

Online application – step-by-step guide

1. Enter your email address

**ECTS – Incoming short-term student visits**
A site for submitting application for short-term stay and monitoring its status.
[Application help](#)

Log in to incoming short-term student visits

Enter your email address to enter the application.
For incoming study visit from the Erasmus program, you will use the email address that was listed as the student's email address in the incoming study visit data sent from your home institution.

2. Verify your email address

You will receive a message from Vysoká škola uměleckoprůmyslová v Praze <noreply@umprum.cz> - Přihláška ke krátkodobému pobytu - ověření e-mailové adresy / Incoming short-term student visits - e-mail address verification.

Open this email and click **Incoming short-term student visits – e-mail address verification**

English version follows.

--- Česká verze ---

Vysoká škola uměleckoprůmyslová v Praze vyžaduje ověření Vaší e-mailové adresy, kterou jste zaregistroval(a).

Kliknutím na uvedený odkaz potvrzujete, že jste tuto e-mailovou adresu zadal(a) skutečně Vy a že je tato adresa platná.

Odkaz otevře Vaši přihlášku ke krátkodobému pobytu, je platný do 7. 10. 2025. Platnost si můžete případně prodloužit.

[Přihláška ke krátkodobému pobytu - ověření e-mailové adresy](#)

Oznámení vzniklo 7.4.2025 v 12:41:59.

--- English version ---

Academy of Arts Architecture & Design in Prague vyžaduje ověření Vaší e-mailové adresy, kterou jste zaregistroval(a).

Kliknutím na uvedený odkaz potvrzujete, že jste tuto e-mailovou adresu zadal(a) skutečně Vy a že je tato adresa platná.

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[Incoming short-term student visits - e-mail address verification](#)

3. Enter your personal data

Personal data – mandatory fields

First name(s)

Surname

Nationality Citizenship

Sex

Passport (or any ID) number

Permanent address – country, region, city, zip/postcode, street, house number

Email – the email address you have entered before will appear

Date of birth

Place of birth – country, city/town

Click „Save“.

The screenshot shows a web form with the following sections and fields:

- Personal data** (selected tab):
 - Personal details:** First name(s) (official passport version)*, Surname (official passport version)*, Degree (in front of name), Degree (after name), Maiden name, Citizenship (Nationality)*, Assigned pseudo-birthcode, Sex, Passport number*, Qualifier of citizenship (Citizen of), Special needs or disabilities.
 - Delivery address:** Differs from permanent address (checkbox), Additional contact information (Phone, Email*, Note), Birth (Birth - date*, Birth place - Country*, Birth place*).
 - Permanent residence address:** Permanent address - country*, - region*, - city*, - post, - zip/postcode*, - street*, - house number*, Permanent residence in the Czech Republic (NO).

A yellow bar at the bottom contains a **Save** button, which is highlighted with a red box. A legend below the bar indicates that an asterisk (*) denotes a mandatory field.

4. Enter information about your incoming study visit

Incoming study visit - mandatory fields

Expected date of arrival

Expected date of departure

Academic year you want to study

First semester of your study – Fall or Spring semester

Funding – the most likely options

Erasmus+: Erasmus – for Erasmus students

Other form of short term study mobility – for students from non-Erasmus countries

Intergovernmental agreement

Fee-paying students

CEEPUS programme

Travel type – Semester(s) / Virtual component (only if applicable)

Virtual mobility – NO

~~Department~~ **Studio – choose the studio of your first choice**

Incoming study visit type – Short study stay

Do you require accommodation at the dormitory?

Home institution – institution – enter the country and city and select your university from the list of options

Faculty

Department – write the studio of your second choice if you wish

Study programme

Type of study

Year of study

Institutional or departmental mobility coordinator – name

Institutional or departmental mobility coordinator – email address

Click „Save“.

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](#)

LA has not been signed. There were modifications and the student's signature is now pending.

Host institution

Incoming study visit and the host institution details

Expected date of arrival*	dd.MM.yyyy
Expected date of departure*	dd.MM.yyyy
Inc. st. visit date	-
Departure date	-
Academic year you want to study*	2025/2026
First semester*	Fall Semester
Funding*	Erasmus+-:Erasmus
Travel type*	Semester(s) / Virtual component (only if applicable)
Virtual mobility*	NO
ISCED-F Code	Select from registry
ISCED studies code explanation	
Language skills	
Studio 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	-
The date the CHLA has been signed by the student	-
Emergency contact	
Note on visit duration	-
Mobility coordinators of host institution	
Institutional coordinator - administrator	-
Institutional coordinator - signer	-
Departmental coordinator - administrator	-
Departmental coordinator - signer	-
DC Position	

Home institution

Home institution details

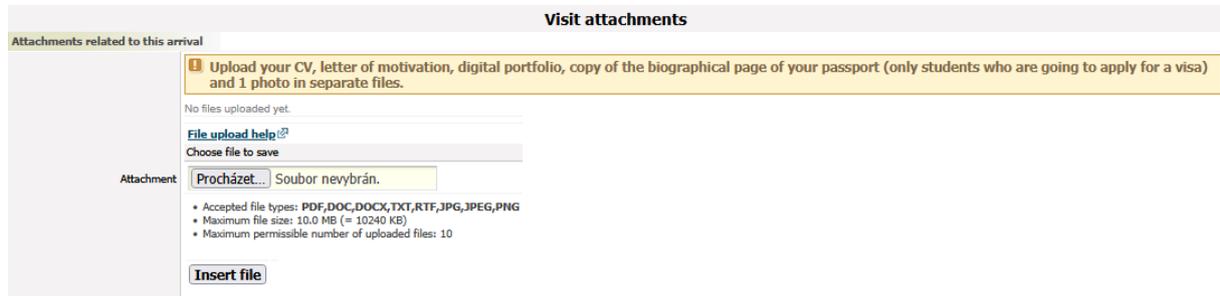
Institution*	Select school
Faculty*	
Department	
Study Programme*	
Specialization	
Type of study*	Bachelor
Year of study*	
Mobility coordinators of home institution	
Institutional mobility coordinator	
Departmental mobility coordinator	
DC Position	
Contact information	
Phone	
E-mail	
Mobility web page address	

Save

* Mandatory field

5. Go back to Incoming study visit and upload your documents in separate files

A place to upload attachments will appear at the bottom right on the screen.



The screenshot shows a web interface for uploading attachments. At the top, there is a header 'Visit attachments'. Below it, a yellow box contains instructions: 'Upload your CV, letter of motivation, digital portfolio, copy of the biographical page of your passport (only students who are going to apply for a visa) and 1 photo in separate files.' Below this, it says 'No files uploaded yet.' There is a link for 'File upload help' and a 'Choose file to save' button. A file selection dropdown shows 'Procházet...' and 'Soubor nevybrán.' Below the dropdown, there are bullet points: 'Accepted file types: PDF,DOC,DOCX,TXT,RTF,JPG,JPEG,PNG', 'Maximum file size: 10.0 MB (= 10240 KB)', and 'Maximum permissible number of uploaded files: 10'. At the bottom, there is an 'Insert file' button.

The following documents are required:

- curriculum vitae
- letter of motivation
- digital portfolio
- copy of the biographical page of passport (only students who are going to apply for a visa)
- 1 photo

Maximum file size: 10 MB, Maximum permissible number of uploaded files: 10

Translation:

Procházet = Browse

Soubor nevybrán = No file chosen yet

Click „Save“.

6. Check your email

You will receive a confirmation of registering your application. You can access and modify your application anytime before 16 May 2025.

Academy of Arts Architecture & Design in Prague - Application for visit accepted

Dear applicant,

Your Application has been successfully registered:

Institution: Academy of Arts Architecture & Design in Prague

Programme:

Expected duration:

(Your (pseudo)birthdate:

Should you need to modify your Application in the future, find it at: <https://stag.umprum.cz/portal/studium/uchazec/ects-prijezdy.html>