28. Účel pobytu / Purpose of stay

Zdravotní důvody / Medical reasons

Zaměstnání / Employment

Kultura / Cultural

Návštěva rodiny / Family

Pozvání / Invitation

Podnikání / Business

Výkonný manažr / Executive manager – účast v právníce osobě vzniklé podle zákona č.513/1991 participation in the company arising under the Act 513/1991

Sport / Sports

Oficiální (politická) návštěva / Official (political)

Studium / Study

Ostatní / Other

Specifikujte / Specify

29. Datum zamýšleného příjezdu (ddmmrrrr) / Date of arrival (ddmmyyyy)

Pro úřední účely
For Official Use Only

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- **Note:** For visa purpose, you need also the [accommodation confirmation](#). Once you have this confirmation, you will contact Ing. Mgr. Daniel Toth, Ph.D. (toth@vso-praha.eu) and you will a special accommodation confirmation issued by our university. Only with this special confirmation, you can apply for visa.

12. Get nostrification (Nostrification is verification that Degree from secondary school you received in your Country has the same value as Degree received in Czech Republic. This proves that your previous studies are equal to a comparable Czech education and your *diploma* is valid in the Czech Republic.). Student needs to finish High school/Secondary school and only after he/she can apply to attest this document (diploma) by Ministry of education, Ministry of foreign affairs or both of these Ministries at his/her home country. Only now the documents can be superlegalized from the Embassy of the country where student finished his/her studies. If the superlegalisation is correct, then student can apply at Czech institution that does the nostrification by completing their application form. Nostrification process takes approximately **4-6 months**. You can ask for nostrification even after application to our University. More information about **recognition of foreign education**, including application, can be found [here](#).

13. University will send you an invitation to enroll for studies in August (**Invitation to subscribe for Admission to studies**). The enrollment/matriculation (subscription for studies) in person will be held around mid of September. The student enters the enrollment (September) and receives a student certificate about admission to studies at VŠO, student card, full access to the UIS.

- **Student with completed nostrification** will receive the original invoice and **Admission decision** to study at our University.
- **Student without completed nostrification** will get only the “**Decision on the admission procedure with Conditional admission to studies**” at our University. Student will be studying together with other students, but will be registered in “*Preparation studies – Lifelong learning studies (Celoživotní vzdělávání)*”.

14. As soon as student receives the nostrification the University will provide student **Admission decision**. Student will be admitted to study **Bachelor Tourism or Air Transport studies**. Nothing changes for student. He will still study in the same group of students.

- *Note: If studies are not open than student will get all money back.*
- *Note: If student starts studying online, he/she will not get the refund in case his/her visa application is rejected.*

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