



Confirmation of the e-navratka

Dear applicant,

You have received the decision of the Dean of the Faculty of Arts, Constantine the Philosopher University in Nitra according to your admission to study at the Faculty of Arts, CPU in Nitra.

We kindly ask you to meet the deadline for confirmation of the e-navratka, by which you express your interest in studying at our faculty until **15 May 2024**. After the deadline, it will not be possible to confirm it.

1. Detailed instructions on how to complete the e-navratka can be found at <https://ff.ukf.sk/studium/prijimacky/elektronicka-navratka/>. You will log in to the system by entering the **personal login** (provided in the admission decision) and the **password** (your birth number without a slash, i.e. in the form YYMMDDxxxx). *

Foreign applicants from Russia and Ukraine are also provided with a video tutorial on how to complete the e-navratka:



- Instructions in **Russian** are available at the following link:

https://www.facebook.com/watch/?v=685764111982214&extid=CL-UNK-UNK-UNK-AN_GK0T-GK1C&mibextid=1Yhcl9R&ref=sharing



- Instructions in **Ukrainian** are available at the following link:

https://www.facebook.com/watch/?v=887659065866795&extid=CL-UNK-UNK-UNK-AN_GK0T-GK1C&mibextid=1Yhcl9R&ref=sharing

Note: In case of technical problems, please open the **VIEWER TEST** located on the e-navratka portal. You can also contact Ing. Ladislav Bartosiewicz (lbartosiewicz@ukf.sk, +421 37 6408 468).

2. Upload your **photo** for your student ID card in the Personal Information section. In accordance with Section 67(2) of Act No. 131/2002 Call., on Higher Education, the university issues a student ID card to new students. It is a document confirming the student's legal status, which entitles him/her to enjoy the rights and benefits of a student arising from the law.
3. After confirming the e-navratka, two payment orders will be generated (**27,00 € for the student card** and **3,33 € for the Study Guide**). You must pay each payment separately (we recommend using the generated QR codes).
4. If you change your mind, the faculty will not refund the fees you have paid.
5. By uploading your photo and submitting your e-navratka, you confirm your interest in the study. However, you will only become a student on the day of enrollment. Along with this information, we have also sent you an invitation to enroll.
6. Applications for accommodation for newly admitted students, including relevant attachments, are to be submitted electronically **only between 1 June 2024 and 15 July 2024**. Further information on accommodation options can be found at <https://www.ukf.sk/ubytovanie/ubytovanie-novoprijatych-studentov-1-rocnika> (**the return form is for accommodation applications only and is not identical to the e-navratka for confirmation of enrollment**).

* In the case of foreign students without an assigned birth number in the Slovak Republic, YYMMDD3000 for males, YYXXDD3000 for females, where XX = 50+MM (YY – the last two digits of the year of birth, MM – the month of birth in the form 01 to 12, DD – the day of birth in the form 01 to 31).

