

INFORMATION FOR INTERNATIONAL APPLICANTS

This page brings together everything you need to know if you want to study at the Faculty of Social Sciences of the University of Ss. Cyril and Methodius in Trnava as an international student. The information is divided into three parts: how to apply for admission, how to arrange temporary residence in Slovakia, and where to find practical information for first-year students.

Please note that all study programmes at our faculty are taught in Slovak.

HOW TO APPLY FOR ADMISSION

Step 1: Choose a study programme

You will find an overview of all study programmes (bachelor's, master's and doctoral) here:

<https://fsvucm.sk/studijne-programy/>

(fsvucm.sk → Uchádzači → Študijné programy)

Each application for admission can include only one study programme. If you want to apply for more than one programme, you submit a separate application for each and pay the fee for each one separately.

Step 2: Check the deadline for applications

The faculty publishes the current deadlines and admission requirements for each academic year here:

<https://fsvucm.sk/podmienky-prijatia-a-ako-sa-prihlasit/>

(fsvucm.sk → Uchádzači → Podmienky prijatia a ako sa prihlásiť)

Step 3: Pay the application fee

The fee for processing your application is €35 for bachelor's and master's study and €50 for doctoral study. The amount is the same for online and paper applications.

The fee can only be paid by bank transfer, using the following details:

Banka: Štátna pokladnica

IBAN: SK59 8180 0000 0070 0007 1919

SWIFT: SPSRSKBAXXX

Číslo účtu: 7000071919/8180

Variabilný symbol: 52607

Konštantný symbol: 0308

Špecifický symbol: Vaše rodné číslo bez lomky

If you do not have a Slovak rodné číslo (personal identification number), ask the Study Department before paying what to enter in the Špecifický symbol field. Contact: renata.kristofikova@ucm.sk

Step 4: Prepare the documents to attach to your application

For bachelor's study:

- a CV,
- proof that you have paid the fee,
- a medical certificate, only for the programmes Sociálne služby a poradenstvo and Ľudský rozvoj v sociálnej práci – you can download the form at <https://fsvucm.sk/dokumenty/> (fsvucm.sk → Študenti → Dokumenty),
- an officially certified copy of your secondary school leaving certificate (maturitné vysvedčenie), which you send by post or bring in person as soon as you finish secondary school.

For master's study:

- a CV,
- proof that you have paid the fee,
- officially certified copies of your university diploma, your state examination certificate and your diploma supplement (transcript of completed courses), which you bring in person or send by post to the Study Department,
- a medical certificate, only for the programmes Sociálne služby a poradenstvo and Ľudský rozvoj v sociálnej práci – you can download the form at <https://fsvucm.sk/dokumenty/> (fsvucm.sk → Študenti → Dokumenty).

Step 5: Have your foreign education recognised

For international applicants this is the most important step, so start on it early.

If you finished secondary school outside Slovakia, you must submit a decision recognising your school leaving certificate (nostrification of secondary education) **no later than the day of enrolment**. The decision is issued by the Regionálny úrad školskej správy (Regional Office of School Administration). You submit either the original decision or an officially certified copy.

Step 6: Submit your application for admission

You can submit your application (prihláška) in three ways:

1. online (recommended) at <https://e-prihlaska.ucm.sk/ais/eprihlas/#!/home>. Fill in the application, upload the attachments and click the “potvrdiť” button. Make sure your application ends up with the status “uložená”. The status “evidovaná” is not enough,

and such an application would not be processed. An online application does not need to be printed or sent by post.

2. by post to: Študijné oddelenie FSV UCM, Nám. J. Herdu 2, 917 01 Trnava,
3. in person at the UCM registry office (podateľňa) in Trnava (Nám. J. Herdu 2).

Step 7: If anything is unclear, get in touch:

Study Department of FSV UCM (applications, documents, enrolment):

Renáta Krištofiková

Nám. J. Herdu 2, office 105

+421 33 5565 516

renata.kristofikova@ucm.sk

Coordinator for international students:

PhDr. Yevhenii Vasheka

(you can write in Slovak, English, Ukrainian or Russian)

vasheka1@ucm.sk

Step 8: After you are admitted: enrolment

Once you receive the decision on your admission, you enrol online through the AIS2 academic information system (<https://ais2.ucm.sk>). You do not need to come in person. Your login details are in the admission decision.

During enrolment in the system you will, step by step:

- confirm the návratka (your confirmation that you intend to study) – if you do not confirm it, the faculty will assume you are no longer interested in studying,
- create your enrolment form (zápisný list),
- register for the compulsory first-year courses,
- tick all the consent boxes in the system,
- fill in the declaration that your information is true (čestné vyhlásenie).

You will find guides to each step in the AIS manuals: <https://www.ucm.sk/sk/centrum-ikt/manualy-k-ais.html> (fsvucm.sk → Študenti → Manuál k AISu)

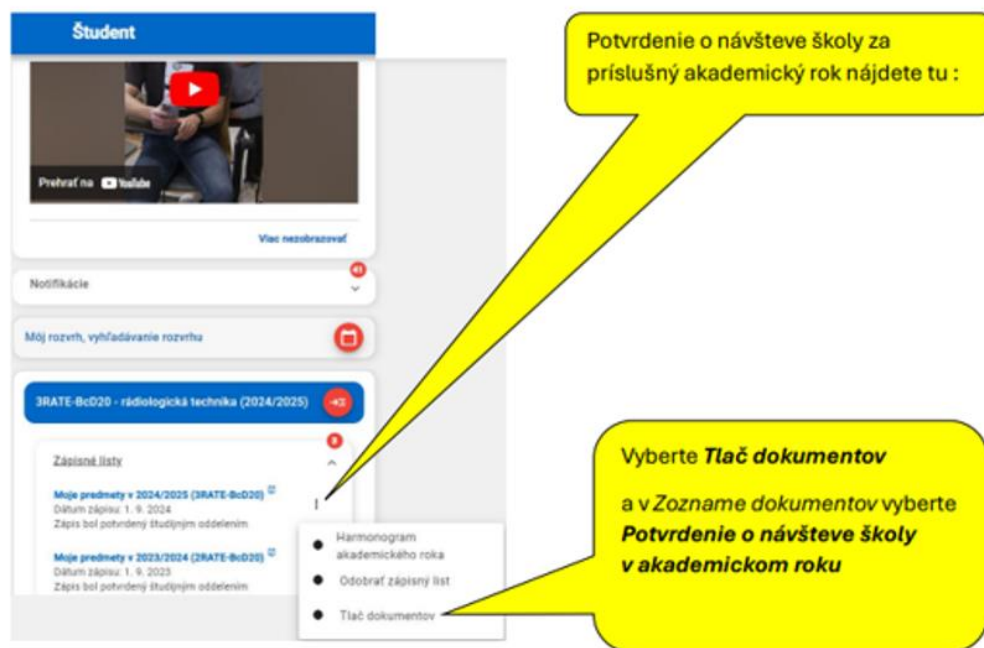
The faculty publishes exact enrolment instructions and dates every year in the section fsvucm.sk → Uchádzači.

Step 9: Confirmation of study

A confirmation of study (potvrdenie o návšteve školy) is a document proving that you are a student at our faculty. It is only available once you have been properly enrolled. Depending on what you need it for, there are two ways to get it.

a) For everyday purposes (for example, if you want to find a part-time job while studying): you generate and print the confirmation yourself in AIS. The procedure is shown in the picture below.

TLAČ POTVRDENIA O NÁVŠTEVE ŠKOLY



b) For temporary residence in Slovakia (for the Foreign Police): in this case, do not print the confirmation from AIS. The Foreign Police require a confirmation with an official stamp and signature, so please ask the Study Department for it:

Renáta Krištofiková

Nám. J. Herdu 2, office 105

+421 33 5565 516

renata.kristofikova@ucm.sk

Step 10: Booking an appointment with the Foreign Police

If you are a citizen of a country outside the European Union, you need a temporary residence permit for the purpose of study in order to study in Slovakia. You apply for it at the Foreign Police (cudzinecká polícia). The Ministry of the Interior of the Slovak Republic publishes the list of required documents here:

https://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/fag/marec_2025/14_otazka.pdf

You book your appointment with the Foreign Police yourself through the online booking system of the Ministry of the Interior of the Slovak Republic:

<https://pes.minv.sk/wps/wcm/connect/sk/site/main/Rezervacny-system/>

If you cannot get an appointment or run into any other problem, contact the coordinator for international students:

PhDr. Yevhenii Vasheka

vasheka1@ucm.sk

(you can write in Slovak, English, Ukrainian or Russian)

Step 11: Student accommodation

Students are accommodated in the university's own hall of residence (Študentský domov UCM) and in other halls that have an agreement with the university.

UCM hall of residence (Študentský domov UCM)

Nám. J. Herdu 2, 917 01 Trnava

Phone: 033 5565 111 (reception), 033 5565 176 (accommodation manager Mgr. Janka Gajdová)

Partner halls of residence:

Študentský domov Miloša Uhra (STU MTF Bratislava)

J. Bottu 21, 917 01 Trnava

Phone: 0918 646 002 (accommodation manager Mgr. Zuzana Popová)

Ubytovacie zariadenie SOŠE Trnava

Sibírska 1, 917 01 Trnava

Phone: 033 5991 984 (accommodation manager Dana Ťažká)

Školský internát pri SPŠ elektrotechnickej v Piešťanoch

Brezová 2, 921 77 Piešťany

Phone: +421 33 7725 511 (reception)

You will find more details about accommodation on the university website:

<https://www.ucm.sk/sk/neverejne-stranky/ubytovanie.html>

MORE USEFUL INFORMATION

If you have other questions about studying and student life at the faculty, you will find the answers in the Handbook for First-Year Students (Príručka pre študentov 1. ročníka). It covers the study system and credits, exams and grading, the academic calendar, the AIS system, the student card and ISIC card, scholarships, the Erasmus+ programme, the counselling centre, the library, faculty buildings, accommodation, meals, how to address your teachers, and who to turn to with your questions.

<https://fsvucm.sk/prirucka-pre-prvakov/>

(fsvucm.sk → Študenti → Príručka pre prvákov)