Dear Students,

Starting from the 2024/2025 Winter Semester, you will be able to submit various study-related applications online via IS/STAG, including an application for scholarship, application for interruption of studies, application for acknowledgment of passed courses, and many more.

A step-by-step guide is available below:

- Log into your account in IS/STAG.
- Under the MY STUDY tab, select STUDENT APPLICATION FORMS in the menu on the left.

	Jihočeská univ v Českých Bud University of S in České Budě	<b>erzita ějovicích</b> iouth Bohemia jovice	Po IS,	ortal /STAG						Logged use
	Welcome E-sign ⇔	My teaching Aplikace StuduJ	Mystudy U⇔	Browse IS/STAG	IS/STAG	Evaluation results	Applicant	Graduate	IPS 🗈	IT service:
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Visualization of stud	dy									
Remaining obligation	ons									
Registration for										
examinations										
My data										
Student's files										
Study resources										
Pre-registration										
Graphical pre-regist	tration									
Study group pre-										
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Thesis topics										
Final thesis										
Plagiarism checking	,									
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ECTS departures										
ECTS arrivals										
Evaluations of Stud	ly									
Student application	forms									
Automatic message	25									
Reminder										
Viewing files										
Change password										

• Go to the ADD NEW REQUEST section which contains a dropdown menu listing all the available applications. Select the application you wish to submit and confirm by clicking on ADD.

Information about	user and his I	S/STAG roles						
( <u>()</u> ).31	B.Th. Xavé	rius CVIČNÝ , Stu	dent: V238999P - I	FRO (sw	itched)	~	🔍 Info	Option to SWITCH ROLES
Student application	n forms (S048)	)						
1 The Decision will	be available her	e and it will also be	sent to your e-mai	l addres	s: cvicnx00@frov.jcu.	cz		
1 Application for a	commodation of	r social scholarship s	hould be submitte	d in sect	tion <u>My study / My</u>	data 🖄		
Application status %				~	Unresolved requests	only	Show	
🙁 Student has no re	quests							
Add new request:	Select type of F	Request	▼ Add	✦				

• Fill in the application form. State the REASON FOR REQUEST and any other relevant details. If applicable, upload any attachments required.

Student applicatio	n forms (S048)		
1 The Decision wi	Il be available here and it will also be sent to your e-mail add	dress: cvicnx00@frov.jcu.cz	
1 Application for a	accommodation or social scholarship should be submitted in	section My study / My data	¢.
Application status		Q Unresolved requests only	Show
%	~		
Submission	date Type/Request aim Application status Print		
	ig a new application i fin in the form and save it i		
Request by stude	ent		
Type of Request	Žádost o změnu zadání kvalifikační práce		
Reason for Request			-
Reason for Request			
			11
	No files uploaded yet.		
	Choose file to save		
	Zvolit soubor Nevybrán žádný soubor		
Attachment	<ul> <li>Maximum file size: 10.0 MB (= 10240 KB)</li> <li>Minimum No. of unloaded files: 1</li> </ul>		
	Maximum permissible number of uploaded files: 10		
	land the		
	Insert file		
	Submit application		
Save incompl	ete request	Cancel Applicat	ion

• If the application requires an attachment, you can find the necessary form in the "Download Form" section. Download the form, fill it out, obtain signatures from the relevant people, scan it, and upload it as an attachment to your application.

Student applicatio	n forms (S048)
1 The Decision wi	I be available here and it will also be sent to your e-mail address: astrouhova@frov.jcu.cz
<ol> <li>Application for a</li> </ol>	ccommodation or social scholarship should be submitted in section My study / My data 🖄 👘
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%	▼
<ul> <li>Submission</li> <li>Addin</li> </ul>	date Type/Request aim Application status Print g a new Application ? fill in the form and save it ?
Type of Request	Application for a RDI scholarship
Download form	Žádost o stipendium na VVI(1).doc
Reason for Request	
	No files uploaded yet.
	Choose file to save
	Procházet Soubor nevybrán.
Attachment	<ul> <li>Maximum file size: 10.0 MB (= 10240 KB)</li> <li>Minimum No. of uploaded files: 1</li> <li>Maximum permissible number of uploaded files: 5</li> </ul>
	Insert file
	Submit application

- Once completed, you can submit the application by clicking on SUBMIT APPLICATION). Alternatively, you can save the application form by clicking on SAVE INCOMPLETE REQUEST and then submit it later.
- After you submit it, the application is passed to the relevant person who is authorised to issue a decision (usually the Vice-Dean for Study Affairs, or the Dean). As soon as the decision is entered in IS/STAG, you will see it in the list of submitted applications. Simply go to the APPLICATION STATUS section, uncheck the UNRESOLVED REQUESTS ONLY checkbox, and click on SHOW.

Student application	on forms (S048)			
1 The Decision w	ill be available here and it will also be sent to your	e-mail address: cvici	tx00@frov.jcu.cz	
Application for a	accommodation or social scholarship should be su	omitted in section M	study / My data	\$
Application status		Q Unres	solved requests only	Show
%		~		Contra
(1) Submission	date Type/Request aim	Application status	Print	
• 27.02.2024	Žádost o přerušení studia	Vice-dean approves		
27.02.2024	Zádost o změnu zadání kvalifikační práce	Vice-dean approves		
Add new request:	Select type of Request V Ac	ld		
Request by stud	ent			
Type of Request	Žádost o přerušení studia			
Reason for Request	Pokusná			
Decision of the Vi	ice-Dean			
Date	5.3.2024			
Decision	Vyhověl			
Justification	-			
Instructions	žádost vyřízena elektronicky			