

How to apply for the Master in International Management / CEMS



STEP 1: Go to **cemsmim.vse.cz** and click the APPLY button



APPLY

You will be forwarded to the VSE integrated system – INSIS

STEP 2: LOG IN TO INSIS

E-application form to study at VŠE

On this web address you can submit an electronic study application (hereafter e-application) to VŠE. E-application, as the written form, is a fully valid study application.

For info about dates for submitting e-applications for the individual types of admission procedure see [here](#).

There are three groups of users employing different ways to enter the e-application system. See below for the details on each group. Each description comes with a link to enter the e-application system.

1. I am a new user of the e-application system therefore, I do not know my login or password to enter the register. In this case a new register of e-applications will be set up for you and corresponding access data generated. If you are a new user use the following link to enter the register.


 [Enter the e-application register as a new user](#)

2. I have been a user of the e-application register and I know my login and password. In this case use the following link to enter the register. If you have forgotten your password to the Register of e-applications, you can change it in application: [GENERATE NEW PASSWORD](#).

 [Enter the e-application register as a registered user](#)

3. I am a user of INSIS and I know my login and password to enter the University Information System. In this case use the following link to enter the e-application register. Your personal information will already be filled in using the information stored about you in the InSIS.

 [Enter the e-application register as a InSIS user](#)

 In case of problems with this system, send your query using the [this form](#).

[Back to Main page of the information system](#)

If you are new at VSE,
log in as a new user

If you are already
a student at VSE, use
your INSIS credentials
to log in

STEP 3: TYPE OF STUDY

Select the faculty which you wish to apply to:



[Faculty of Finance and Accounting](#)



[Faculty of International Relations](#)



[Faculty of Business Administration](#)



[Faculty of Informatics and Statistics](#)

Choose the FBA, home faculty of BBA programme at VSE

Now select the type of study you wish attend:

Type of study

Master

Select type of study

Here you can restrict the list of types of admission procedure to be displayed:

You can use the following section of the form to further restrict the selection of the types of admission procedure.

Programme

C-IGCEMS International Management

Language of instruction

English

In the following table you can select the type of admission procedure by the type of study you wish to apply to.

Select the type of admission procedure:

Place (town) of study	Language of instruction	Name	Form of study	Select
Praha	English	C-IGCEMS International Management - period 2	full-time	➔

Select type of study:
MASTER
C-IGCEMS International Management

STEP 4: FILLING IN THE INFORMATION

Completeness of e-applications

In order for your e-application to be properly recorded by the Study Department, you need to fill in all the following sections: **Personal data**, **Applicant's addresses**, **Information about the e-application**, **Additional information**, **Payment**. No section must be marked with a red exclamation mark.

Information of completeness of e-application, add details

Name of section	State of completeness of the section	Enter the sections
Personal data		➔
Applicant's addresses		➔

Fill in your personal information

The following table shows the list of all your recorded e-applications in the running admission procedures. The table contains information about the type of... [more](#)



E-applications in progress

The following table shows the e-applications which have not yet been transferred among the complete e-applications. Do not worry if your e-applications are on the list. If all sections of your e-applications are complete, the transfer will soon be performed.

Pay administration fee

Fill in additional information

Upload required documents

Sel.	Fac.	Place of teaching	Language of instruction	Study period	Programme	Form of study	Information about the e-application		Payment		Additional information		Documents
							Status	Enter	Status	Enter	Status	Enter	
<input type="checkbox"/>	FPH	Praha	English	WS 2025/2026	C-IGCEMS International Management	full-time		➔		➔		➔	

STEP 5: UPLOADING THE REQUIRED DOCUMENTS



Please, upload only one PDF document into each section.
If you have more separate papers, please, merge these together.







The size limit of one document in each section is 10 MB.
Compress your files if needed.

1

Selected e-application: **Programme:** C-IGCEMS International Management
Form of study: full-time
Place (town) of study: Praha

In this section, see an overview of documents submitted with the application and also check the status of reception of the documents by the Study Department. Column Compulsory shows information about a required submission of a particular document under admission procedure. Some documents can be submitted electronically by clicking on the Select file button in column Attachments. Column Deadline shows the deadline for submission of a particular document.

Status	Document name	Compulsory	Document mode	Additional information	Attachments	Deadline
	Additional information	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Any available second foreign language certifications such as confirmation of language study at the university or language school, language certificate (minimum level A1). High school courses are not accepted, only final graduation exam from respective language. Conclusive evidence of experience from abroad listed in the C.V., such as semester abroad, international internship, other work abroad, e.g. Work and Travel, any other long-term (appx. 2 weeks and more) stay abroad.	To enter the file, you can also drag it to this area. <div>Select file</div>	-
	Certificate of acquired awards	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Or other relevant supporting materials such as GMAT, photocopies of awards, achievements, certificates, volunteering or any other relevant documents if available.	To enter the file, you can also drag it to this area. <div>Select file</div>	-
	Certificate of graduation from previous level of study	required	Document is submitted prior to enrollment to study	Bachelor diploma (if already applicable)	To enter the file, you can also drag it to this area. <div>Select file</div>	-
	Certificate of internship	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Conclusive evidence of work experience listed in the C.V. (a copy of the contract, reference letter, etc.). Please note, only document-supported work experience will be taken into consideration.	To enter the file, you can also drag it to this area. <div>Select file</div>	-



Please, upload only one PDF document into each section.
If you have more separate papers, please, merge these together.

1. Additional information



1.1 SECOND LANGUAGE PROOF

Any available second foreign language certifications such as confirmation of language study at the university or language school, language certificate (minimum level A1)

1.2 EXPERIENCE FROM ABROAD



Conclusive evidence of experience from abroad listed in the C.V., such as semester abroad, international internship, other work abroad, e.g. Work and Travel, any other long-term (appx. 2 weeks and more) stay abroad.

2




Status	Document name	Compulsory	Document mode	Additional information	Attachments	Deadline
	Additional information	required	in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	A1). High school courses are not accepted, only final graduation exam from respective language. Conclusive evidence of experience from abroad listed in the C.V., such as semester abroad, international internship, other work abroad, e.g. Work and Travel, any other long-term (appx. 2 weeks and more) stay abroad.	area. <div>Select file</div>	-
	Certificate of acquired awards	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Or other relevant supporting materials such as GMAT, photocopies of awards, achievements, certificates, volunteering or any other relevant documents if available.	To enter the file, you can also drag it to this area. <div>Select file</div>	-

2. Certificate of acquired awards

Or other relevant supporting materials such as GMAT, photocopies of awards, achievements, certificates, volunteering or any other relevant documents if available.





	CV in English	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Structured C.V. in English with a photo (max 2 A4 pages)	To enter the file, you can also drag it to this area. <div>Select file</div>	-
	Motivational Video	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	-	To enter the file, you can also drag it to this area. <div>Select file</div>	<div><div>↑</div><div>↓</div></div>

3





Status	Document name	Compulsory	Document mode	Additional information	Attachments	Deadline
	Additional information	required	in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	A1). High school courses are not accepted, only final graduation exam from respective language. Conclusive evidence of experience from abroad listed in the C.V., such as semester abroad, international internship, other work abroad, e.g. Work and Travel, any other long-term (appx. 2 weeks and more) stay abroad.	<div>area.</div> <div>Select file</div>	-
	Certificate of acquired awards	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Or other relevant supporting materials such as GMAT, photocopies of awards, achievements, certificates, volunteering or any other relevant documents if available.	<div>To enter the file, you can also drag it to this area.</div> <div>Select file</div>	-
	Certificate of graduation from previous level of study	required	Document is submitted prior to enrollment to study	Bachelor diploma (if already applicable)	<div>To enter the file, you can also drag it to this area.</div> <div>Select file</div>	-

3. Certificate of graduation from previous level of study

Bachelor diploma (if already applicable)

	CV in English	required	the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Structured C.V. in English with a photo (max 2 A4 pages)	<div>To enter the file, you can also drag it to this area.</div> <div>Select file</div>	-
	Motivational Video	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	-	<div>To enter the file, you can also drag it to this area.</div> <div>Select file</div>	<div> </div>





4

Status	Document name	Compulsory	Document mode	Additional information	Attachments	Deadline
	Additional information	required	in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	A1). High school courses are not accepted, only final graduation exam from respective language. Conclusive evidence of experience from abroad listed in the C.V., such as semester abroad, international internship, other work abroad, e.g. Work and Travel, any other long-term (appx. 2 weeks and more) stay abroad.	area. <input type="button" value="Select file"/>	-
	Certificate of acquired awards	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Or other relevant supporting materials such as GMAT, photocopies of awards, achievements, certificates, volunteering or any other relevant documents if available.	To enter the file, you can also drag it to this area. <input type="button" value="Select file"/>	-
	Certificate of graduation from previous level of study	required	Document is submitted prior to enrollment to study	Bachelor diploma (if already applicable)	To enter the file, you can also drag it to this area. <input type="button" value="Select file"/>	-
	Certificate of internship	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Conclusive evidence of work experience listed in the C.V. (a copy of the contract, reference letter, etc.). Please note, only document-supported work experience will be taken into consideration.	To enter the file, you can also drag it to this area. <input type="button" value="Select file"/>	-

4. Certificate of internship

Conclusive evidence of work experience listed in the C.V. (a copy of the contract, reference letter, etc.). Please note, only document-supported work experience will be taken into consideration.

5

	Certificate of acquired awards	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Or other relevant supporting materials such as GMAT, photocopies of awards, achievements, certificates, volunteering or any other relevant documents if available.	To enter the file, you can also drag it to this area. <div>Select file</div>	-
	Certificate of graduation from previous level of study	required	Document is submitted prior to enrollment to study	Bachelor diploma (if already applicable)	To enter the file, you can also drag it to this area. <div>Select file</div>	-
	Certificate of internship	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Conclusive evidence of work experience listed in the C.V. (a copy of the contract, reference letter, etc.). Please note, only document-supported work experience will be taken into consideration.	To enter the file, you can also drag it to this area. <div>Select file</div>	-
	CV in English	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Structured C.V. in English with a photo (max 2 A4 pages)	To enter the file, you can also drag it to this area. <div>Select file</div>	-

5. CV in English

Structured C.V. in English with a photo (max 2 A4 pages)


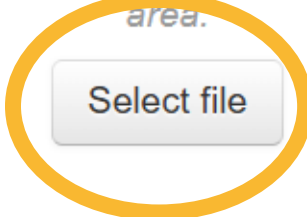
5

?	Certificate of graduation from previous level of study	required	Document is submitted prior to enrollment to study	Bachelor diploma (if already applicable)	To enter the file, you can also drag it to this area. Select file	-
?	Certificate of internship	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Conclusive evidence of work experience listed in the C.V. (a copy of the contract, reference letter, etc.). Please note, only document-supported work experience will be taken into consideration.	To enter the file, you can also drag it to this area. Select file	-
?	CV in English	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Structured C.V. in English with a photo (max 2 A4 pages)	To enter the file, you can also drag it to this area. Select file	-
?	Motivational Video	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	-	To enter the file, you can also drag it to this area. Select file	-

5. Motivational Video


Maximum 3 minutes; apart from attaching a Word file with a link to the application, please add the video link at the end of your CV plus send it to cemsmim@vse.cz; ladislav.tyll@vse.cz

6

Status	Document name	Compulsory	Document mode	Additional information	Attachments	Deadline
	Proof of English knowledge/Certificate/Proof of English proficiency level	required	Document is submitted prior to enrollment to study	<p>Proof of English proficiency (Validity unlimited) with one of the following certificates and minimum scores:</p> <p>TOEFL iBT minimum score – 100</p> <p>IELTS Academic minimum score – 7.0</p> <p>CPE minimum grade of C</p> <p>CAE minimum grade of B</p> <p>BEC Higher minimum grade of B</p> <p>A-level GCSE issued in Singapore</p> <p>TOEFL iBT Special Home Edition test: a minimum score of 100 is required in the Internet-based TOEFL (iBT) with a score of at least 20 in each section. TOEFL “MyBestScore” is not accepted.</p> <p>Pearson test of English Academic (PTE) – minimum score 68</p> <p>Bachelor’s diploma entirely taught in English from an English speaking country, or in a CEMS or an EQUIS/AACSB accredited institution</p>	<p>To enter the file, you can also drag it to this area.</p> 	-

6. Proof of English knowledge/Certificate/Proof of English proficiency level



- TOEFL iBT minimum score – 100
- IELTS Academic minimum score – 7.0
- CPE minimum grade of C
- CAE minimum grade of B
- BEC Higher minimum grade of B
- A-level GCSE issued in Singapore
- TOEFL iBT Special Home Edition test
- Pearson test of English Academic (PTE) – minimum score 68
- Bachelor’s diploma entirely taught in English from an English speaking country, or in a CEMS or an EQUIS/AACSB accredited institution

Status	Document name	Compulsory	Document mode	Additional information	Attachments	Deadline
				IELTS Academic minimum score – 7.0		
				CPE minimum grade of C		
				CAE minimum grade of B		
				BEC Higher minimum grade of B		
				A-level GCSE issued in Singapore		
				TOEFL iBT Special Home Edition test: a minimum score of 100 is required in the Internet-based TOEFL (iBT) with		
	Proof of English knowledge/Certificate/Proof of English proficiency level	required	Document is submitted prior to enrollment to study		<p>To enter the file, you can also drag it to this area.</p> <p>Select file</p>	-

7. Recommendation letter

Reference letters from your supervisor, teacher, employer, etc.

7

	Recommendation letter	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Reference letters from your supervisor, teacher, employer, etc.	<p>To enter the file, you can also drag it to this area.</p> <p>Select file</p>	-
	Transcript of Records	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Up-to-date undergraduate transcript of records (in English, Czech or Slovak language, documents in other languages are not accepted) including total weighted study average and proving passing of the following courses (please, highlight the required courses mentioned below): - Economics (appx. 6 ECTS) - Statistics (appx. 6 ECTS) - Management or Strategy (appx. 3 ECTS) - Marketing (appx. 3 ECTS) - Accounting (appx. 3 ECTS)	<p>To enter the file, you can also drag it to this area.</p> <p>Select file</p>	<p>↑</p> <p>↓</p>

Status	Document name	Compulsory	Document mode	Additional information	Attachments	Deadline
				IELTS Academic minimum score – 7.0 CPE minimum grade of C CAE minimum grade of B		



















8. Transcript of Records

Up-to-date undergraduate transcript of records (in English, Czech or Slovak language, documents in other languages are not accepted) including total weighted study average and proving passing of the following courses (please, highlight the required courses mentioned below): - Economics (appx. 6 ECTS) - Statistics (appx. 6 ECTS) - Management or Strategy (appx. 3 ECTS) - Marketing (appx. 3 ECTS) - Accounting (appx. 3 ECTS)

8

?	Transcript of Records	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Up-to-date undergraduate transcript of records (in English, Czech or Slovak language, documents in other languages are not accepted) including total weighted study average and proving passing of the following courses (please, highlight the required courses mentioned below): - Economics (appx. 6 ECTS) - Statistics (appx. 6 ECTS) - Management or Strategy (appx. 3 ECTS) - Marketing (appx. 3 ECTS) - Accounting (appx. 3 ECTS)	<p>To enter the file, you can also drag it to this area.</p> <div>Select file</div>	<div>↑</div> <div>↓</div>

All icons must glow green in order to complete your application.

Status	Document name	Compulsory	Document mode	Additional information	Attachments	Deadline
	<div>Icons in column State:</div> <div><div> Document has not been entered.</div><div> Document has been entered, but not received by the Study Department yet.</div><div> Document has been accepted by the Study Department.</div><div> Document has been rejected by the Study Department.</div></div>					- 
			study		<div>g it to this</div> 	
	Certificate of graduation from previous level of study	required	Document is submitted prior to enrollment to study	Bachelor diploma (if already applicable)	<div>To enter the file, you can also drag it to this area.</div> <div>Select file</div>	
	Certificate of internship	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Conclusive evidence of work experience listed in the C.V. (a copy of the contract, reference letter, etc.). Please note, only document-supported work experience will be taken into consideration.	<div>To enter the file, you can also drag it to this area.</div> <div>Select file</div>	
	CV in English	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	Structured C.V. in English with a photo (max 2 A4 pages)	<div>To enter the file, you can also drag it to this area.</div> <div>Select file</div>	
	Motivational Video	required	Document is submitted at the entrance examination; in case of waiver from entrance examination, the document is submitted on the day of enrollment to study	-	<div>To enter the file, you can also drag it to this area.</div> <div>Select file</div>	<div></div>

Good luck with your application!

