

WHAT TO PRINT FROM IRK – INSTRUCTION

Dear Candidate,

In order to become a WISP student, you need to deliver a set of documents to our office. Among the documents, there are 4 things to be printed from the IRK system:

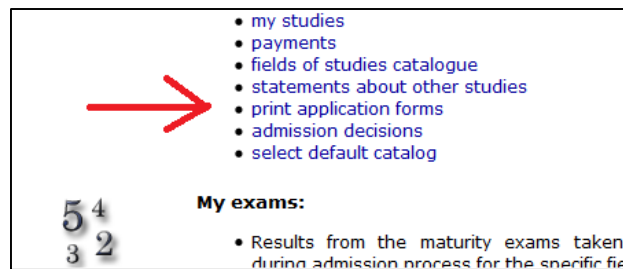
- Application for admission
- Request for a student ID card
- Statement about having started/finished other full-time studies in Poland at a public university
- Statement about reading the financial agreement

This instruction will help you find all the above in the IRK system.

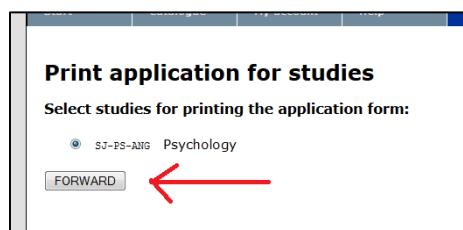
Before you start, you must upload your picture for the student ID card. Without it, the IRK system will not generate the needed applications for you to download and print.

Once your picture is uploaded, follow these steps:

- 1) Go to <https://irk.uw.edu.pl/> and log in.
- 2) Choose “print application forms” on your IRK account:



- 3) The system will ask you to choose the program you are applying for. If you are applying only for WISP, you will see the psychology program as in the screen below. In case you applied for multiple programs, you will have to choose our program from the list and then click “forward”.



POSSIBLE PROBLEM: if the IRK does not show you the screen above, but instead takes you to your personal details, it means that there are some obligatory personal details missing. Please fill in the missing details in the positions that need to be filled in each section (they are marked in red). Don't forget to click “save” in each section before you go to the next one! If you fill in all the details, go back to your IRK account, click “print application forms” and then you should be able to see the screen above.

- 4) The system will want you to take a look at the financial contract that you will be given by the University. Choose the correct version according to whether you applied to the studies initially on the same basis as Polish citizens (citizenship/passport or permanent residency of an EU/EFTA country), or other terms than for Polish citizens (not EU or EFTA passport, nor permanent residency). If applying on the same basis as Polish citizens, choose the second option. If applying on other terms than Polish citizens, choose the fourth option. Read the contents of the contract. Then click “forward” at the bottom of the page.

Start	Catalogue	My account	Help
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Print application for studies

Please read carefully a sample contract that you will be obliged to sign after having undertaken studies.

- FULL-TIME STUDIES** CONTRACT
 The agreement refers to:
 - Polish citizens
 - foreigners studying on equal terms with Polish citizens
- FULL TIME STUDIES PROVIDED IN FOREIGN LANGUAGE STUDIES** CONTRACT
 The agreement refers to:
 - Polish citizens
 - foreigners studying on equal terms with Polish citizens
- PART-TIME STUDIES** CONTRACT
 The agreement refers to:
 - Polish citizens
 - foreigners studying on equal terms with Polish citizens
- FOREIGNERS UNDERTAKING STUDIES ON DIFFERENT TERMS THAN APPLICABLE TO POLISH CITIZENS** CONTRACT
 The form shall be completed by foreigners admitted on a tuition fee paying basis.

If you are Polish or you are applying on the same terms as Polish people (eg. EU/EFTA), choose this:

If you are a foreigner from outside of the EU/EFTA, choose this:

Here you can read the contents of the financial contract that you will be asked to sign.

5) Now the system will ask you two questions. In order to apply you have to select “yes” to the first question. The next question is about if you have ever before taken full-time studies at a Polish public university (so studying at a private university doesn’t count, studying at a university in another country doesn’t count, studying in Poland as Erasmus doesn’t count). This statement is needed for full-time studies and WISP is one of them. For most students WISP is their first full-time studies at a public university in Poland, so the first option of the list. In case WISP will be your second studies or you have been enrolled in studies before, please carefully select the option that applies to you.

Print application for studies

Statement about continuing or graduating from other fields of study in the public higher education institution.

Do you submit a declaration for field of study? **Psychology**?

YES NO

I declare that full-time studies I am going to undertake in the academic year 2015/16 at in the degree programme **Psychology** will be:

- my first field of full-time study at a public higher education institution (I am neither a student nor graduate of full-time studies at any public higher education institution in Poland)
- continuation of higher education in full-time second-cycle studies at a public higher education institution after graduation from full-time first-cycle studies at a public higher education institution in Poland
- continuation of higher education in full-time studies after transferring from another public higher education institution in Poland or from another faculty
- next field of full-time study at a public higher education institution (I am currently a student or graduate of full-time studies at a public higher education institution in Poland)

FORWARD

Choose which option applies to you. Remember it is about Poland, so if you have never been a full-time student in Poland, choose the first option.

- 6) Now a PDF with all applications will open.
 The first page will be the application for admission:
 It contains your personal data that you have filled in before.

Field of study:	
Programme of study:	
Stage of study:	

(Filled in by a school employee)

(Date of the application submission)


(Seal of the academic unit)

HIS MAGNIFICENCE RECTOR OF THE UNIVERSITY OF WARSAW

APPLICATION

I hereby apply for admission to studies at the University of Warsaw.

PESEL



0 0 7 0 0 0 0 2 4 3 0

Personal data

Surname: Family name:

Please **sign it** at the bottom confirm the correctness of the data:

Veracity of the data included in the application
 I hereby certify by setting my signature

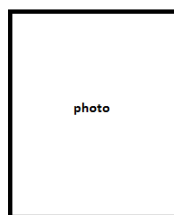
.....

The second page is a request for a student ID card. **Sign it** at the bottom as well.

APPLICATION

I hereby apply for issuance of Electronic Student's ID. I certify a veracity of the included data and photograph.

PESEL:
Name, middle name and surname:
Address:



The third page asks for a confirmation of the option you selected in point 5), and whether you have read the financial contract.

The following example you will see concerns a case WISP will be your first full time studies at a public university in Poland. (If a different situation applies to you it will look slightly different, but comparable.) Please fill in place and date and **sign it**.

■■■■■
date of birth yyyy-mm-dd

.....
PESEL

ID: ■■■■

Statement about continuing or graduating from other fields of study in the public higher education institution

I declare that full-time studies I am going to undertake in the academic year 2016/17
University of Warsaw

in the degree programme:
Psychologia (Psychology)

will be:

1. my first field of full-time study at a public higher education institution (I am neither a student nor graduate of full-time studies at any public higher education institution in Poland)

.....
city/ town

.....
date and signature

Regarding the financial agreement: please fill in place and date and sign the document if you have read the financial agreement.

Statement about having read the financial agreement form

Oświadczenie¹ o zapoznaniu się z treścią wzoru umowy

I declare that I have read the contents of the financial agreement for educational services at the University of Warsaw.

Oświadczam, że zapoznałem się z treścią wzoru umowy o odpłatności za usługi edukacyjne obowiązującej na Uniwersytecie Warszawskim.

.....
place
miejsowość

.....
date and legible signature
data i czytelny podpis

¹ Oświadczenie studenta o zapoznaniu się z ogólnie dostępnymi dokumentami, jako oświadczenie wiedzy, a nie woli, (...) nie kształtuje jego praw i obowiązków w zakresie umowy regulującej warunki odpłatności za studia (por. wyrok Sądu Apelacyjnego w Warszawie z dnia 27 października 2008 r. VI ACa 654/08).

The declaration of a student that they have read generally available documents is a declaration of awareness, not declaration of intent (...), it does not influence their rights and duties relating to the agreement regulating payment for studies (see: rule of the Court of Appeal in Warsaw, dated 27 Oct 2008, VI ACa 654/08).

That's it! After you print everything and sign all four things, please deliver all of them to the WISP office.

FAQ

Q: Why is it in Polish?

A: These forms are for the whole University of Warsaw, not just for WISP, and unfortunately we cannot change it. We have added translations to this instruction and we hope it will help you.