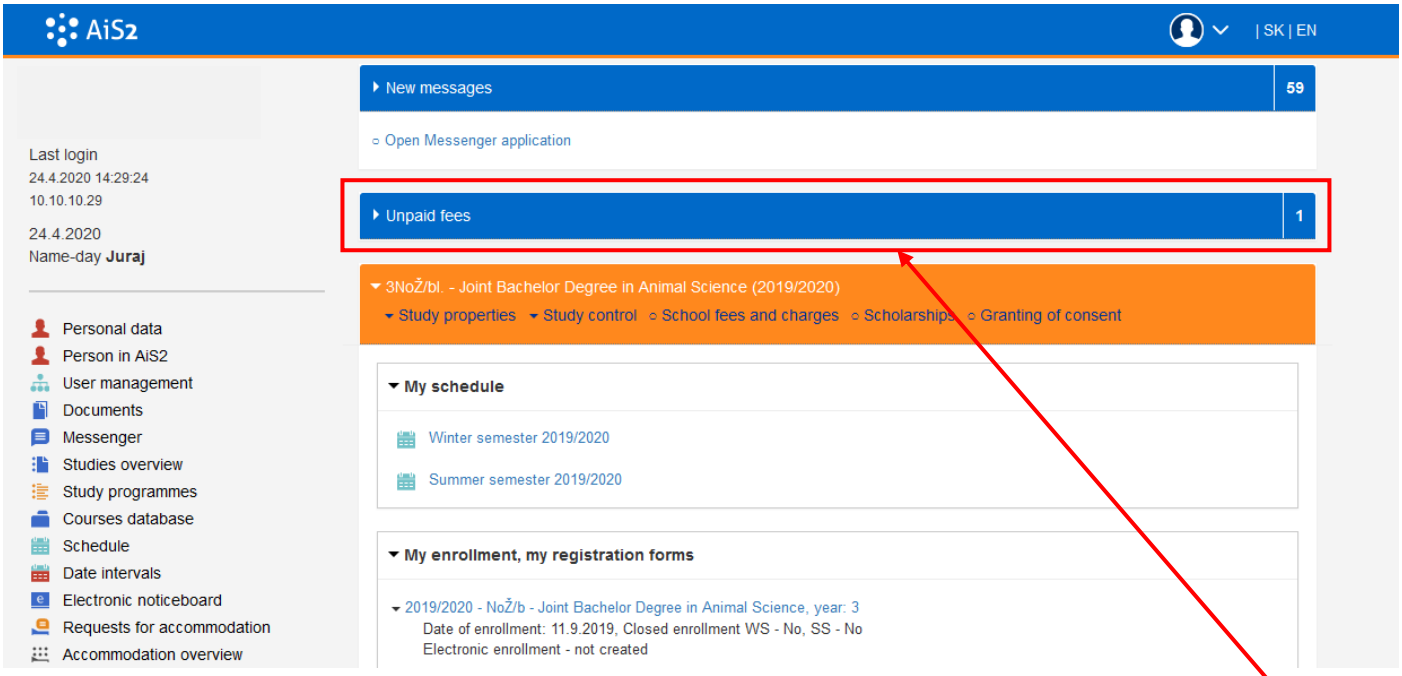
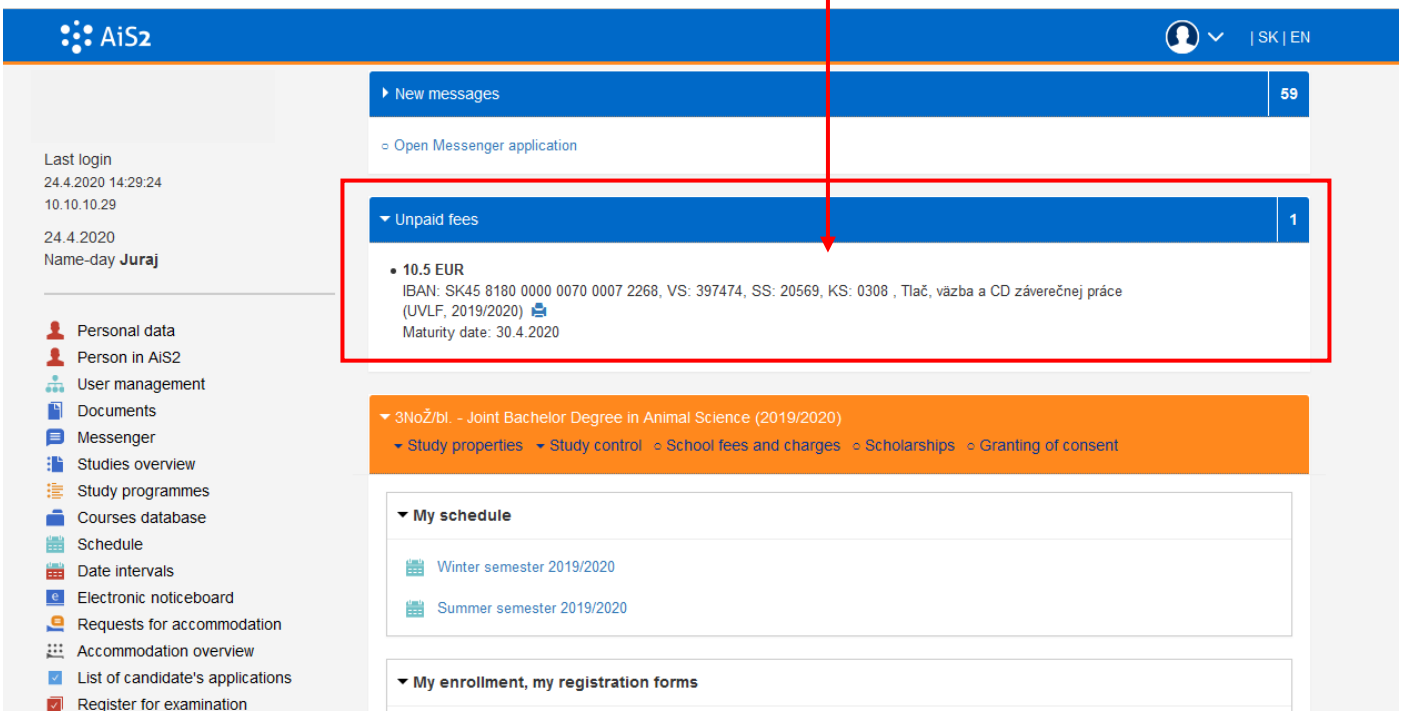
PAYMENT OF UNIVERISTY FEES, PAYMENT ORDER IN THE ACADEMIC INFORMATION SYSTEM AiS2

➢ your personal screen after login into the Academic Information System AiS2 of UVMP in Košice:



- if you have been assigned tuition fees or other university fees, they will be displayed as section **"Unpaid fees"** on your main AIS screen
- by clicking on section "Unpaid fees", you will display details of the fees (amount, account number, variable, specific and constant symbol and due date)

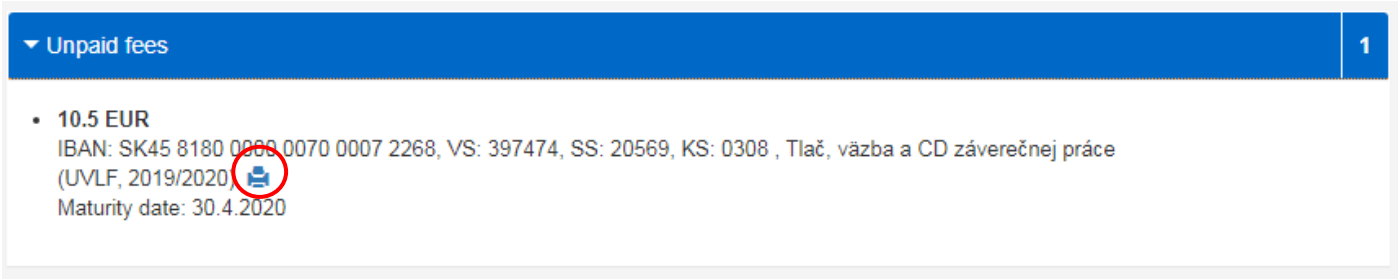


- **tuition fee will always appear as two unpaid fees,** each for one instalment, labelled by the due date

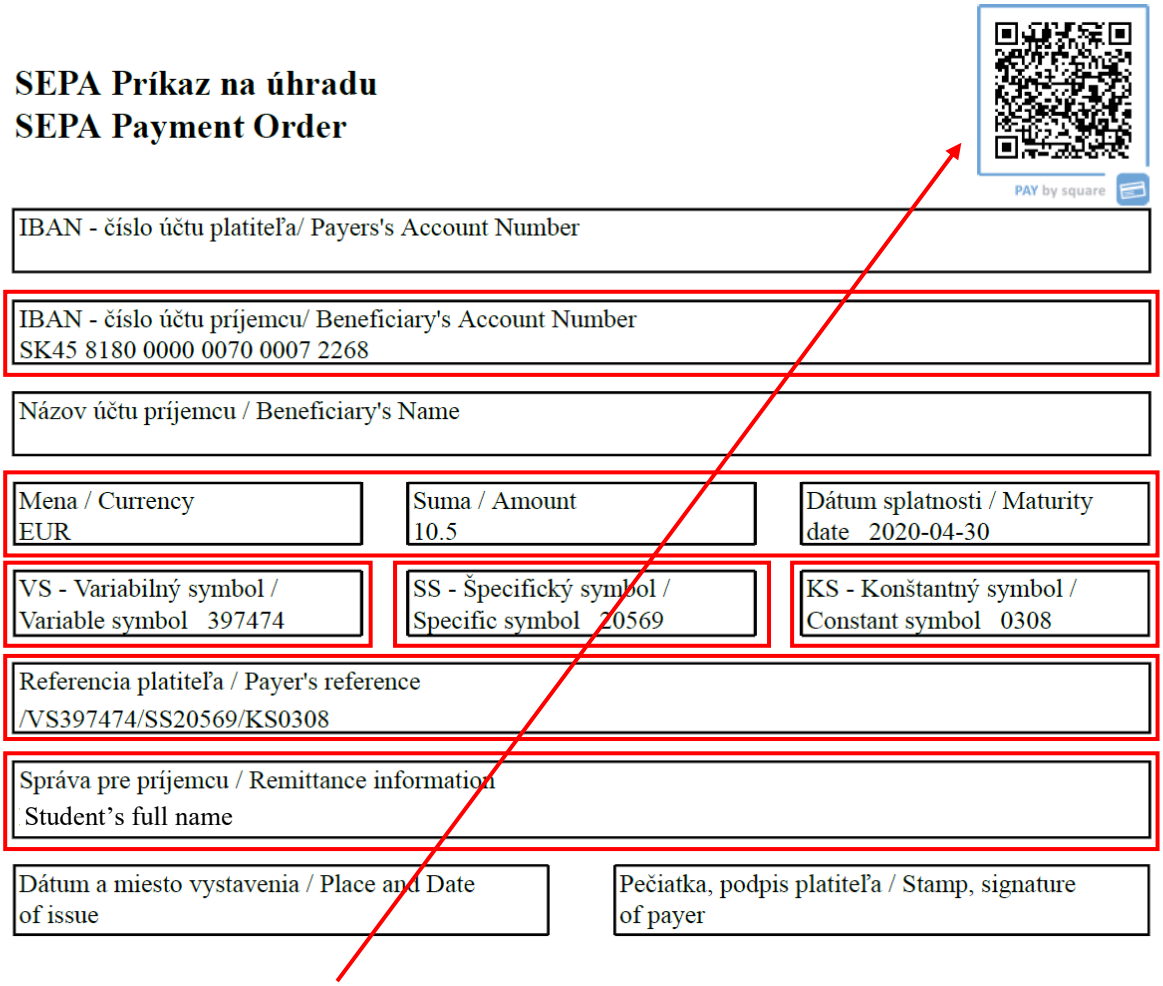


- **please note that payment details are unique for each student and each payment/unpaid fee!**
- payment details for a particular unpaid fee are displayed in a "Payment order"
- you can pay the tuition fee in the whole amount using the Payment order for the first instalment, or you can pay the tuition fee in two instalments using the Payment order for each instalment separately
- payment is considered settled once the amount is received at the UVMP account, as the transfer may take a few days, complete it well in advance!

➢ to print out the **"Payment order"** for a particular fee, click on the printer icon next to the payment details of the fee



- a pdf file with all necessary payment details will appear



SEPA Príkaz na úhradu
SEPA Payment Order

PAY by square

IBAN - číslo účtu platiteľa/ Payers's Account Number		
IBAN - číslo účtu príjemcu/ Beneficiary's Account Number SK45 8180 0000 0070 0007 2268		
Názov účtu príjemcu / Beneficiary's Name		
Mena / Currency EUR	Suma / Amount 10.5	Dátum splatnosti / Maturity date 2020-04-30
VS - Variabilný symbol / Variable symbol 397474	SS - Špecifický symbol / Specific symbol 20569	KS - Konštantný symbol / Constant symbol 0308
Referencia platiteľa / Payer's reference /VS397474/SS20569/KS0308		
Správa pre príjemcu / Remittance information Student's full name		
Dátum a miesto vystavenia / Place and Date of issue	Pečiatka, podpis platiteľa / Stamp, signature of payer	

- **to pay the fee, you can use the "PAY by square" option, or you can print out and bring the payment order to your bank or make a bank transef yourself accordingly**

- **important parts that has to be included in the pyment transfer are:**

  IBAN – each payment should be paid to a specific bank account indicated on the payment order

  Bank details – Štátna pokladnica, Radlinského 32, 810 05 Bratislava, Slovak Republic

  Account holder – Univerzita veterinárskeho lekárstva a farmácie v Košiciach, Komenského 73, 041 81 Košice, Slovak Republic

  SWIFT – SPSRSKBA

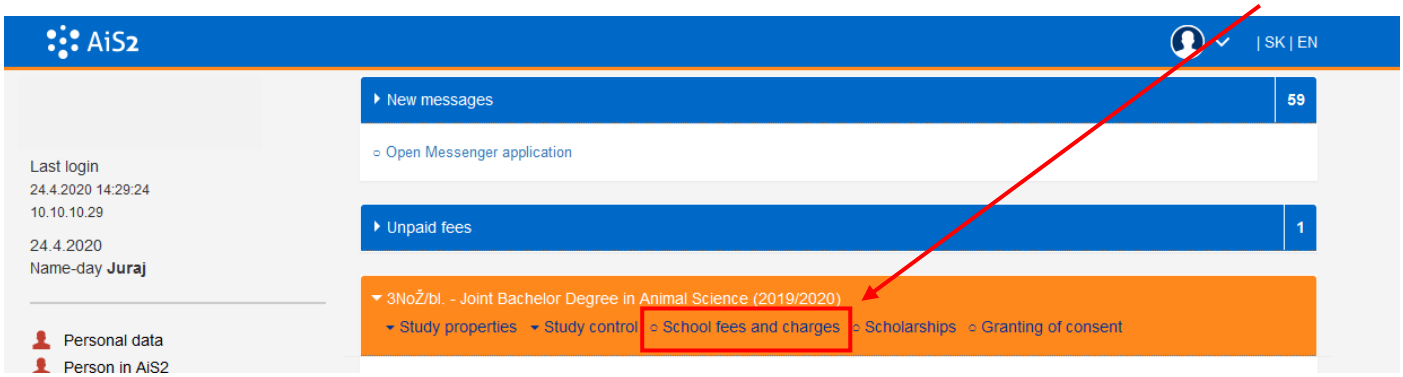
  Amount and currency – indicated amount has to be paid and received in full, any bank charges have to be included on top of the required amount

  Variable symbol, specific symbol, costatnt symbol – all symbols are unique for each student and each payment, therefore you have to include them exactly as they are written on the payment order

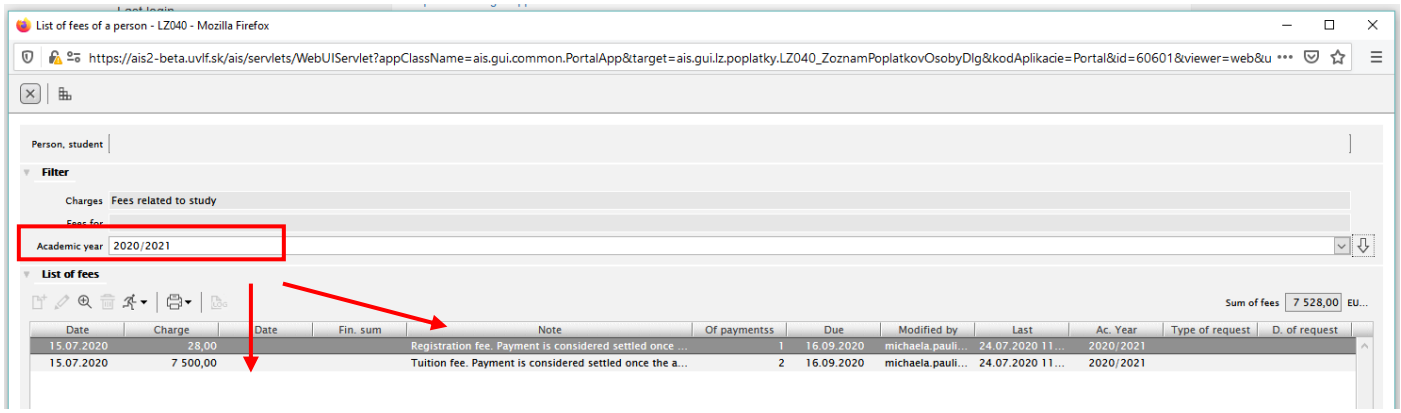
  Payer's reference – include all the symbols (variable, specific, constant) again as indicated

  Remittance information – include your full name

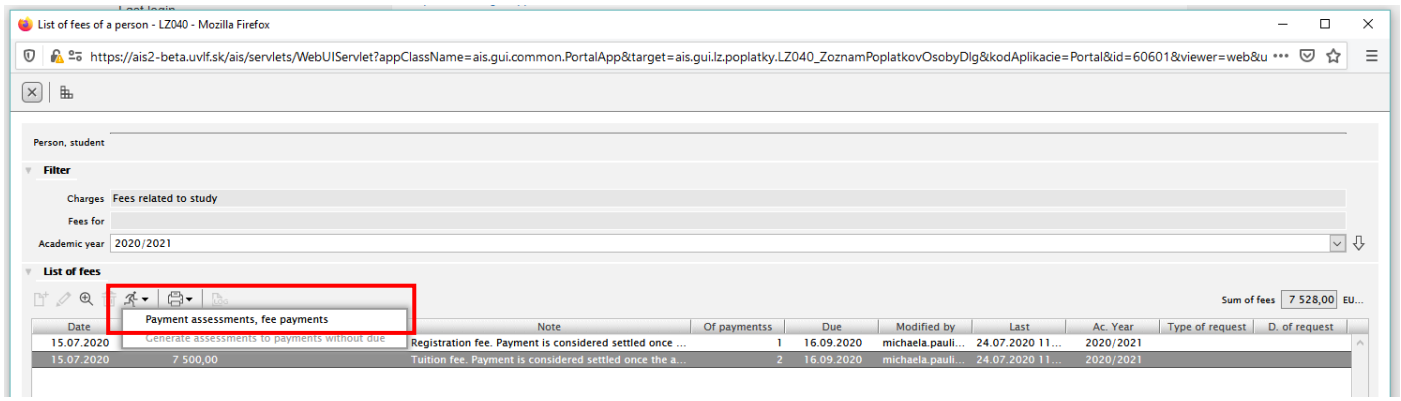
➢ you can check out the unpaid fees that have been assigned to you also through section **“School fees and charges”**



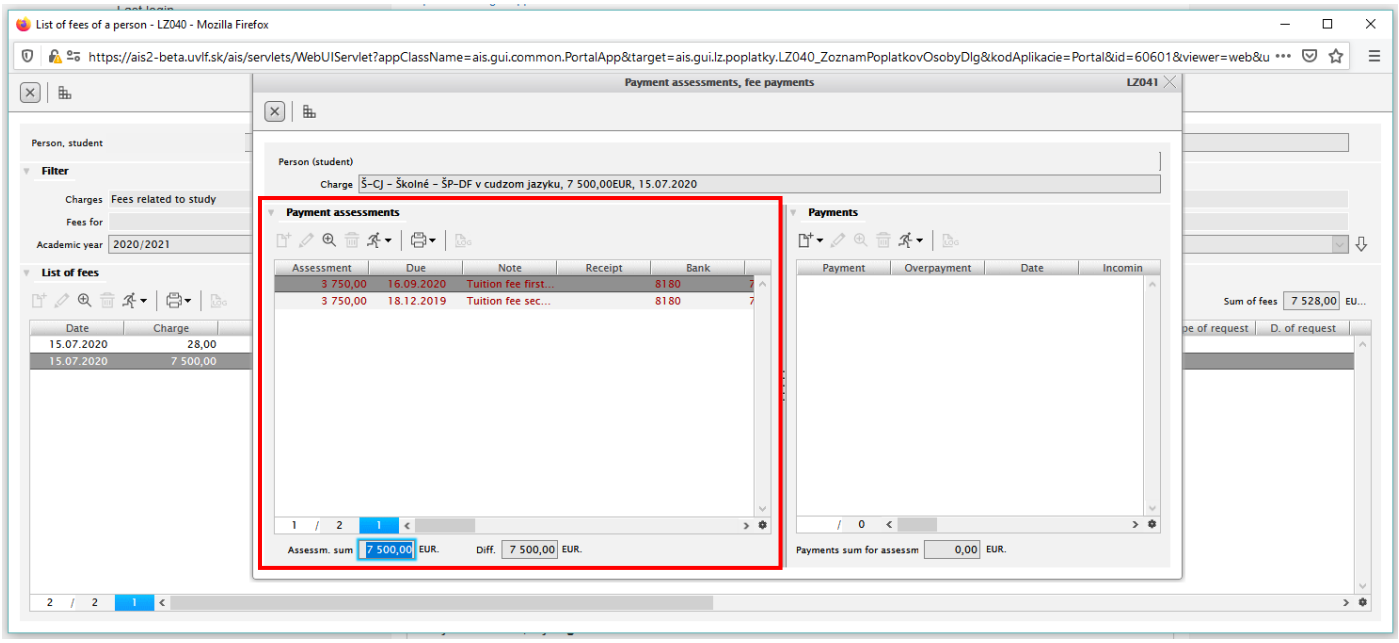
– **“List of fees of a person”** dialog box will appear where assigned fees for a particular academic year are listed, in column *Note* you can see the payment description



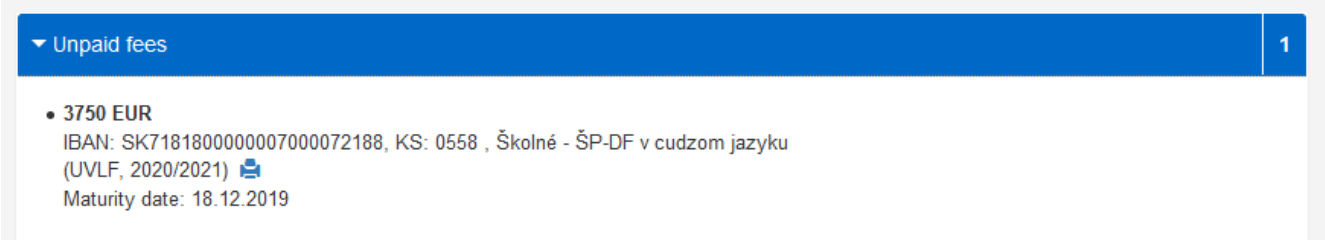
– if you select a particular fee and click on , an option to see “Payment assessments, fee payments” will appear



- in **“Payment assessments, fee payments”** dialog box you will see the payment instalments, description, due dates, total amount of the payment/s, etc.



➢ once the payment is made, received and registered, it will disappear from your main AIS screen, and only what is still due will remain



➢ confirmation that the payment is made is displayed also in the “Payment assessments, fee payments” dialog box, together with information on overpayment or underpayment

