

HOW TO CHARGE YOUR ISIC CARD ONLINE

GUIDE FOR EXCHANGE AND ERASMUS STUDENTS

1. LOG IN TO IS.CZU.CZ

UNIVERSITY INFORMATION SYSTEM

University information system of Czech University of Life Sciences Prague allows the academic community, university staff and public to access a wide range of information. Many people have devoted much of their time and effort to help implement the system at the university. Therefore, we will truly appreciate if you direct any problems you encounter or comments you may have to the university system administrators. This way we will be able to help you or complement the information system with any relevant features. We recommend that you contact us on our e-mail address [Contact address](#).

Přihlašovací údaje pro první přihlášení

Personal administration

- **Log in to the Personal administration of UIS** • [First log in to UIS instructions](#) • [System integrators](#)

Admission procedure

- [E-application form to study at CULS](#) • [Admission procedure results](#)
- [Pre-enrollment confirmation for application to study at CULS](#)

Information about CULS

- [Departments](#) • [Public document server](#)

UNIVERSITY INFORMATION SYSTEM

Log in to system

On this page you can log in University Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out.

Information icon: If you fail to log in or do not know the above mentioned information, please contact the **HelpDesk CULS**.

Checkmark icon: You have been successfully logged out.

User name:

Password:

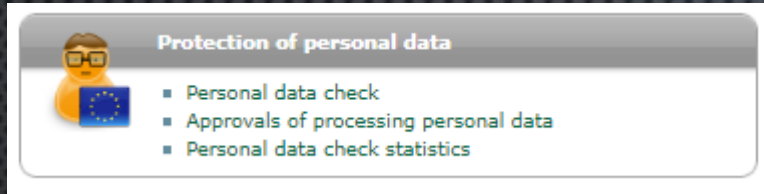
Log in

Log out after 1 day of inactivity (change).

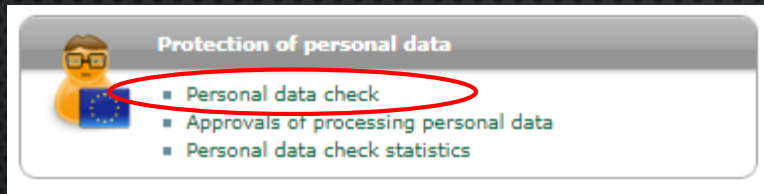
Tip: A common problem is the Caps Lock key switched on/off or the keyboard set to a different language.

See application [First log in to UIS instructions](#) to view more details about log in.

2. FIND THE BOX „PROTECTION OF PERSONAL DATA“



3. CLICK AT „PERSONAL DATA CHECK“



4. REMEMBER YOUR *IDENTIFICATION NUMBER*

Personal information

The following information about staff is partly provided by software to process the personal administration. User can modify some information him/herself in *personal preferences*.

Name	Entry	Changed
First name and surname	[REDACTED]	14/07/2017
Identification number	XXXXXX	14/07/2017
Birth date	07/01/1992 (02/11/1990)	14/07/2017

5. CREATE THE FOLLOWING PAYMENT FROM YOUR BANK ACCOUNT.

RECEIVING ACCOUNT NUMBER: **35 – 500022222 / 0800**

VARIABLE SYMBOL: **997502**

SPECIFIC SYMBOL: **YOUR IDENTIFICATION NUMBER!**