

Classification of school leaving examination

Subject of school leaving examination	Level	External part		Internal part	
		%	Percentile	In written form (%)	In oral form (mark)
Date of school leaving examination:			Average of school leaving examination:		

Confirmation of data accuracy¹²⁾:		
Date:	Signature:	Official Stamp of School:

Information about previous (also unfinished) university study:		
University:		
Detached workplace:		
Study program:		
Field of study:		
Level of achieved education ¹³⁾ :		
Beginning of the study:	End of the study:	Academic Title:

Employment (Profession, Name of employer):
Previous:
Present:

Declaration and Agreement of Applicant
I hereby confirm that all information provided in this application are true and no relevant information was withheld. According to paragraph 11 of Law No. 122/2013 on the Protection of Personal data I hereby grant, by signing bellow the right to process and administer my personal data within the scope of this application for study up until the date registration for the first year of study at the university. I grant this permission for the personal data mentioned in this application and its annexes which the university is authorised to ask for in accordance with paragraph 58 (5) of the Law on Higher Education No. 131/2002 (the Law), except for data mentioned in paragraph 58 (3) of the Law. I am aware that I can revoke this only in writing to the appropriate university or faculty in the case of serious reasons. Also I acknowledge that data may be administred only by authorized persons who must respect the provisions of the Law No. 122/2013 on the Protection of Personal data and processed data will be archived and disposed of in accordance with the valid legal provisions of the Slovak Republic .

Annexes to the Application¹⁴⁾:

1. Curriculum Vitae
2. Copy of document confirming payment of application fee (postal order, statement of account)
- 3.
- 4.
- 5.
- 6.
- 7.
- 13.
- 14.
- 15.

Date	Signature of the applicant
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Instructions and Explanations for Completing the Application Form:

- ¹⁾ Delete non-applicable items. Study combining first and second level into one is either doctoral study or master study. Telephone and e-mail address of applicant are optional.
- ²⁾ Under “Gender” and “Type of secondary school” indicate the appropriate item with “X”.
- ³⁾ If you are a foreigner enter under “Personal ID No.” the number (if any) given to you by the Ministry of the Interior of SR. Foreigners should also give the address of their place of residence in the Slovak Republic.
- ⁴⁾ The applicant will give the name of one Study programme. The names of more than one study programme may be given in accordance with the instruction of the university.
- ⁵⁾ Under “Form of study” enter either “daily” or “external” in accordance with the available possibilities of study.
- ⁶⁾ Under “Method of Study” enter “Full-time”, “Distance” or “Combined” in accordance with the information given in the study programme. If no information is given enter “Residential”. The distance or combined methods of study are always indicated in the Study programme.
- ⁷⁾ The applicant fills in “English”.
- ⁸⁾ Applicants who will take the school leaving examination this school year should give the calendar year of taking the examination. Secondary school leavers should give the year of taking the first school leaving examination.
- ⁹⁾ “Code of the Secondary school” should be completed only by applicants completing secondary school education in the current school year in accordance with the instructions of the school. The code of the Secondary school is the 9-figure identification number of the school and is entered as shown in the “Register of schools and educational institutions”. This can be found on the web page <http://www.uips.sk/registre/vyber-skol-podla-kriterii>. Enter the Type of school and Area and select Code of the school in the options. Click on the button Create the list. The code of the secondary school is shown in the last column of the list. In case of Combined secondary schools, you always mention the code of the organisational unit (school), for example: if the combined secondary school has two organisational units: business college and secondary agricultural school, then an applicant from the secondary agricultural school should show the code of the agricultural school.
- ¹⁰⁾ Under “Field of study” give the name of the field of study as shown on the secondary school leaving certificate (so called “Matura”) or from the annual school certificate. If there are two names mentioned after the 5-figure number (field) and after the 2-figure number (specification) then enter in the application their combined name as: “the name after the 5-figure number – the name after the 2-figure number”. Under “Code of the Field of study” give the seven figure number code as shown on the Matura or the annual school certificate in accordance with the Regulation of the Statistical Office of the Slovak Republic “Statistical classification of the fields of education”. If on the Matura the 7-figure code of the Study field is divided into on the first line a 5-figure number (field) and on the second line a 2-figure number (specification), then combine the two numbers into one 7-figure number. If in the Matura there is only a 5-figure number, it is necessary to add two zeroes after the 5-figure number. The level of achieved education is shown in the Matura, or on the annual school certificate, in the code of the Study field at the fifth position from the left. The level of achieved education of conservatorium leavers is shown in the Matura, or on the annual school certificate, in the Code of the Study field at the fifth position from the left.
- ¹¹⁾ In case of applicants not completing their secondary school education in this school year, it is not necessary to have the information verified by the secondary school.
- ¹²⁾ In the case of completed previous university study write in words or numbers: 1 – first level of university study, 2 – second level of university study, 1+2 – combined first and second level of university study in one and 3 – third level of university study.
- ¹³⁾ The applicant must append annexes in accordance with the requirements of the university.
- ¹⁴⁾ The Protocol of the admission process is intended as an example for the use of universities and faculties.

Applicant with special needs can request that the nature of the entrance examination and the form of its taking into consideration his/her specific needs.

Protocol of the Admission Process¹⁵⁾:

Entrance examination:

Subject	Date of examination	Form of examination	Result

Overall evaluation of the applicant:

Achieved number of marks:

Order:

Fulfilment of admission process conditions:

Proposal of the Examination Board:

Date:

Signature of the Head of the Examination Board:

Proposal of the Admission Board:

Date:

Signature of the Head of the Admission Board:

Decision of the Dean of the Faculty (University Rector) on admission in accordance with paragraph 58 (9) of Law No. 131/2002:

Date:

Signature of the Dean of the Faculty (University Rector):

Decision of Rector (Academic Senate) to the request of re-examination of the non-admission to the University or Faculty (Paragraph 58 (8) of Law No. 131/2002):

Date:

Signature of the Rector (Head of Academic Senate):