

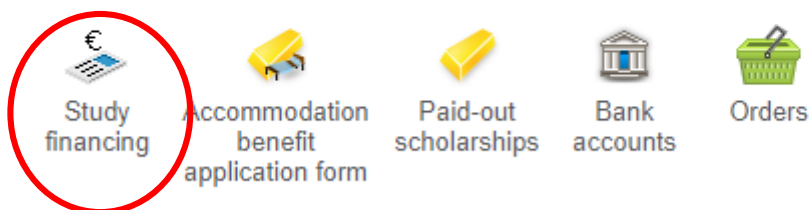
INSURANCE – ONLINE PAYMENT

Note. Step 1 is just temporary, approx. From 1st September 2020, you can skip this step, amount of the insurance payment will be sent automatically to the coordinator as soon as your travel proposal will be confirmed

1. **After discussion** (email, MS Teams) with coordinator Tereza Formáčková, you can send your **confirmed Travel proposal** or its prtscr from UIS to tereza.formackova@mendelu.cz or via MS Teams. There has to be **your name and amount for insurance**.
2. **Online payment will be added to UIS** –this is not automatical step, but it has to be done manually, so please don't expect that it will be in UIS immediately, but it can take some time – depends on when you are sending Travel proposal (weekends, evenings...). The whole process will take at **max 3 working days**, sometimes it can take just a minute.
3. In your Student's portal go to „**Study financing**“

Study financing and scholarships

Application on support of financing and scholarships of the selected study.



4. Then you can see your insurance fee and you can **choose the type of payment** – online by card, online via QR code or bank transfer.

State	Account number	Variable symbol	Constant symbol	Issue date of decision	Type	Sum	Manually	Payment	QR code	Settled	Entered	Entered by	Detail
	115-7658990217/0100		0558		pojištění zahraniční cesty					0 CZK		T. Formáčková	

Click on the Online payment button to be transferred to a payment gate address. You will be asked to fill in your payment card information. Once the transaction has been successfully performed, you will be re-directed back to this page.



5. While **paying by card** you will be redirected to classic **payment gate**, with other types of payment please follow the instructions in UIS.



6. After successful payment you can see the „green sign“ and the status paid.
For the Confirmation of payment click to „Detail“.

State	Account number	Variable symbol	Constant symbol	Issue date of decision	Type	Sum	Manually	Settled	Entered	Entered by	Detail
	115-7658990217/0100		0558							automatically	

Key (click to show/hide)

7. Here you can generate your confirmation of payment.

Payment information

Display columns Partner Message Note 1 Note 2 Syst. description Recipient's account Changed and Changed by

Date of transfer	Sum	Variable symbol	Account number	Changed	Changed by	Document	Directive	Sum
			516844*****7962		pay gateway			

Payments pending authorization

8. Confirmation will look like this. Upload it to your Checklist.

Zjednodušený daňový doklad č. [redacted]
datum vystavení dokladu: [redacted]
variabilní symbol: [redacted]

Dodavatel: Mendelova univerzita v Brně Zemědělská 1, 613 00 Brno DIČ: CZ62156489	Odběratel: [redacted]
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Rozsah a předmět plnění	cena
pojištění zahraniční cesty	[redacted]

K úhradě: [redacted]

Platba je osvobozena od DPH.

Forma provedené úhrady: Platební kartou

9. More information about the insurance can be found here:
<https://www.iro.mendelu.cz/outgoing-students/31695-health-insurance>