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.
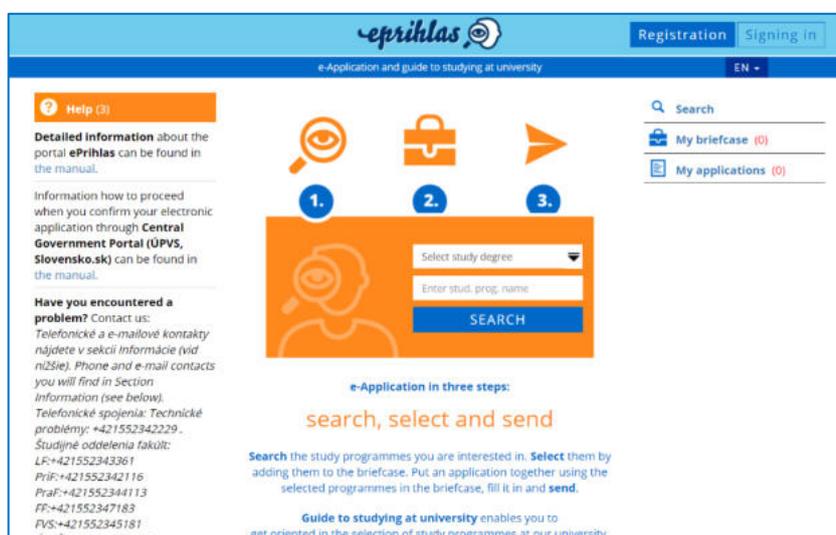
Language settings

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.

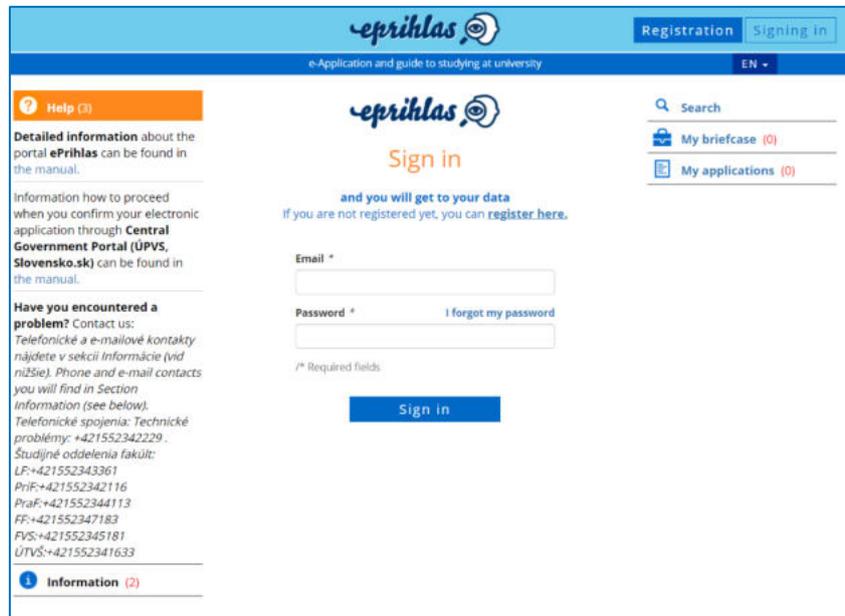3. Confirm you are not a robot and click on the **Register** button.
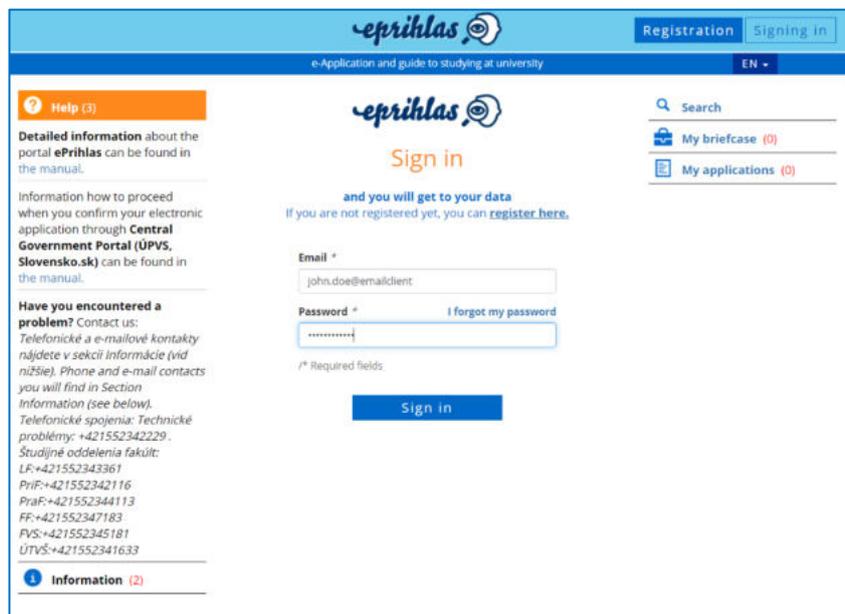
4. You have successfully created your account.
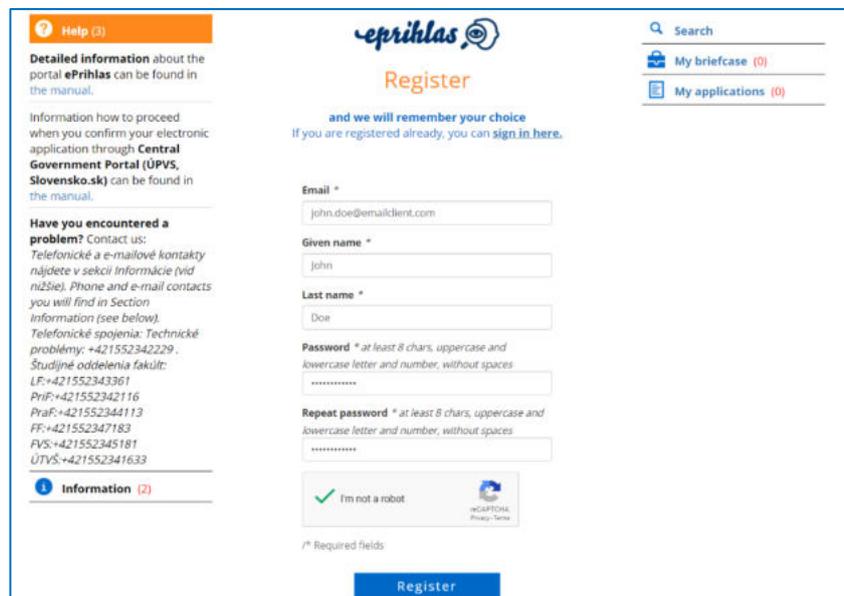
Signing in

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.
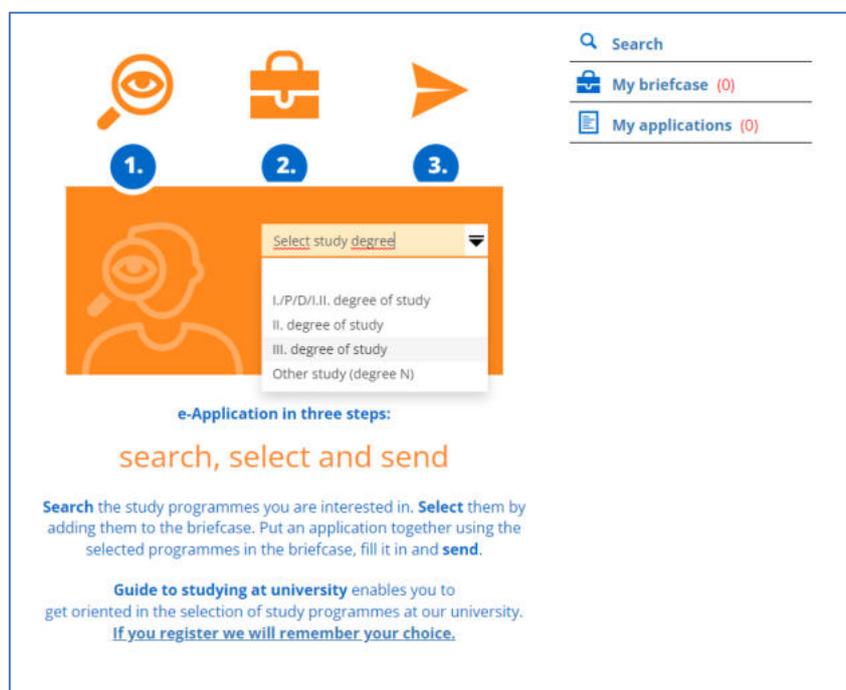
3. Now you are signed in.

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.

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

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**.

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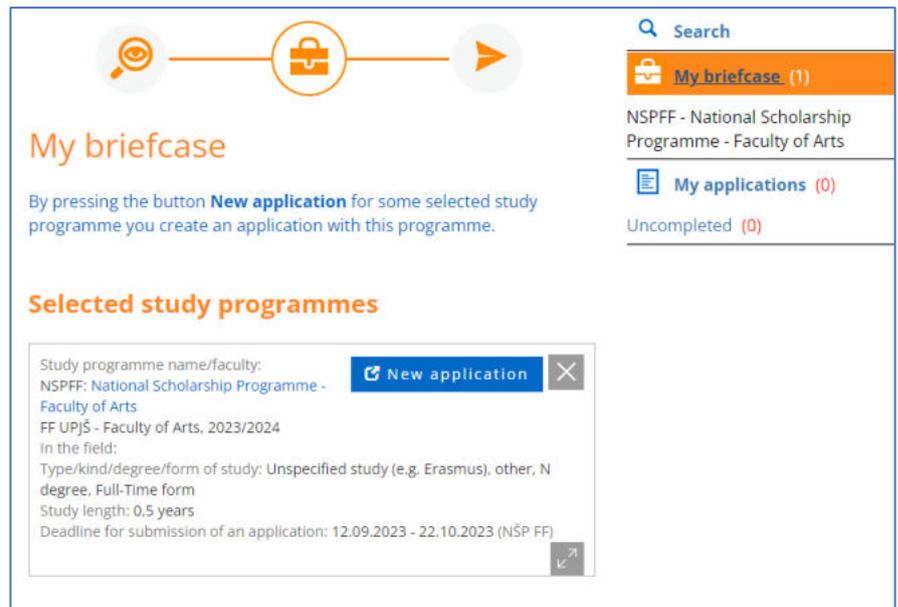
6. You have successfully added the **NSPFF: National Scholarship Programme – Faculty of Arts** to the so-called Briefcase.

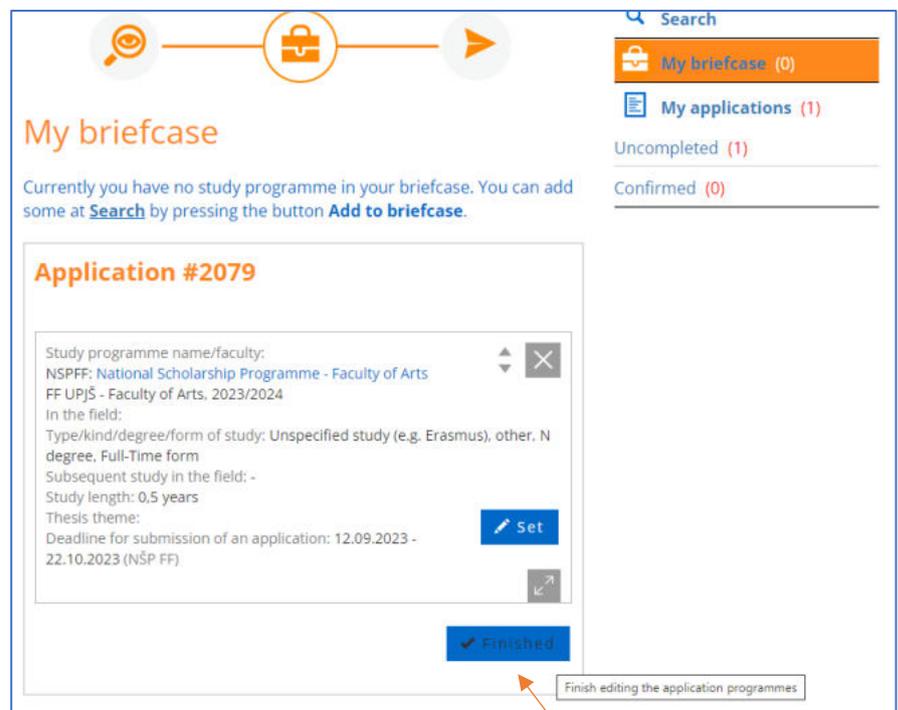# Briefcase

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.

3. After a new application has been generated, click the **Finished** button.

4. Your application is now ready to be filled in.

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.**

1/9 Personal data

Fill in your:

first name;

last name;

birth name;

citizenship;

email address;

phone number.

2/9 Additional personal data

Fill in your:

date of birth;

gender.

3/9 Additional data

Fill in your:

country of birth;

place of birth.

4/9 Address of permanent residence

Fill in your:

country;

street;

house number;

town;

postal code.

5/9 Address of permanent residence in SR

You can skip this section.
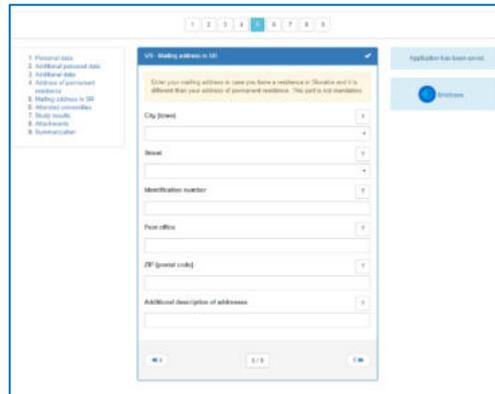
6/9 Attended universities

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**.
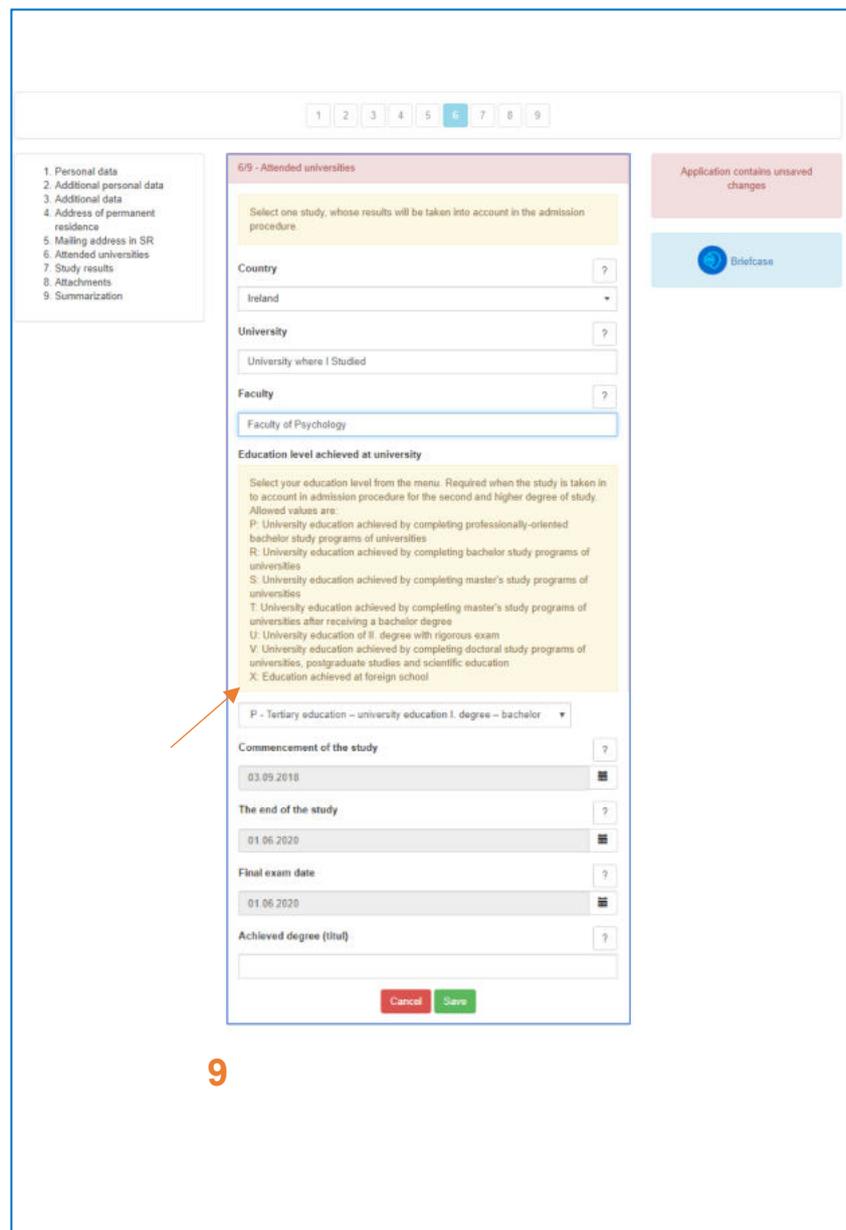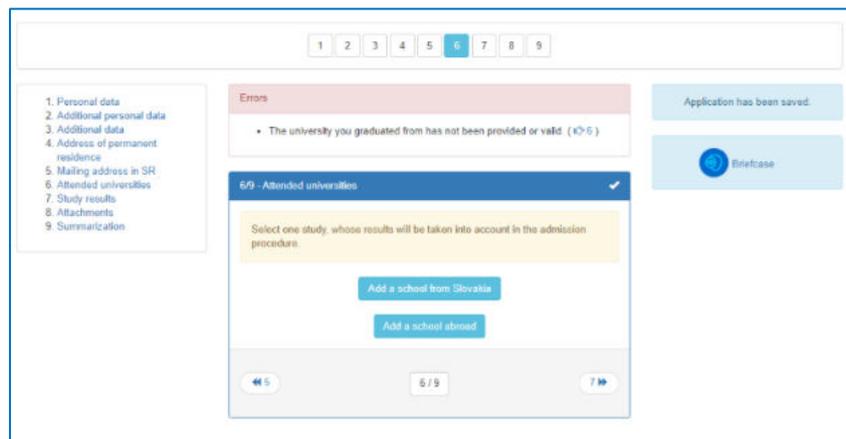
7/9 Study results

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 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.

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 UPJŠ, N degree

   🔗 Add to appl.   📄 Payment order   📄 Application
   💳 Pay with card

🔍 Search

💼 My briefcase (1)

NSPFF - National Scholarship Programme - Faculty of Arts

📋 My applications (1)

Uncompleted (0)

Confirmed (1)