



# E-APPLICATION – ePRIHLAS PORTAL



## E-APPLICATION AND GUIDE TO STUDYING AT UNIVERSITY – ePRIHLAS PORTAL

This guide to studying at Comenius University enables you to become familiar with the selection of study programmes at our university.

The electronic application (e-application) is available at <https://e-prihlaska.uniba.sk>

Submit a successful e-application in three steps:

1. Search
2. Select and fill in
3. Confirm and pay the fee



(in some cases also Print and send).

### PHASE 1: SEARCH

1. Enter your level of study (I. – BA, II. – MA, III. – PhD) and a keyword for the study programme you are aiming for, determined by your interests, hobbies, and simply what you would like to study. Press

**SEARCH**

and easily find your new study programme at Comenius university.



**e-Application in three steps:**  
search, select and send

**Search** the study programmes you are interested in. **Select** them by adding them to the briefcase. Put an application together using the selected programmes in the briefcase, fill it in and **send**.

**Guide to studying at university** enables you to get oriented in the selection of study programmes at our university. **If you register we will remember your choice.**

2. To reduce the number of search results, you can use



according to the faculty or form of study.

Je tento návod neaktuálny? Dajte nám vedieť:

- [kliknutím na predvyplnený e-mail](#) alebo

- oznámením kódu "So6-01 E-application – ePrihlas Portal" na [naš helpdesk](#)




3. Once you have found a study programme you like, simply press **Add to briefcase**. In the briefcase you can save study programmes that interest you. Based on the conditions of your faculty, you can apply to multiple study programmes in one application. Be aware of the teaching language of your selected study programme.

Study programme name/faculty:  
 ESH115: Teaching of Spanish language and literature and history  
 PdF - Faculty of Education, 2022/2023  
 In the field: Teacher Training and Education Science  
 Type/kind/degree/form of study: Teacher preparation programme, bachelor, I. degree, full time form  
 Study length: 3 years  
**Teaching languages: Slovak, Spanish**  
 Deadline for submission of an application: 01.01.2022 - 31.03.2022 (Bakalárske)

**Add to briefcase**

4. If you want the contents of your briefcase to be saved, then you should register (if you are registered already, sign in). Register with YOUR email address, not the email address of the person that may be helping you.

**ePrihlas** 

**Register**

and we will remember your choice  
 If you are registered already, you can [sign in here](#).

Email \*


Given name \*

Last name \*

Password \* *at least 5 chars, without spaces*

Repeat password \* *at least 5 chars, without spaces*


Nie som robot
 

  
reCAPTCHA  
Ochrana osobných údajov - Zmluvné podmienky

/\* Required fields

**Register**



In case of an ambiguity in the procedure or technical problems call **CePIT** hotline (Centre for IT support), tel. **+421 2 / 9010 4444**, available between 08:00 to 20:00 during the week, and 9:00 to 12:00 on weekends and holidays.

**In case you have already registered but do not remember the password, click on 'I forgot my password'.**

**In the field "Email", write down the email address you used during your registration, otherwise the new password will not be sent.**

**If you are currently a student or were a student in the ongoing academic year, do not register. Use 'I forgot my password'.**


**The change of password works only for ePrihlas portal and does not impact signing into AIS2. To recover your password, use your university email address or the personal email address you have in AIS2.**


For the e-application interface to work, you need to enable pop-up windows in your browser.




## PHASE 2: SELECT AND FILL IN




5. Once you have selected the programmes you are interested in, click  **My briefcase (2)** and

 **New application**

After saving all the study programmes you selected in the application, press

 **Finished**

6. Press  **Fill-in**, and you can start filling-in the application. You start with your personal data. Fields with \* are obligatory. **Fill in YOUR correct data**, not the data of the person that may be helping you with the application. When providing your phone number, include the state or country code, so the study administration officer can contact you in any case.

1 2 3 4 5 6 7 8 9 10

1/10 - Personal data
✓

**Given name \*** ?

**Last name \*** ?


**Birth name** ?

**Academic degree** ?

**Academic degree (behind name)** ?

**Citizenship \*** ?

**Email for communication \***

7. In case you apply for a BA programme or joint level of study  could fill-in your grades from high school. To enable this, your high school needs to use the EduPage. In case you graduated from a school outside of Slovakia, in the field "type of high school" choose "9-other, the foreign high school" with the code 99999999 – Foreign school.


In case you apply for MA level, select the university and faculty where you graduated (or will graduate) with a BA degree.

8. You don't have to finish filling in the application at once, you can divide it in more steps. Just save the work on the application and you can go back to it later.



PHASE 3: CONFIRM AND PAY THE FEE (ALSO PRINT AND SEND IF NECESSARY)

9. After filling-in all the data, don't forget to

 Confirm application



If you need to change your data in the application after you confirm it, please contact the [faculty's Study Department](#).

10. Confirm and grant consent to process your personal data

In the right menu, you can check your confirmed application. Only confirmed applications will be processed by the faculty's

Confirmation x

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I hereby declare that all the information I have given is true and that I have not concealed any serious facts. In accordance with Regulation 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (the General Data Protection Regulation, the GDPR Regulation) I hereby grant my consent that the University may process my personal data for the purposes of the admission procedure for the time necessary to process the information on the admission procedure. This consent applies to the personal data listed in the application form and its annexes, which the University is entitled to apply pursuant to Section 58 (5) of Law Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Law Acts, as amended (hereinafter "the Law Act"), except for the data under Section 58 (3) of the Law Act. I acknowledge that I may withdraw this consent at any time at the appropriate university or faculty. At the same time, I note that the data may be processed only by authorized persons who are obliged to comply with the provisions of the GDPR Regulation and the data processed will be archived and disposed of in accordance with valid legal regulations of the Slovak Republic. I also acknowledge that any other information on the processing of my personal data and information on my rights in the processing of my personal data is available at the school's website.




Yes
No

study department (application status: saved). At this moment, your application fee is still unpaid.

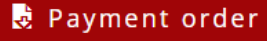
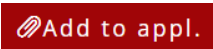


**Application #31** 🔍 Detail

Application status: Saved (click to display status description)  
Charge unpaid

Deadline for submission of an application: 01.01.2022 - 31.03.2022 (Number of days remaining: 59)  
ESH115 - Teaching of Spanish language and literature and history, PdF, I. degree

 Add to appl.
 Payment order
 Application



11. After you confirm the application, press  and download the payment order (if enabled). Copy the data from the payment order into your bank's application or just scan the QR code on the payment order and the data will fill in automatically.  
If there is no payment order to download, follow the instructions for payment on the website of your faculty or contact the faculty's study administration.
12. If your faculty requires you to attach the payment confirmation in your application; pay the fee, sign in to ePrihlas again, find the concrete application and press . Find the page with attachments and press . Be aware of the format and size of attachment you can upload. After uploading the attachment, press  and the changes will save automatically. The study department will see that attachment(s) were added to the application. You can use the option "Add to application" later, as well, i.e. when uploading your high school certificate or BA/MA diploma.
13. Print out the completed application, sign it and send it to the study administration office **only if your faculty requires it**. You can find the information on whether it is necessary to print out the application and send it on the website of your faculty.

**... DONE! YOU MADE IT! ... YOUR APPLICATION IS SUCCESSFULLY SUBMITTED**  
**AND WILL BE PROCESSED BY THE STUDY ADMINISTRATION OFFICE.**



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