

# Electronic enrollment into academic year 2022/23

## 1. Login to the Academic Information System AIS2.

The screenshot shows the AIS2 website interface. At the top, there is a dark red navigation bar with links for [AIS2](#), [Support AIS](#), and [Privacy policy](#), along with language options **SK** and **EN**. Below this, a blue banner features the AIS2 logo, a red box with the text "beta - skoliaca verzia neobsahuje aktualne udaje", the text "COMENIUS UNIVERSITY IN BRATISLAVA", and the university's seal. The main content area includes several yellow boxes: "User login" with a "Sign In" button, "Browser test" with a "Run test" button, and "Project AIS2" with descriptive text. A central graphic consists of four overlapping circles with labels: "unikátnosť" (uniqueness), "tradícia" (tradition), "akademické zázemie" (academic background), and "unikátnosť".

## 2. How to check the date intervals?

The screenshot displays the "Applications" menu on the left, with red arrows pointing to "Date intervals" and "Electronic noticeboard". The main content area shows a table of actions with a "Date restriction of action" section below it.

Ac. Year	Since date	Until	Date
2022/2023			
2021/2022			
2021/2022			

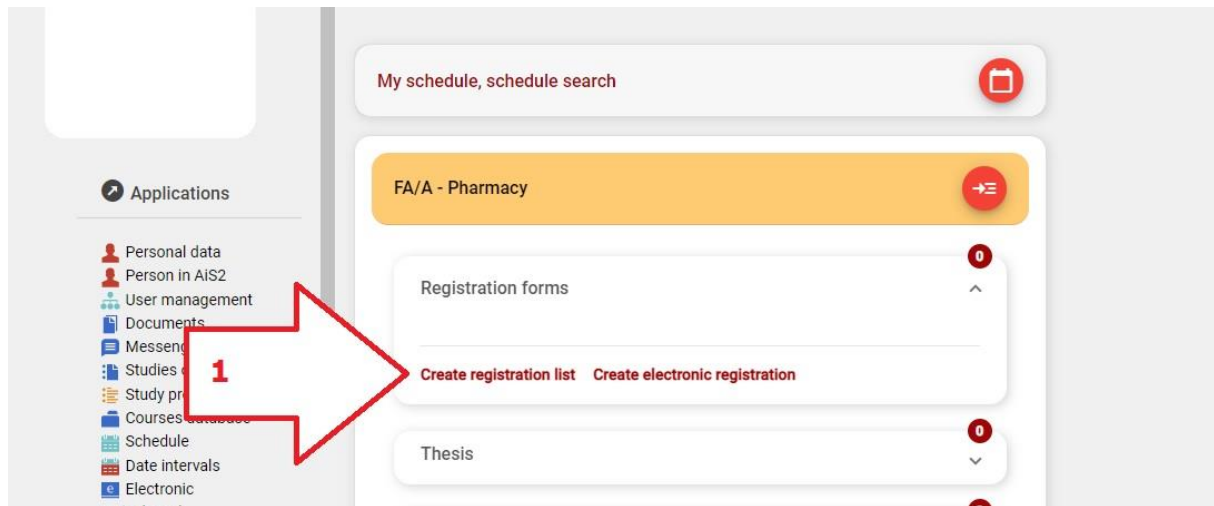
## 3. How to check current study plans?

Pharmacy: [Recommended Study Plan](#)

#### 4. How to create electronic registration?

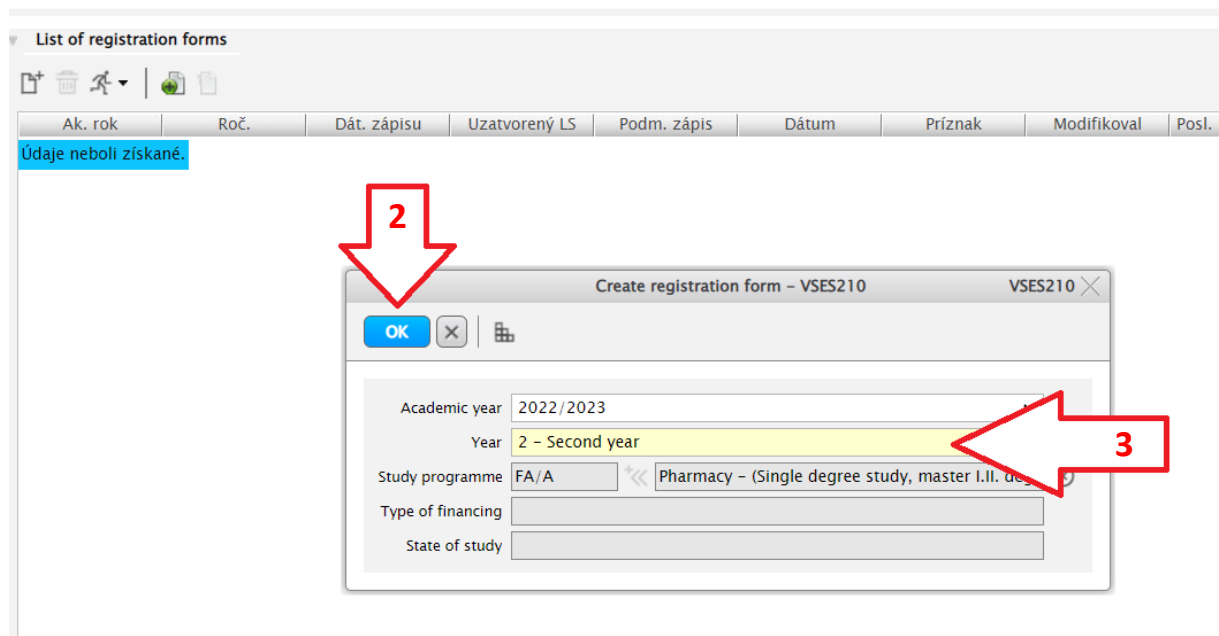
Start:

**1** - in the bookmark „Registrations forms“ choose „Create registration list“

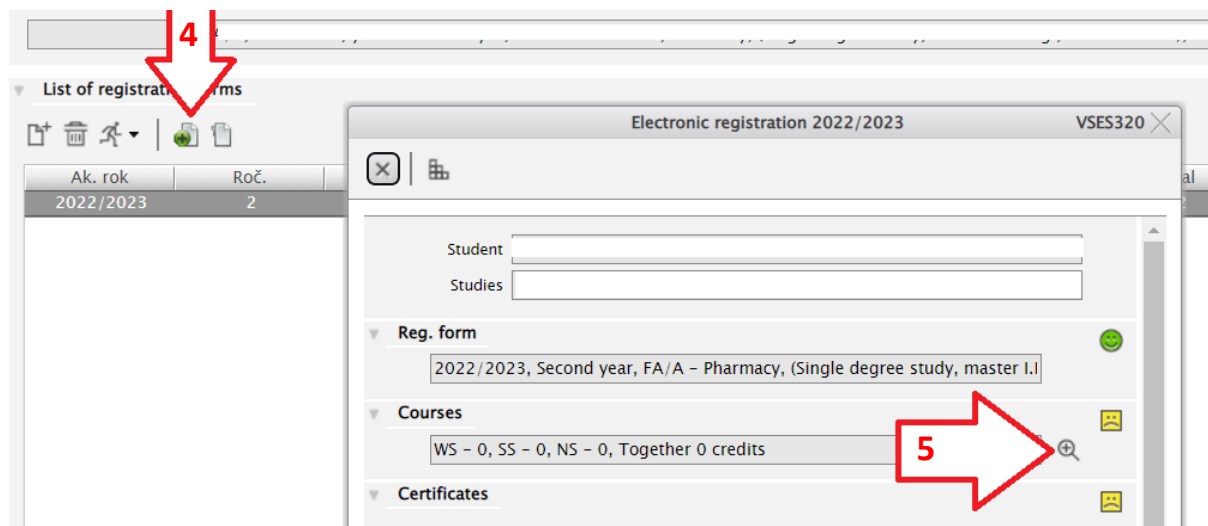


**2** – Choose correct **Academic Year**

**3** – Pushing **OK** creates registration list



- 4 - Choose „Create electronic registration“ 5 - Selection of subjects for the registration form

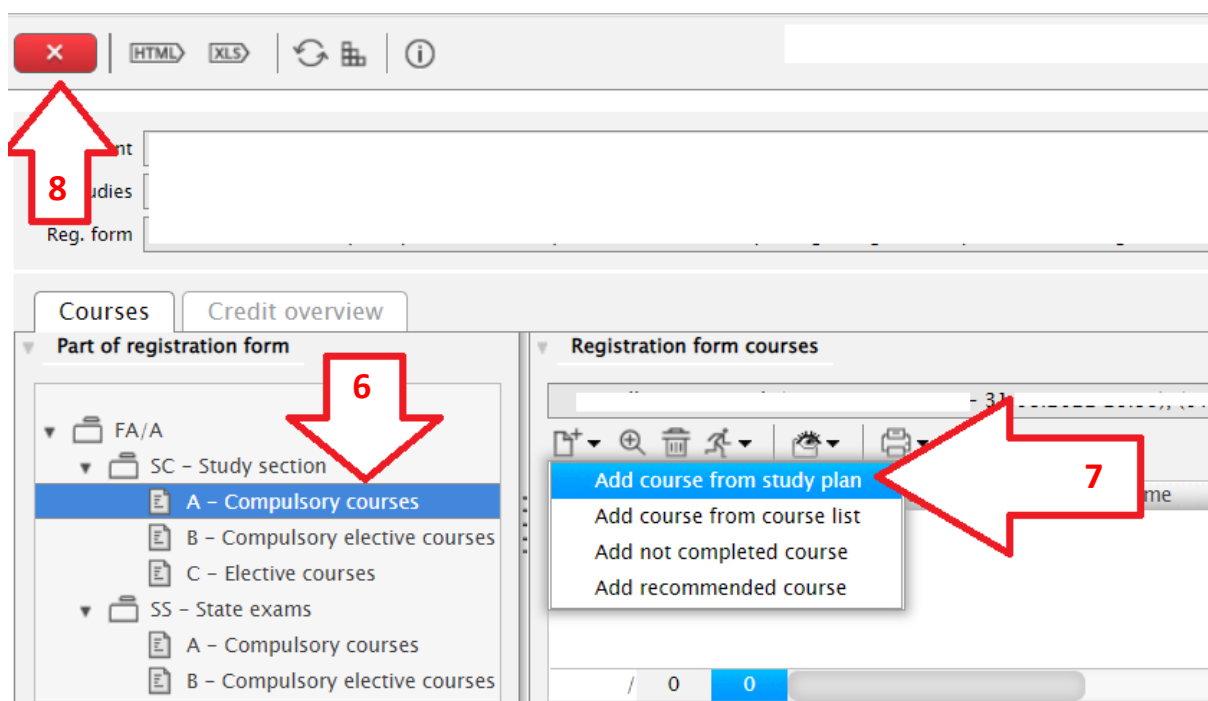


- 6 - Select appropriate course list category

Before adding courses to your list, consult the [recommended study plan](#)

- 7 - Add courses from the study plan (compulsory courses are already added)  
Complete your study plan for **the whole academic year** (both winter and summer semester)  
Select courses with summary credit value between **min. 40 and max. 90 credits**

- 8 - SAVE the selection



- 9 - Confirm results of the study in academic year 2021/2022
- 10 - Confirm your will to continue studying in the next academic year 2022/2023
- 11 - Confirm your personal data; any changes must be listed
- 12 - Choose your mandatory fee – 7 500 EUR and another an enrollment and ISIC fee (3 € + 10 €)

The screenshot shows a web form with several sections. Red arrows point to the following elements:

- 9**: Points to the first checkbox and text block: "I confirm results of the study in academic year [dropdown] recorded in system. By confirmation I hereby agree with enclosing of registration list and I am aware of the fact that I will not be allowed to undertake other subjects in academic year [dropdown]"
- 10**: Points to the second checkbox and text block: "I will continue studying in academic year [dropdown]"
- 11**: Points to the "Changes in personal data" section with "Yes" and "No" radio buttons, and a text area for details like "state the change of permanent residence, surname, phone number, etc."
- 12**: Points to the "Study fees" section, which lists three options: "Režijné náklady k preukazu 3,00 EUR, mandatory fee", "štúdium v cudzom jazyku [dropdown] mandatory fee", and "Validačná známka 10,00 EUR".

- 13 - Confirm finalization of electronic registration
- 14 - **Finalize electronic registration** - individual items will be checked and if filled in correctly a green, emoticon "😊" will appear - registration will be send to the **Study department**
- 15 - Here you will later see the **confirmation** of el. registration by the **Study department**

The screenshot shows the "Finalize electronic registration" step. Red arrows point to the following elements:

- 13**: Points to the "Confirmation of electronic registration" section, which has a checked checkbox: "I confirm finalization of electronic registration [dropdown] the day..."
- 14**: Points to the "Study fees" section, where all three items are now checked: "Režijné náklady k preukazu 3,00 EUR, mandatory fee", "štúdium v cudzom jazyku [dropdown] EUR", and "Validačná známka 10,00 EUR".
- 15**: Points to the bottom of the form, showing a blue button "Finalize electronic registration", a text field with "Second year, FA/A - Pharmacy, (Single degree study, master I.II. deg., full time)", and a "Date of registration" field.

**Study fees**  
 student has to have all mandatory charges and at least 1 charge from a group among his charges  
 štúdium v cudzom jazyku 7500,00 EUR, mandatory fee

**Confirmation of electronic registration**  
 I confirm finalization of electronic registration of the day...

Registration is finished

2022/2023, Applicants, FA/A - Pharmacy, (Single degree study, master I.II. deg., full time form)

Date of registration 06.09.2021, Status: Confirmed, Confirmed by: Martin Jamroškovič

Documents

**16** - You are **OBLIGATORY** to print, fill in, sign and deliver in paper form from the offered documents (personal delivery is not required) to the Study Department of Faculty UC by **September 30, 2022**, otherwise your enrollment in the study part will be CANCELED:

1. Protocol of your Study plan
2. An enrollment fee (10 € an ISIC card + 3 € enrollment)
3. A Tuition fee payment conformation – **deliver at the latest by September 16- 17th, 2022**

**17 – Print Payment Order**

Student must pay the tuition fees by bank transfer to the faculty account according to the bank transfer orders generated by the AIS2 system after completing his electronic enrolment.  
**Please pay the tuition fees exactly as generated from AIS2.**

The QR code can help you.

**SEPA Príkaz na úhradu  
 SEPA Payment Order**



IBAN - číslo účtu platiteľa / Payers's Account Number		
IBAN - číslo účtu príjemcu / Beneficiary's Account Number		
Názov príjemcu / Beneficiary's Name <b>Univerzita Komenského v Bratislave</b>		
Mena / Currency <b>EUR</b>	Suma / Amount	Dátum splatnosti / Maturity date ..
VS - Variabilný symbol / Variable sym. 070300	SS - Špecifický symbol / Specific sym. 011050002	KS - Konštantný symbol / Constant symbol