



## Recommendations of the International Union of Youth It may be useful for you

### Our address in Slovakia:

International Union of Youth  
Mezinárodní Svaz Mládeže z.s.  
Dolnozemska cesta 1,  
852 35, Bratislava  
Slovak Republic

[www.msmstudy.sk](http://www.msmstudy.sk)  
[www.eurostudy.cz](http://www.eurostudy.cz)  
[www.msmstudy.com](http://www.msmstudy.com)  
[www.msacademy.eu](http://www.msacademy.eu)  
[www.msmstudy.eu](http://www.msmstudy.eu)  
[www.msmsport.eu](http://www.msmsport.eu)

## INFORMATION LETTER FOR THE FOUNDATION COURSE STUDENTS OF THE IUY (MSM) 2023/2024

MSM Academy  
and  
University of Economics in Bratislava (EUBA)

Address of EUBA education center: Dolnozemská cesta 1, 852 35, Bratislava  
(bus stop Ekonomická univerzita – bus No. 68, 87, 88, 90, 98)



### REGISTRATION AT THE UNIVERSITY

Program start date: **15.9.2023**

The arrival of students is expected in the interval **from 15.9.2023 to 15.10.2023**. It means that the students have the right to check-in into their dormitories and be registered. During the first days of their arrival, students will be taken on an orientation tour around Bratislava, registration at the foreign police department, registration at the university, getting the transport card etc.

We kindly ask you to inform us **about the day and precise time of your arrival** —PLEASE SEND US THE SCAN OF YOUR FLIGHT TICKETS, PHONE NUMBER AND EMAIL ADDRESS but no later than a week before your arrival, to an e-mail: [welcome@eurostudy.cz](mailto:welcome@eurostudy.cz), [education1@eurostudy.cz](mailto:education1@eurostudy.cz), [abroad4@eurostudy.cz](mailto:abroad4@eurostudy.cz). Additionally, please state in the subject of your email **“ARRIVAL SLOVAKIA” + your surname**, please specify your e-mail address you can be contacted by MSM coordinator and/or the education center (we kindly ask you to create a Gmail account).

Being late for the course is allowed until **15.11.2023**, in exceptional cases – until **1.12.2023**.

It is necessary to inform us about your course delay and the reasons why you are being late to an e-mail address: [welcome@eurostudy.cz](mailto:welcome@eurostudy.cz), [education1@eurostudy.cz](mailto:education1@eurostudy.cz), [abroad4@eurostudy.cz](mailto:abroad4@eurostudy.cz). Additionally, please state in the subject of your email - **“LATE ARRIVAL SLOVAKIA” + your surname**» (payment for accommodation and missed classes is non-refundable in case of late check-in).

**IMPORTANT!** Carefully monitor the conditions of entry to Slovakia from your country of departure, the requirements of the airline and the country of departure/arrival.

We recommend that you bring cash with you (200-300 EUR) and an active credit card (please warn your bank about leaving for Slovakia to avoid blocking the card when making the first transaction).

### PERSONAL REGISTRATION AT THE INTERNATIONAL UNION OF YOUTH (MSM)

After arrival, each student has to register at IUY (MSM) office. Registration will take place at the office of the

International Union of Youth.

## ACCOMMODATION

**Accommodation:** Places to stay are reserved from 15.9.2023. In case of a late arrival, please inform us by e-mail below: [welcome@eurostudy.cz](mailto:welcome@eurostudy.cz) and copy to [education1@eurostudy.cz](mailto:education1@eurostudy.cz), [abroad4@eurostudy.cz](mailto:abroad4@eurostudy.cz), at least one week before the expected date of arrival.

### Dormitory addresses:

**1. Horský Park EU** – Prokopa Velkého 41, 817 07

(tram stop Horsky Park – tram No. 207, N47, bus stop Hrobonova - bus No. 41, 63, 83, 84).

**2. Študentský domov Ekonom** – Prístavná 8, 821 09, Bratislava

(bus stop Prístav – bus No. 87).

**Payment for hotel accommodation:** payment for accommodation must be made on the day of registration in the MSM, at the rate of **250 euros / month IN CASH** and at least 2 calendar months in advance.

**Security deposit upon check-in:** on the day of check-in, deposit is paid in cash at the MSM office in the amount of 600 euros in cash. This deposit covers possible damage to your accommodation or study center during your stay, as well as damage to study materials. After the end of the course, a calculation will be made and if the room is in order and from the side of the place of residence, as well as from the EUBA, there will be no claims, the deposit will be fully returned. If the accommodation or the EUBA premises is damaged in any way, the repair fee will be deducted from the security deposit.

**Payment is accepted exclusively in cash (only in euros)! Cards and other currencies are not accepted!**

Students who arrived before 15 of October will be charged for accommodation fees from 15th of September 2023. Students arriving after 16th of October or later will be charged for accommodation fees from 1st of October 2023.

## ARRIVAL TO SLOVAKIA

Every student has to provide the date, time of arrival, as well as the place of arrival in Bratislava in advance (see above). The IUY (MSM) coordinator will meet each student with the **MSM** sign, after which the student will be transferred by car to the place of accommodation.

**Attention:** We kindly ask you to adhere to the rules and the precautionary measures which will be in effect by the government of the Slovak Republic at the time of your arrival. Carefully monitor the conditions of entry to Slovakia from your country of departure.

**Important:** each student must have the necessary equipment - a laptop with a working camera and microphone and/or headphones with a microphone (classes can take place in a combined form in case of quarantine or illness of a student/teacher). In the case of distance learning, the student will be required to have a device for connecting the Internet and a camera with a microphone.



## ASSISTANCE IN BRATISLAVA

In case you need any additional help after your arrival to Bratislava, you can contact our study department of **the International Union of Youth**, address: Dolnozemska cesta 1, Bratislava (bus stop Ekonomická univerzita – bus No. 68, 87, 88, 90, 98).

You might also call us Monday to Friday from 9:00 to 17:30 local time:

**Телефон:** : (+421) 950 576 741

**WhatsApp:** : (+421) 950 576 741

**Viber:** : (+421) 950 576 741

## DOCUMENTS REQUIRED BY YOUR ARRIVAL ON THE FOUNDATION COURSE

**For registration at the IUY (MSM) you will need:**

- 1) Passport.
- 2) Birth certificate if the student is under 18 years old.
- 3) Document on the place of registration.
- 4) Proof of identity (internal passport, ID card)
- 5) 6 photos 3x4 in size.
- 6) Signed study agreement.

**Attention:** Students who are under the age of 18 on the day of registration are required to present an agreement signed by their parents.

- 8) Confirmation of payment for the preparatory course (in case of direct payment in EUR in MSM).
- 9) Slovak medical insurance policy AXA Assistance (was issued by the MSM when applying for a visa).
- 10) Statement, signed in one's own hand (if the student is underage, signed by the parents), that the student is mentally and physically healthy and has not been in contact with an infectious environment during the last 14 days. (Statement in Appendix No. 1).
- 11) A medical certificate from the attending physician that the student is healthy and able to learn.
- 12) Underage students are required to bring with them a statement of consent to the conditions of residence, which must be signed by the parents. (Appendix No. 2 and Appendix No. 5).
- 13) Make payment for accommodation upon registration at least 2 calendar months in advance at the rate of 250 euros / month. Payment is made for a calendar month, not by days!
- 14) Minor students are required to have a NOTARIAL power of attorney for the curator from their parents. (Appendix No. 3, Appendix No. 4). The power of attorney contains data on the passport!
- 15) Documents for nostrification (see below).
- 16) **IMPORTANT!** Bring with you to the program a package of documents required for applying for a residence permit in Slovakia. All documents must be no older than 30 days from the date of issue at the time of arrival in Slovakia. Check the terms of all certificates and, if necessary, update the documents - a certificate of non-conviction with legalization, a certificate from the bank, permission to leave from parents (for minors). Translations of documents for applying for a residence permit are carried out directly on the territory of Slovakia, after the student's arrival.

## DOCUMENTS FOR VALIDATION (NOSTRIFICATION) OF SCHOOL-LEAVING

### CERTIFICATES/UNIVERSITY DIPLOMAS

*Students, who are applying for [the Bachelor's programs](#), must provide the following documents for their school diploma nostrification:*

1. Original certificate of secondary education or secondary specialized education.
2. Transcript of records of the school diploma (marks).
3. Curriculum for the last 4 years – list of subjects and number of hours that were passed by a student for the last 4 years.
4. The minimum number of hours for the last 2 years should be at least 2350.
5. A certificate with the student's grades within the last 4 years of the education – annual grades for all subjects. The original document should be sealed and signed by the principal.
6. Copy of the license from the Ministry of Education that permits the school or secondary special educational institution to conduct educational activities. If the school is private, the license must be sealed and signed by the principal.
7. A certificate stating that the graduate (surname, name, date of birth, certificate data, school number) received a certificate of general secondary education and has the right to enter higher educational institutions. A certificate can be obtained at the school. It must be done on letterhead with the official stamp of the school and signed by the principal or authorized person.

*Students, who are applying for [the Master's programs](#), must provide the following documents for their Bachelor's diploma nostrification:*

1. Original diploma of higher education and an additional record for the diploma of higher education.
2. Copy of the license from the Ministry of Education that permits the university to conduct educational activities (same institution student's diploma was issued by).
3. High school diploma.
4. Attachment to the high school diploma.

All the documents should have an appropriate degree of [legalization](#). For detailed information on this issue, contact the Embassy of the Slovak Republic in your country.

#### **The Apostille needs to be attached to the original or the certified copy of the certificate/diploma!**

All the documents for nostrification need to be translated into Slovak and verified by a court translator, who holds a license in the Slovak Republic. Translation and notarization of documents are made upon the arrival to the Slovak Republic. The documents translated and verified in your home country (not in Slovakia) may not be recognized or accepted by the magistrate/university. The costs associated with the preparation of documents for nostrification are paid by a student additionally upon arrival in Bratislava.

Students under the age of 18, **applying for the nostrification of school certificates**, should provide a power of attorney from parents. The power of attorney in Russian can be found in attachment 3. The student's passport information should be mentioned in the document. Also, it should be printed, signed and notarially verified. Photocopy of a passport of the parent who signs this power of attorney needs to be attached.

***We wish you success in your studies!***

***Welcome to Slovakia!***

*Sincerely yours,*

*The International Union of Youth*

Attachment №1  
To Whom It May Concern

From (name and surname) \_\_\_\_\_, date of birth \_\_\_\_\_,  
address \_\_\_\_\_,  
passport number \_\_\_\_\_, issued by \_\_\_\_\_.

### Statement

I, (name and surname), \_\_\_\_\_, declare, that my  
daughter/son, (name and surname), \_\_\_\_\_, date of birth \_\_\_\_\_,  
address \_\_\_\_\_, is physically and mentally healthy, and has  
not / had been in contact with the infectious environment or persons sick during the last 14 days infectious  
diseases

In \_\_\_\_\_, date \_\_\_\_\_

Name and surname \_\_\_\_\_ signature \_\_\_\_\_

Name and surname of student \_\_\_\_\_ signature \_\_\_\_\_

### Statement

I, \_\_\_\_\_, date of birth \_\_\_\_\_,  
address \_\_\_\_\_, \_\_\_\_\_ passport  
number, agrees with the living conditions and internal regulations of the housing institution provided by the  
International Union of Youth (IUY) and EUBA in Bratislava on the basis of the contract, the period from  
..... to ..... . I confirm with my original signature that I have not withheld the data,  
facts, circumstances that might impede the residence of a minor whose interests I represent in housing  
institutions provided by the IUY and/or EUBA in Bratislava, and is acquainted with all the legal consequences  
arising therefrom.

I also agree that in the event of non-fulfillment and non-observance of the living conditions in the residential  
institutions provided by the IUY and/or EUBA in Bratislava by a minor person whom I represent, this minor  
may be excluded.

\_\_\_\_\_  
Signature of parents

\_\_\_\_\_  
Date

### Čestné prohlášení

Čestně prohlašuji, že souhlasím s ubytováním, vnitřními předpisy a podmínkami ubytování pro

\_\_\_\_\_  
Jméno, příjmení, narozen (a), číslo pasu, státní příslušnost

v ubytovacím zařízení poskytovaném Mezinárodním Svázem Mládeže (MSM) a EUBA v Bratislavě, na základě  
řádně uzavřené smlouvy – poukazu, od ..... do ..... .

Stvrzuji svým vlastnoručním podpisem, že jsem žádné údaje, skutečnosti ani okolnosti, které by bránily  
ubytování jmenované osoby v zařízeních poskytovaných MSM a/nebo EUBA v Bratislavě nezatajil (a) a jsem  
si vědom (a) všech právních následků z toho vyplývajících. Zároveň беру на vědomí, že při nedodržení a  
neplnění podmínek v ubytovacích zařízeních poskytovaných MSM a/nebo EUBA v Bratislavě ze strany  
nezletilé osoby, kterou zastupuji, může být tato z ubytování vyloučena.

\_\_\_\_\_  
Podpis rodičů/zákonného zástupce

\_\_\_\_\_  
Datum

### Power of Attorney

I, .....  
Date of Birth .....  
Address .....  
Country .....

As the legal representative (parent) of an underage child

Name and Surname .....  
Date of Birth .....  
Address.....  
Country .....  
Authorize

**Yulia Kosmyna**

date of birth: 19.03.2000, passport: FH671909

place of residence: Slovakia, Bratislava, Furdekova, 851 03

and

**Arina Shelestova**

date of birth: 30.06.1994, passport: N10981641

place of residence: Czech Republic, Prague, Lublanska 1319/7, Prague 2, 120 00

and

To fulfill on my behalf all actions related to the recognition of equivalence and registration of the nostrification of my son/daughter certificate issued by a foreign school.

On the basis of this power of attorney, I give him the right to independently perform any actions, submit applications and proposals, appeal and objections, receive written documents, as well as in cases where separate powers of attorney are required by this law.

This power of attorney is granted in the framework of rights and duties in accordance with the administrative procedure.

The authorization under this power of attorney can be transferred to the other persons.

The power of attorney is valid from 15/9/2023 to 31/8/2024 or until my son/daughter reaches the age of majority.

Date: ..... Signature: .....

I accept the power of attorney



### Power of Attorney

I, \_\_\_\_\_ (name and surname), Date of Birth. \_\_\_\_\_,  
address \_\_\_\_\_, passport nr. \_\_\_\_\_,

Authorize

**Yulia Kosmyna**, date of birth: 19.03.2000, passport: FH671909, place of residence: Slovakia, Bratislava,  
Furdekova, 851 03

and

**Arina Shelestova**, date of birth: 30.06.1994, passport: N10981641, place of residence: Czech Republic,  
Prague, Lublanska 1319/7, Prague 2, 120 00

and

on behalf of the legal representative of a minor \_\_\_\_\_,

Date of Birth \_\_\_\_\_, passport nr. \_\_\_\_\_, address \_\_\_\_\_,

To take all the necessary actions when solving issues related to living in the territory of the Slovak Republic and training in the Slovak Republic.

In this regard, the authorized person is given the right to submit and receive all necessary documents, receive any information related to training, academic achievement, discipline and behavior, both within the walls of the institution and at the place of residence of the minor.

To take decisions within the framework of this power of attorney and on the basis of an agreement with the legal representative of the minor about his residence, to demand from him the execution of the necessary legal requirements related to his stay in the territory of the Slovak Republic and training in a Slovak educational institution.

Represent the interests of a minor in all state bodies.

The trustee has the right to perform all the actions necessary by law, submit and receive the necessary documents, mail, sign by his own name and carry out all necessary formalities associated with the execution of this instruction.

The authorized person has the right to withdraw from this power of attorney in the event that the minor refuses to comply with his instructions and does not comply with the necessary legal requirements. The authorized person is obliged to immediately inform the legal representative about this.

The authorized person is obliged after the notification of the legal representative to fulfill the obligations under this power of attorney for another week so that the person authorized to take the necessary actions.

The power of attorney is valid from 15/9/2023 to 31/8/2024 or until my son/daughter reaches the age of majority. Powers under this power of attorney can be transferred to other persons only with the written consent of the principal.

Date .....

Signature .....

**Potvrdenie a písomný súhlas rodičov alebo zákonného zástupcu zodpovedného za študenta mladšieho ako 18 rokov, ktorý je ubytovaný v Študentských domovoch Ekonomickej univerzity v Bratislave**

Meno a priezvisko študenta (Full name of a student)	
Adresa trvalého bydliska (Residence address)	
Dátum narodenia (Date of birth)	
Číslo ID, pasu (passport)	
Meno a priezvisko zákonného zástupcu (Full name of the student's parents)	
Kontakt na zákonného zástupcu (email, telefón) (Mobile phone and email)	

Ako zákonný zástupca dotknutej osoby svojim podpisom potvrdzujem, že som sa oboznámil s Domovým poriadkom Študentského domova Ekonomickej univerzity v Bratislave a poučím o jeho obsahu svojho syna/dcérku pred nástupom na ubytovanie. Zároveň ako zákonný zástupca dotknutej osoby beriem na vedomie, že Ekonomická univerzita v Bratislave nenesie žiadnu zodpovednosť za škody na zdraví a majetku, ktoré vzniknú ubytovanému študentovi v prípade, že ich spôsobí úmyselne alebo z nedbanlivosti.

Potvrdzujem, že preberám v plnom rozsahu zodpovednosť za takto vzniknuté škody a ujmy a tieto v plnom rozsahu uhradím.

Ako zákonný zástupca dotknutej osoby súhlasím s poskytovaním osobných údajov v zmysle zákona č. 18/2018 Z.z. o ochrane osobných údajov a dávam týmto súhlas Ekonomickej univerzity v Bratislave so spracúvaním osobných údajov za účelom ubytovania v Študentskom domove Ekonomickej univerzity v Bratislave Horský park, Prokopa Veľkého 41, Bratislava a to po dobu trvania ubytovania.

V ..... dňa .....

.....  
Podpis zákonného zástupcu