

# Instructions for obtaining a registration sheet

1) Log in to SIS using the following link: \_

<https://is.cuni.cz/studium/login.php?do=prijimacky>

2) Click on ‚My applications‘

3) Find the name of the study programme/branch you have been accepted to (or have been offered a conditional admission to) and want to enrol in and then click on the ‚progress‘ button right next to it.

Acad. year	Faculty	Programme/Branch of study	Type of study	Form of study	Status	Last change
2020/2021	FS	<a href="#">Organic Chemistry</a>	Progress	doctoral	full-time	10.02.2020 06:54:58

4) Fill in the following personal details in the ‚Admission procedure‘ section:

- marital status

- admitted students who have received a conditional admission into full-time of the PhD study are also expected to list their Czech bank account number which will be used by the Dean’s Office in order to send out scholarships. If the applicant does not have a Czech bank account, they shall click on the ‘I do not have a Czech bank account yet’ option provided below.

Note: After the student is registered for the course by the Department for PhD Study, they can add in/edit their bank account number using the ‘Personal data’ section in SIS.

Admission [Enter the SIS 3](#)

[Admission](#) > [My applications](#) > Admission procedure

## Admission procedure

[My applications](#) Admission procedure **Personal data** Event dates ?

Written requests (No appeal against non-acceptance can be submitted here) Proof of education Application details

Application No. [REDACTED] - branch: [Organic Chemistry](#)

**Faculty:** Faculty of Science  
**Type of study:** doctoral  
**Form of study:** full-time  
**Study programme:** Organic Chemistry (P0531D130034)  
**Language of instruction:** English  
**Note:** **required attachments are not complete**  
**Application status:** received by the faculty, paid

### Examination results

Název zkoušky	Entrance Examination	Total
Number of points achieved	[REDACTED]	
Minimal acceptable number of points		50
Maximal possible number of points		100

### Final result

**Final result:** **Podmínečné přijetí - úspěšně vykonal přijímací zkoušku nebo přijímací zkouška nebyla stanovena (pro přijetí ke studiu je třeba při zápisu do studia doložit doklad o získání stanoveného vzdělání)**

**Missing attachments:** Proof of education ?

### Registration sheet

To generate the registration sheet please fill in the following information:

**Marital status:** [dropdown menu]

**Account number:** [input field] [dropdown menu]

I do not have a Czech bank account yet

**Save**

Click on the ‚Save‘ button to save any changes you have made.

5) Click on the ,*Generate registration sheet*' link (as shown below); this should download the registration sheet to your device.

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Registration sheet

[Generate registration sheet](#)

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You can view/download the registration sheet again if needed.

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Registration sheet

[Display registration sheet](#)

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6) Print out the generated registration sheet.

7) Check the details on your printed-out registration sheet. If any of your contact information or personal details have changed, please rewrite them legibly with a pen, using capital letters.

8) Sign the registration sheet and write the current date next to your signature.

9) On the enrolment day, please do not forget to bring your registration sheet, completed according to the instructions provided above, and other requisites listed on [this webpage](#).