

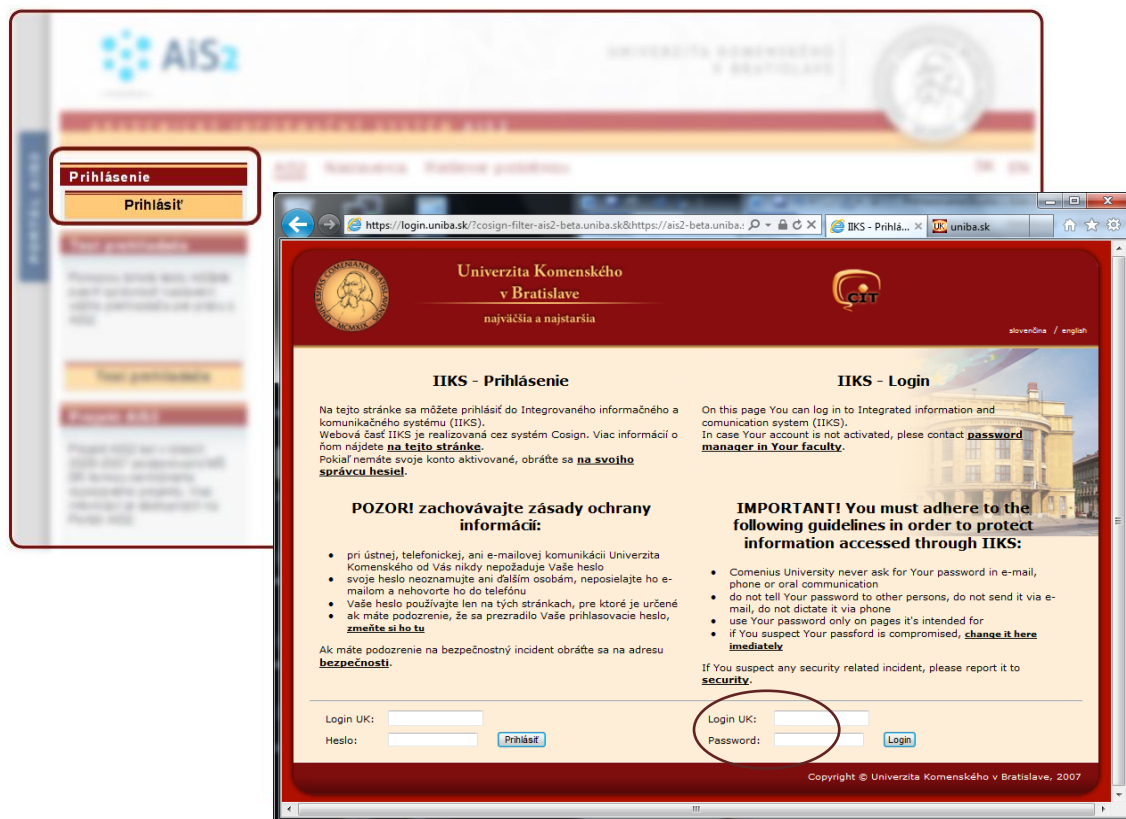
AID FOR STUDENTS: CONFIRMATION OF THE RETURN SLIP

(procedure for confirmation of interest in studying, adding of the photo for a Student Card)

LOGIN INTO THE AIS2 SYSTEM

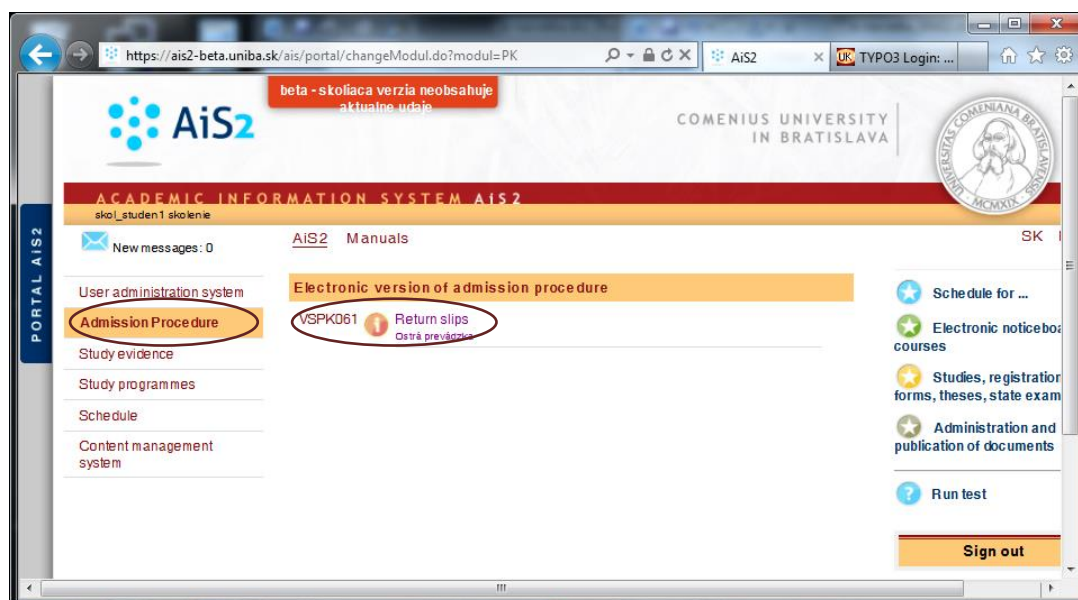
Activate your internet browser and write in the address line: <http://moja.uniba.sk>, then click at the hypertext link **AIS**. You must register in the AIS system under your *Login UK (username)* and *Password* (you will find these in the letter which you have received during the summer months).

*Note: In case you do not have a user name and a password, contact the administrator of passwords at your faculty (<https://uniba.sk/en/about/faculties-and-units/cit/citps/bezpecnost/fakultni-spravcovia-hesiel>), or call on **CePIT** hotline tel. 02 / 9010 4444.*



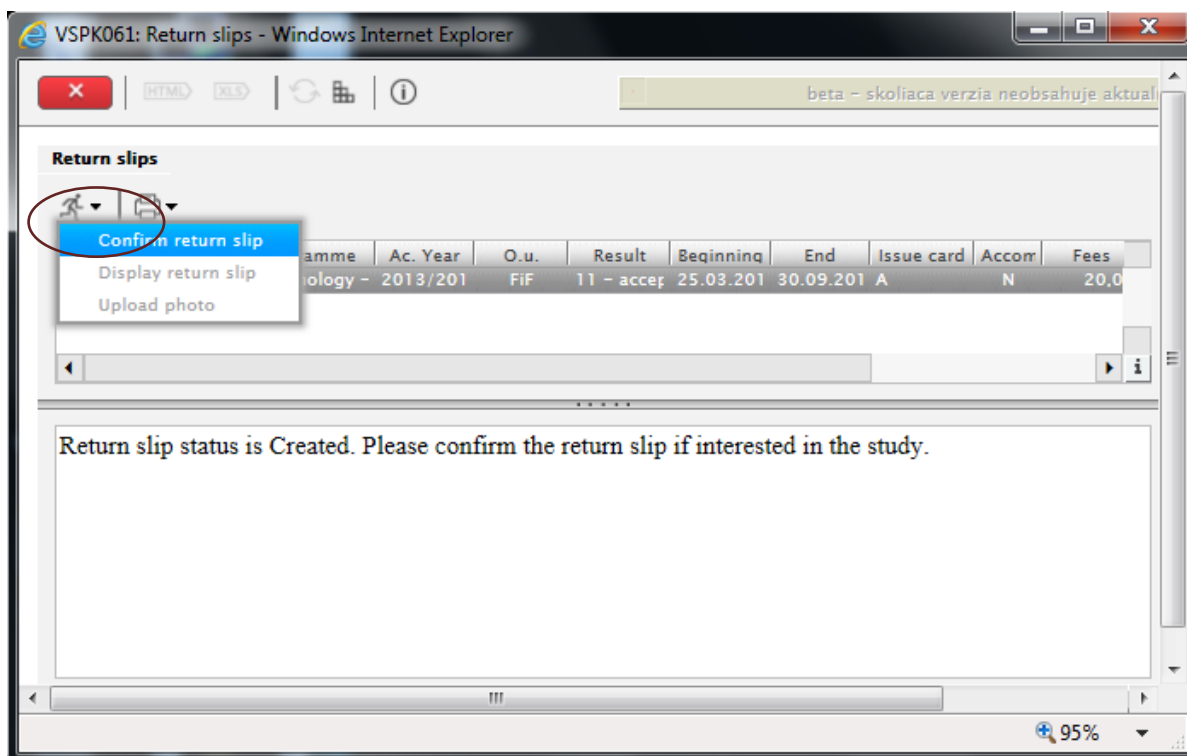
1

After you log into the AIS2 system a window will open. You can switch to english using the option “**EN**” in the upper right corner. The menu in the left part of the window contains the list of applications. Click at *Admission Procedure* and pick from the options in the main part of the window the application *VSESO61 – Return Slips* – (candidate’s acknowledgment of admission).



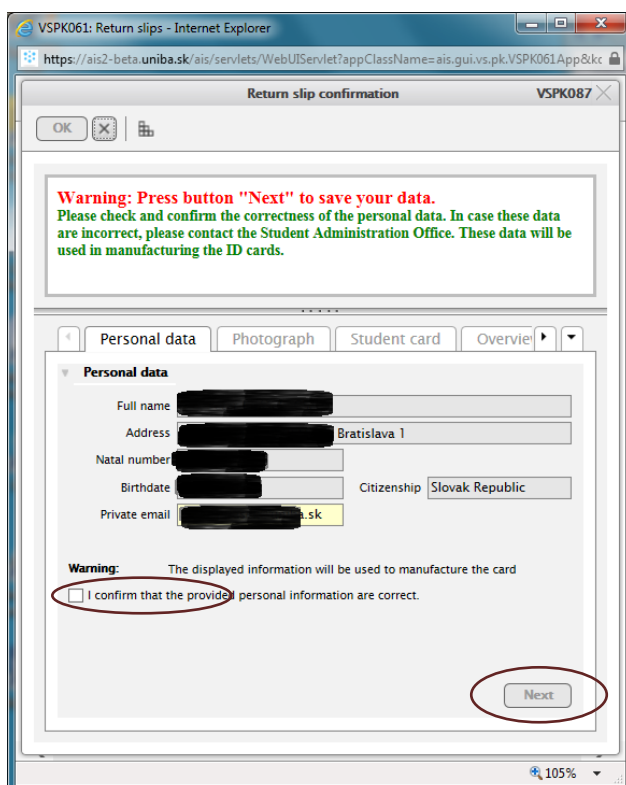
2

The application **VSPK061 Return Slips** will open now. The upper part of the window displays a list of the Return Slip(s) for study programs into which you have been admitted. In order to confirm a Return Slip click at a corresponding line and then click at the small arrow next to the icon representing a runner  (the same can be achieved by clicking the right mouse button at the enrollment sheet). From the local menu displayed choose the instruction *Confirm Return Slip*.



3

The newly-opened window **Return Slip confirmation** allows you to add/update your personal data. These data will be used to make your student card.



Warning: Press button "Next" to save your data. Please check and confirm the correctness of the personal data. In case these data are incorrect, please contact the Student Administration Office. These data will be used in manufacturing the ID cards.

Personal data

Full name: [redacted]

Address: [redacted] Bratislava 1

Natal number: [redacted]

Birthdate: [redacted] Citizenship: Slovak Republic

Private email: [redacted].sk

Warning: The displayed information will be used to manufacture the card

☐ I confirm that the provided personal information are correct.

Next

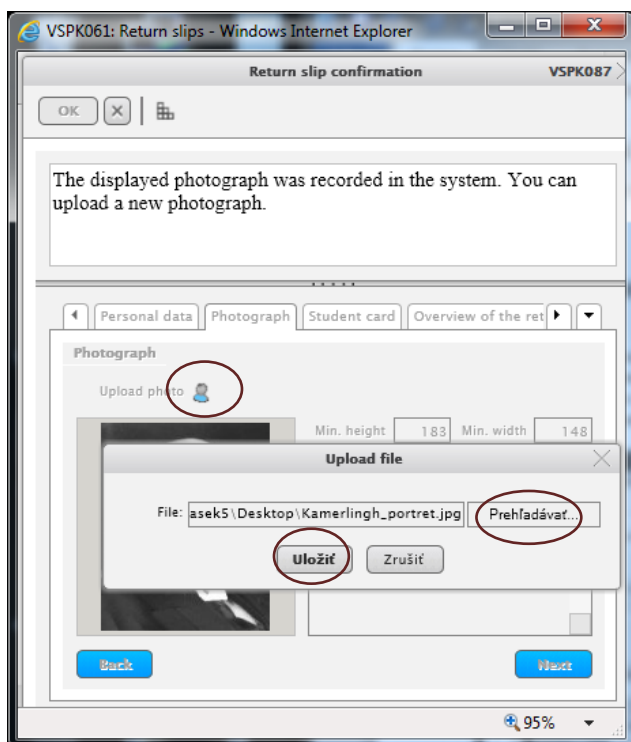
Click on checkbox: I confirm the correctness of personal data.

Enter your E-mail address.

... then the blue button **Next** lights up – click on it to continue

4

You reach the folder **Photo**, where you upload a file with your photo (JPG format) with the minimal size of **183 x 148 px**. This photo will be used for your student card. Click on the „Head“ icon to open the dialog through which you can upload the file from your computer (or from an external media: CDs, DVDs, USB).



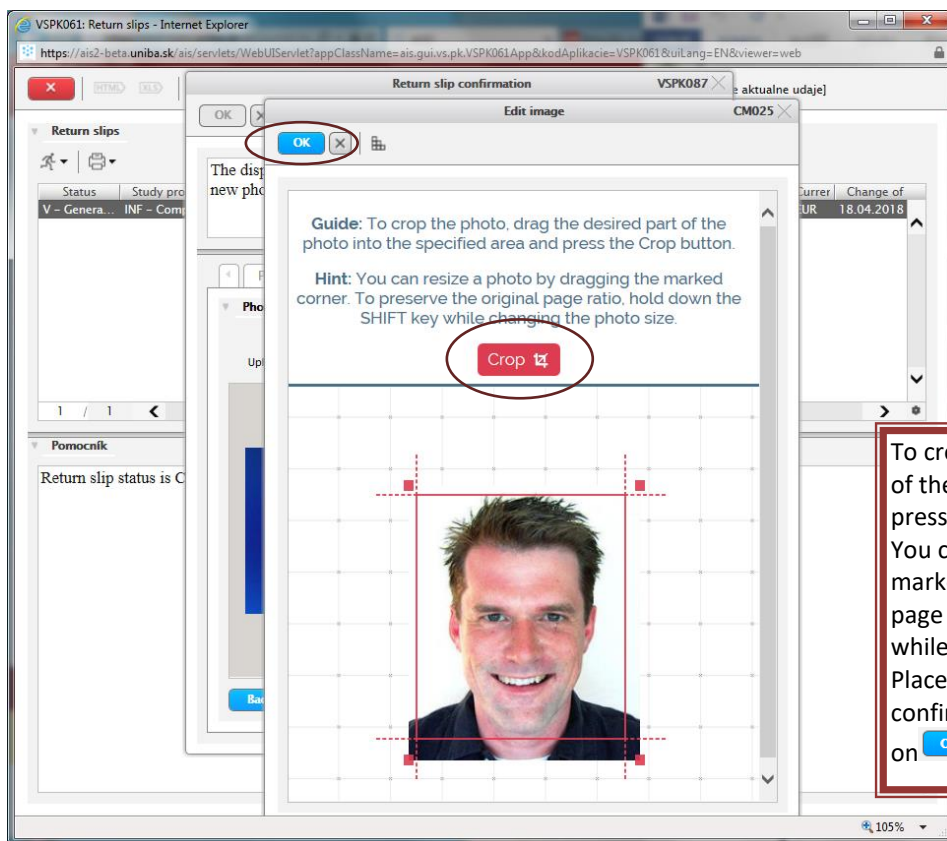
Click on the **Head icon** (1)



Locate a file with your photo using **Prehľadávať (update file)** (2)

Upload the photo using the button „**Uložiť**“ (Save) (3)

After confirming the photo upload the window **Edit image** will open, where you can select the cutout from your photo



To crop the photo, drag the desired part of the photo into the specified area and press the **Crop** button. You can resize a photo by dragging the marked corner. To preserve the original page ratio, hold down the **SHIFT** key while changing the photo size. Place the cut to the desired position and confirm the selection by clicking on **OK**.

Click on the blue icon **Next** at the bottom right to proceed, or the icon **Back** on the bottom left to return to the previous selection.

You have reached a folder **Student Card**. Select the checkbox *Submit an Application for a new Card* to apply for your new card. This card will be your Student Card. If you are a full-time student various student discounts and benefits will be applicable through it.

New students (who previously did not study at the Comenius University) have the checkbox *Submit application for a new card* selected automatically and can not change it. Select the *Card Visual*, that means, whether you want an ISIC card or a university card (NO ISIC). Thus, *License Type* is automatically selected. To decide which license is more suitable for you, here is a table with an overview of what services each license provides:

<i>Service / card visual</i>	<i>ISIC</i>	<i>NO ISIC</i>
Use for transportation	YES	YES
Transportation discount *	YES	YES
Access to libraries	YES	YES
Accommodation card	YES	YES
Canteen access and discount on meals	YES	YES
Member in CKM SYTS (ISIC license 10 €)	YES	NO
Commercial discounts	YES	NO

* based on the carrier's tariff and transportation conditions

*Note: On the ISIC visual card you will have an ISIC license for the first academic year. For the following academic year, you will be able to decide whether you want to extend the license or not. It is **not possible** to purchase an ISIC license for a NO ISIC card. In case of your later interest in the ISIC license, you will need to apply for a new ISIC visual card from the Study Department.*

The choice will not be available if you have already requested issuing of a new card – e.g. at another faculty of the Comenius University.

The external students are not able to change the data in this folder and their card will have the "external student" visual.

Select desired **Card visual**

- to continue click on the button

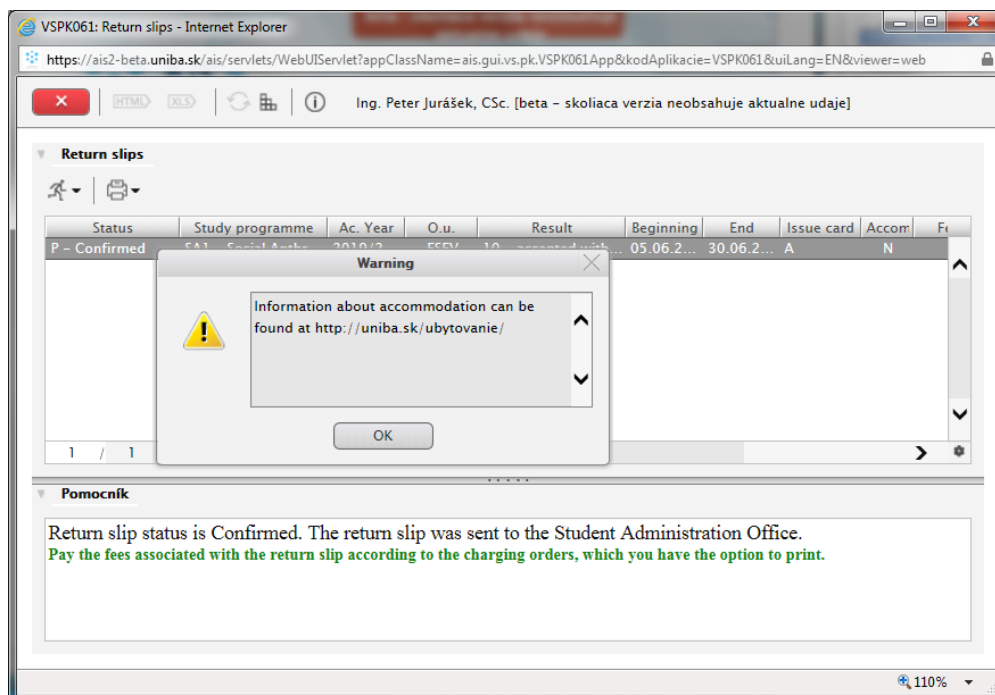
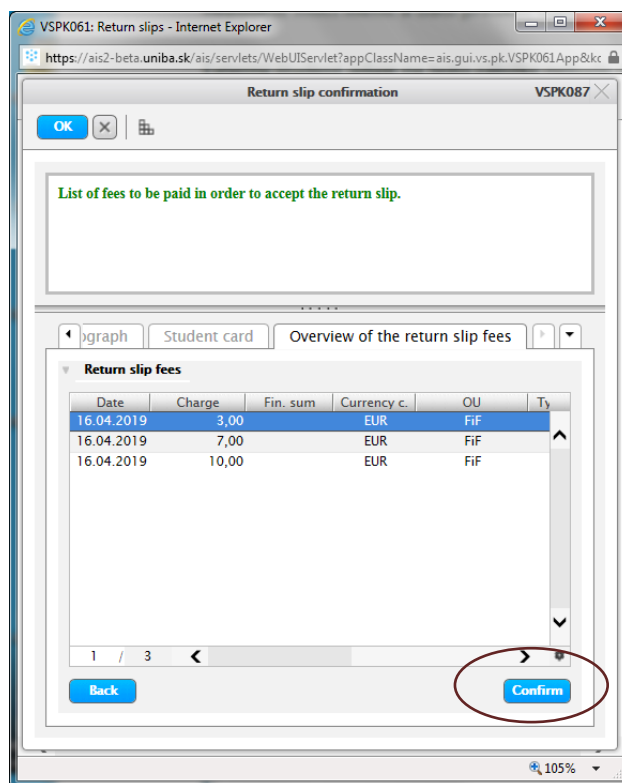
Next

6

You have reached the folder **Overview of the return slip fees**, where the *Return Slip Fees* should be shown. Execute the payment according to the instructions in your admission letter, or according to the instructions on the faculty website, or alternatively call the faculty Study Department. The same applies also in case the fee has not been shown.

7

Using the button *Confirm the Return Slip* confirm the Return Slip. After the confirmation you get back into the application **VSPK061 Return Slips**.

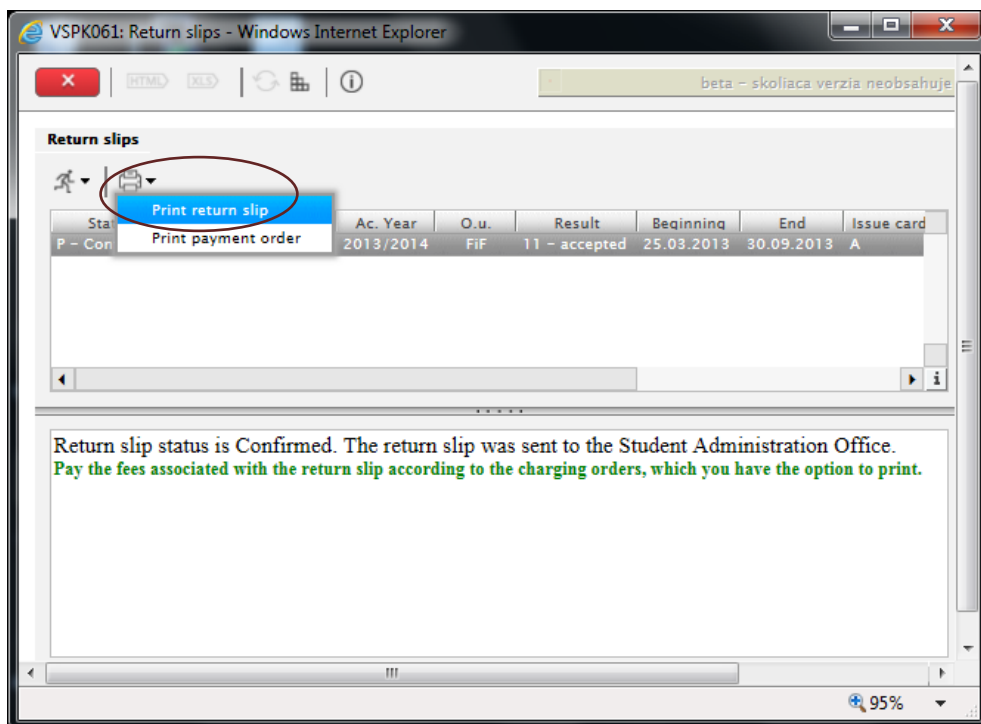


8

An information window *Attention* about applying for accommodation will pop out. Requests for accommodation are administered through a separate application on page <http://uniba.sk/ubytovanie>.

9

Return Slip must be printed. Select the corresponding line and using the icon **Printer** from the local menu choose the instruction **Print return slip**. Then sign the Return slip and send it to the corresponding faculty of the Comenius University.



In case your Internet Explorer browser can not open the Return Slip for printing, press the CTRL key during the document generation. In other supported browsers this problem does not occur.

Attention:

After confirming the Return Slip further processing is performed by the faculty's Study Department or by an assigned faculty staff. If the photograph in the Return Slip is not correct, its status will change to "**N – neprijatá (Rejected)**" and corresponding notification is sent to your e-mail address. In this case it is necessary to change the photo and reconfirm the Return Slip.

If your data and photo are correct, the Return Slip could be accepted by the faculty's Study Department and its status changes to "**K – prijatá (Accepted)**".

10

To finish work in the application, close it using the first icon  "Close application" in the upper menu. If you have also finished work within the AIS system, you must ALWAYS leave by logging out; in the AIS system you must click at "Sign out" and afterwards also at the "Log out" button in the IKS – Logout window.

In case you need to change your data in the Return Slip subsequently (photo, missing data), please contact the faculty's Study Department.

*In case of an ambiguity in the procedure of completing the Return Slip Confirmation call AIS support (AIS Hotline) within the CEPIT (Centre for IT support at UK), tel. **02 / 9010 4444**, available between 08:00 to 20:00, weekends 9:00 to 12:00.*