



UNIVERZITA KOMENSKÉHO V BRATISLAVE

Centrum ďalšieho vzdelávania

Jazyková a odborná príprava cudzincov a krajanov

Odbojárov 10/a, 831 04 Bratislava



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## DEAR STUDENTS SCHOLARSHIP HOLDERS,

we would like to invite you **TO ONLINE ENROLLMENT DAY** between **September 2 – 4, 2020 (from Wednesday to Friday)**. You get **last week of August via email online instruction** how to upload your documents to our system. It will be necessary to fill app. date and time of your arrival to Slovakia. After uploading of all required documents and information about your date and time of arrival to Slovakia you get **invitation** to be signed for study at Study department after your arrival to Slovakia personally.

**Tuition starts on September 7, 2020 (on Monday).**

In the case you will not be present in Slovakia, you have the possibility **to join online classes** which will be available during **whole month of September** – so please be prepared with your devices (PC or notebook or mobile phone), microphone (sound) and camera (picture) are required. Our teachers will send **invitation to online lessons via application MS Teams** during 1<sup>st</sup> week of September 2020.

Students who will be actually in Slovakia and provide us medical check result from Clinic (confirmation) + result of Covid-19 test will have presence tuition at school, Žižkova 10, Bratislava.

Students who already have got Slovak residence stay permit in the past and haven't travelled abroad (were present between March 2020 to September 2020 in Slovakia) are able to start their tuition without medical check result and Covid-19 test result.

### Note:

**The latest possible day to come to Slovakia is September 30, 2020 (Wednesday)!**

In case you are not able to come on time, inform the Study department about later date and time of arrival via email: [ujop@cdv.uniba.sk](mailto:ujop@cdv.uniba.sk)

**Try to arrive on time because when you miss your start you could face serious problems with learning of Slovak language.**

After this date students who are not able to come to Slovakia have to write **an official letter** to director Mgr. Tatiana Ilavská PhD. ([tatiana.ilavska@cdv.uniba.sk](mailto:tatiana.ilavska@cdv.uniba.sk), in copy to [ujop@cdv.uniba.sk](mailto:ujop@cdv.uniba.sk)), on October 10, 2020 **at the latest** and apply for:



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- A. postponing of study to next academic year 2021/2022 or
  - B. rejection of scholarship.

## BEFORE ARRIVAL TO SLOVAKIA

### Contact nearest Slovak Embassy to apply:

1. for visa / residence stay permit, you get all information from Embassy directly
2. inform about legalization of your documents about education and Criminal record

### List of Slovak Embassies:

[https://www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](https://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

### List of Countries where students have to apply for legalization of their documents by apostille:

<https://www.apostil.sk/zmluvne-staty-dohovoru-o-apostile/>

Countries where students have to apply for superlegalization of documents at Slovak Embassy:

other countries which are not in the list of Apostille countries.

### AT EMBASSY YOU HAVE TO PROVIDE:

1. **Valid passport** – minimum validity until August 31, 2021
2. **Photos** 3x3,5 cm (prepare app. 4 pieces, later in Slovakia you will need the rest)
3. **Criminal record** – its validity is 90 days after issuance date (check your date) – ask about translation at Embassy (required translation by official translator who can confirm translation by round red stamp with Slovak sign).
4. **Documents about education** – translation is possible to do after arrival to Slovakia until October 31, 2020:



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- A. Students applying to bachelor studies after UJOP – final high school certificate and all yearly certificates (marks from every year of your high school, if this documents were issued)
  - B. Students applying to Master/Doctoral studies after UJOP – diploma + transcript + other supplements (if it was issued)
  5. Simple **confirmation from your personal physician** about good health not older than 30 days (no infection, no diseases, no big health problems) – it is required to be translated into English or Slovak language (or original in English language).
  6. Document from ÚJOP: **Decision on admission to study programme** (black-white copy sent via email in Slovak and English language), **information about accommodation at dormitory Mlyny UK is confirmed in this document.**
  7. Other documents required by Slovak Embassy – you have to inform yourself via email what everything you need to submit them before your visit (**application form**, travel insurance,...).

**Note: Validity of all documents required by Slovak Embassy and Slovak Foreign Police (except documents about education) is 90 days after issuance date. Check all dates!**

## **REQUIRED DOCUMENTS TO UPLOAD TO SYSTEM DURING ENROLLMENT DAYS BETWEEN SEPTEMBER 2 - 4, 2020:**

1. **Valid passport** (identification page + information about validity) – minimum of validity until August 31, 2021 + **valid visa type D**
2. **Documents about education with apostille or superlegalization:**
  - Students applying to bachelor studies after UJOP: final high school diploma + all yearly certificates (all certificates with marks from high school studies)
  - Students applying to Master/Doctoral studies after UJOP: diploma + transcript + supplements

Note: translation into Slovak language is **required until October 31, 2020.**
3. **Criminal record with apostille or superlegalization translated into Slovak language**



**Note:** in the case you have applied for residence stay permit at Slovak Embassy or at Foreign Police – confirmation about submitting of application is enough (or valid residence stay permit card when it was issued earlier and person already have residence stay permit in Slovakia).

4. **Confirmation from physician about good health from home country** (no disease, no infections) **not older than 30 days**.

**Note:** original in English language or translation from other languages into Slovak language.

5. **Confirmation about accommodation** - only in the case you will not stay at dormitory Mlyny UK you need confirmation about private accommodation (address of your stay).

## REQUIRED DOCUMENTS DURING VISIT OF STUDY DEPARTMENT:

When you upload all your documents to system and confirm for us your date and time of arrival to Slovakia you get time of meeting at Study department and you will be signed for study personally.

### Processes:

1. You can buy book **A1 Slovak language and CD**, so please bring **23 € in cash**, no possibility to pay by credit card,
2. Every student receives **4 confirmations on school attendance** (required for cheaper public transport card, libraries, doctors...) and we will answer all questions.
3. You will sign agreement about **Privacy Policy** (our GDPR rules).
4. You have to provide for us **confirmation from Slovak medical check** (f.e. from Poliklinika Mlynská dolina, Staré Grunty 36, Bratislava or another Clinic, it is up to you) that you are ok and there is no infection. **Covid-19 test** will be required as well – price in Slovakia is between 70 to 99 € (depends on Clinic) plus count price of medical check where you get confirmation for Slovak Foreign Police. These fees are paid by student.

## ACCOMODATION AT DORMITORY MLYNY

Your accommodation will be available **on August 31, 2020** (Monday) in the afternoon – count with waiting time because some students will leave and maybe your room will not be prepared yet.



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**On September 1, 2020 (Tuesday there is state holiday in Slovakia, no office hours, all shops are closed, be prepared for this possibility. We advise you to ask at dormitory directly via email/phone, if the accommodation will be available on September 1, 2020.**

**From September 2, 2020 (Wednesday morning) there are no limits for accommodation process. Check office hours of Accommodation department:**

<https://mlyny.uniba.sk/en/accommodation/accommodation-department/>

At the reception of the dormitory will be placed list of students who made a reservation.

It is required to **do registration and payment until August 14, 2020:**

1. To fill **housing application:**

<https://mlyny.uniba.sk/en/incoming-erasmus/housing-application/>

2. You have paid **deposit 100 € for accommodation** to reserve room. There are available 1-beds rooms for **121 €** per month or 3-beds rooms for **90 €** per month. Number of places is limited, please do registration and payment ASAP. **You will pay monthly accommodation fee from your scholarship.** You get more information about prices and rooms at dormitory Mlyny directly:

[kristina.havlickova@uniba.sk](mailto:kristina.havlickova@uniba.sk)

Or you could check all information on official website of dormitory Mlyny:

<https://mlyny.uniba.sk/en/>

<https://mlyny.uniba.sk/en/accommodation/accommodation-department/>

## PAYMENT INSTRUCTIONS FOR ACCOMODATION (ONE TERM)

We ask all students to use as an remittance information **the same name as you have mentioned in the application form!!!** When you will pay for accommodation don't forget to fill your same name into your payment application.



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**Amount: 100 €**

**Currency: Euro**

**Code: OUR**

**Payment deadline: August 14, 2020**

**Full name of bank: Statna pokladnica**

**Address of bank: Radlinskeho 32, P.O.Box 13, 810 05 Bratislava 15, Slovakia**

**Address of beneficiary:**

Vysokoskolske mesto L. Stura – Mlyny UK

Stare Grunty 36

841 04 Bratislava

Slovakia

**IBAN: SK2881800000007000084699**

**BIC (SWIFT): SPSRSKBA**

**Remittance information (into Notes) for beneficiary: YOUR FULL NAME / UJOP.**

Please don't use names of your parents or any family member!

**Other bank fees are paid by ordering customer – other bank charges are paid by remitter (failing this it will be deducted from our deposit).**



## STUDIES

**The academic year runs from 01 September 2020 till 31 August 2021.**

Students learn first **5 weeks only intensive Slovak language**, then **from October 12, 2020** (Monday) Slovak language + academic subject according to the field of study.

From October 12, 2020 students will be allocated into new groups.

Subjects:

**Medicine/Biology group** – Biology, Chemistry, Physics,

**Technic group** – Maths, Geometry, Physics, Informatics,

**Economic group** – Maths, Logic, Economics, English language,

**Humanity group** – History, Logic, Science about society, Literature, (art field of study – History of art, Drawing, for architects - Geometry)

When a student decides to change the group / field of study it is possible to do so **until November 30, 2020**. However we recommend to do it before October 12, 2020 – during the month September.

See and read carefully **STUDY AND EXAMINATION REGULATIONS**:

<https://cdv.uniba.sk/en/ilps/study-and-examination-regulations-of-ulap-cdv-uk/>

## BOOKS

During visit of Study department is necessary to buy only book **A1+CD for 23 € in cash**, there is no terminal to use credit cards. Later the students buy books:

- for academic subjects at beginning of October (count app. 30-40 €)
- book Slovak language A2 28 € in November
- books Slovak language B1+B2+Grammar 50,40 € at the beginning of summer term in February

## STUDY DEPARTMENT OFFERS ASSISTANCE IN THESE PROCESSES DURING ACADEMIC YEAR:

**Students will be informed about these issues later during academic year via email.**

1. **Nostrification of documents about education** (from November) – recognition of documents about education in Slovakia.



2. **Transfer of marks** at Ministry of Education (transfer of school marks into Slovak mark's scale) (November-January)
3. **Submitting of university application form** (February-March) to university studies, fee for university application is different, is paid in February (Medicine 80 €, Informatics 32 €, Management 32 €, Technics 20 €, it depend on the actual university price list).

**For these proceses we need from students to do in Slovakia (till November):**

- **notarised** (in Slovakia, with Slovak stamp) **copies of all documents about education with apostille or superlegalization and translation** at least 2x (1 copy is for nostrification process, 1 for university application – however in the case of more university applications student needs as many copies as many university applications he/she wants to submit).
- **in Slovakia it is possible to apply for study at more universities and in different fields of study**, number of application forms to universities depends on student, each faculty accepts only 1 application form.

**STUDY DEPARTMENT OF ÚJOP ČĎV UK, 2<sup>ND</sup> FLOOR, NO. 309, CONTACT PERSONS:**

**Marianna Hričová** [marianna.hricova@cdv.uniba.sk](mailto:marianna.hricova@cdv.uniba.sk)

**Tereza Heinová** [tereza.heinova@cdv.uniba.sk](mailto:tereza.heinova@cdv.uniba.sk)

**General email:** [ujop@cdv.uniba.sk](mailto:ujop@cdv.uniba.sk)

**Office hours: Mondays, Tuesdays, Wednesdays, 9.00-12.00 am, 1.00-2.00 pm,  
Thursdays/Fridays no office hours**

**It is important to use your own email address regularly because Study department sends all important information via email to students! Inform us about change of email address ASAP!**





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## DUTIES OF THE STUDENT AFTER ARRIVAL TO SLOVAKIA – SCHOLARSHIP HOLDER

MORE INFORMATION ARE IN SEPARATE PDF IN ATTACHMENT OF EMAIL.

### 1/ Registration at ÚJOP ČDV UK

### 2/ Registration at Slovak Ministry of Education

It is necessary to take from Ministry **confirmation about scholarship** required by Foreign Police.

### 3/ Check at the Foreign Police office – reservation of visit at Study department

You will be informed about reservation of date and time from Study department.

This visit is with assistance of the officer (within 2 weeks after arrival to Slovakia).

### 4/ Pass the Medical Exam – online reservation of visit, fee is paid by student

It is possible to do online reservation only **after receiving of visa** here:

Reservation + map:

**Poliklinika Mlynská dolina, Staré Grunty 56, Bratislava** (5 minutes walk from dormitory Mlyny),

To order date and time of your visit: [repcia@klinikamd.sk](mailto:repcia@klinikamd.sk)

<http://klinikamd.sk/nasi-lekari/#filter-infektologia-a-tropicka-medicina>

<http://klinikamd.sk/kontakt/>

**To visit Study department personally you have to bring us confirmation from Clinic (this confirmation is required by Slovak Foreign Police as well).**

There is extra price for ÚJOP Students – so please inform them you are ÚJOP student, it costs **159 € plus Covid-19 test at this Clinic is for 99 €.**

If you prefer another Clinic to do medical check and Covid-19 test, it is ok.

Prices of Covid-19 test in Slovakia are between 70 – 99 €.

**Fees are paid by student.**

### 5/ Arrange health insurance

It is necessary to provide confirmation on school attendance to health insurance company

**Dôvera**. During September/October provide us with black-white copy of health insurance card.

### 6/ Open a bank account

You have to submit confirmation on school attendance to bank and then after opening of bank account bring contract with bank to Study department because of the sending scholarship to your new Slovak bank account.

Recommended bank institutions: **Tatrabanka, VÚB, Slovenská sporiteľňa, ČSOB, Poštová banka,**



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## **6/ Arrange public transport card**

You have to submit confirmation on school attendance to public transport company.

Read more in document PDF – **Public transport in Bratislava.**

**During Enrollment day each student will get 4 originals – Confirmation on school attendance.**