# User manual
Electronic return slip

1 PROCEDURE FOR ELECTRONIC RETURN SLIP CREATION AND CONFIRMATION OF THE STUDY INTEREST.

⚠️ *Warning: Photo and data used in this manual are used as an example only. Do not send us the photo of the back of your head in any case.*

For proper operation of these web pages, you shall set the trusted zone in your internet browser. Run the browser test found at: https://ais2.upjs.sk/.
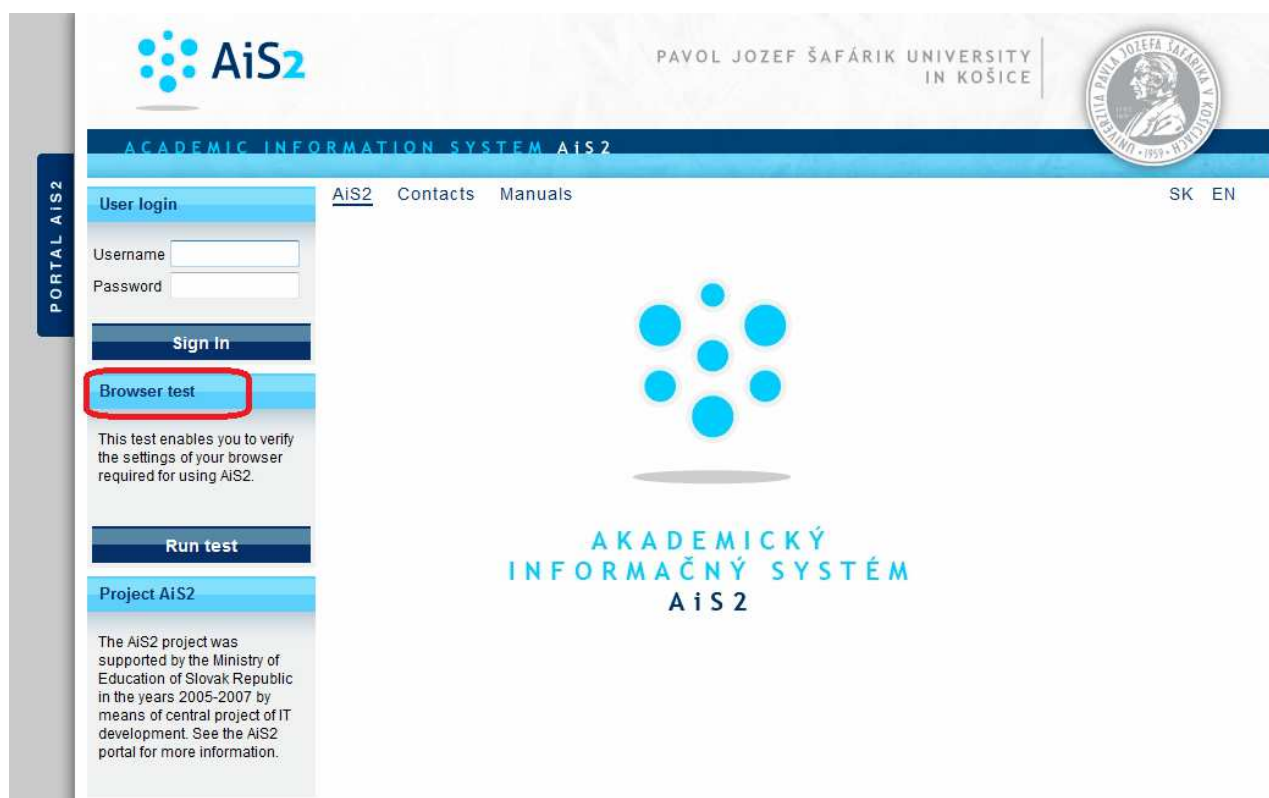
picture. 1 – 1 Portal – Browser test

Enter the username and password now. You can see where to enter username and password on the picture below. After you entered username and password, click on ***Sign in*** button.

Information for signing in (username/password) and important dates were, or will be delivered to you together with the study admission decree.

picture. 1 – 2a Portal – Signing in

After you signed in, click on *Admission Procedure* link, which will open another menu.

**picture 1 – 2b** Portal – Signing in

On the screen below, you have an admission procedure menu opened – you can see your name and surname in the upper left part of the relevant window, in the right part of the screen is the logout button, clicking on which you log out after you finished your work. Logging out is important especially when you use a public computer, for example in the internet cafeteria.

This screen contains admission procedure section, and for you as admitted it is important to confirm your binding interest to study at Pavol Jozef Šafárik University in Košice. Therefore, click on *Return slips.* *(See picture)*

picture 1 – 3 Portal – Admission procedure

After clicking on relevant link, you will see the list of your return slips in the window. If you have other electronic return slips generated on other faculties, by choosing the first return slip you choose the faculty where you ask for card issuing. You can see following columns in the bottom part of the window: status, result, beginning, end, study programme, academic year, o.u. (faculty), accommodation… It is important to check the *status*, and *beginning* and *end* dates, meaning from and until what date you have to respond to return slip. It will not be possible to change anything regarding your return slip in a time period different from the one published..
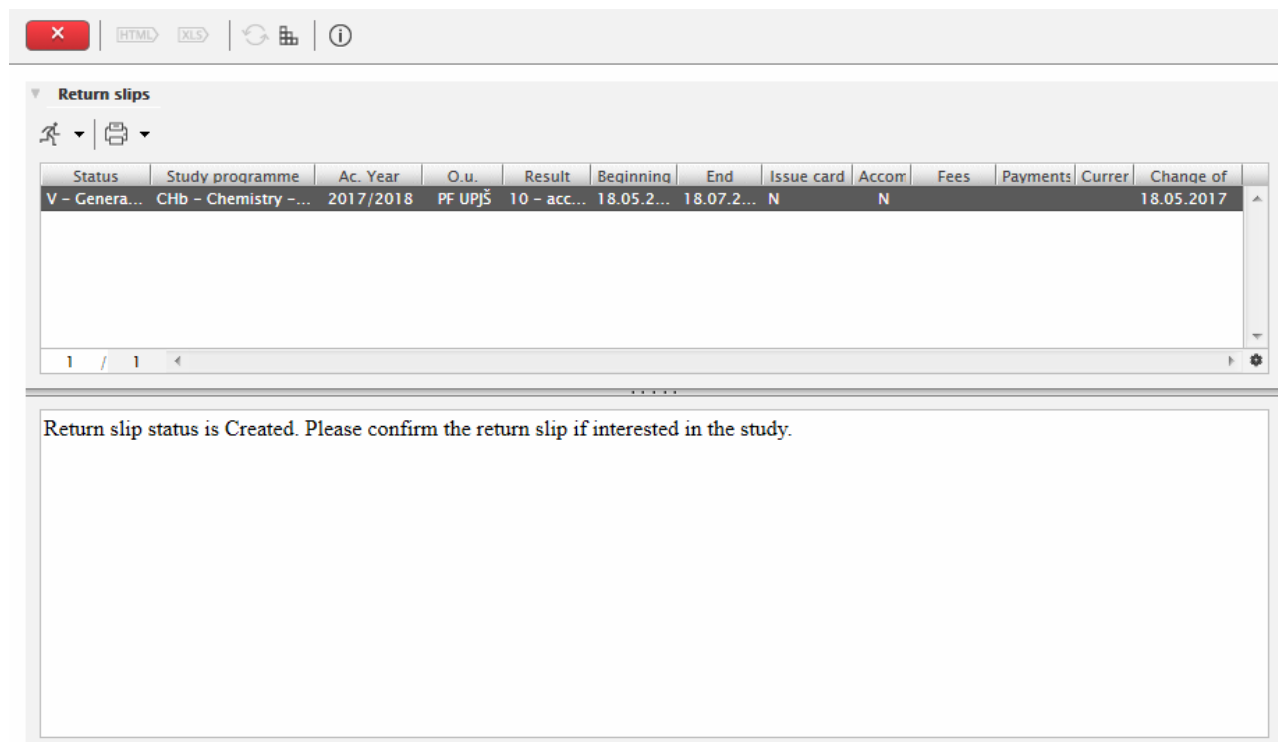
picture 1 – 4 VSPK061 – Return slips

Return slip confirmation

1. Choose from the list the return slip you want to confirm, and select the „Confirm return slips"option in the bar menu.

2. *Data on each bookmark must be confirmed by clicking on "Next" button. If some data of specific bookmark do not have expected merit, mistakes and warnings will occur in the upper part of the return slip. Mistakes are highlighted in red and must be corrected in order to move on to the next bookmark.*

3. Check personal data, type down e-mail address and tick the confirmation of the personal data correctness box. If the personal data are not correct, please contact the Student Administration Office of the faculty.

picture 1 – 5 Return slips – personal data

4. On the second bookmark tick the box "Consent to processing of my photograph to UPJŠ." Click on the 🔍 button for display the text of the consent.

5. Click on the 🧑 button, which is used to upload a photo. Choose a file with a photo and confirm the selection by clicking on **OK**.

6. By the use of arrows move the cut on the screen with photo to a desired position. It is possible to change the size of the cut by + and – buttons. Change the value in the "size of shift, zoom" box if needed. Place the cut to a requested position and confirm the selection by clicking on **OK**.

picture 1 – 6 Return slips - photo
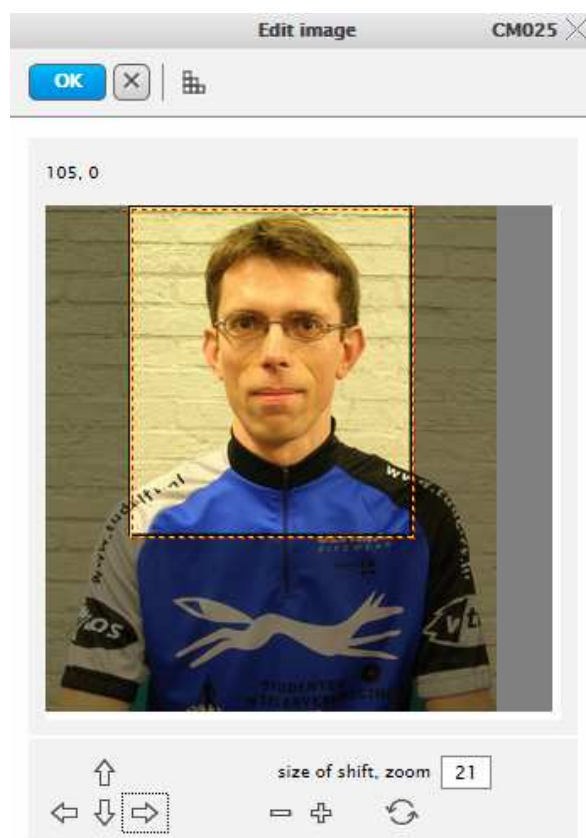
picture 1- 7 Image editing

7. If you have an access to "Student card" bookmark, check the pre-selected data.
8. Tick the "Granted" check box to grant all mandatory consent to the processing of data. To see details of the consent, press the 🔍 button.

picture 1- 8 Return slips – Student card

9. If you move to "Overview of the return slip fees" bookmark, all the fees that must be paid so as your return slip could be accepted will generate.
10. Click on [OK] button or [Confirm] button to confirm the return slip.
11. You can generate the payment order in the „VSPK061"application by selecting „Print payment order" in print menu option. Use this payment order to pay all the fees connected with electronic return slips.

picture 1- 9 Return slips – Overview of the return slip fees

Warning:
After the return slip is confirmed, all the other administration is performed by the Student administration office, or personnel authorized by faculty (university). If the photo in the return slip does not comply with requirements, the return slip may be returned, which means that its status will change into "N – Rejected" and you will receive a note to your e-mail address. In such case change the photo and confirm the return slip one more time.
If your data and photo are all right and fees paid, the return slip will be accepted and its status will change into "K – Accepted".

Accommodation application form submission
1. Accommodation application form can only be submitted by an applicant with confirmed return slip.
2. If accommodation application form submitting is accessible, system will offer a possibility to directly submit an application form after the confirmation of the return slip. It is also possible to create an application form by clicking on „Record application for accommodation", which will create „VSUB039 – Record application"dialogue.
3. Leave the student´s home/hostel option empty. If needed, fill in the note to application form and confirm by **OK** button.