

How to apply online
<https://eprihlaska.tuke.sk>

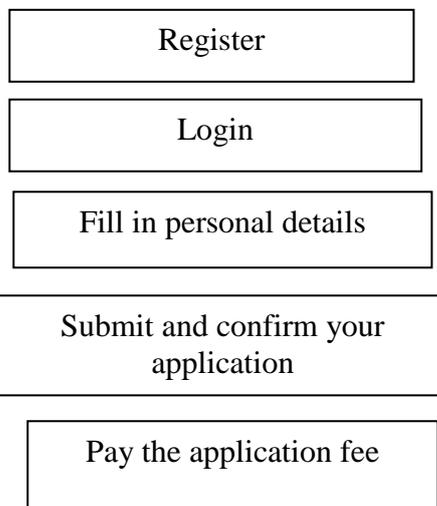
CONTENTS

| | |
|---|-----------|
| 1. REGISTRATION | 3 |
| 2. LOGIN | 5 |
| 3. REGISTRATION OF PERSONAL INFORMATION | 6 |
| 1. <u>Basic data</u> | 6 |
| 2. <u>Name data</u> | 7 |
| 3. <u>Personal data</u> | 8 |
| 4. <u>Address of permanent residence</u> | 9 |
| 5. <u>Contact address</u> | 9 |
| 6. <u>Secondary education</u> | 9 |
| 7. <u>Higher education - University degree</u> | 10 |
| 8. <u>Confirmation of personal data</u> | 10 |
| 4. SUBMISSION OF APPLICATION | 11 |
| 1. <u>Level and form of study</u> | 11 |
| 2. <u>Study program</u> | 11 |
| 3. <u>Subjects for admission exams</u> | 11 |
| 4. <u>Secondary school grades</u> | 11 |
| 5. <u>University grades</u> | 13 |
| 6. <u>Non-specific grades</u> | 13 |
| 7. <u>Additional information</u> | 13 |
| 8. <u>Confirmation and submission of the online application</u> | 13 |
| 9. <u>Checking the contents of application form</u> | 13 |
| 5. TRACK YOUR APPLICATIONS | 13 |
| 6. AFTER YOU ARE SUCCESSFULLY ADMITTED TO TUKE | 14 |

How to apply online

The following is a step-by-step guide on how to submit an electronic application to study at the faculties of the Technical University of Košice and track the admission process online.

Please follow these basic steps:



Send the printed application form (if required by the faculty) and confirmation of payment of the fee to the postal address of the faculty .

1.Registration

The first step in submitting an electronic application is registration.

Welcome to the E-Application

SK EN RU



How to submit electronic application and monitor the course of the admission procedure

1)

Registration

The first step when submitting an electronic application is the registration, unless you are already registered in the system. The registration is required for filing an electronic application and for monitoring the course of the admission procedure for the applications submitted by you. Please **register yourself!**

2)

Personal data

The second step in submitting an electronic application is the entering of your personal and contact data required for filing your application. The recording of personal and contact information is the second essential condition for filing an electronic application. Please note - it is not possible to register your electronic application without first entering all your personal and contact data.

3)

Application form

The third step is the actual filing of the application. It is conditioned by your successful registration and completion of personal and contact information. When filing the application, you no longer have to enter the above information. As part of your registration, you are free to file any number of applications for the offered study programmes of the admission procedure.

4)

Application status

The fourth and final step is to monitor the application status and the course of the admission procedure. Via this website, the Study Department will inform you about the acceptance of your application, course of your admission procedure and the decision on admittance or non-admittance to study at the university.



We wish you many successes and a positive result of the admission procedure!

News

Click on “register yourself “or on „Registration” in the upper menu to get to the screen.



Your personal data exist in MAIS - electronic application

Birth registration number *

Name and surname *

Data with * are required

Registration conditions

1. The university processes the personal data of students and applicants based on special regulations, in particular pursuant to the provisions of § 58, § 67, § 73, § 96 and § 101 of Act no. 131/2002 Coll. on universities, amending and supplementing certain acts, as amended.
2. You publish your personal data in 'MAIS - electronic application' system - hereinafter the 'system' - on your own responsibility. By providing the

I accept the terms and conditions of registration and by registering myself I confirm that I understand the terms and conditions of registration and agree with them in all points without reservation.

Validate

Enter your birth registration number without the slash. Foreign applicants, enter your birth number in yymmdd/9999 format, where yy = last two digits of the year of birth, mm = month of birth, dd = day of birth.

Confirm the consent to the processing of your personal data by checking the box at the bottom of the form and clicking 'Validate' button.

Enter the data according to the instructions on the right side of the screen.

Enter your birth identification number without slash, your name and surname.

Foreign applicants enter their birth identification number in the format **yymmdd9999**, where yy = last pair of 2-digit number of the year of birth, mm = month of birth, dd = day of birth. (e.g. 30th April 1988 enter 8804309999)

By ticking the box in the lower part of the form, you give consent to process your personal data and click on the Validate button.

Then, the following screen is displayed:

Registration of your basic contact information of the application sender

Birth registration number *

First name *

Surname *

E-mail *

Data with * are required

Register

Enter the full name, surname and e-mail address, to which we shall send you the login information. If the email address shown is no longer valid and you cannot change it, contact the Study Department.

After clicking Register button, we shall send you the MAIS username and password.

Please note!
After successfully registering, you must log in to the electronic application within 24 hours! Otherwise, it will be necessary to register again.

The registration of your contact information is required for recording your electronic application and it allows you to monitor the course of the admission procedure.

Please note!
Check the accuracy of the entered email address!

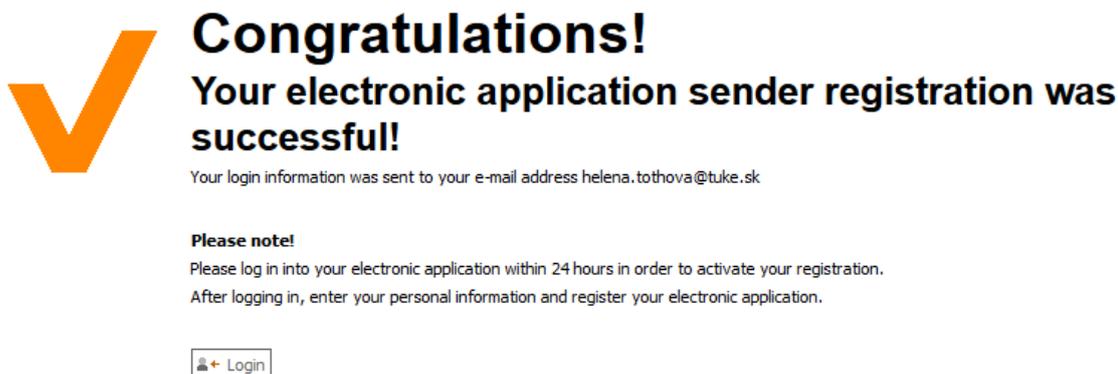
If you are a person already registered in MAIS (e.g. a TUKE student or you studied at TUKE or you had your application registered at TUKE), all the details will appear on the screen which cannot be edited, and your login details will be sent to the registered email address. If the email address is incorrect, please contact the study department of the

faculty or write to the email address mais@helpdesk.tuke.sk. If your details are correct continue by clicking on the Register button.

If you have not registered in the system yet, please enter your email address to which your login details will be sent. Make sure your email address is correct; if it is wrongly entered you will not get your login information.

After confirming your registration by clicking on the Register button, your user name and password will be sent to your email address to access TUKE electronic application (EA).

If your registration is successful the following screen is displayed:



Congratulations!
Your electronic application sender registration was successful!

Your login information was sent to your e-mail address helena.tothova@tuke.sk

Please note!
Please log in into your electronic application within 24 hours in order to activate your registration.
After logging in, enter your personal information and register your electronic application.

Login

2. Login

Next step after successful registration is login to the electronic application (you must login within 24 hours after registration) by either clicking on the Login button in the previous screen or by clicking on Login in the upper menu.



E-Application form Registration Login Forgotten password Admission exam result

Home Not logged in Date: **Friday, 20. April 2018** Time: **13:23:22**

Please provide your login information

Login *
Password *

Login

You may log in into MAIS electronic application only with a valid username and password that was generated and sent to your e-mail address at registration. **register yourself!**

In case you already registered but did not receive any username or password (e.g. because of incorrectly entered e-mail address), please register again.

Enter your user name and password sent to your email address and click on Login button.

If you forgot your password, click Forgotten password on top right.

Enter your data according to the instructions on the screen.

Enter your user name or birth identification number without slash and your registered email address, otherwise your new password will not be sent to you.

On the first login after registration you will get to the following screen and your next step is to enter your personal information.

Your personal data



Login 18_Test_2447
First name Test
Surname Test
E-mail

Address

Street Not specified
Number Not specified
Post-code Not specified
Town Not specified

Please note!
It is possible to file an electronic application only
after registering your personal data

Obtained education

Secondary-school education Not specified
University degree Not specified
University's study programme Not specified

Before filing your application, register your personal data!

News

3.Registration of personal information

Before submitting your application if you are not registered in the MAIS system yet, enter your personal data by clicking on „personal data“ or on  in the upper menu.

WARNING!

Personal data will be recorded only after entering the details in the last step!
Please complete each step of the registration process in the order presented!
Required items are marked by asterisk (*).
Confirm the data in each tab by clicking on the Proceed button.

If you are a person already registered in the MAIS system, your data will be displayed on the screen which you cannot edit. If the data is incorrect, please print the application form and correct the details there or contact the study department.

Registration of your personal details involves 7 steps.

1. Basic data

If you were born in the Slovak republic your birth identification number and date of birth are already entered, it is necessary to enter your identification card number. Foreign applicant enter their birth identification number in the format yymmdd/9999, where yy = last pair of 2-digit number, mm = month of birth, dd = day of birth and add their passport number. Do not enter the social insurance number. **Do not upload your photo** with your online application.



1.step - Basic data

Birth registration number * /

Date of birth *

Social security number:

Passport number:

Identity card number:

Select a photo Nie je zvolený súbor.



Data with * are required

Pay attention when entering the figures!

If your place of birth is in the Slovak Republic, it is necessary to enter your birth registration number and the date of birth. The foreign applicants enter their birth registration number in yymmdd/9999 format, where yy = last two digits of the year of birth, mm = month of birth, dd = day of birth.

Please note!

The entered personal data will be recorded to the database in the last step! Follow the order of registration steps!

Pay appropriate attention to selecting your photo! A colour photo is required, showing your whole face without any headgear or sunglasses, the head must occupy at least 2/3 of the photo.

The minimum required size of a photo is 300 x 360 pixels, accepted format: jpg/jpeg or png. The aspect ratio of 1 : 1.2 (width : height) will be arranged by cropping the uploaded photo.

After clicking on the Next button go to step 2.

2. Name data

Name and surname are already entered; please add other details where necessary.



2.step - Name data

First name *

Surname *

Name at birth:

Father's name: *

Father's surname: *

Father's name at birth: *

Mother's name: *

Mother's surname: *

Mother's name at birth: *

Scientific degree

Received academic titles

Data with * are required.

Please enter your name, surname, maiden name (if different than your surname), academic degree and obtained titles.

The name, surname and maiden name of the father and mother are required starting the academic year of 2014/2015. Complete the name, surname, maiden name of at least 1 parent.

3. Personal data

Enter all your data including your phone number (it is advised to enter your phone number to make communication between you and the study department easier), even if it is not marked as required.

If **you were born in Slovakia** proceed as follows: Choose the country of birth from the list – Slovak republic, enter the town e.g. Košice in the window Place of birth name (or write ZIP postal code in the Post-code window) and click on the Search button , then click on the bar in the window Place of birth where all the entries for „Košice“ in the list will be displayed. For example, if you were born in Košice-Šaca, then click on that entry.

3.step - Personal data

| | | | |
|----------------------------|--|-----------|--------|
| Country of birth | Republic of India (IN) | | |
| Place of birth * | Place of birth name | Post-code | Search |
| | Dimda | 00000 | |
| | - enter a partial city name or Postcode and click Search | | |
| Previous place of work * | abroad (8) | | |
| Citizenship * | Republic of India (IN) | | |
| Reduced working capacity * | healthv | | |
| Obtained education * | 0 - completed education at a foreign school (0) | | |
| Nationality | other (99) | | |
| Marital status * | Single | | |
| Sex * | Man | | |
| Phone number | <input type="text"/> | | |

Enter all required information carefully!

If you are graduating from a secondary school in the present year, indicate this in the Educational Attainment item

If you were unable to find your town/village, enter 00000 as your Postcode.

If **you were born abroad** proceed as follows: Choose the country of birth from the list – e.g. Ukraine, write your place of birth, e.g. Dubno in the window Place of birth name (or write ZIP postal code in the ZIP window) and click on Search, then click on the arrow in the window Place of birth where all " Dubno" entries from the list will be displayed and click on Dubno. If the required town is not displayed, enter 00000 into the ZIP window and click on the Search button and then write your place of birth in the window Place of birth.

3.step - Personal data

| | | | |
|----------------------------|---|-----------|--------|
| Country of birth | Republic of India (IN) | | |
| Place of birth * | Place of birth name | Post-code | Search |
| | Dimda | 00000 | |
| | Dimda | | |
| Previous place of work * | abroad (8) | | |
| Citizenship * | Slovakia (SK) | | |
| Reduced working capacity * | healthv | | |
| Obtained education * | 0 - completed education at a foreign school (0) | | |
| Nationality | Slovak (01) | | |
| Marital status * | Single | | |
| Sex * | Man | | |
| Phone number | <input type="text"/> | | |

Enter all required information carefully!

If you are graduating from a secondary school in the present year, indicate this in the Educational Attainment item

If you were unable to find your town/village, enter 00000 as your Postcode.

Next

Obtained education 0 - completed education at a foreign school

4. Address of permanent residence

Please carefully enter your correct address; it is important for your further communication with the faculty. Enter the street name and number. After entering ZIP code click on the Search button and in the window City/Town choose one from the list. If there are no streets in your village, enter the name of the village in the field Street. If your **place of residence is abroad** proceed as follows: choose the country of birth from the list, e.g. Ukraine, enter the street name and number. If there are no streets in your village, enter the name of the village in the field Street. After entering ZIP code click on the Search button and in the window City/Town choose one from the list. If the required city/town is not displayed, enter 00000 in the ZIP window and click on the Search button, then write your city/town and ZIP code.



4.step - Permanent address

| | |
|-------------|--|
| Country * | <input type="text" value="Republic of India (IN)"/> |
| Street * | <input type="text" value="aaa"/> |
| Number * | <input type="text" value="1"/> |
| Post-code * | <input type="text" value="400001"/> <input type="button" value="Find City"/> |
| Town * | <input type="text"/> |
| District | <input type="text"/> |
| | <input type="button" value="Next"/> |

Carefully enter your address!

Click Find City button after entering your Postcode!

If you were unable to find your town/village, enter 00000 as your Postcode.

5. Contact address

Fill in this field only if your postal (contact) address is different from home address. This step is similar to step 4.

6. Secondary education

Enter information about your **secondary school in the Slovak republic** you graduated or about to graduate from as follows:

- choose from the list of secondary schools
- enter all the details in the section In words by hand only if your secondary school is not on the list of secondary schools.

If you know your secondary school code, enter it in the field Code and click on the Search button and then click on the Name field where your school will be displayed, then select it by clicking on it, and all the details about the school (in the lower part of the screen) will be automatically retrieved from the drop-down list of secondary schools (Type, address).

If you do not know your secondary school code, choose your school from the drop-down list of schools as follows: in the field Type select the type of school, in the field District select e.g. Košice I and click on the Search button and then click on the Name field where a drop-down list of these schools will be displayed and select your school.

If you **graduated from a secondary school abroad**, enter the data only in fields Year of school leaving examination and Apprenticeship in the part “Quick search”. Enter your graduation year in the field “Year of school leaving examination” and select “Course

completed/studied at an institution/university outside of Slovakia” in the field “Apprenticeship”. You don’t fill other field in part “Quick search”. Next enter the data in the field „In words“.



6.step - Secondary-school education

Select the secondary school from the list:

Quick search

Code: Type: District:

Name *

Year of school leaving examination: *

Apprenticeship *

In words:

Type *

Name manually

Street *

Number *

Post-code *

Town *

District *

Country *

In the list of schools, select the secondary school you graduated from.

If your secondary school is missing in the list of secondary schools, enter its type, name and address in the fields provided below

If, after selecting a secondary school, the system does not offer the desired field of study, select first the field of study of the secondary school and then the secondary school itself.

7. Higher education - University degree

Mention your higher education only if you have duly completed or are to complete it in the current academic year- in this case enter the expected date of graduation. Please also mention non-completed study programs (e.g.completed semesters). If you **studied abroad**, then in the list choose Foreign school (9999) and write the faculty, field of study and study program by hand – “In words”.

8. Confirmation of personal data

Carefully read and check the details entered, if they are correct click on the **Yes** button and your data will be recorded in the system. By clicking on the No button you will return to the start page after logging in and data will not be recorded in the system .

After completing your personal information, select a respective study program in your electronic application by clicking on “**Add a new application form**“ in the upper menu.



4.Submission of application

It consists of several steps.

1. Level and form of study

Choose the faculty, level, form, study method and the language of study (if you don't choose the language, a drop-down menu of all study programs will be displayed).

2. Study program

Select the study program. The list of study programs includes academic programs available for your selected level, form, method and language of study. If the faculty offers the option to select multiple study programs on one application, choose them in the section Select alternative study programs. If the faculty does not offer the option to select multiple study programs on one application, these fields cannot be edited. If a study program is not in the list, the program is not open to online applications by the faculty.

3. Subjects for admission exams

If your selected study program requires entrance exams, this section contains compulsory subjects for admission exams. If these subjects are optional, choose which one (or ones) you prefer.

4. Secondary school grades

Do not fill in this section if you **graduated from a secondary school abroad** and range of secondary school grade average is not 1.0 - 5.0.

Enter all subjects (except behaviour record) and the final grades earned in these subjects in each year of your secondary school. Write the name of the subject and click on the next line. If you did not study a certain subject in a particular year, leave the field for a final grade in this year empty. The allowed range of secondary school grade average is 1.0 - 5.0.

After clicking on "Calculate grade average" the system will calculate grade point averages for all subjects and years.

Secondary school grades should be only entered in the extent required by the faculty (e.g, some faculties do not include final grades from the last year in the grade point average (GPA)).

If a faculty also requires grades in school-leaving exams, fill in the section New school-leaving exams.

Enter your school-leaving exam GPA in the field: "School leaving examination grade average"

5. University grades

Do not fill in this section when applying for the first level of study.

6. Non-specific grades

Fill in if only required for the particular study program.

7. Additional information

Not required.

8. Confirmation and submission of the online application

This is the final step where you confirm and submit your online application by clicking on the “Yes” button. If you confirm No, your electronic application will not be registered.

9. Checking the contents of application form

To check your application form download it in pdf format by clicking on the Print the application button.

If the data is correct print your application form (if required by the faculty) and Click on the Proceed button to get to the list of applications.

After successful registration of your application, the applicant is required to pay the registration fee and send the printed and signed application form (if required by the faculty) with the payment receipt to the address of the respective faculty

5. Track your applications

You can monitor the status of all your submitted applications on the screen by clicking on “Your application forms” in the upper menu.

All registered applications are displayed in the section **List of applications**. The icon next to each application form shows the status of your application.

List of applications

| Registration number | Faculty | Study programme | | | | |
|--|-----------------------------------|-------------------|---|--|--|---|
|  2318R03298 | Faculty of Mechanical Engineering | Applied Mechanics |  Edit |  Delete |  Status |  Print |

 - Not accepted by the Study Department

Every application submitted online is **invalid**. After delivering a paper application, the study department will check the correctness of the data and register the paper application, then „ Paper application submitted“ is displayed (if a paper application is also required by the respective faculty).

This is the status of your application once the study department confirms its validity (all the details are correct), after that the Applicant profile will be created for your application. The application must be submitted in the manner required, otherwise it will not be considered for the admission procedure.

After clicking on “**Status**” detailed information about your application (status, date of the entrance exam or if entrance is released) will be displayed:

After admission decision, the status of your application will be updated – icon 2.

6. After you are successfully admitted to TUKE

1. Along with the letter of acceptance, the applicant will receive „ Information on enrolment fees and issuing a student card in the academic year“with details of how to pay the fee for the student card and charges related to the enrolment (account number, amount, variable and specific symbols).
2. If you have submitted an online application, information for the payment of fees is included in the section List of applications and in the details about your application.
3. If you already hold a student card in the same form of study you are accepted to, the student card fee is not charged. If you are a holder of a full-time student card and you are accepted to the part-time form of study (or vice versa), the student card fee must be paid as well.
4. Please note that payment of all the charges including enrolment, tuition and student card fees has to be made only by **bank transfer** (not by postal order) by the deadline specified in the form (in the e-application it is Due date) to the account number using the relevant variable and specific symbols provided in it. Every applicant is assigned a variable number for each study program. If you are accepted to several study programs, be careful to make sure you quote the correct variable symbol of the study program you want to enrol to, otherwise your payment will not be correctly allocated. Each faculty has its specific symbol (SS) for enrolment, please use the one specified in the notification of the fee applicable for the respective faculty. In the section Message for the recipient enter your name and surname, abbreviation of the study program or applicant’s registration number as in the form.
5. If you have not been a student at TU yet, then 5 working days after your payment was made, log into the ICT (The Institute of Computer Technology) interface (<https://nastavenia.tuke.sk> , - Zistenie prihlasovacích údajov a nahratie fotografie pre NOVÝCH študentov), where after logging in with your birth identification number and registration number - see Pic.1 and uploading your photo - see Pic. 2 you get your login ID and password to enter the TU information system – MAIS (<https://mais.tuke.sk>), STUDENT). If after 5 working days you cannot log in, please contact the study department of the faculty. After verifying your details, you will be issued your TUKE student ID card. The can be collected according to the instructions of the faculty either on the enrolment day or later from the study department of the

faculty. If you do not pay the fee within the payment deadline stated, we consider you are not interested in enrolling in the given study program.

NAVIGÁCIA

- >> Zmena hesla v Centrálnom autentifikačnom systéme
- >> Zistenie prihlasovacích údajov a nahranie fotografie pre NOVÝCH študentov
- >> Pokyny na zavedenie a používanie jedinečného loginu na TUKE

Némcovej 3
042 00 Košice
dispečing: +421-55-602 5133
fax: +421-55-62 535 82

CAS - CENTRÁLNY AUTENTIFIKAČNÝ SYSTÉM

Zadajte údaje, ktoré ste uviedli na prihláške.

Rodné číslo: /

Registračné číslo: (povolený formát: U24XXXXXXXX)

Zobraziť registračné číslo

Nie som robot

reCAPTCHA
Ochrana súkromia - Zmluvné podmienky

Poučenie k prihlasovacím údajom:

Prihlasovacie meno

Každý používateľ má v centrálnom autentifikačnom systéme (ďalej len CAS) pridelený **jeden jedinečný login** (prihlasovacie meno). Tento login používateľ používa na prihlasovanie sa na servery a služby, ktoré na autentifikáciu používajú CAS. CAS je vybudovaný na serveroch pracujúcich s protokolom LDAP. Účelom CASu je autentifikácia používateľov, teda overenie ich digitálnej identity.

Login, ktorý už nie je aktívny, nebude pridelený žiadnemu inému používateľovi.

Formát loginu je jednotný:

• Dĺžka loginu je 7 znakov, prvých 3 znakov musí byť aplikačný zberový

Beriem na vedomie poučenie k prihlasovacím údajom

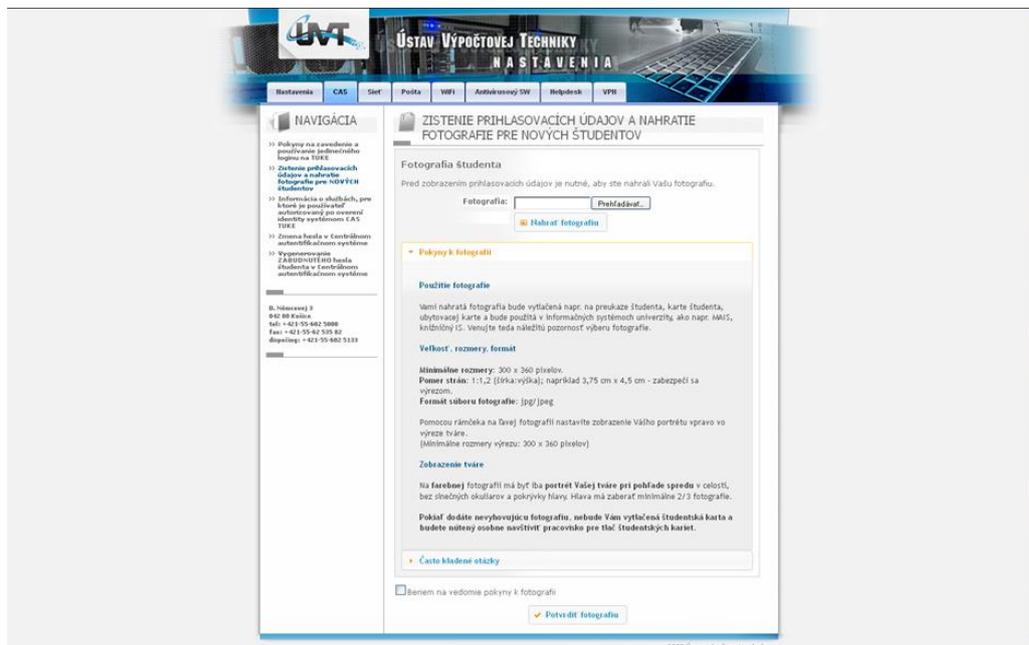
[Zistiť jedinečné prihlasovacie meno](#)

Táto operácia môže trvať dlhšie, kliknite iba raz a počkajte na ukončenie online generovania.

V prípade problémov s prvým prihlásením pomocou rodného čísla a registračného čísla, kontaktujte Vaše študijné oddelenie a overte správnosť zadávaných údajov. V prípade neprihlásenia sa pri správne zadávaných údajoch a akýchkoľvek iných problémoch pošlite detailný popis problému na mais@helpdesk.tuke.sk.

Správa IS CAS

Pic.1



Pic.2

If you have any problems with your online application, please contact us at:
mais@helpdesk.tuke.sk