

## Step 1: Have you ever studied at Silesian University in Opava?

The screenshot shows the 'Applicant' section of the 'PORTAL IS/STAG' website. The left sidebar contains a menu with 'Electronic application', 'Admission procedure', and 'ECTS arrivals'. The main content area is titled 'ECTS: Incoming short-term student visits (S034)' and features a header for 'ECTS – Incoming short-term student visits' with a sub-header 'A site for submitting application for short-term stay and monitoring its status.' and a link for 'Application help'. Below this is a white box containing the text: 'Welcome to the Electronic Application. Have you ever studied at Silesian University in Opava before or have you ever applied for admission here?'. At the bottom left of this box is a small icon of a person with a question mark. To the right are two buttons: 'Yes' (green text) and 'No' (red text), with a mouse cursor hovering over the 'No' button.

## Step 2: Do you come from Czechia or Slovakia?

The screenshot shows the 'Applicant' section of the 'PORTAL IS/STAG' website. The left sidebar contains a menu with 'Electronic application', 'Admission procedure', and 'ECTS arrivals'. The main content area is titled 'ECTS: Incoming short-term student visits (S034)' and features a header for 'ECTS – Incoming short-term student visits' with a sub-header 'A site for submitting application for short-term stay and monitoring its status.' and a link for 'Application help'. Below this is a white box containing the text: 'Are you a Czech citizen or are you a Slovak citizen born before 1993?'. At the bottom left of this box is a small icon of a person with a question mark. To the right are two buttons: 'Yes' (green text) and 'No' (red text), with a mouse cursor hovering over the 'No' button.

### Step 3: Do you have a Czech birthcode?

The screenshot shows the 'Applicant' section of the 'PORTAL IS/STAG' website. The left sidebar contains 'Electronic application', 'Admission procedure', and 'ECTS arrivals'. The main content area is titled 'ECTS: Incoming short-term student visits (S034)' and 'ECTS – Incoming short-term student visits'. A question is displayed in a speech bubble: 'Have you been assigned an official birth code in the Czech Republic?'. Below the question are two buttons: 'Yes' and 'No'. A mouse cursor is hovering over the 'No' button.

### Step 4: Fill in the required personal data in order to create a pseudo-birth code.

The screenshot shows the 'Applicant' section of the 'PORTAL IS/STAG' website. The left sidebar contains 'Electronic application', 'Admission procedure', and 'ECTS arrivals'. The main content area is titled 'ECTS: Incoming short-term student visits (S034)' and 'ECTS – Incoming short-term student visits'. A message states: 'You don't have a Czech birth code assigned (You are neither a Czech citizen nor a Slovak citizen born before 1993), and the school has not assigned a pseudo-birthcode to you yet.' Below this is a form titled 'Generate a pseudo-birthcode and log in' with the following fields: 'First name (s)' with value 'John', 'Surname' with value 'Brown', 'Date of birth' with value '06.08.1996', and 'Sex' with value 'male'. A button 'Create pseudo-birthcode and log in' is visible, with a mouse cursor hovering over it. A speech bubble below the form explains: 'The system will assign you a pseudo-birthcode that will be used to identify you at this school. Make a note of the code and next time you need to log in, enter that code and your initials into the form on the left.'

## Step 5.1: Fill in all required personal data.

Electronic application

Admission procedure

ECTS arrivals

Short-term incoming visits (S034)

**!** A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.

**PSEUDO BIRTH NUMBER: 96080619JB, Initials: JB**

Personal data

**Personal details**

First name(s) (official passport version)\*

Surname (official passport version)\*

Degree (in front of name)

Degree (after name)

Birth surname

Birth code assigned in the Czech Republic\*

Sex

Identity card number

or (\*) passport number

Qualificator of citizenship

Nationality\*

**Delivery address**

Differs from permanent address

**Additional contact information**

Phone

Email\*

Note

**Date and place of birth**

Birth - date\*

Birth place - Country\*

Birth place - place\*

**Permanent residence address**

Permanent address - country\*

- region\*

- city\*

- post

- zip/postcode\*

- street\*

- house number\*

Permanent residence in the Czech Republic

\* Mandatory field

## Step 5.2: Personal details were successfully saved.

Welcome
Browse IS/STAG
Applicant

Electronic application

Admission procedure

ECTS arrivals

Short-term incoming visits (S034)

**✓** Personal details were successfully saved

**!** A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.

**PSEUDO BIRTH NUMBER: 96080619JB, Initials: JB**

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1.		-- Adding new arrival. Fill in the form and save it. -- <a href="#">Cancel</a>						

Personal data Incoming study visit

**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](#)

**Host institution**

**Incoming study visit and the host institution details**

Expected date of arrival\*

Expected date of departure\*

Academic year you want to study\*

First semester\*

Second semester starting date in case of extended studies

**Home**

**Home institution details**

Institution\*

Faculty\*

Department

Study Programme\*

Field of Study

## Step 6.1: Fill in the information about your host institution. Beware of funding options.

**Personal data** **Incoming study visit**

**Host institution**

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](#)

**Incoming study visit and the host institution details**

Expected date of arrival*	09.09.2019	<i>Exchange students (Erasmus+)</i>
Expected date of departure*	20.01.2020	
Academic year you want to study*	2019/2020	<i>Visiting students</i>
First semester*	Winter Semester	
Second semester starting date in case of extended studies	dd.MM.yyyy	
<b>Funding*</b>	Erasmus+:Erasmus	<i>Exchange students (Bilateral agreements)</i>
ISCED-F Code	Select from list	
Language skills		
Department		
Incoming st. visit type*	Short study stay	
Assigned buddy	-	
Buddy contact details	-	
Do you require accommodation at the dormitory?*	YES	
Preferred dormitory		
Mobility status*	400 - New arrival added	
Student's LA signature date	-	
Emergency contact		
<b>Mobility coordinators of host institution</b>		
Institutional coordinator - administrator	-	
Institutional coordinator - signer	-	
Departmental coordinator - administrator	-	
Departmental coordinator - signer	-	
DC Position		

--- Not filled in ---

- Erasmus+:Erasmus
- Erasmus+: other
- Fee-paying student: short-term study mobility
- Intergovernmental agreement
- Leonardo da Vinci programme
- other EU programme
- Other form of short-term study mobility
- University/Faculty scholarship
- Vicegrad fund

## Step 6.2: Fill in the information about your home institution. Beware of free movers indication.

**Home institution**

**Home institution details**

Institution\* UNIVERSITE DE NICE - SOPHIA ANTI [Change school](#)

Faculty\* Economic

Department

Study Programme\* Economics

Field of Study

Type of study\* Bachelor

Year of study\* 1

Mobility coordinators of home institution

Institutional mobility coordinator

Departmental mobility coordinator

DC Position

Contact information

Phone

E-mail

Mobility web page address

**Attachment**

No files uploaded yet.

**File upload form**

Choose file to save

[Vybrat soubor](#) [Soubor nevybrán](#)

Attachment

- Maximum file size: 250.0 MB (= 256000 KB)
- Maximum permissible number of uploaded files: 10

[Insert file](#)

[Save](#)

In case you cannot find your home institution and we have a **bilateral agreement** between our universities, please, contact us at: [novotna@opf.slu.cz](mailto:novotna@opf.slu.cz)

**Search universities/institutes**

Choose university/institute from a list

University country\* the French Republic

Please choose country first, you will be offered a list of Universities to select from. Should it be missing from the list, please contact our department.

Enter search criteria (you may fill in only certain fields or leave all empty) then click 'Search.'

City NICE CEDEX 2 School name UNIVERSITE DE NICE - SOPHIA ANTI [Search](#)

School name	Country	City	Street	zip/postcode
UNIVERSITE DE NICE - SOPHIA ANTIPOLIS	the French Republic	NICE CEDEX 2		

If you are a 'visiting student - free mover' and you cannot find your home institution, fill in 'the Czech Republic', 'OPAVA' and 'SLEZSKÁ UNIVERZITA V OPAVĚ' as the country, the city and the name of your home institution. Let us know about your interest by e-mail at [novotna@opf.slu.cz](mailto:novotna@opf.slu.cz)

## Step 6.3: Changes saved successfully.

**SILESIA UNIVERSITY IN OPAVA** | **PORTAL IS/STAG**

Welcome [Browse IS/STAG](#) [Applicant](#)

Electronic application

Admission procedure

ECTS arrivals

Short-term incoming visits (S034)

Changes saved successfully

**!** A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.


PSEUDO BIRTH NUMBER: 96080619AB, Initials: JB

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1. 96080619AB		BLACK John	09.09.2019 - 20.01.2020	Česká republika	SLEZSKÁ UNIVERZITA V OPAVĚ	63	400	<a href="#">SAF</a> <a href="#">LA</a> <a href="#">CH-LA</a> <a href="#">Remove</a>

[Add new incoming study visit](#)

[Personal data](#) [Incoming study visit](#) [Courses](#)

## Step 7: Select the courses you would like to study. Beware of the abbreviation.



**SILESIA  
UNIVERSITY  
IN OPAVA**

**PORTAL  
IS/STAG**

Welcome Browse IS/STAG Applicant

Electronic application  
Admission procedure  
ECTS arrivals

Short-term incoming visits (S034)

**A pseudo-birthcode was generated for you! Make note of it, you are going to need it, together with your initials, next time you try to log in.**

**PSEUDO BIRTH NUMBER: 96080619AB, Initials: JB**

Birth code	Pers.no.	Name	Date	Country	Institution	Fin.	Status	Print
1. 96080619AB	BROWN John	09.09.2018 - 20.01.2019	Francouzská republika	UNIVERSITE DE NICE - SOPHIA ANTIPOLIS	63	400	SAF LA CH-LA	Remove

Add new incoming study visit

**Personal data Incoming study visit Courses**

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: OPF - School of Business Administration in Karvina Department: Course code: % **Search courses**

The list below shows courses matching your filtering criteria. Select a course and click Add to add it to the selected semester.

Abbreviation	Title	Variant	Winter semester	Summer semester
CVA / BPAJ2	Professional English 2	2018/2019	Add course	
CVA / BPAJ4	English for Academic Purposes 4	2018/2019	Add course	
CVA / BPPDS	Personal Develop. Skills for Mobilities	2018/2019	Add course	
CVA / BPTS1	Physical education and sports activity	2018/2019	Add course	
CVA / NPACV	Culture Values in Business Communication	2018/2019	Add course	
CVA / PIC	Intercultural Communication	2018/2019	Add course	
CVA / PICLA	Introduction to the Czech Language	2018/2019	Add course	
EVS / BASVE	World Economy	2018/2019	Add course	
EVS / NAMIB	Microeconomics	2018/2019	Add course	
FIU / BABFA	Business Finance	2018/2019	Add course	
FIU / BAPRI	Principles of Finance	2018/2019	Add course	

*Please download the documents 'SAF – Student Application Form', 'LA – Learning Agreement' and send them as a scanned copy to [unuckova@opf.slu.cz](mailto:unuckova@opf.slu.cz) (Exchange students) or [novotna@opf.slu.cz](mailto:novotna@opf.slu.cz) (Visiting students).*

**CAUTION:** Check an abbreviation of the courses. The first 3 letters stand for the Faculty Department. The letter after the slash tells you that the course is either from **Bachelor studies (B)** or **Master studies (N)**. Courses starting with 'P' are suitable for all students.