

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

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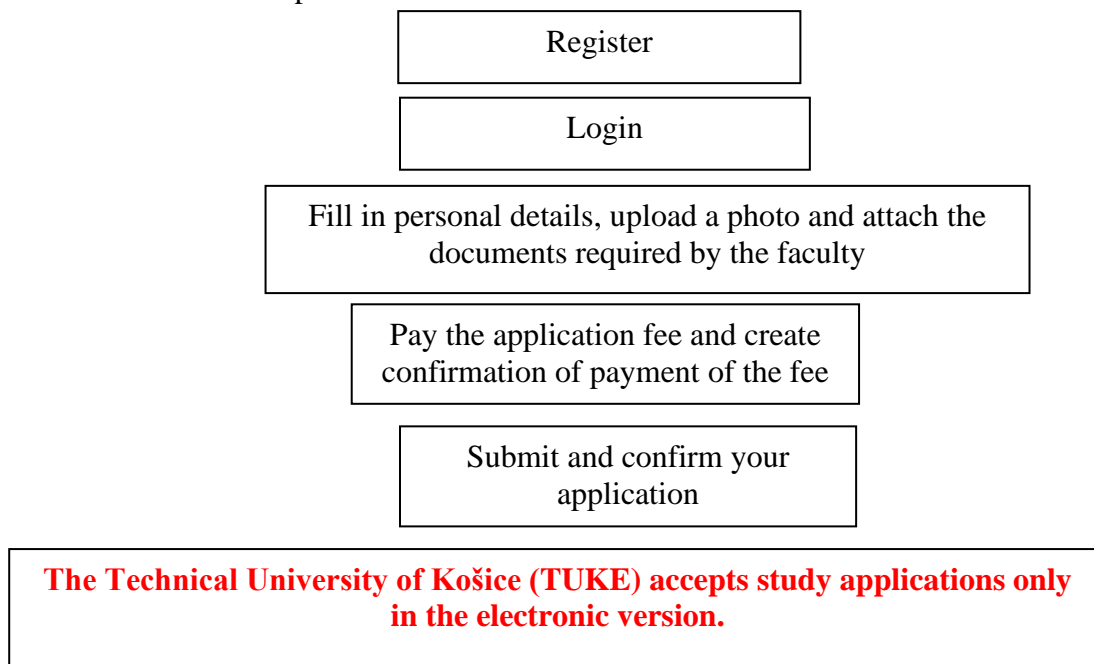
## How to apply online

Before submitting the application, prepare files with documents (e.g. copies of certificates) required by the specific faculty (Conditions for admission to study at TUKE faculties can be found at [https://mais.tuke.sk/dokumenty/cognos/prihlasky\\_pocet-sk.pdf](https://mais.tuke.sk/dokumenty/cognos/prihlasky_pocet-sk.pdf))

Pay the application fee and create confirmation of payment of the fee.

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:



## 1.Registration

The first step in submitting an electronic application is registration.

Welcome to the E-Application

**E-Application form** Registration Login Forgotten password Admission exam result

Home Not logged in Date: Friday, 20. April 2018 Time: 12:24:56

### 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.

**MAIS**  
Modulárny Akademický Informačný Systém

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.

Welcome to the E-Application SK EN

**E-Application form** Registration Login Forgotten password Admission exam result

Registration application sender Not logged in Date: Friday, 20. April 2018 Time: 10:04

## 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.

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](mailto: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.

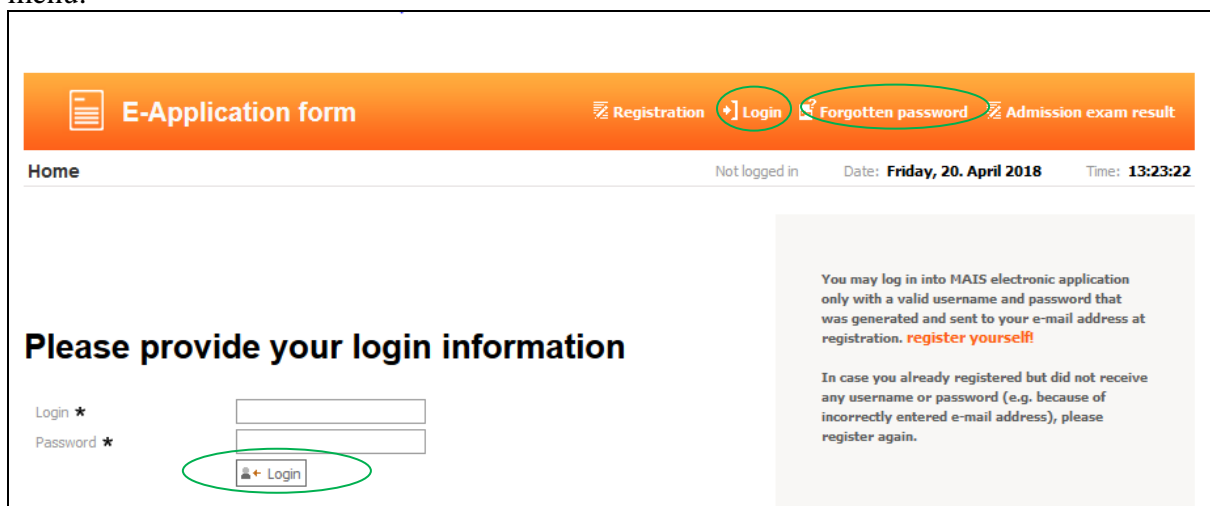
After confirming your registration by clicking on the Register button, your user name and password will be sent to your email address to access TUKE electronic application (EA).

If your registration is successful the following screen is displayed:



## 2. Login

Before submitting the application, prepare the documents according to the faculty's requirements (e.g. curriculum vitae, copies of certificates, educational documents, confirmation of payment of the fee, etc.). 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.



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.

The screenshot shows a registration form with three main sections: 'Your personal data', 'Address', and 'Obtained education'. The 'Your personal data' section includes a login field with '18\_Test\_2447', first name 'Test', surname 'Test', and an empty email field. A placeholder for a photo shows 'BEZ FOTOGRAFIE NO PHOTO KEIN FOTO FOTÓ NELKÜL'. The 'Address' section lists 'Street', 'Number', 'Post-code', and 'Town', all marked as 'Not specified'. The 'Obtained education' section lists 'Secondary-school education', 'University degree', and 'University's study programme', all marked as 'Not specified'. A note on the right states: 'Please note! It is possible to file an electronic application only after registering your personal data'. At the bottom, a red box highlights the text 'Before filing your application, register your personal data!'. A 'News' section is visible at the very bottom.

The applicant must pay the application fee and create the confirmation of payment of the fee and upload it to the EP. The confirmation of payment of the fee must be uploaded in step 2 when choosing a study program.

## 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. You can only complete the attachments CV in the Personal data section and High school documents in the Secondary education section, or University documents in the Higher education section.

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 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, or enter the birth number that is in MAIS. Add their passport number. Do not enter the social insurance number.

**Uploading a photo** is mandatory in the TUKE online application. You can add a photo to the application at any time. Without uploading a photo, your TUKE student card will not be created and you will not be assigned a unique login and password, necessary to access IS TUKE.

The screenshot shows the first step of the application process, titled "1.step - Basic data". At the top, a progress bar indicates seven steps: 1. Basic data (active), 2. Name data, 3. Personal data, 4. Permanent address, 5. Contact address, 6. Secondary-school education, and 7. University degree. The form fields include: Birth registration number \* (text input), Date of birth \* (calendar icon), Social security number: (text input), Passport number: (text input), Identity card number: (text input), and Select a photo (with "Browse...", "No file selected.", and "Send photo" buttons). A "Next" button is at the bottom left. A sidebar on the right contains instructions: "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.", and "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." Below the form, a placeholder for a photo shows the text: "BEZ FOTOGRAFIE", "NO PHOTO", "KEIN FOTO", "FOTO NĚLKŮL". A red note at the bottom states: "To issue a TUKE student card, you need to upload a photo. You can add a photo to the application at any time. Without uploading a photo, the TUKE student card will not be issued and you will not be assigned a unique login necessary to access IS TUKE. Data with \* are required".

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.

The screenshot shows the second step of the application process, titled "2.step - Name data". The progress bar at the top shows step 1 completed and step 2 active. The form fields include: First name \* (text input), Surname \* (text input), Name at birth: (text input), Scientific degree (dropdown menu), and Received academic titles (two dropdown menus). A "Next" button is at the bottom left. A sidebar on the right contains the instruction: "Please enter your name, surname, maiden name (if different than your surname), academic degree and obtained titles."

Data with \* are required.

### 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

Place of birth name  Post-code

Place of birth \*

Previous place of work \*

Citizenship \*

Reduced working capacity \*

Obtained education \*

Sex \*

Phone number

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

Place of birth name  Post-code

Place of birth \*

Previous place of work \*

Citizenship \*

Reduced working capacity \*

Obtained education \*

Sex \*

Phone number

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.

**Obtained education:** 0 - completed education at a foreign school



CURRICULUM VITAE can be added to the application (if it required by the faculty).  
Attach a file in .pdf format.

### 3.step - Personal data

Country of birth

Place of birth

Place of birth \*

Previous place of work \*

Citizenship \*

Reduced working capacity \*

Obtained education \*

Sex \*

Phone number

**Documents:**  
You do not have any documents in the system

**New document:**

Curriculum vitae  No file selected.

Birth certificate  No file selected.

**Ostatné prílohy:**

Description   No file selected.

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.

#### 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.

1. Basic data 2. Name data 3. Personal data 4. Permanent address 5. Contact address 6. Secondary-school education 7. University degree

### 4.step - Permanent address

Country \*

Street \*

Number \*

Post-code \*

Town \*

District

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-school 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 in fields **Study field** (select 0 Course completed/studied at an insitution/university outside of Slovakia), **Year** of school leaving examination (your graduation year). Next enter the data in the field „In words“ and then attach the **documents** required by the faculty (copies of certificates, educational documents...). First write a description and then attach the file.

### 6.step - Secondary-school education

Select the secondary school from the list:

**Quick search**

Code:  Type:  District:

Name ★

Year of school leaving examination: ★  Study field ★

**In words:**

Type ★

Name manually

Street ★

Number ★

Post-code ★

Town ★

District ★

Country ★

**Documents of the secondary school:**  
You do not have any documents in the system

**New document:**

Description ★   No file selected.

Add an appendix according to the conditions of the admission procedure of the relevant faculty (eg certificate)

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.

When applying for the 1st grade, fill in the high school documents

## 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”. Then upload the attachments in .pdf format regarding the results of your studies at the university according to the faculty's requirements.

## 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. Add the confirmation of payment of the fee.

## 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.



### New school leaving examination

School leaving examination subject	Level	External part %	External part percentile	Internal part written form (%)	Internal part oral form (grade)
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

School leaving examination date:  

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**

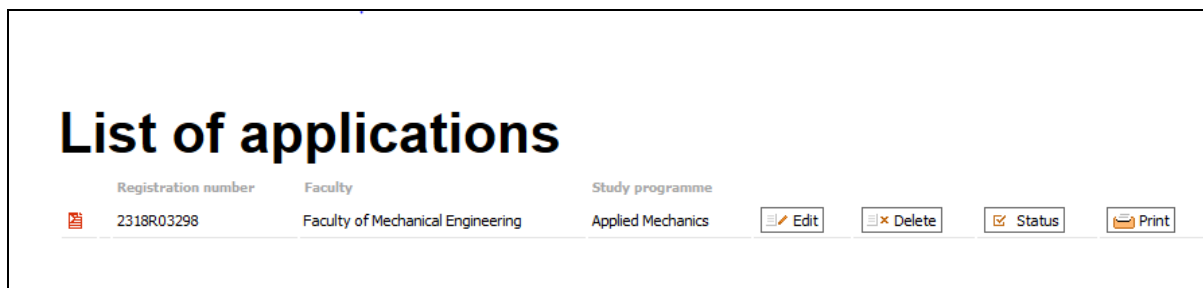
To check your application form download it in pdf format by clicking on the Print the application button.


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.

## **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.



 - 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).

 - Accepted by the Study Department

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. The fee decision contains: The date of the decision, the amount you have to pay by the specified due date and the account number to which you have to pay the specified amount. Do not forget to enter (from the current fee decision) the correct VS-variable symbol, ŠS-specific symbol, without these items your payment will not be registered. It is possible to pay fees using Pay by square technology. By scanning the system-generated QR code of the given fee through the bank application on a mobile phone or

similar device, the fee data in the range of IBAN, BIC, balance amount for payment and the symbols variable, specific and constant are automatically transferred to the bank application.

## Application status

### Information on the filed application

Filed application number **9123R02597**

Applicant's number **U2412067891|9123R02597**

Study programme **Aerospace Systems**

Application status **📄 accepted by the Study Department**

Written application **Not admitted**

Admission procedure status **👤 Accepted by admission examinations**

Admitted to the study programme **Aerospace Systems**

Fee

### Data on missing items

### Data on assigned dates

#### Written entrance examinations


Subject	Remitted	Cancelled	Date of examination	Venue	Score (points)
No data available					

#### Aptitude tests

Subject	Remitted	Cancelled	Date of examination	Venue	Score (points)
No data available					


### Notifications - Editing of Personal data

You do not have a CV attached in the Personal data block.




### Decisions on (non)admittance to a university study:


Admit, Decision no. 1, on 28.03.2023



### Fee decisions

Date of decision	Fee type	Due date	Amount	Account No.	VS	SS	Paid	
3/28/2023	Registration Fee	3/31/2023	10,00 €	SK9681800000007000201621	9123000713	91101	0,00 €	<input checked="" type="checkbox"/> Detail 

## Congratulations on your successful admission to university studies!



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. To issue a TUKE student card, you need to upload a photo. You can add a photo to the online application at any time in the part Basic data. Without uploading a photo, the TUKE student card will not be issued and you will not be assigned a unique login necessary to access IS TUKE.

If you have not been a student at TU yet, then 5 working days after your payment and uploading your photo you get your login ID and password to enter the TU information system – MAIS (<https://student.tuke.sk/student>).

You can find this data after logging in to the eApplication.

The screenshot shows the 'Elektronická prihláška' (Electronic Application) interface. At the top, there are navigation links for 'Osobné údaje', 'Pridaj prihlášku', 'Vaše prihlášky', 'Zmena hesla', and 'Odhliásť'. The user is logged in as 'Kristina Yxcv' on 'Piatok, 16. december 2022' at '11:29:12'. The main content is divided into two sections: 'Vaše osobné údaje' (Your personal data) and 'Adresa' (Address). Under 'Vaše osobné údaje', there is a profile icon with the text 'BEZ FOTOGRAFIE NO PHOTO KEIN FOTO FOTONELKÜL'. The personal data fields are: Login: 22\_Yxcv\_9866, Meno: Kristína, Priezvisko: Yxcv, E-mail: (empty). The address fields are: Ulica: SNP, Číslo: 652, PSČ: (empty), Mesto: (empty). Below this, there is a section 'Prihlasovacie údaje do rozhrania MAIS Študent' (Login data for the MAIS Student interface) with Login: 22\_KristinaYxcv\_0 and Inicializačné heslo: 123456. A note states: 'Rozhranie študent je prístupné pod nasledovným odkazom' (The student interface is accessible under the following link). On the right side, there is a list of actions available for the application: 'Prehľad prihlášok umožňuje' (Application overview allows) - obsah prihlášky editovať (edit application content), - kontrolovať stav prihlášky (check application status), - prihlášku vymazať pokiaľ nebola študijným oddelením akceptovaná (delete application if not accepted by the study department), - tlačiť prihlášku (print application).

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.**

If you have any problems with your online application, please contact us at:

[mais@helpdesk.tuke.sk](mailto:mais@helpdesk.tuke.sk)