

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 3 things to be printed from the IRK system:

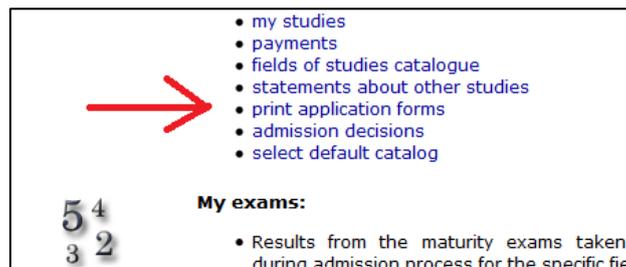
- Application for admission
- Request for a student ID card
- Statement about reading the financial agreement

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.

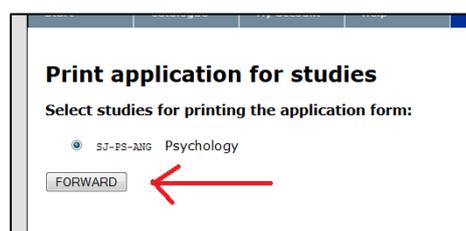
Once your picture is uploaded, follow these steps:

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



POSSIBLE PROBLEM: the system should take you directly to the screen from point 3) below, but if the IRK does not show you that screen and instead it 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 below.

- 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”.



- 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.

POSSIBLE CONFUSION: if you are applying on the same basis as Polish candidates, the system will show you two types of agreements. The one for you is an agreement “with student of fee-basis full time studies in foreign language”, because WISP is a program with tuition fees.

- 5) 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 00700000984

0 0 7 0 0 0 0 0 9 8 4

Personal data

Surname: Smith	Family name:
Name: John	Middle name:

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

I consent for my personal data to be processed and used for the purposes of the Act of 29 August 1997 (Journal of Laws 1997 no. 133, item 883 with amendments)

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.

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

PESEL: 0070000984

Name, middle name and surname: John Smith

Address: Street Green 1, 12345 New York



Proof for Electronic Student's ID payment in attachment.

.....
signature

The third page asks for a confirmation that you have read the financial contract. Please fill in place and date and **sign** it.

Statement¹ on becoming acquainted with the agreement specimen

I hereby confirm that I have become acquainted with the agreement specimen on the terms of undertaking studies on a fee-paying basis at the University of Warsaw.

.....
city/ town

.....
date and legible signature

¹ Student's statement on becoming acquainted with generally accessible documents, as a declaration of knowledge, and not will, (...) does not define his/her rights and responsibilities in the terms of agreement regulating conditions of payment for studies (Appellate Court verdict issued in Warsaw, October 27, 2008, VI ACa 654/08).

That's it! After you print everything and sign all three pages, please deliver all of them to the WISP office together with other required documents.