

How to Apply for the National Scholarship Programme of the Slovak Republic at the Faculty of Arts, Pavol Jozef Šafárik University in Košice

This manual will guide you through the online application system of our university. If you would like to go straight to a specific step in the manual, click on the desired option from this list: [Language settings](#); [Registration](#); [Signing in](#); [Search](#); [Briefcase](#); [My applications](#).

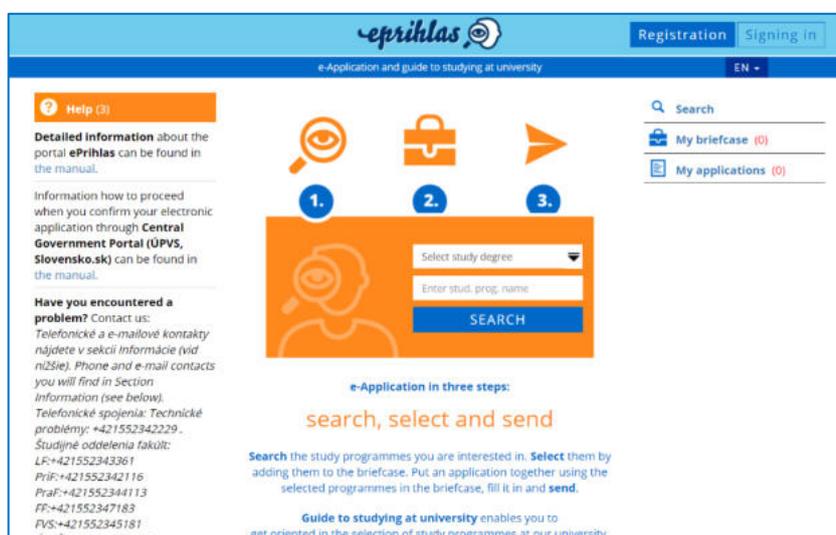
Language settings

When you go to <https://e-prihlaska.upjs.sk/>, the website is set to Slovak by default. You can easily change the language on the main page of the website.

1. Click on the **SK** drop-down menu in the top-right corner of the screen.

2. Click on the **EN** option.

3. Now the interface of the website is set to English.



Registration

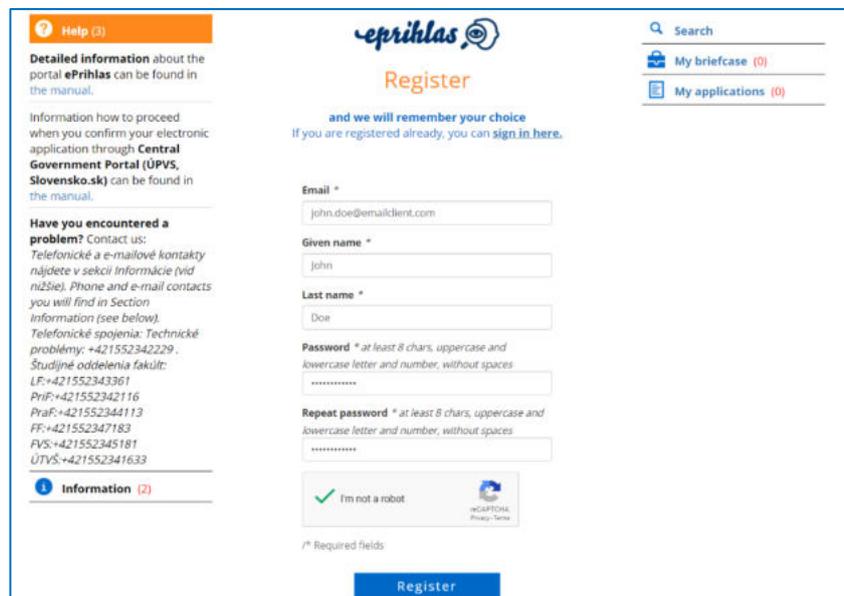
In order to apply for the study programme, you need to have an account in our system.

1. Click on the **Registration** button in the top-right corner of the main page.

2. On the registration page, fill in all the necessary information.

3. Confirm you are not a robot and click on the **Register** button.

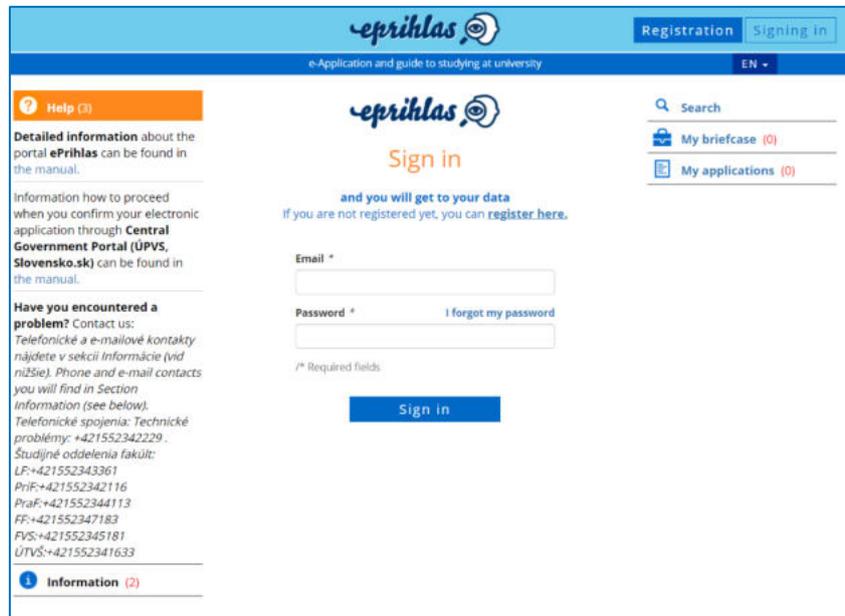
4. You have successfully created your account.



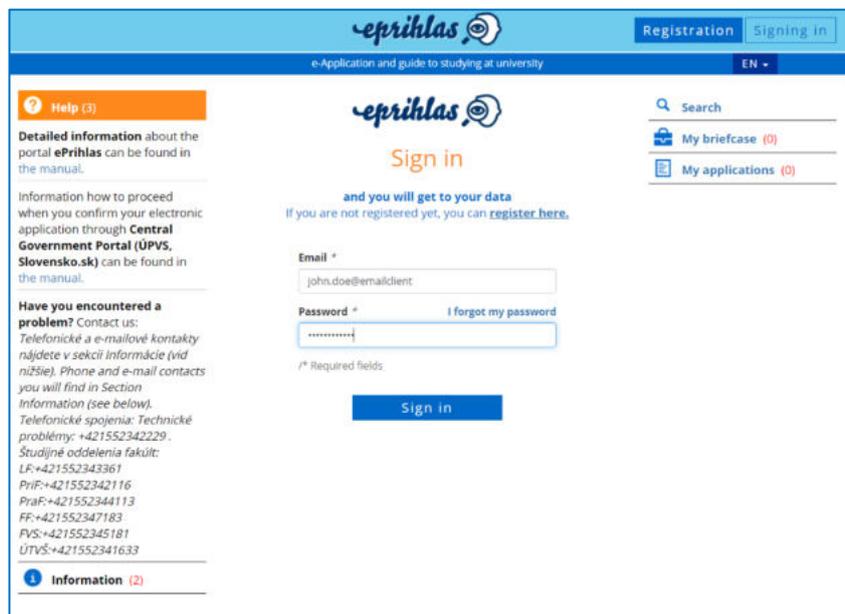
Signing in

After a successful registration, you need to sign in to be able to fill in and submit your application.

1. Click on the **Signing in** button in the top-right corner of the main page.
2. Use the email and password you filled in when registering and click on the **Sign in** button.
3. Now you are signed in.



The screenshot shows the ePrihlas sign-in page. At the top, there are tabs for "Registration" and "Signing in", with "Signing in" selected. Below the tabs, the text "e-Application and guide to studying at university" and "EN" are visible. The main content area features the ePrihlas logo and a "Sign in" heading. Below this, there is a sub-heading "and you will get to your data" and a link "If you are not registered yet, you can register here." The sign-in form consists of two input fields: "Email *" and "Password *". The "Password *" field has a link "I forgot my password" next to it. Below the input fields, there is a "Sign in" button. On the left side of the page, there is a "Help (3)" section with detailed information about the portal and contact details. On the right side, there are links for "Search", "My briefcase (0)", and "My applications (0)".

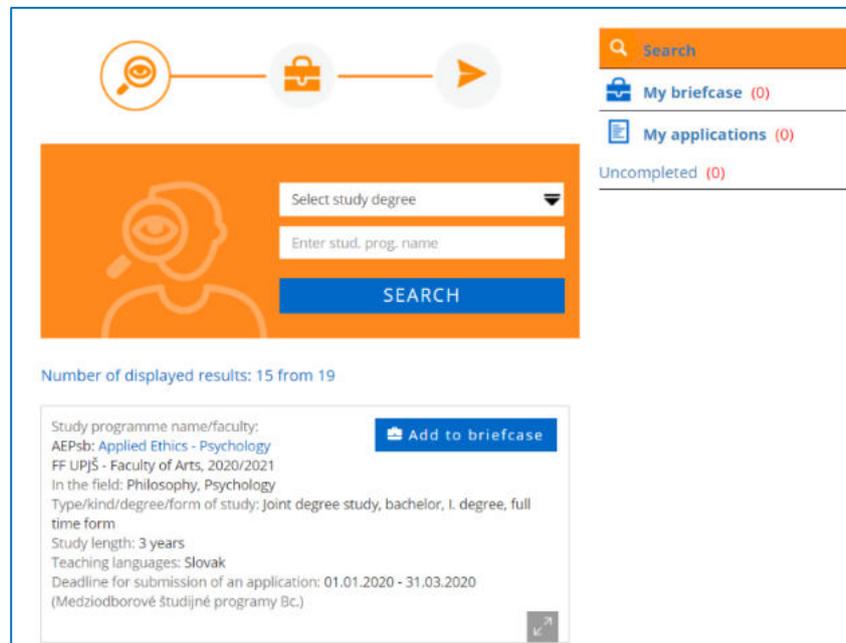


The screenshot shows the ePrihlas sign-in page with the input fields filled. The "Email *" field contains "john.doe@emailclient" and the "Password *" field contains ".....". The "Sign in" button is still visible below the input fields. The rest of the page layout, including the top navigation, the "and you will get to your data" section, and the sidebars, remains the same as in the previous screenshot.

Search

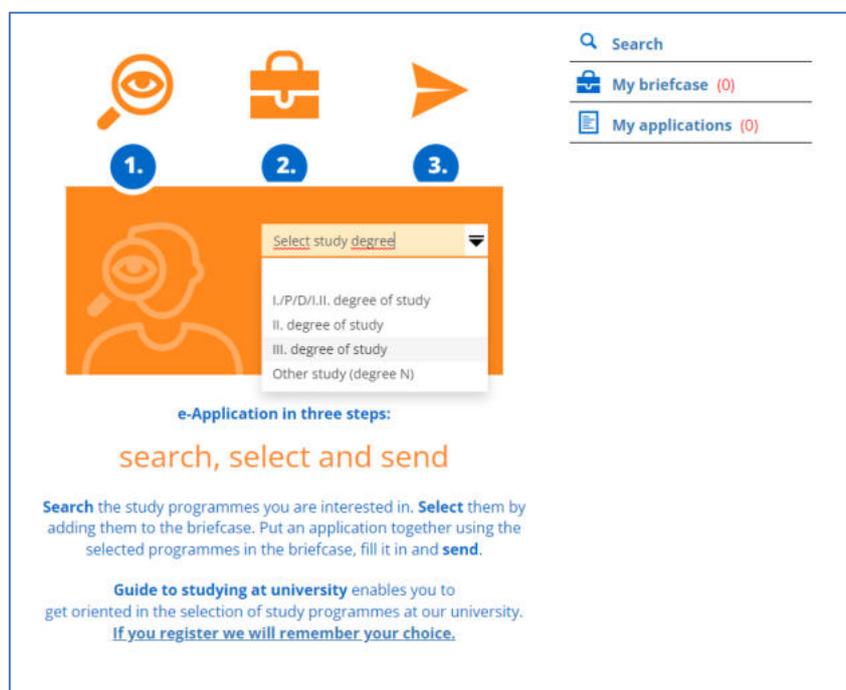
Now you need to find the National Scholarship Programme in our database using the **Search** function.

1. Click on **Search** in the menu on the right.



The screenshot shows the top navigation bar with a search icon, a briefcase icon, and a right arrow icon. On the right side, there is a search menu with the following items: Search, My briefcase (0), My applications (0), and Uncompleted (0). Below the menu is a search form with a blue background and a white search icon. The form contains a dropdown menu labeled "Select study degree", a text input field labeled "Enter stud. prog. name", and a blue "SEARCH" button. Below the form, it says "Number of displayed results: 15 from 19". A search result card is shown with the following details: Study programme name/faculty: AEPsb: Applied Ethics - Psychology, FF UPJŠ - Faculty of Arts, 2020/2021; In the field: Philosophy, Psychology; Type/kind/degree/form of study: Joint degree study, bachelor, I. degree, full time form; Study length: 3 years; Teaching languages: Slovak; Deadline for submission of an application: 01.01.2020 - 31.03.2020 (Medziodborové študijné programy Bc.). There is an "Add to briefcase" button on the right of the card.

2. Click on the **Select study degree** drop-down menu and choose “**Other study (degree N)**” option.



The screenshot shows the top navigation bar with a search icon, a briefcase icon, and a right arrow icon. On the right side, there is a search menu with the following items: Search, My briefcase (0), and My applications (0). Below the menu is a search form with a blue background and a white search icon. The form contains a dropdown menu labeled "Select study degree" which is open, showing the following options: I./P./D./I.II. degree of study, II. degree of study, III. degree of study, and Other study (degree N). Below the form, it says "e-Application in three steps: search, select and send". Below this, there is a paragraph: "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." Below this, there is a paragraph: "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."

3. Write *National Scholarship Programme* in the **Enter stud. prog. name** box and click the **SEARCH** button.

4. The system has now loaded study programme **NSPFF: National Scholarship Programme – Faculty of Arts**.

The screenshot shows a search interface with a navigation bar at the top containing icons for search, a briefcase, and a play button. On the right, there are links for 'Search', 'My briefcase (0)', 'My applications (0)', and 'Uncompleted (0)'. The main search area has a dropdown menu set to 'Other study (degree N)', a text input field containing 'National Scholarship Programme', and a blue 'SEARCH' button. Below the search area, it indicates 'Number of displayed results: 1 from 1'. A result card is displayed with the following details: 'Study programme name/faculty: NSPFF: National Scholarship Programme - Faculty of Arts', 'FF UPJŠ - Faculty of Arts, 2023/2024', 'In the field: Type/kind/degree/form of study: Unspecified study (e.g. Erasmus), other, N degree, Full-Time form', 'Study length: 0.5 years', and 'Deadline for submission of an application: 12.09.2023 - 22.10.2023 (NŠP FF)'. A blue 'Add to briefcase' button is visible on the result card, with a tooltip that also says 'Add to briefcase'. At the bottom left, there is a link 'Back to the start'.

5. Click **Add to briefcase** button.

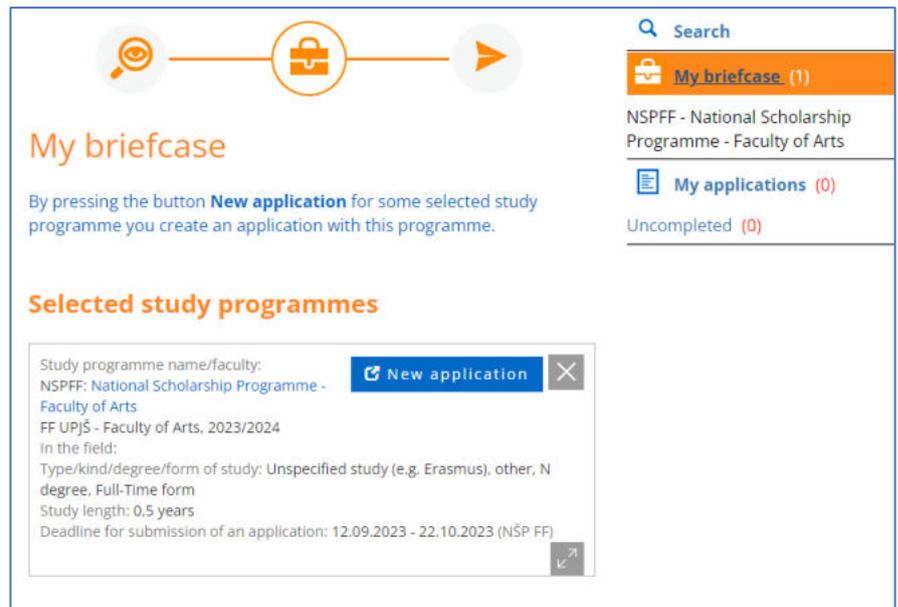
6. You have successfully added the **NSPFF: National Scholarship Programme – Faculty of Arts** to the so-called **Briefcase**.

This screenshot is identical to the previous one, but with a red box highlighting the 'Add to briefcase' button on the result card. A red arrow points to this button from the right side of the screen. The rest of the interface, including the search bar, navigation bar, and result details, remains the same.

Briefcase

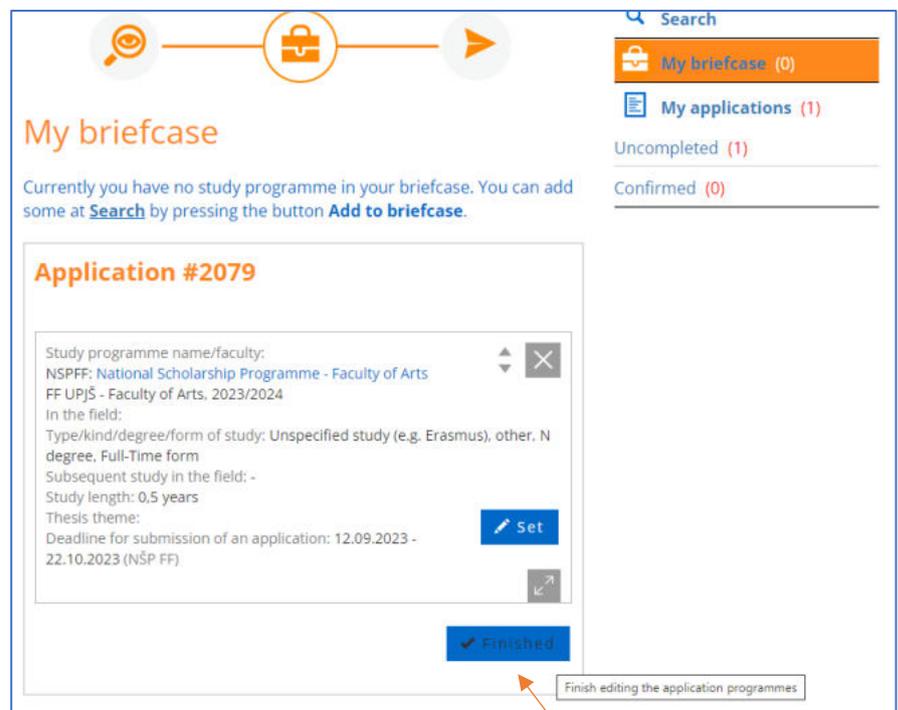
The **Briefcase** stores all the study programmes you have selected from our database. From here, you can create applications for the desired study programmes.

1. Click on **My briefcase** in the menu on the right.
2. Click the **New application** button.



The screenshot shows the 'My briefcase' interface. At the top, there is a navigation bar with three icons: a magnifying glass, a briefcase, and a right-pointing arrow. Below this, the title 'My briefcase' is displayed. A descriptive text states: 'By pressing the button **New application** for some selected study programme you create an application with this programme.' Below this, there is a section titled 'Selected study programmes' which contains a list of details for a specific programme: 'Study programme name/faculty: NSPFF: National Scholarship Programme - Faculty of Arts', 'FF UPJŠ - Faculty of Arts, 2023/2024', 'In the field:', 'Type/kind/degree/form of study: Unspecified study (e.g. Erasmus), other, N degree, Full-Time form', 'Study length: 0,5 years', and 'Deadline for submission of an application: 12.09.2023 - 22.10.2023 (NŠP FF)'. A blue button labeled 'New application' with a plus icon and a close icon is positioned to the right of the programme details.

3. After a new application has been generated, click the **Finished** button.
4. Your application is now ready to be filled in.



The screenshot shows the 'My briefcase' interface after a new application has been generated. The title 'My briefcase' is displayed. A descriptive text states: 'Currently you have no study programme in your briefcase. You can add some at [Search](#) by pressing the button **Add to briefcase**.' Below this, there is a section titled 'Application #2079' which contains a list of details for the application: 'Study programme name/faculty: NSPFF: National Scholarship Programme - Faculty of Arts', 'FF UPJŠ - Faculty of Arts, 2023/2024', 'In the field:', 'Type/kind/degree/form of study: Unspecified study (e.g. Erasmus), other, N degree, Full-Time form', 'Subsequent study in the field: -', 'Study length: 0,5 years', 'Thesis theme:', and 'Deadline for submission of an application: 12.09.2023 - 22.10.2023 (NŠP FF)'. A blue button labeled 'Set' with a pencil icon is positioned to the right of the application details. Below the application details, there is a blue button labeled 'Finished' with a checkmark icon. A tooltip with the text 'Finish editing the application programmes' is visible next to the 'Finished' button.

My applications

My applications finally lets you fill in and submit your application.

1. Click on **My applications** in the menu on the right.
2. Click the **Fill-in** button on the bottom of the **Application** tab. This will take you straight to your application, which is divided into **9 sections**.

My uncompleted applications

When you finish selecting the programmes of the application, you can fill it in. You can divide the process of filling-in the application into several steps.

Application #2079 Detail X

Deadline for submission of an application: 12.09.2023 - 22.10.2023
NSPFF - National Scholarship Programme - Faculty of Arts, FF UPJŠ, N degree

Edit the application programmes Fill-in

My confirmed applications

Currently you have no confirmed applications. You start filling-in the application by pressing the button **Fill-in** for some uncompleted application.

1/9 Personal data

Fill in your:
first name;
last name;
birth name;
citizenship;
email address;
phone number.

1. Personal data
2. Additional personal data
3. Additional data
4. Address of permanent residence
5. Mailing address in SRZ
6. Attended universities
7. Study results
8. Attachments
9. Summarization

1/9 - Personal data ✓

Given name *
John

Last name *
Doe

Birth name
Birth name

Academic degree
▼

Academic degree (behind name)
▼

Citizenship *
Ireland

Email for communication *
Enter your email address. Please note that change of your email will also change your login. Required entry
john.doe@email-client.com

Phone
+353000000000

Application contains unsaved changes
Save

Briefcase

1/9 2

2/9 Additional personal data

Fill in your:
date of birth;
gender.

1. Personal data
2. Additional personal data
3. Additional data
4. Address of permanent residence
5. Mailing address in SR
6. Attended universities
7. Study results
8. Attachments
9. Summarization

2/9 - Additional personal data

Personal number ?
Mandatory for citizens of SR (without slash)

Date of birth * ?
01.05.1994

Gender * ?
Male

Application contains unsaved changes
Save

Briefcase

3/9 Additional data

Fill in your:
country of birth;
place of birth.

1. Personal data
2. Additional personal data
3. Additional data
4. Address of permanent residence
5. Mailing address in SR
6. Attended universities
7. Study results
8. Attachments
9. Summarization

3/9 - Additional data

Data on place of birth are processed for the purpose of unambiguous identification of students in Central registration system of students in SR

Applicant's country of birth * ?
Ireland

Applicant's birthplace * ?
Town of Birth

Application contains unsaved changes
Save

Briefcase

4/9 Address of permanent residence

Fill in your:
country;
street;
street;
house number;
town;
postal code.

1. Personal data
2. Additional personal data
3. Additional data
4. Address of permanent residence
5. Mailing address in SR
6. Attended universities
7. Study results
8. Attachments
9. Summarization

4/9 - Address of permanent residence

Country * ?
Ireland

Street ?
Home Street

Identification number ?
12

Municipality (Mail) ?
My Town

ZIP (postal code) ?
00000

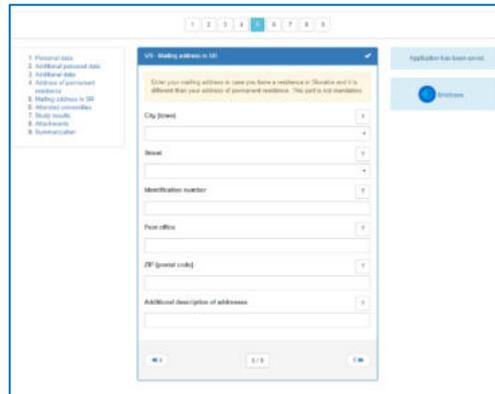
Additional description of addresses ?

Application contains unsaved changes
Save

Briefcase

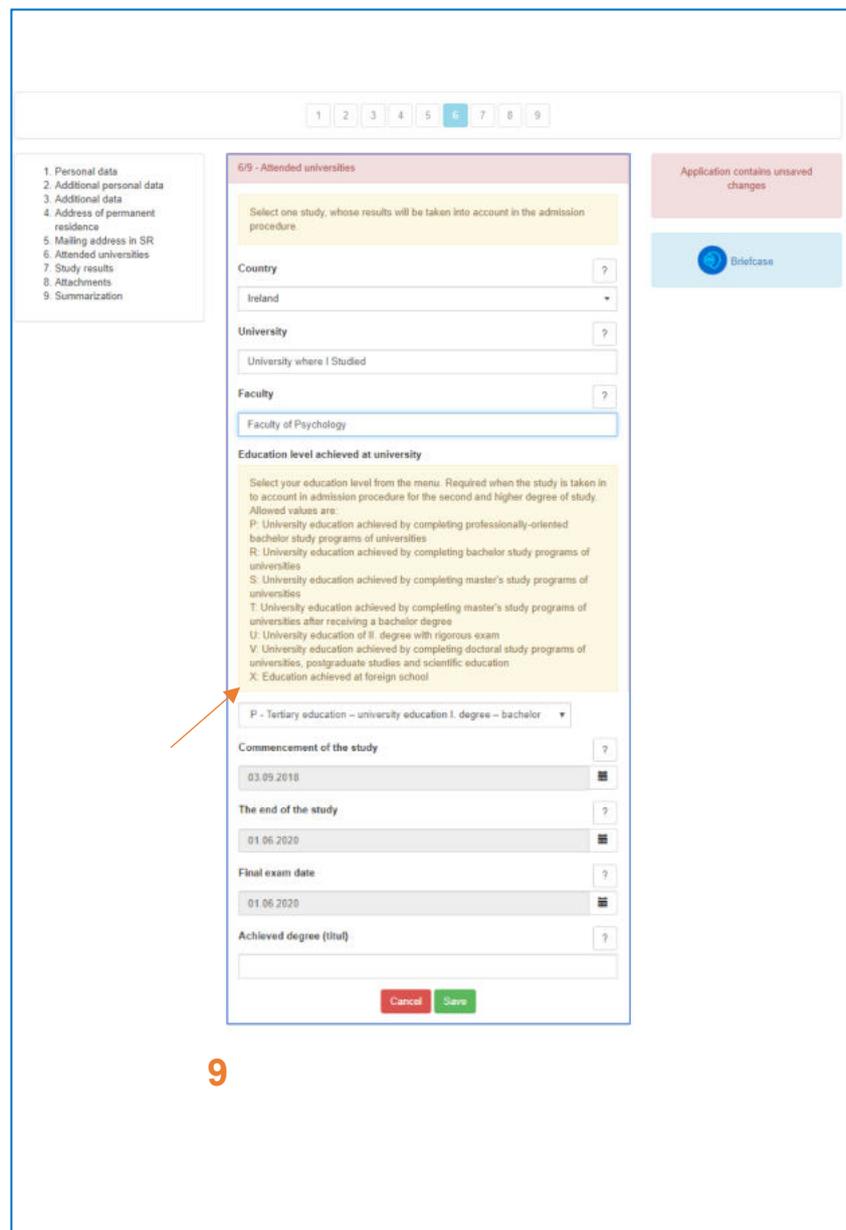
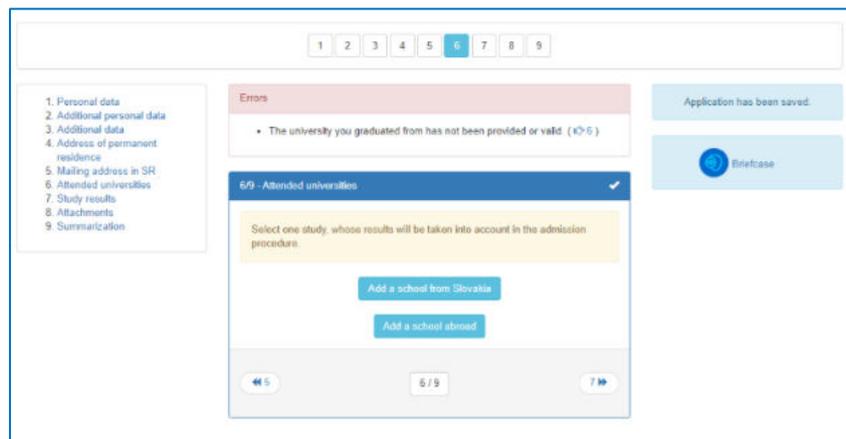
5/9 Address of permanent residence in SR

You can skip this section.



6/9 Attended universities

Click the **Add a school abroad** button. This will take you to the **Attended universities** form. Fill in the information about the **institution where you studied or where you are studying right now. Choose option X: "Education achieved at foreign school"**. When finished, click the **Save** button. This will take you to the **Attended universities** section and you can move to section 7.



7/9 Study results

You can skip this section.

8/9 Attachments

Here you should upload all the required documents, i.e.:

CV, Letter of motivation and Study plan.

9/9 Summarization

Here you can check all the information you filled in. If you find any mistake, you can easily fix it by clicking the **pen icon**. Once you have checked all the fields, scroll down and click the **Confirm application** button. A confirmation screen will pop up. Click on the **Yes** button.

3. Your application is successfully submitted.

Payment

Applying for the National Scholarship Programme of the Slovak Republic at the Faculty of Arts, UPJS, is free of charge. You do not need to pay attention to “Payment order” and “Pay with card” button.



My uncompleted applications

Currently you have no uncompleted applications. You create a new application on the page [My briefcase](#) by pressing the button **New application** for some selected study programme.

My confirmed applications

If the college (faculty) requires it, print the application form, sign it and send the signed application form to the Student Administration Office. Remember to pay off the fees by means of the payment order.

Search

My briefcase (1)

NSPFF - National Scholarship Programme - Faculty of Arts

My applications (1)

Uncompleted (0)

Confirmed (1)

Application #2079 Detail

Application status: Saved (click to display status description)
Charge unpaid
Deadline for submission of an application: 12.09.2023 - 22.10.2023 (Number of days remaining: 39)
NSPFF - National Scholarship Programme - Faculty of Arts, FF UPJS, N degree

[Add to appl.](#) [Payment order](#) [Application](#)

[Pay with card](#)