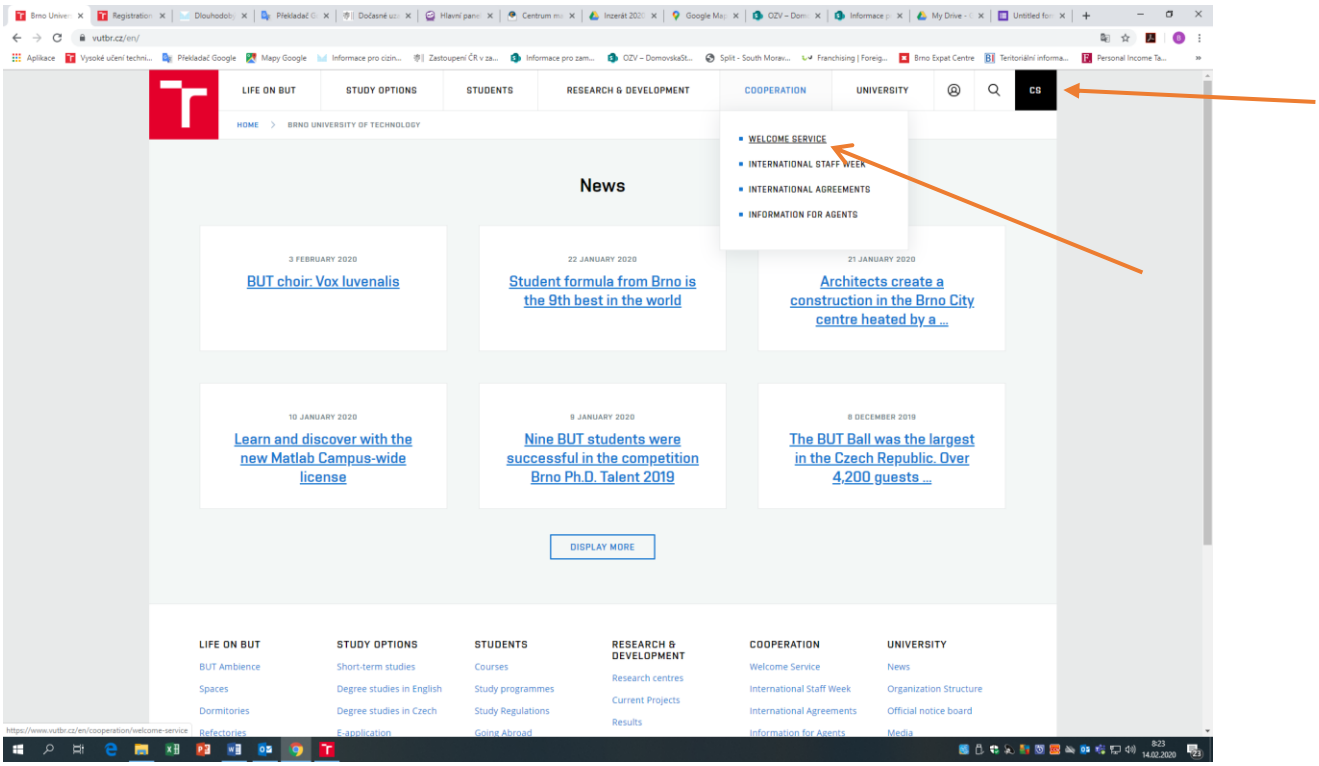
eRegistration form for researchers, external partners, future employees and incoming staff

https://www.vutbr.cz/en/cooperation/welcome-service

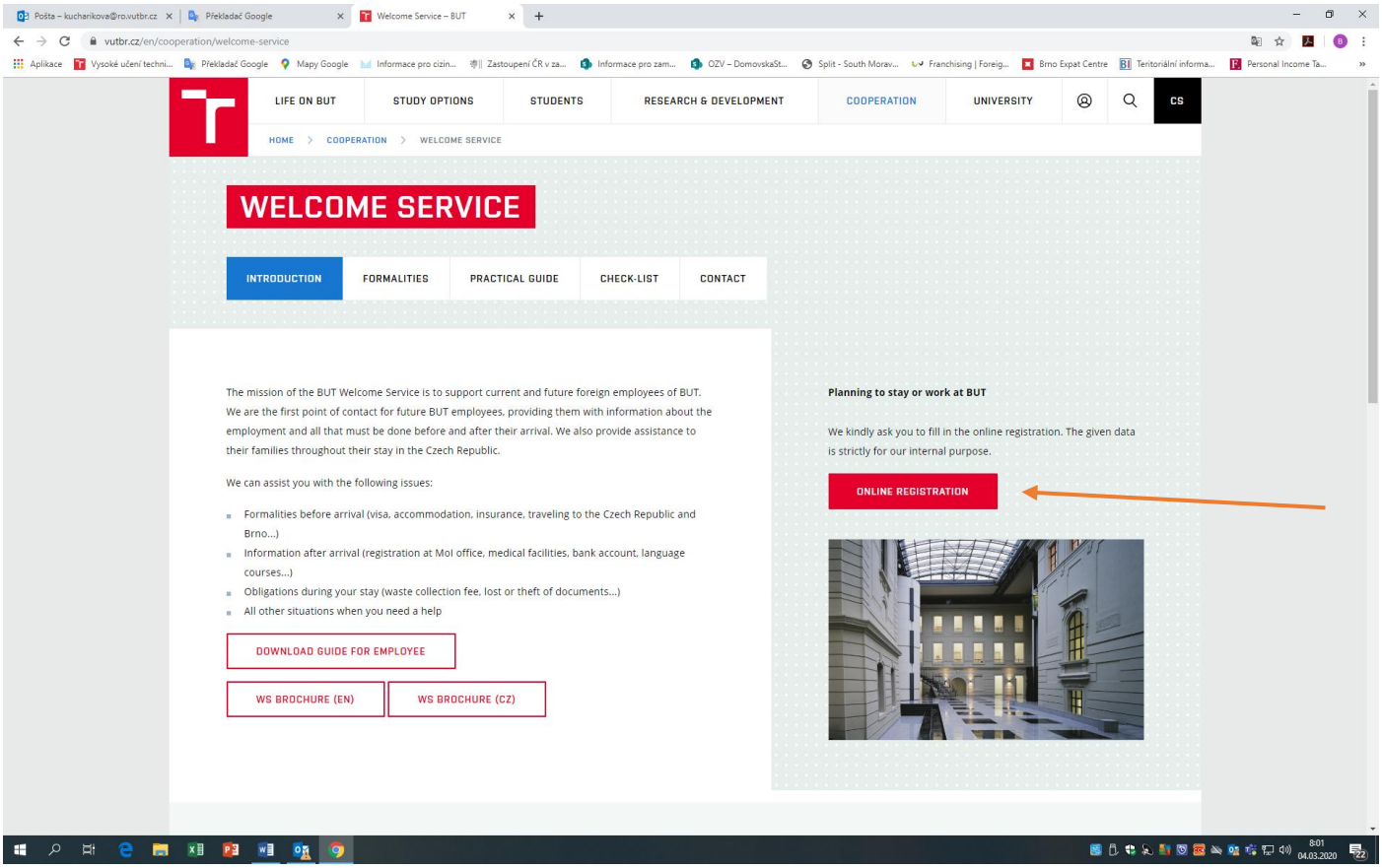
eRegistration is placed at the website of BUT Welcome service.

1. How can I find it?

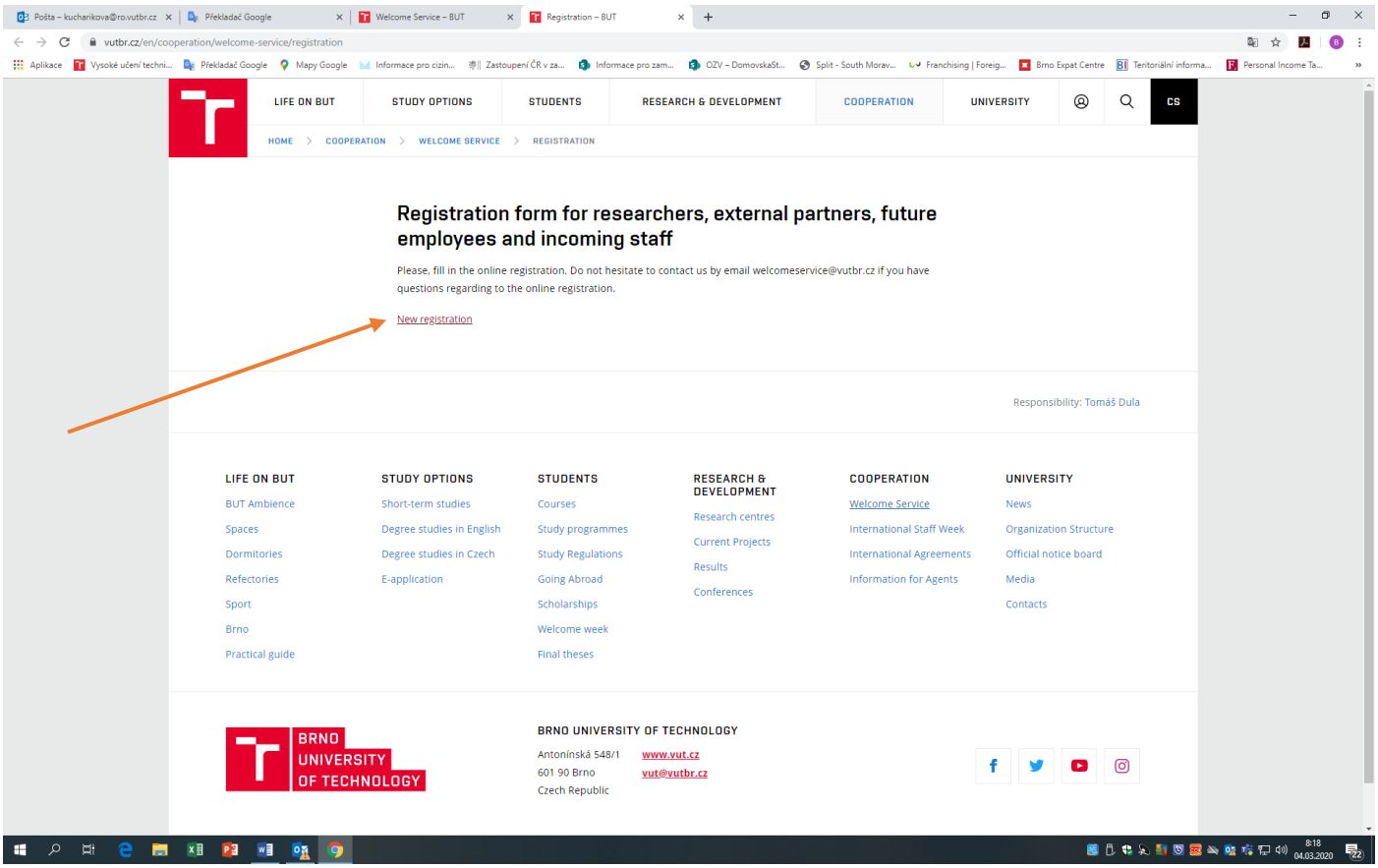
- Switch BUT website to English – **EN**.
- In a tab COOPERATION select the first option in the order - **WELCOME SERVICE**



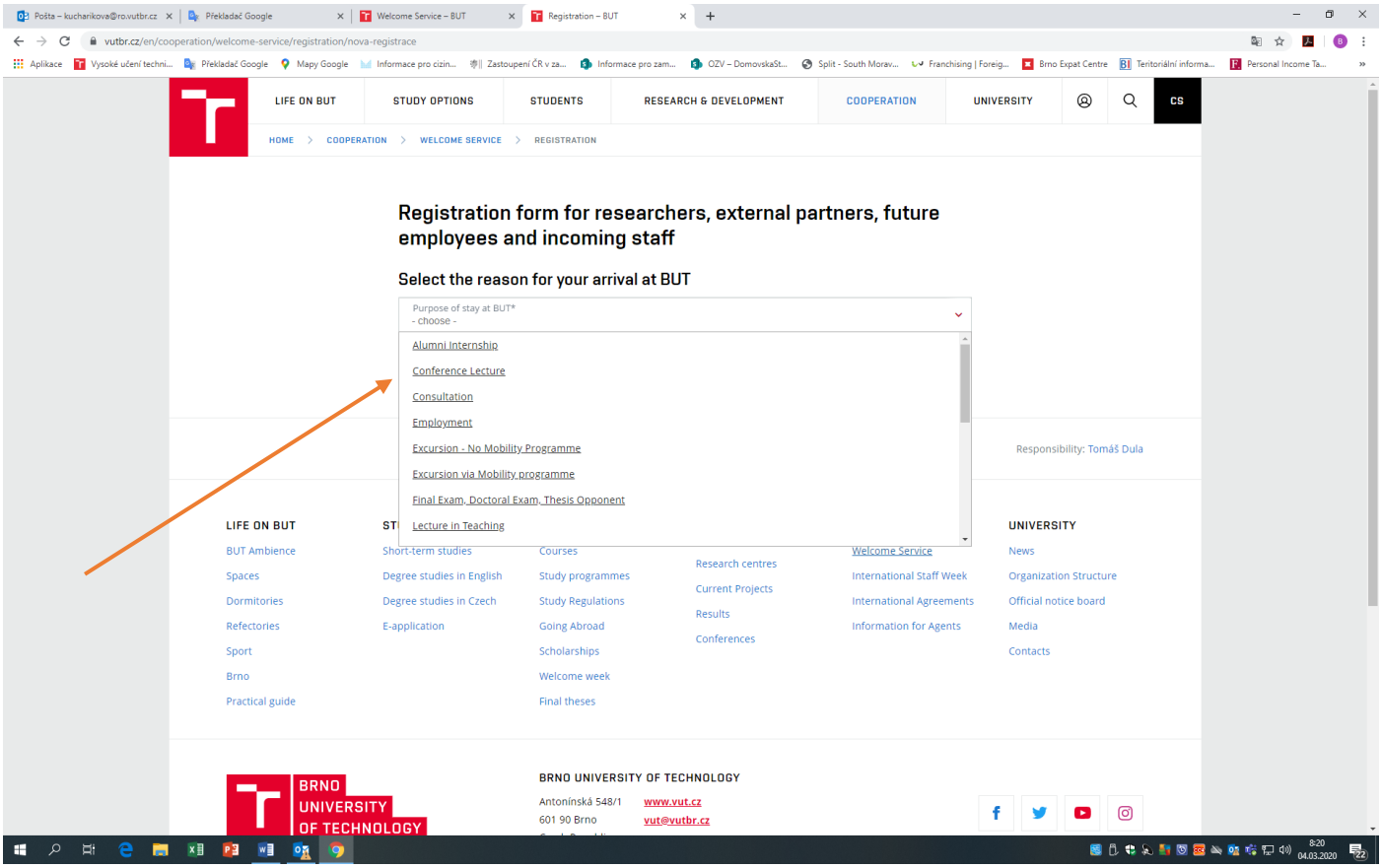
eRegistration is on the right side in the red rectangle – **ONLINE REGISTRATION**



Press the button ONLINE REGISTRATION and the following screen will appear. Here click on "*New registration*".



Then you can start to fill in the registration and to select the first option - **Purpose of stay at BUT**



2. Purpose of stay at BUT

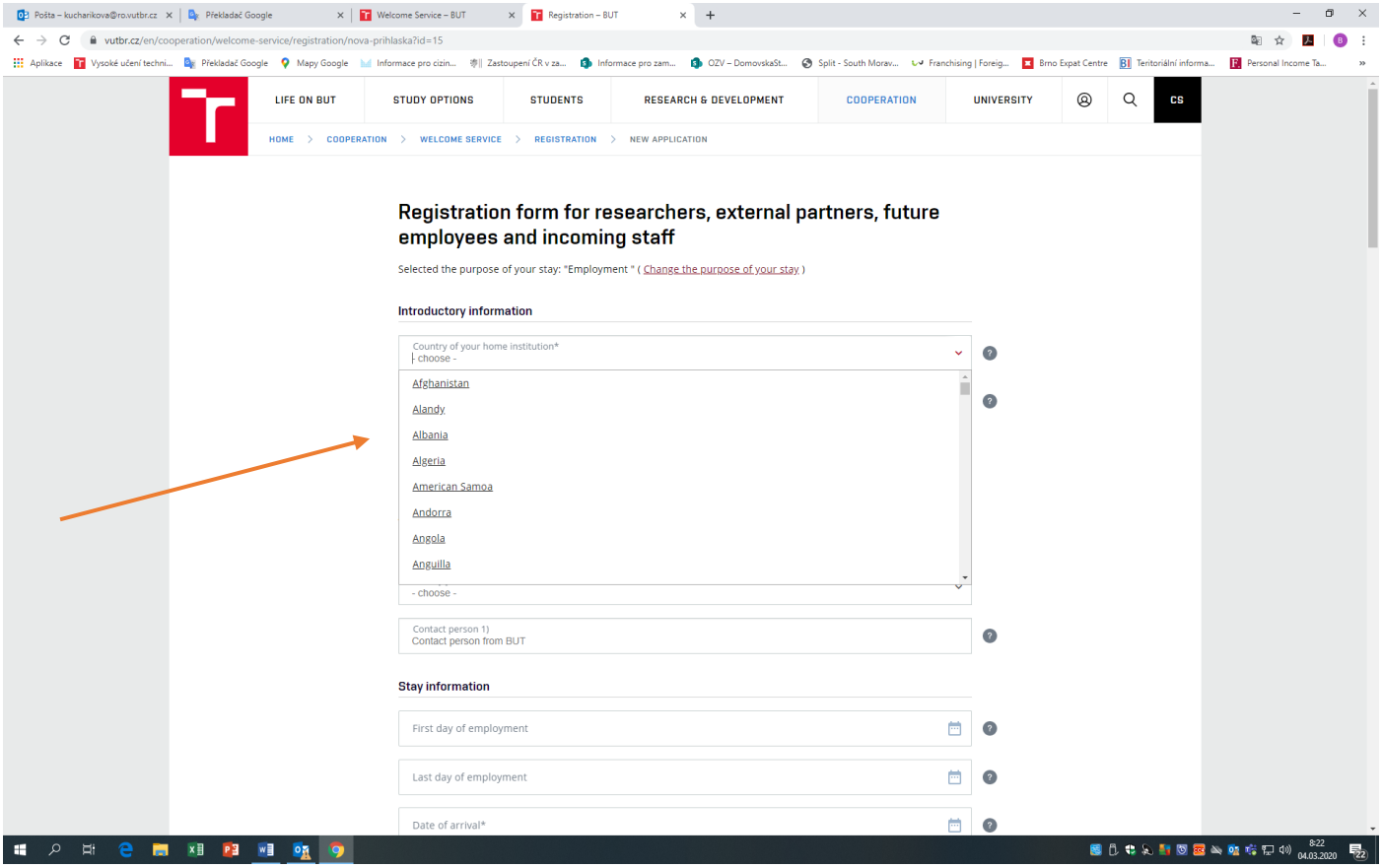
Purpose of stay at BUT – is mandatory field, you must select one of the following options:

- **Alumni Internship**
- **Conference lecture**
- **Consultation**
- **Employment**
- **Excursion – No Mobility Program**
- **Excursion via Mobility Program**
- **Final Exam, Thesis Exam, Doctoral Opponent**
- **Lecture in Teaching**
- **Negotiation about Cooperation**
- **Others**
- **Participation in the Conference**
- **PhD Study**
- **Research including Scientific Mobility and Projects**
- **Summer school – No Mobility Program**
- **Summer school via Mobility Program**
- **Teaching**
- **Training – Employee from HEI**
- **Training – Expert from Enterprise**
- **Workshop – Participant**
- **Workshop – Leader Workshop**

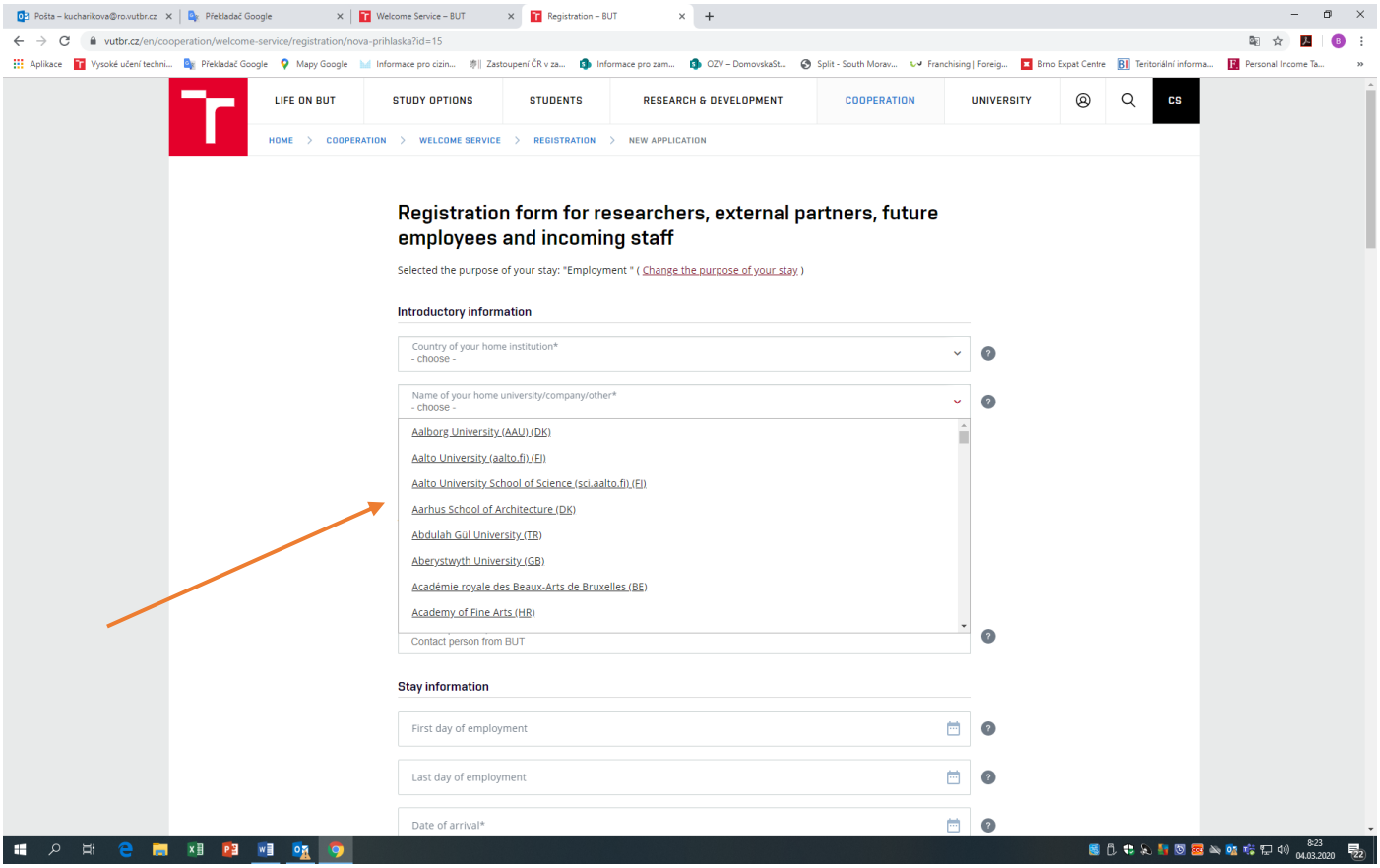
3. Completing the eRegistration

I. INTRODUCTORY INFORMATION – information about the country, university or institution from which you arrive

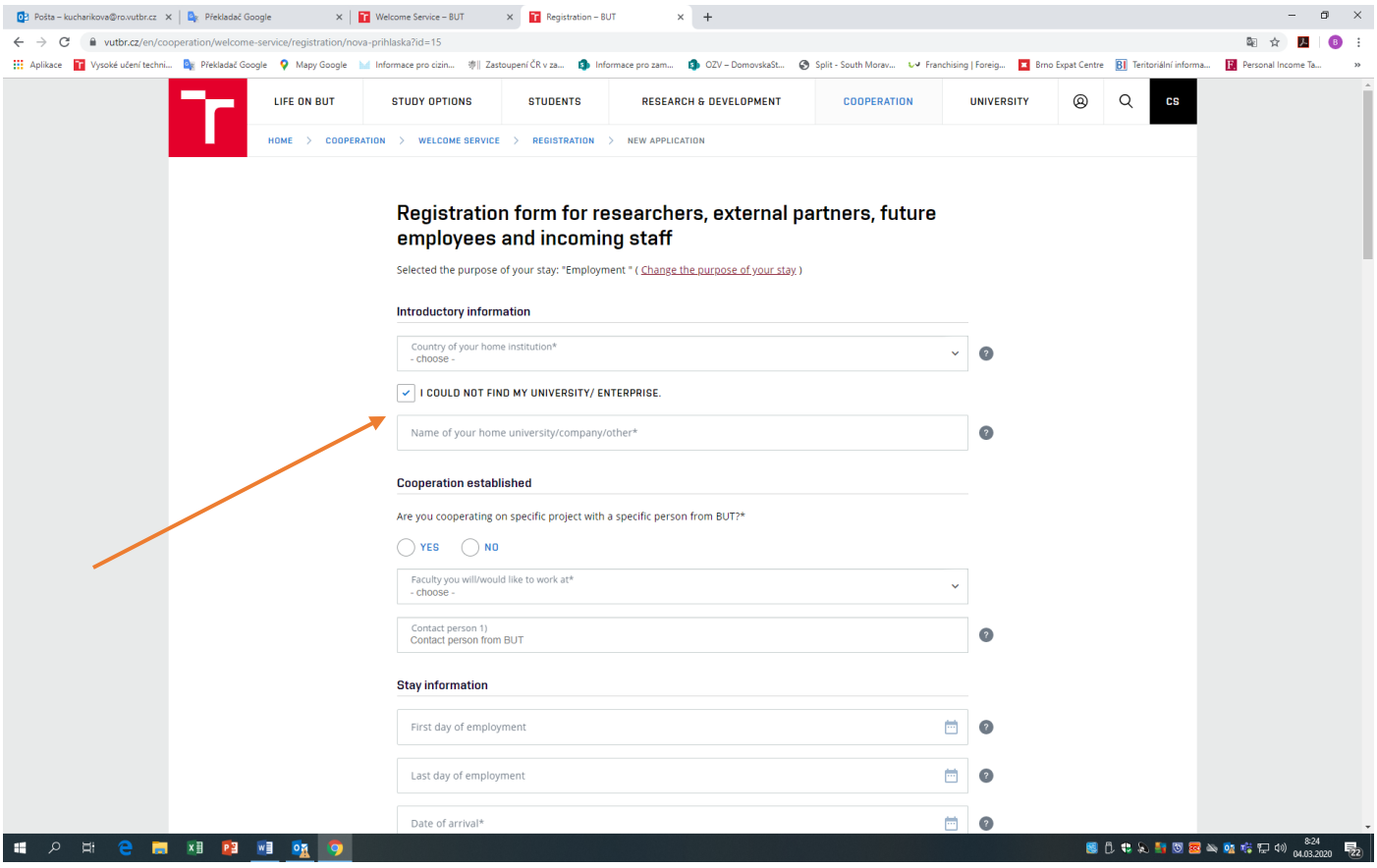
Country of your home institution - it is necessary to select the country you come from; where you are currently studying, working, living, etc. This is a mandatory field.



Name of your home university/company/other – the list includes all universities, enterprises, etc. that BUT cooperate with or is in contact with. If the institution is in the list, please, select it. This field is mandatory.



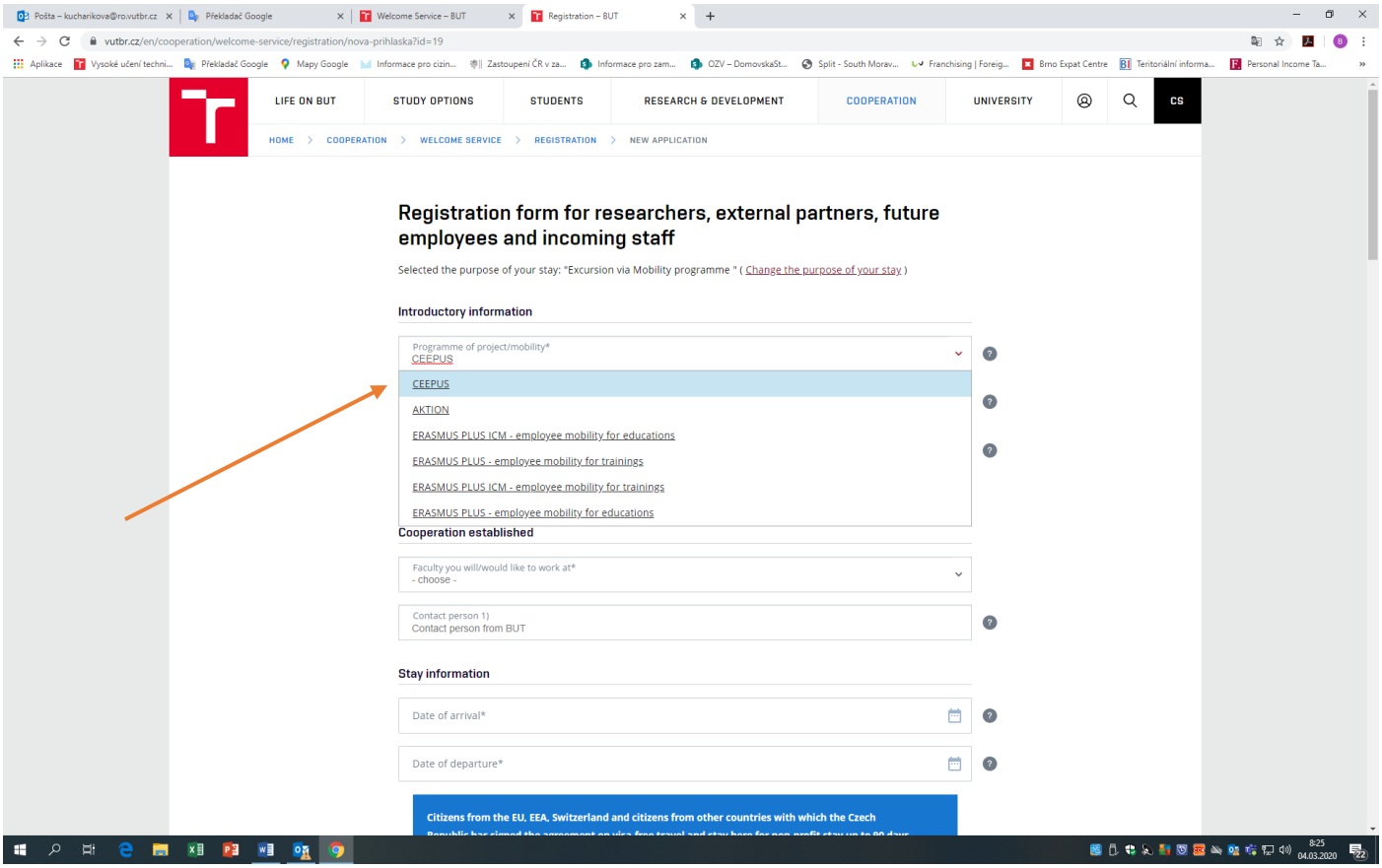
I COULD NOT FIND MY UNIVERSITY/ENTERPRISE - if the institution is not in the list, check this box to expand the next one where you can enter the name of your institution. This field is mandatory.



There is the option PROGRAMME OF PROJECT/MOBILITY for the following purposes of stay:

- **Excursion via Mobility Program**
- **Summer school via Mobility Program**
- **Teaching**
- **Training - Employee from HEI**
- **Training – Expert from Enterprise**

Programme of Project/Mobility – it is necessary to select the program of mobility (Erasmus, CEEPUS etc.) related to your stay. This field is mandatory.

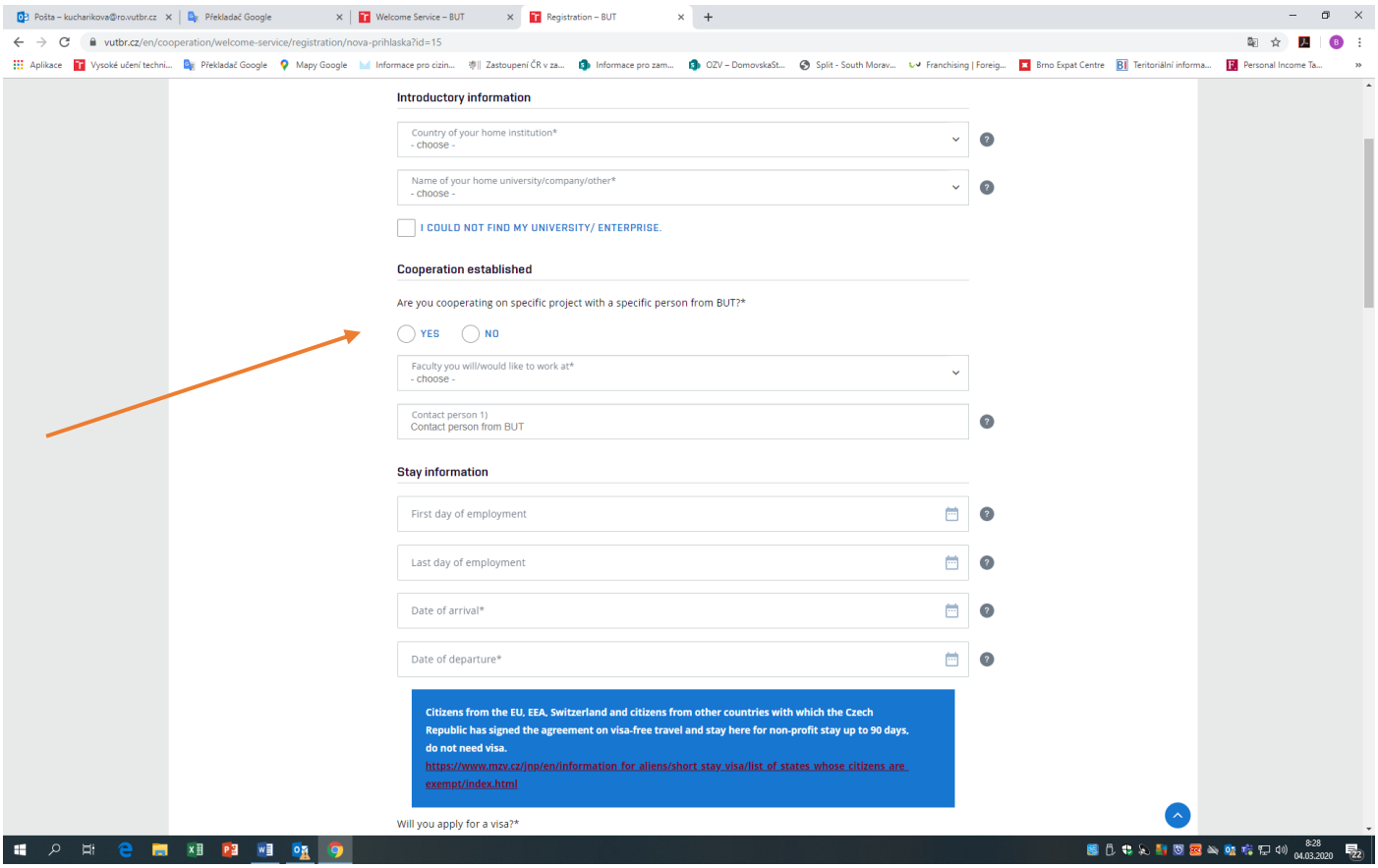


II. COOPERATION ESTABLISHED – information about the part of BUT where you will/would like to stay and about the person you have agreed to cooperate with.

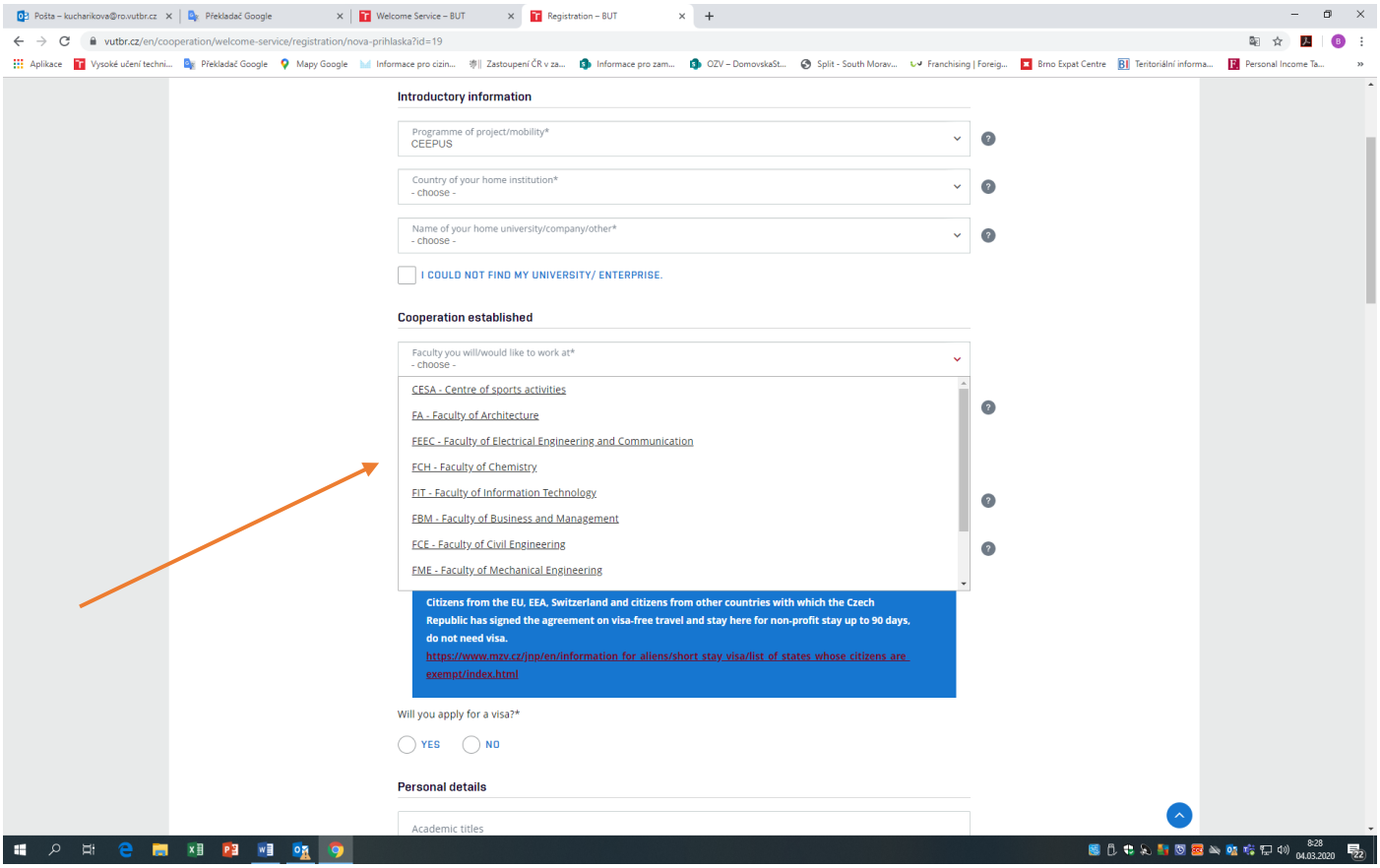
There is the question: **Are you cooperating on specific project with a specific person from BUT? YES/NO** for the following purposes of stay:

- **Alumni Internship**
- **Employment**
- **PhD study**
- **Research including Scientific Mobility and Projects**

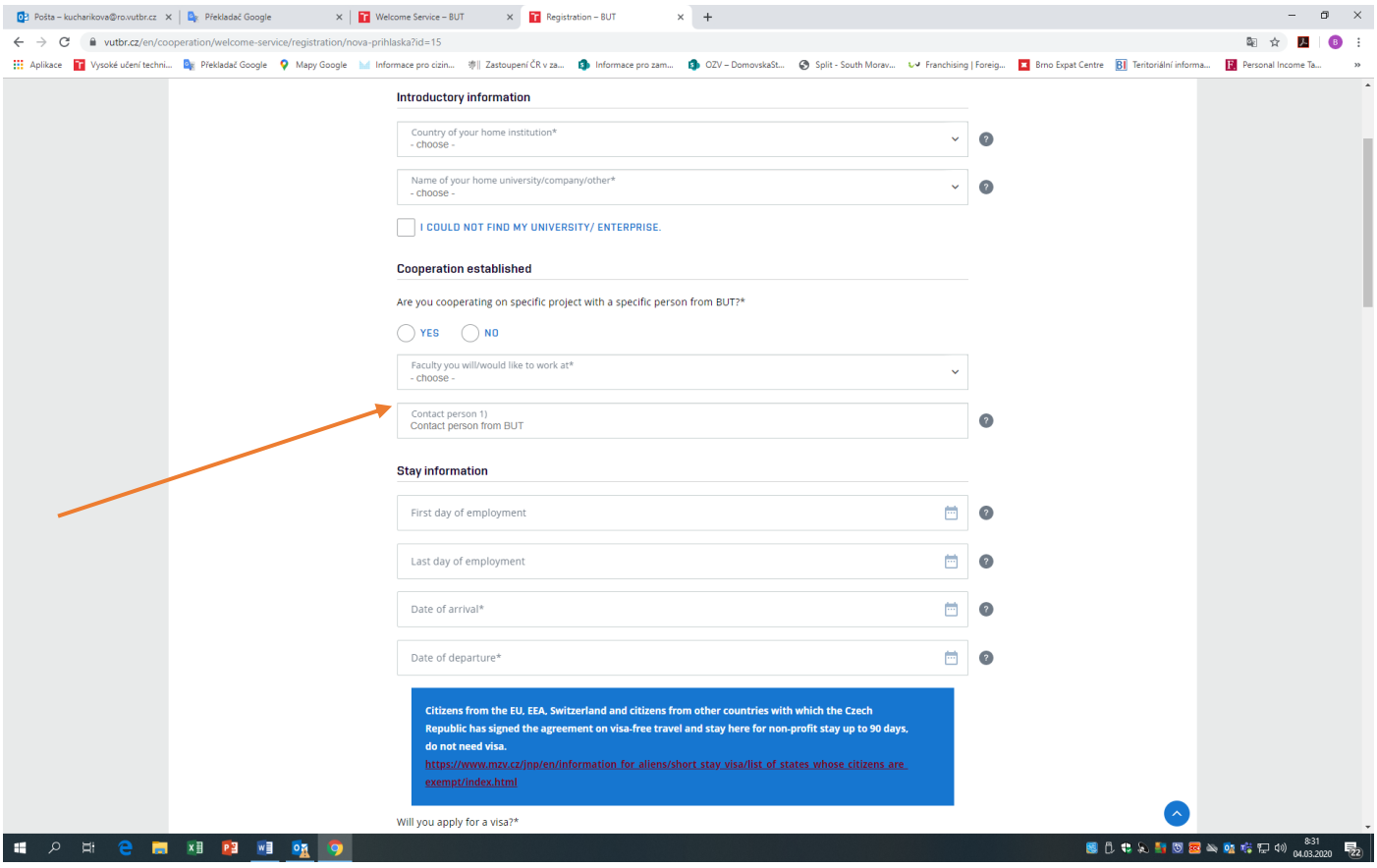
It is necessary to answer whether you have agreed on your stay/cooperation with any person from BUT. YES or NO must be selected. This field is mandatory.



Faculty you will/would like to work at – it is necessary to select the part of BUT where you would like to/will stay. This field is also mandatory.

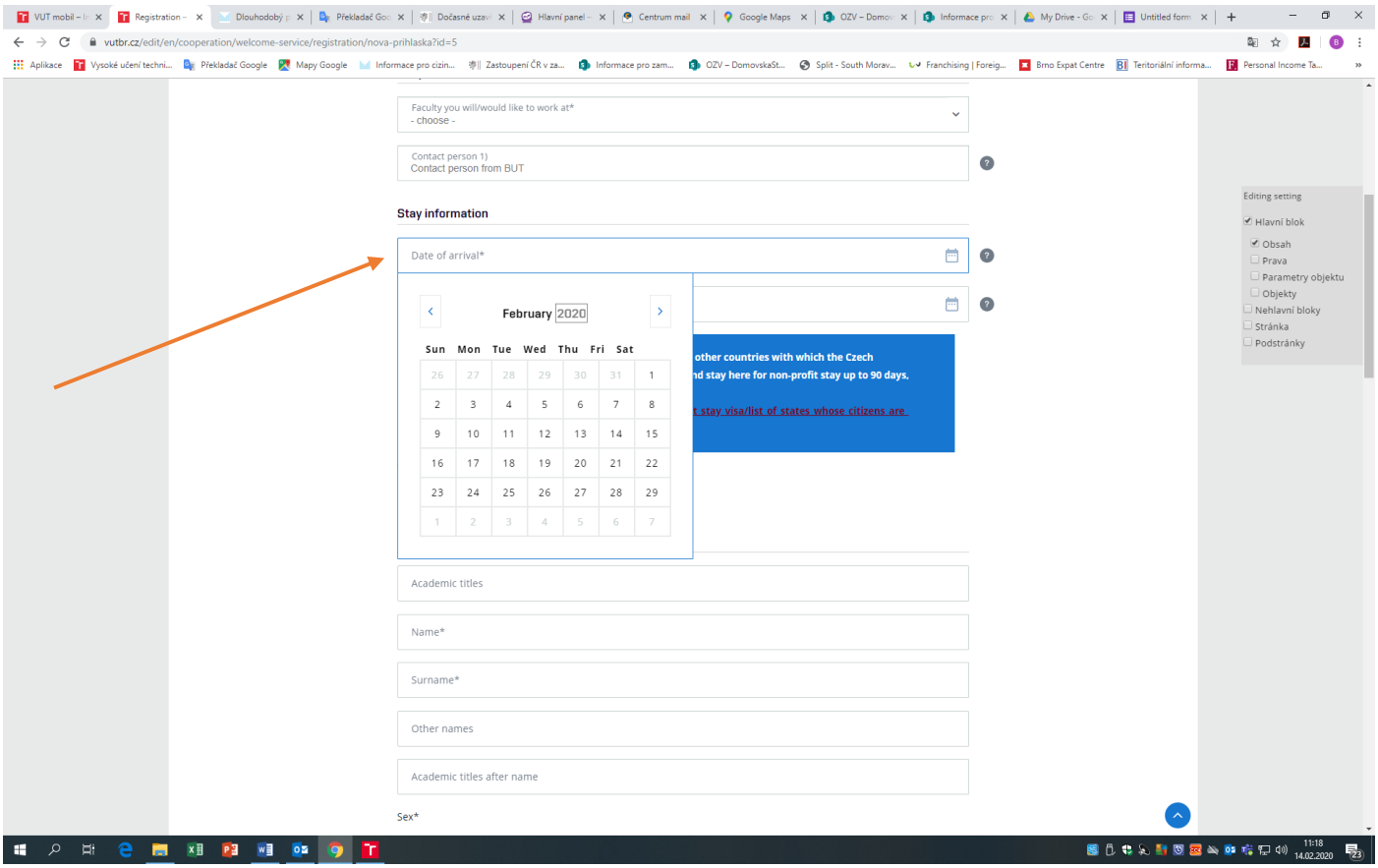


Contact person – if you have agreed to cooperate with a specific person, the name of the person must be stated. The field is optional. To be completed only in the case of agreed cooperation.

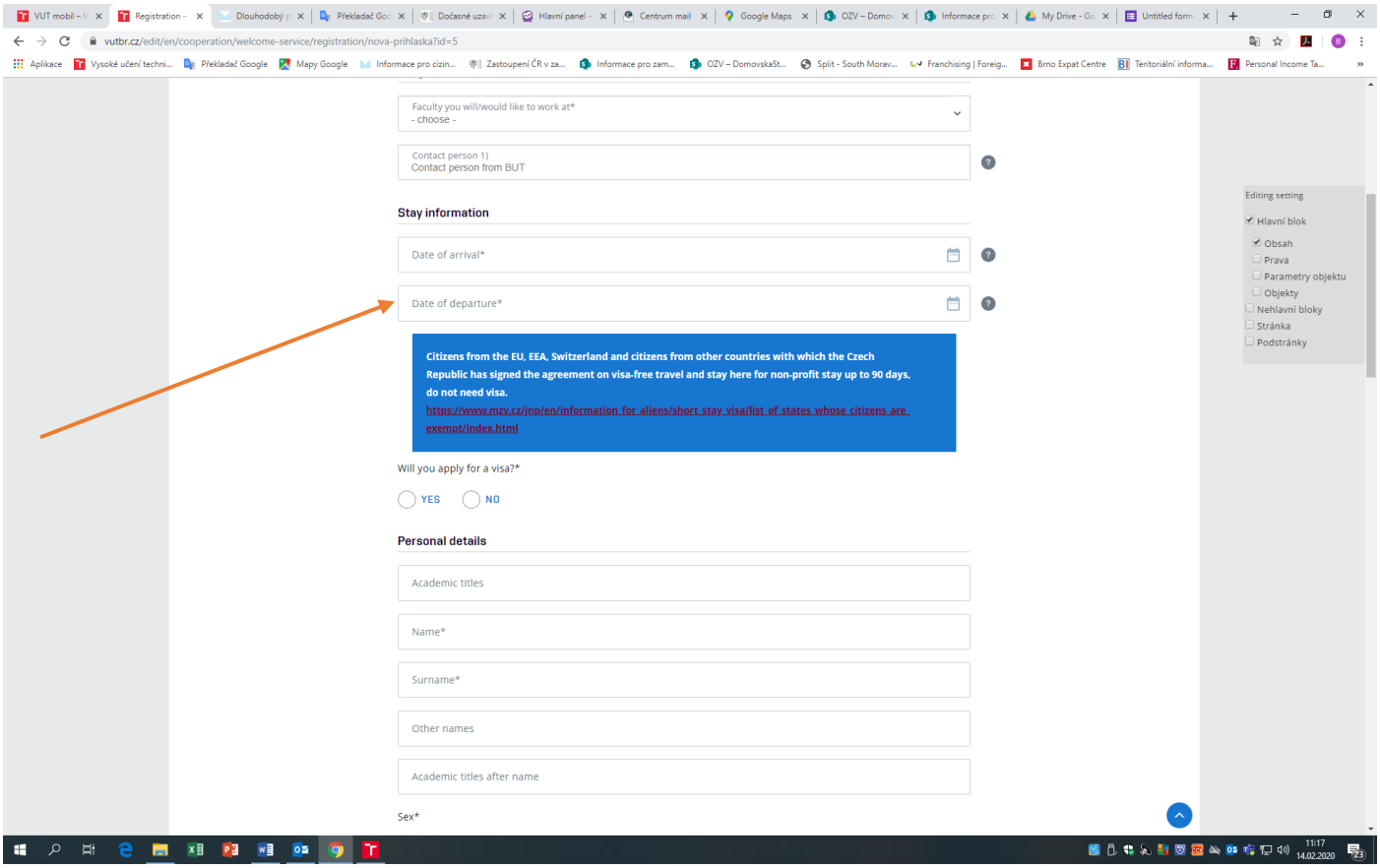


III. STAY INFORMATION – information about dates of arrivals and departures and the obligation to apply for a visa

Day of arrival – this is a mandatory field. You must enter the date of arrival. If the exact date of arrival is not known, please, fill in the approximate date and it can be later adjusted in BUT system Apollo according to reality.

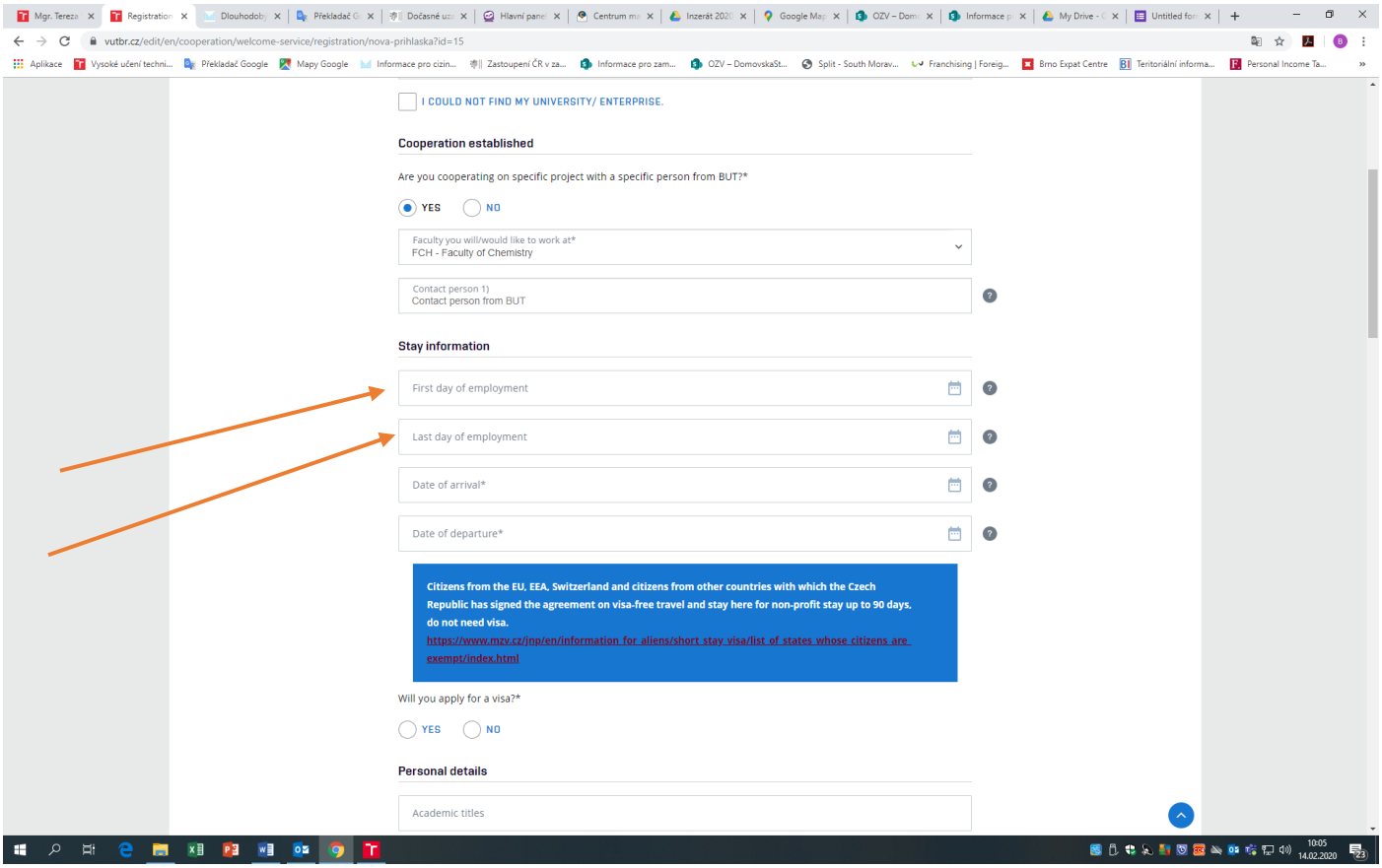


Day of departure – also a mandatory field. To be filled in according to reality or in case of long-term stays at least the expected date of departure. This is important for determining short-term or long-term stays.



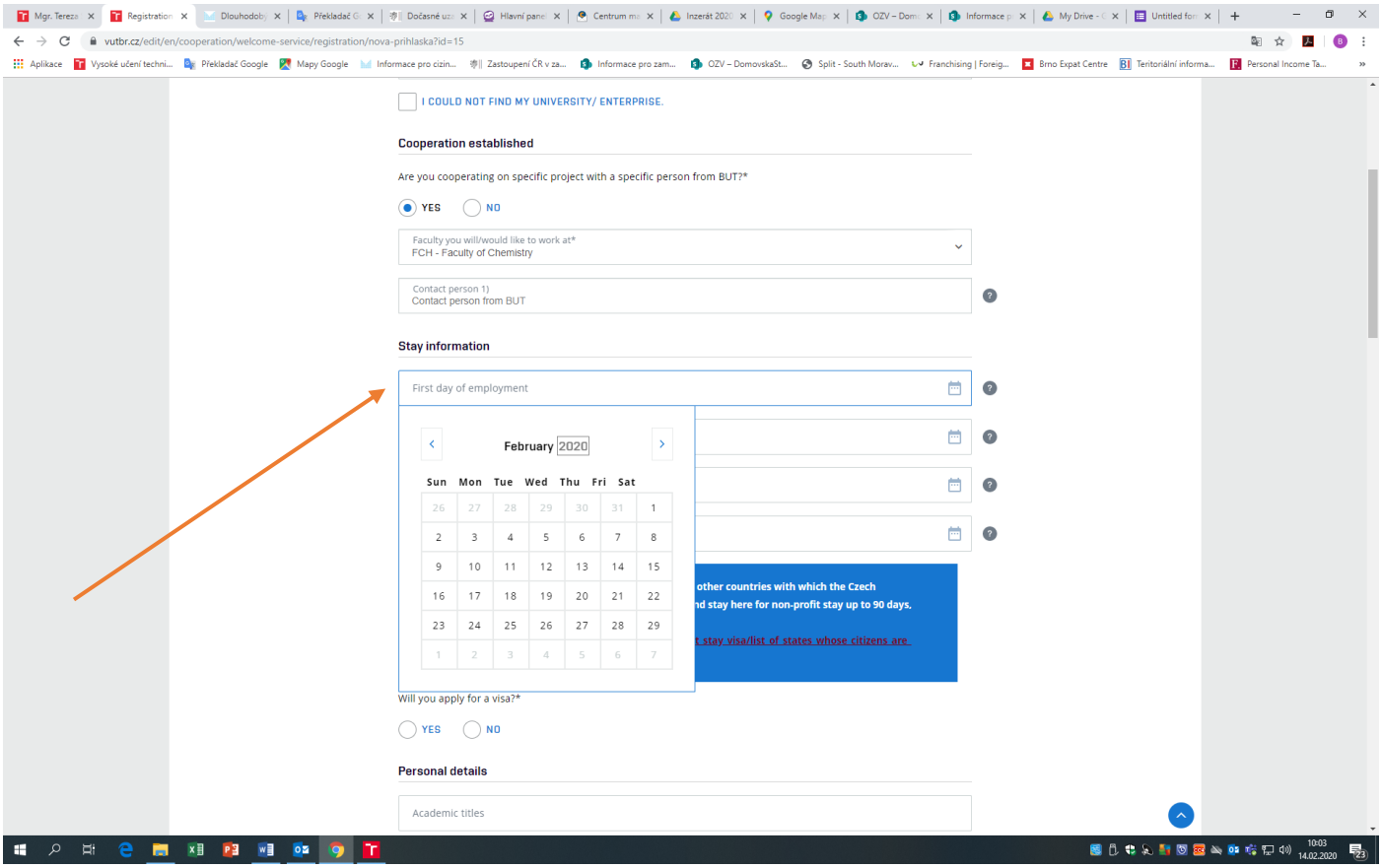
There are options FIRST DAY OF EMPLOYMENT and LAST DAY OF EMPLOYMENT for the following purposes of stay:

- **Alumni Internship**
- **Employment**
- **PhD study**
- **Research including Scientific Mobility and Projects**



First day of employment – it is necessary to enter the first day of employment if you know it and if you will work at BUT. This field is optional.

Last day of employment – it is necessary to enter the last day of employment if you know it and if you will work at BUT. This field is optional.



Will you apply for visa? YES/NO

In the blue box there is information about visa requirements, including the link to the MFA website where visa-free countries are listed.

If you do not need to apply for visa, select NO. This is a mandatory field.

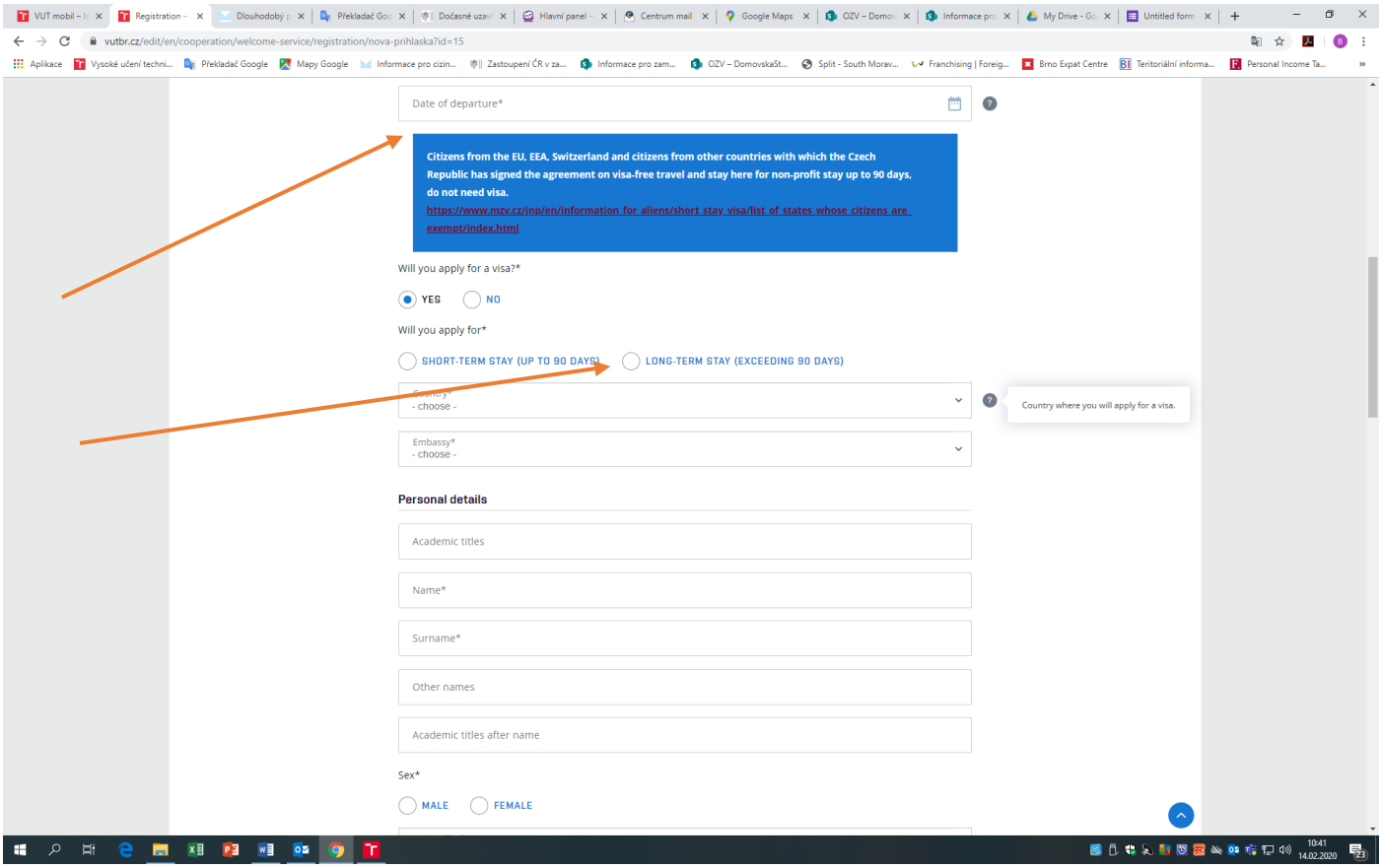
If you need to apply for visa, select YES (also a mandatory field) and another option will appear:

Will you apply for:

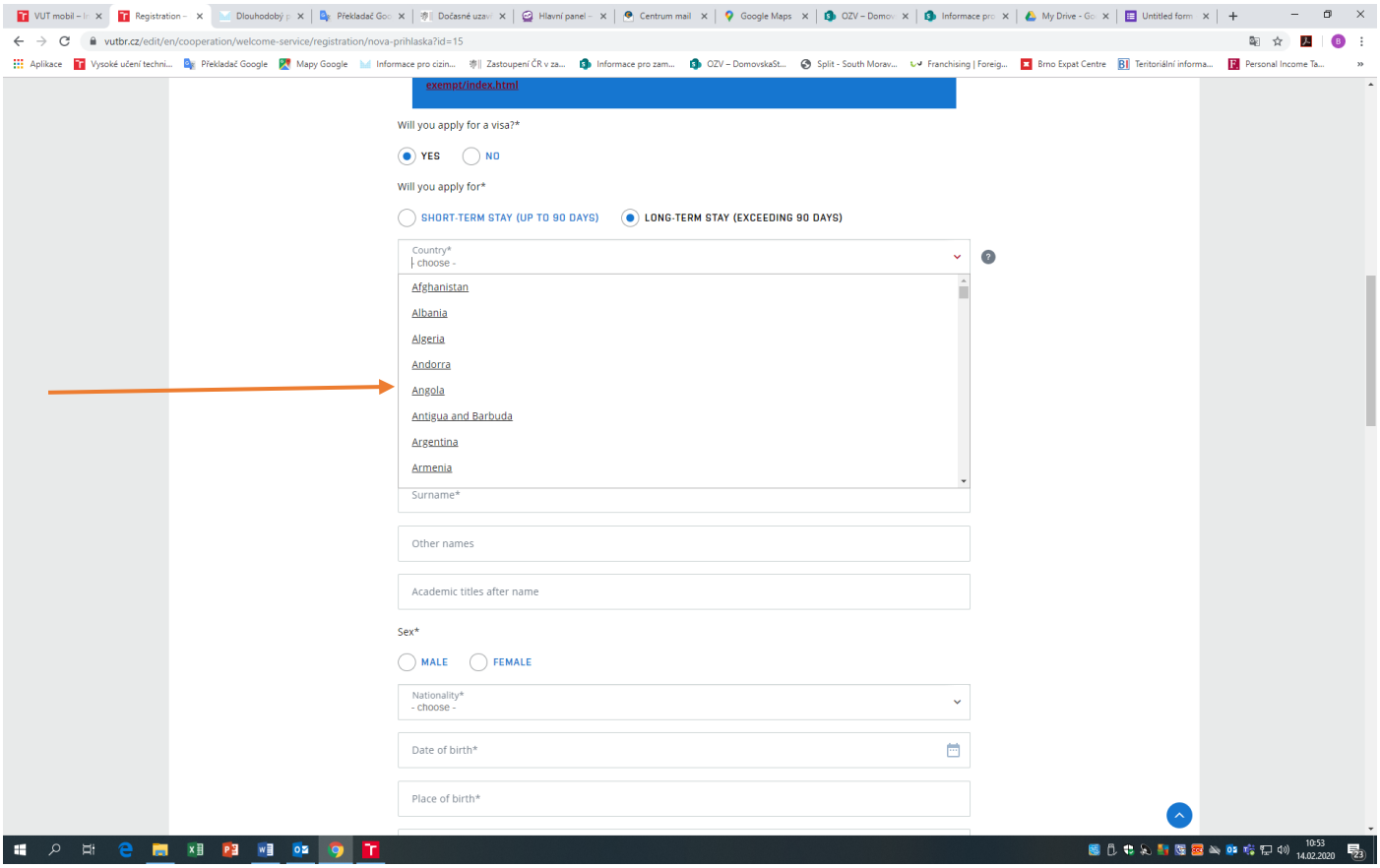
SHORT-TERM STAY (UP TO 90 DAYS)

LONG-TERM STAY (EXCEEDING 90 DAYS)

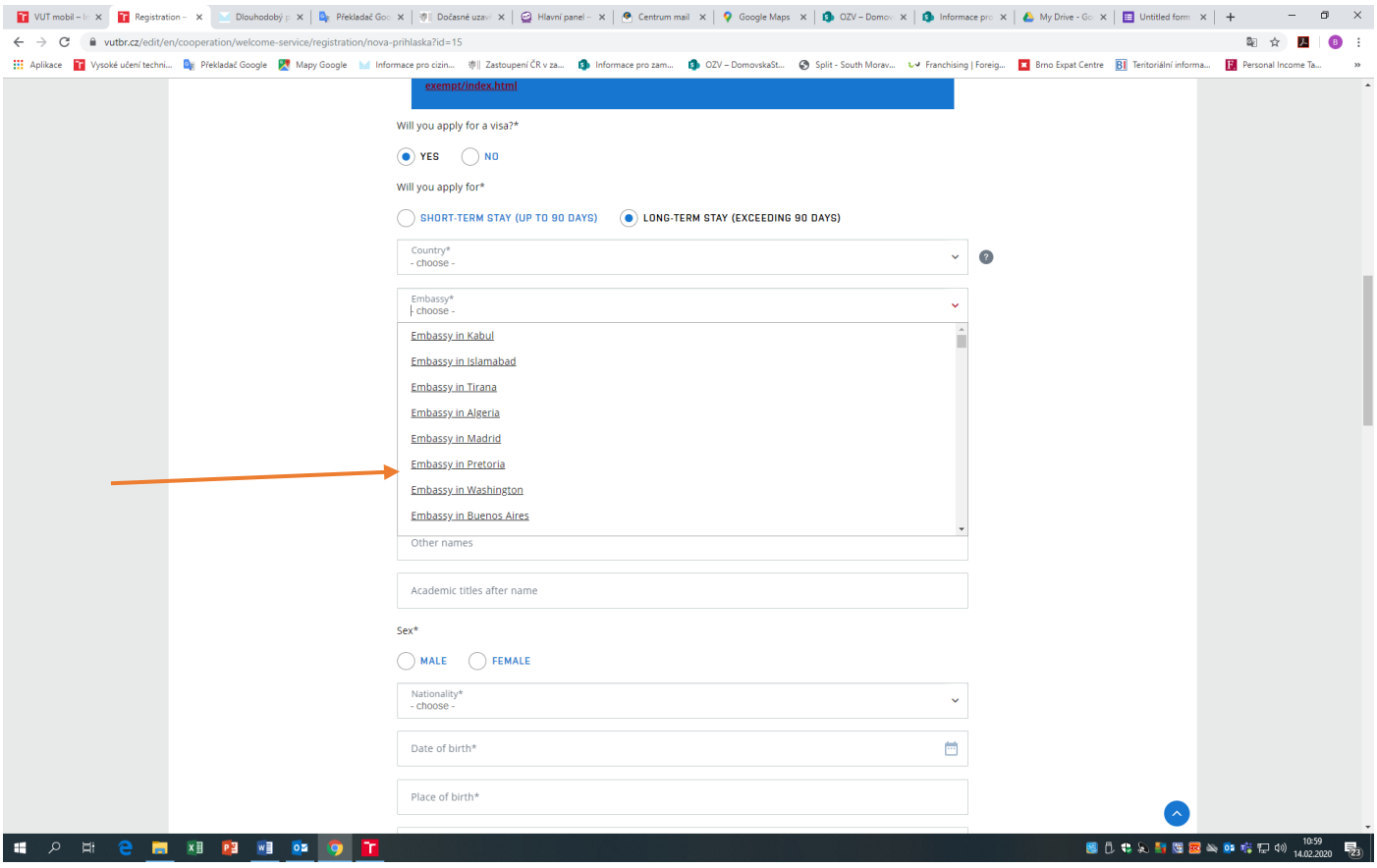
Either of them must be selected, if you apply for visa.



Country – it is necessary to choose the country where you will apply for visa. It may not be the same as the state of birth. It depends where you are currently staying. This field is mandatory if you apply for visa.



Embassy – after selecting the country, the list of available Embassies in the country will appear. It is necessary to select the Embassy where you will apply for visa. This field is mandatory if you apply for visa.



IV. PERSONAL DETAILS – information about name, surname, sex, contacts, nationality, date of birth etc.

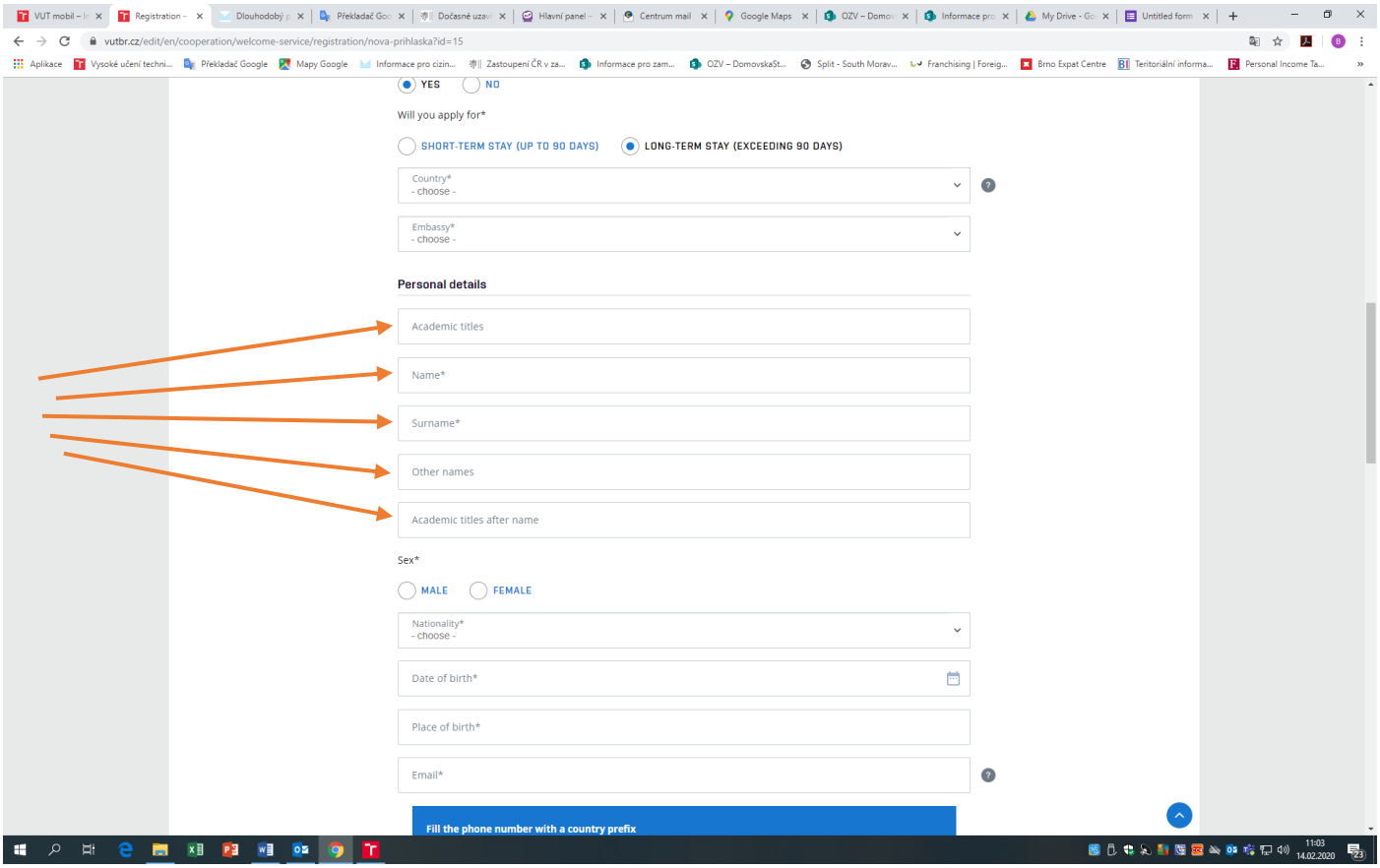
Academic titles – academic degrees before the name should be stated - optional field

Name – the name must be stated – mandatory field

Surname – the surname must be stated – mandatory field

Other names – other names must be stated – optional field

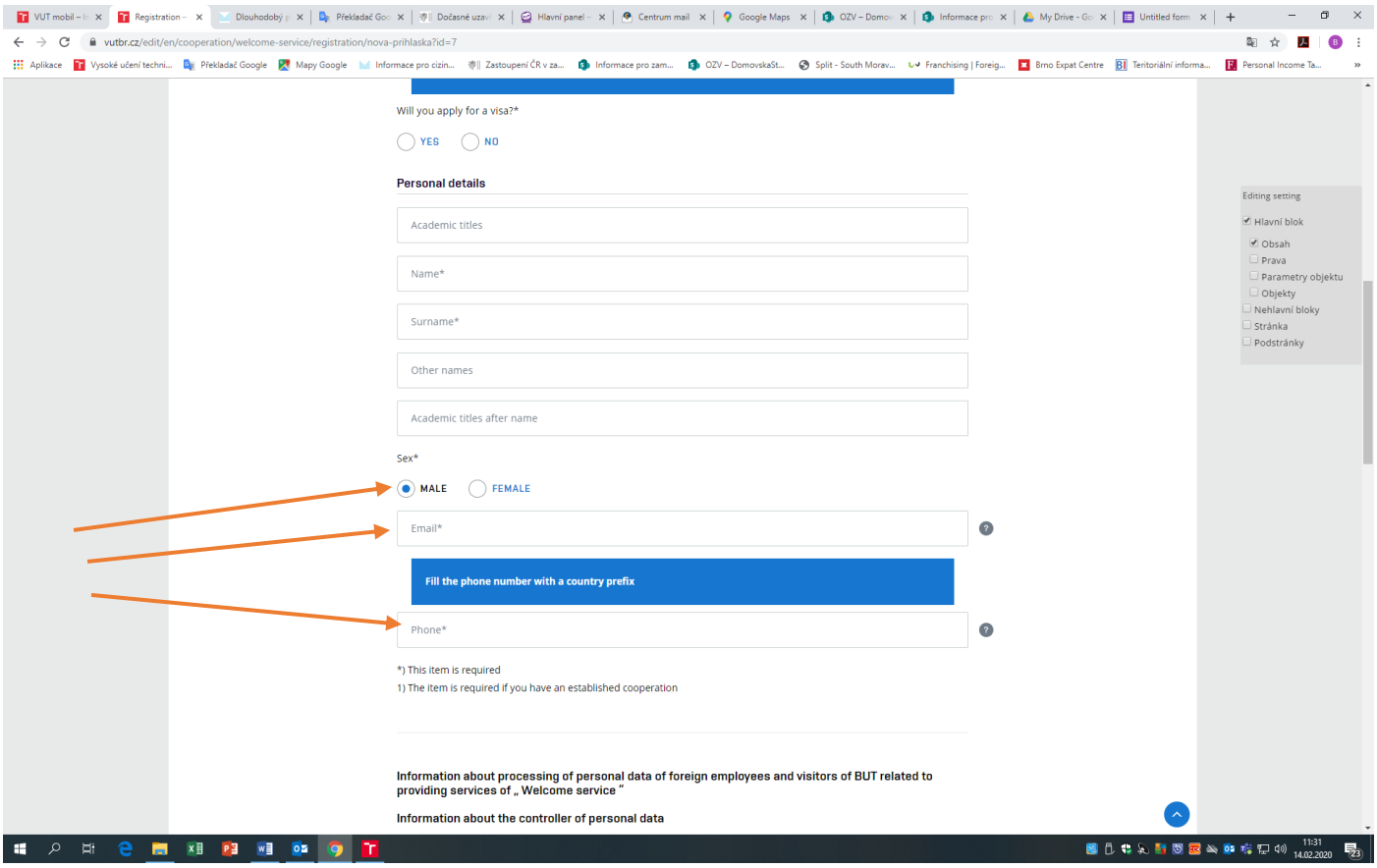
Academic titles after name – academic degrees after the name should be stated - optional field



Sex – the sex (M/F) must be selected

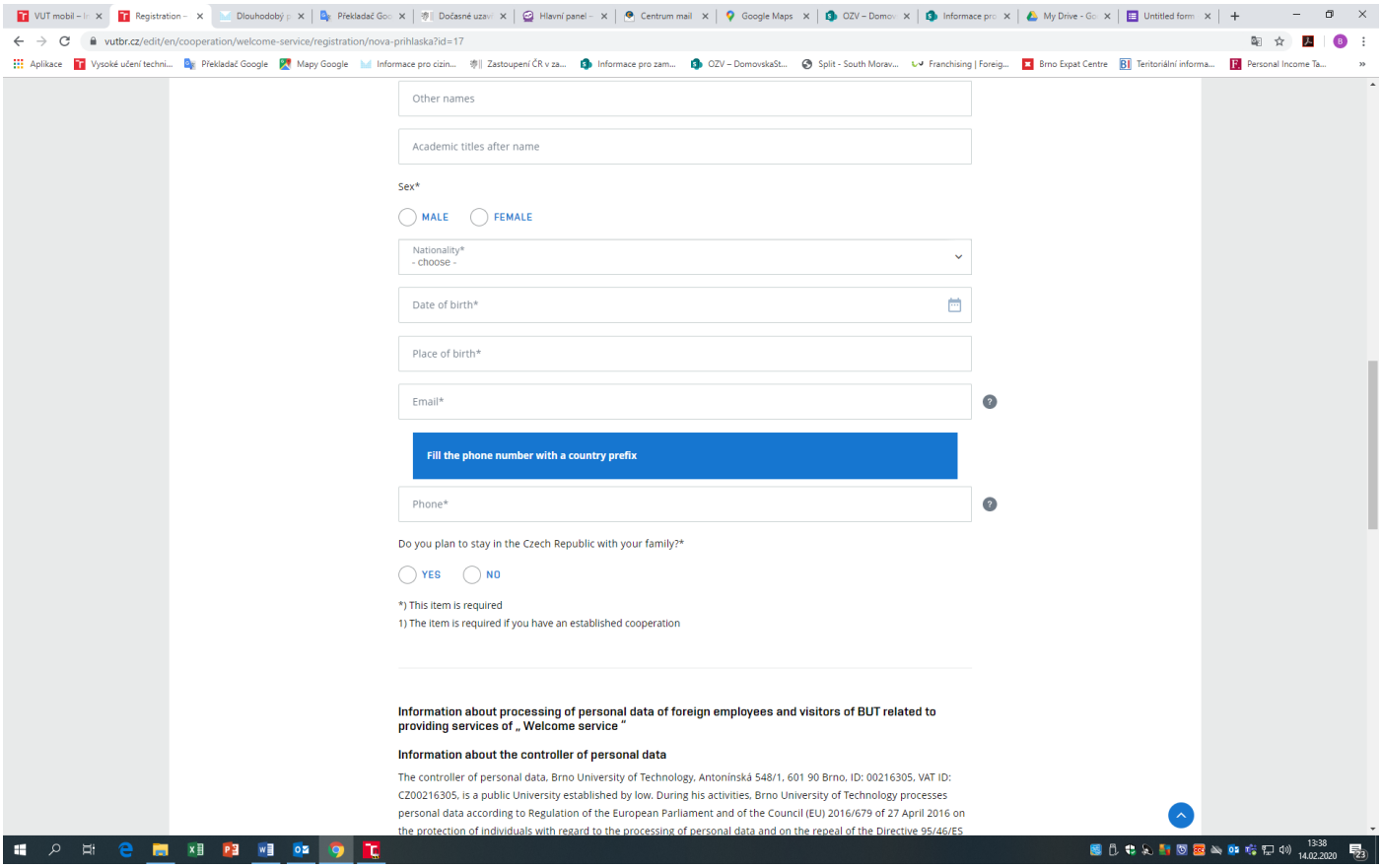
Email – it is necessary to provide an e-mail contact - a mandatory field. This is for a further possible cooperation etc.

Phone – it is necessary to provide as well the telephone contact incl. national prefixes – a mandatory field. This is for a further possible cooperation etc.

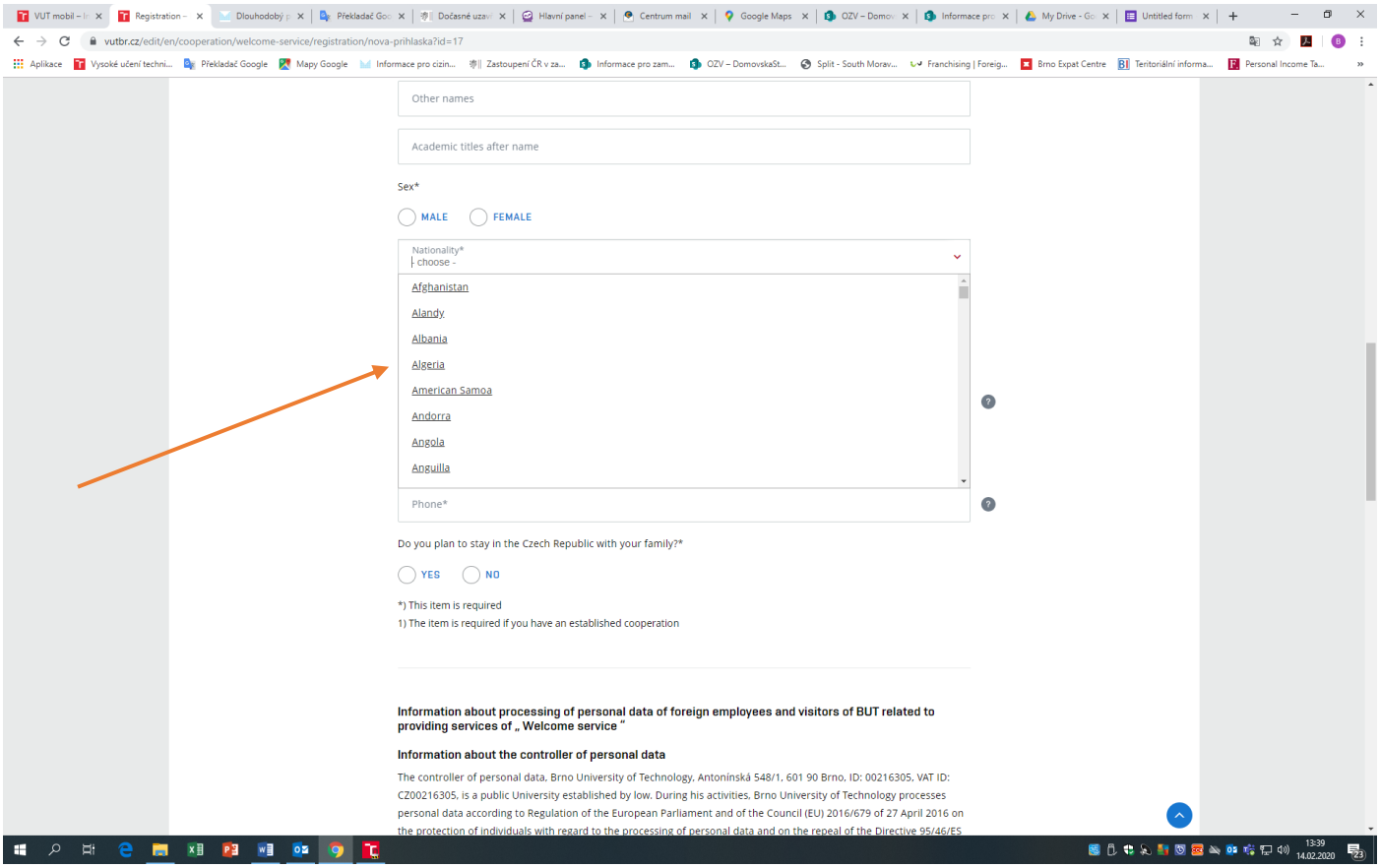


There are options NATIONALITY, DATE OF BIRTH, PLACE OF BIRTH for the following purposes of stay:

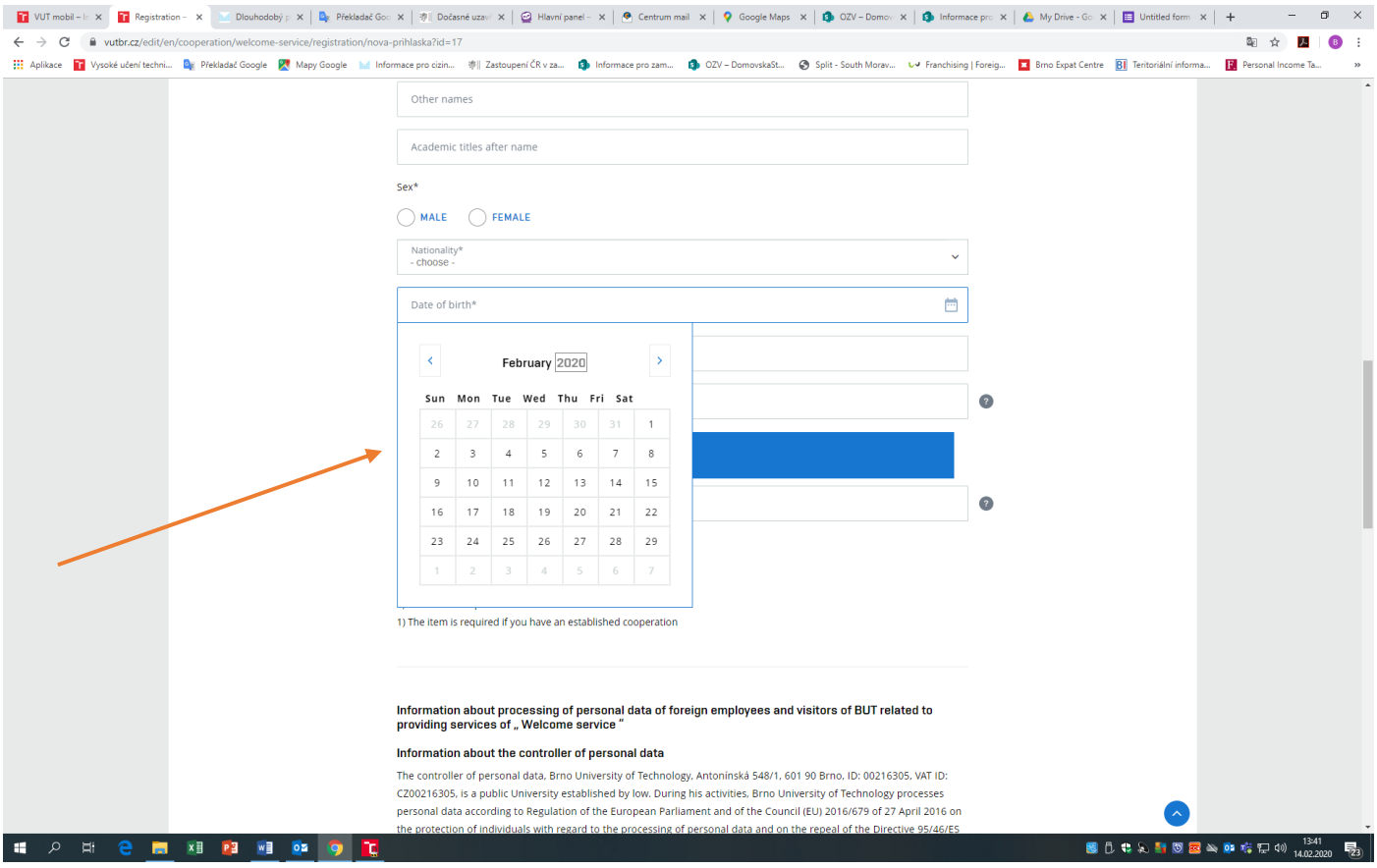
- **Employment**
- **PhD study**
- **Research including Scientific Mobility and Projects**



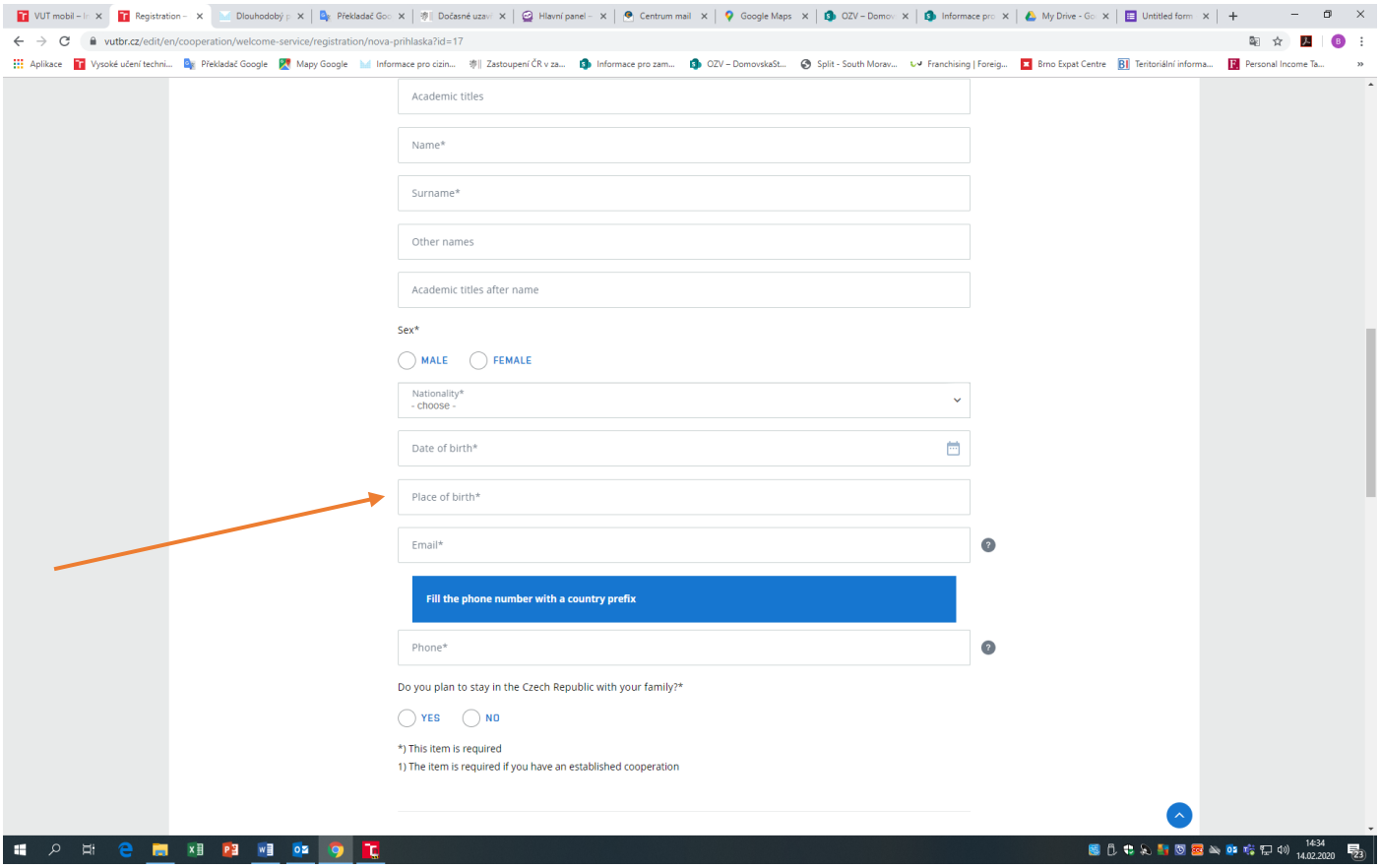
Nationality – it is necessary to select the nationality - mandatory field, for ex. for taking appointment for registration after arrival at the MoI office.



Date of birth – the date of birth must be provided. This is a mandatory field, may be required when taking appointment at the MoI office.



Place of birth – place of birth must be stated. This is a mandatory field for the same reason as NATIONALITY and DATE OF BIRTH.



There is a question **Do you plan to stay in the Czech Republic with your family? YES/NO** for the following purposes of stay:

- **Employment**
- **PhD study**
- **Research including Scientific Mobility and Projects**

It is necessary to answer whether you will stay in the Czech Republic with family members or not and choose YES or NO. The question is mandatory.

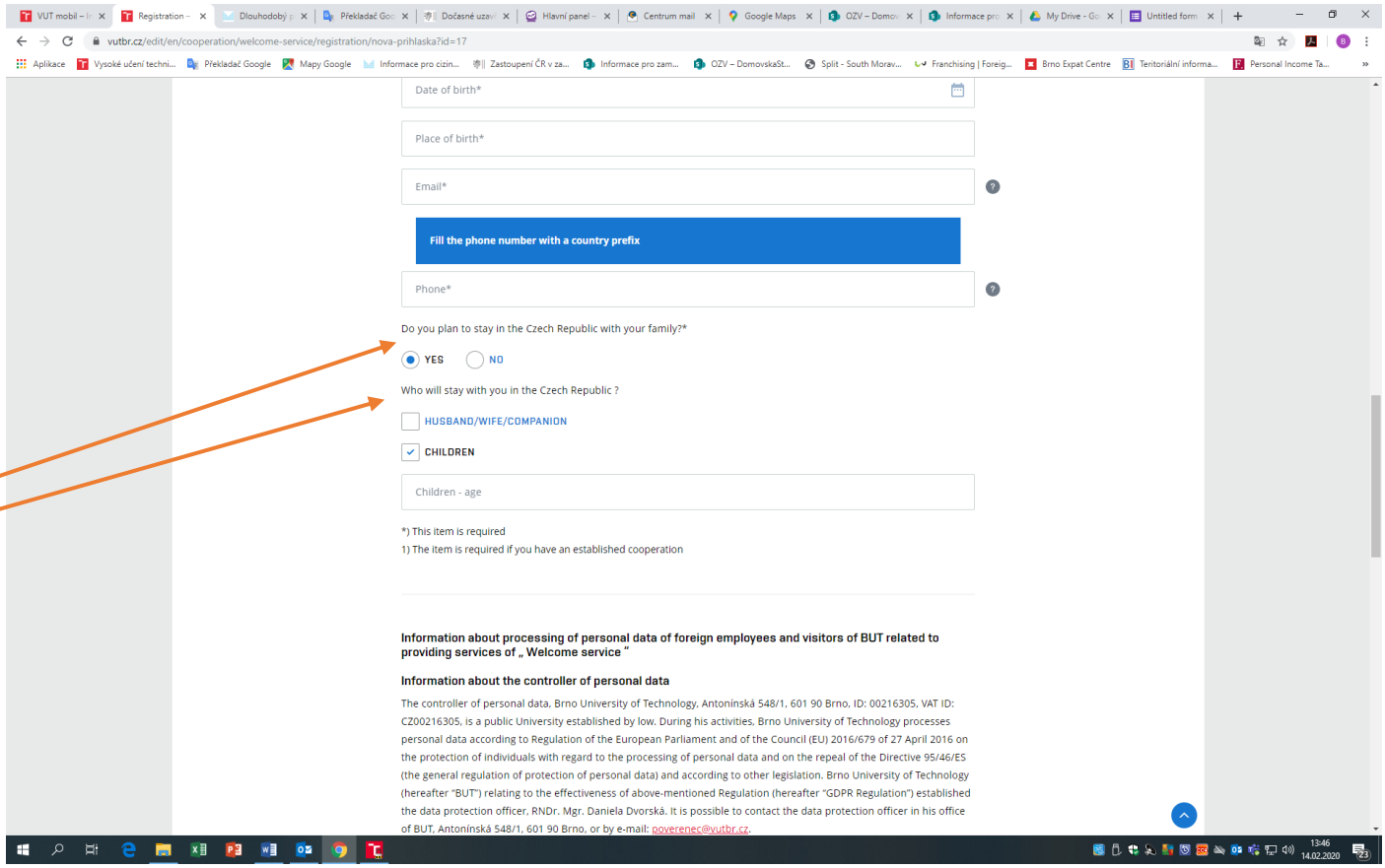
If the answer is YES, the next field expands to show a subquery:

Who will stay with you in the Czech Republic?

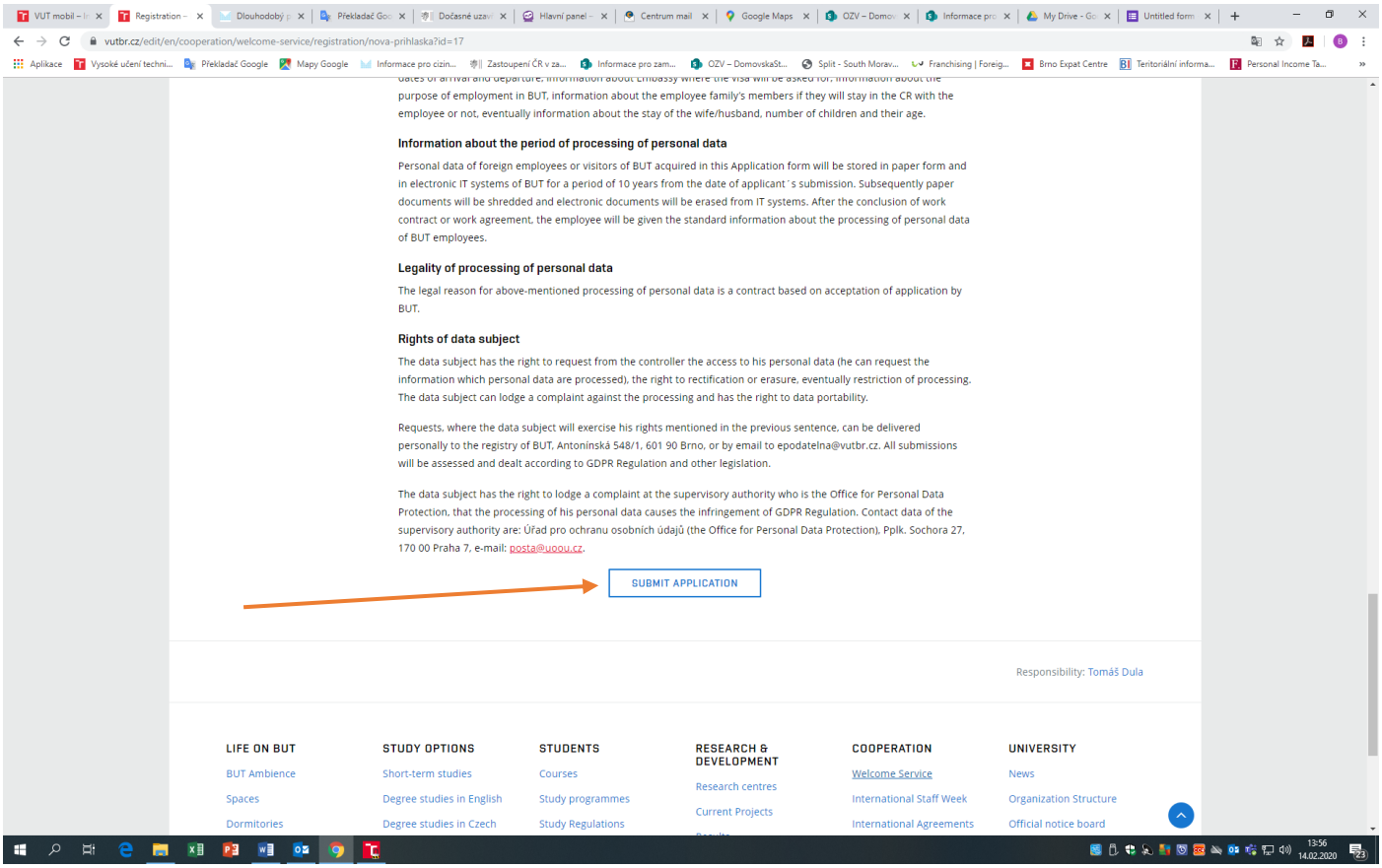
This is a mandatory field. There is an option between **HUSBAND/WIFE/COMPANION** and **CHILDREN**. It is possible to check one or both options.

If the box CHILDREN is checked, the age of the children must be provided.

This information is important for applications for a long-term stays with the purpose of family reunification.



Then it is important to review the GDPR rules below.



The registration ends when the application is submitted by pressing the button SUBMIT APPLICATION.

After that, the application cannot be corrected.

This is possible only in BUT system Apollo by the authorised person with rights to these modifications.