Electronic enrollment in the next year of study

Instructions:

1: The student will check in the application SIS Personal data whether everything corresponds to reality and the contact e-mail is filled in, or he/she corrects the data, resp. contacts the Study Department for Medical Studies in English (eg the permanent address can only be changed by the clerk).

2. The student starts checking the section of study he/she is finishing in the SIS application **Summary of exam results** in the menu **Validations**.

In the electronic check for the enrollment is ascertained:
- number of credits
- whether the compulsory subject enrolled for the second time is fulfilled
- whether the limit of credits was fulfilled (student will find out the number of enrolled credits in **Overview of exam results**)

We recommend to check your results continuously and consult any problems with the Study Dept. for Medical Studies in English immediately after finding them out.

3. When the checkup according to point 2. is successfully completed

to enroll in the next year of study you have to select the button **Submit request**

4. Study Dept. for Medical Studies in English regularly checks whether the student has actually met all the conditions for enrollment in the next year of study. If the student did not meet all the conditions, „failed" will be displayed with the date of the Study Dept.´s inspection.

If the student has fulfilled the conditions for the enrollment, the clerk will set a new study status for the following academic year.

This enrolls the student in the next year of study. The student will receive an e-mail confirming the enrollment.