**Short description of remote enrolment via the “Admissions” module**

1. **Application process for admissions**

   Applicants should follow the steps below:

   1) **in “Admissions Procedure”, applicants fill in the requested information that is required for the Registration Sheet and that had not yet been requested when submitting the application.**

      **Note:** The link for generating the Registration Sheet is available from “Admissions Procedure” or from the type Z application.

2) **Generate and print the Registration Sheet (RS),**

3) **Correct any pre-filled data and sign the RS,**

4) **Scan the corrected and signed RS,**

5) **Upload the scanned RS as an attachment to the type Z application,**
6) Submit the application.

7) After processing and approving the application in Applicants, the application is displayed as follows:

Uploading the RS for the application is an integral part of submitting the application (for this type of application, there is at least one required attachment).
2. Additional procedures

After approval of the application, the applicant is informed of the status of the application via a notification e-mail:

Subject: Approval of application for remote enrolment

Dear Applicant,

Your application for remote enrolment at the <ufak_nazev>, field of study <uobor_nazev> was approved.

To obtain access data (name and password) for the Student Information System of Charles University, please enter a request to the Helpdesk with the subject “Remote enrolment – obtaining access data” at the link https://poradna.cuni.cz/sis.

Please do not reply to this e-mail. It is generated automatically.