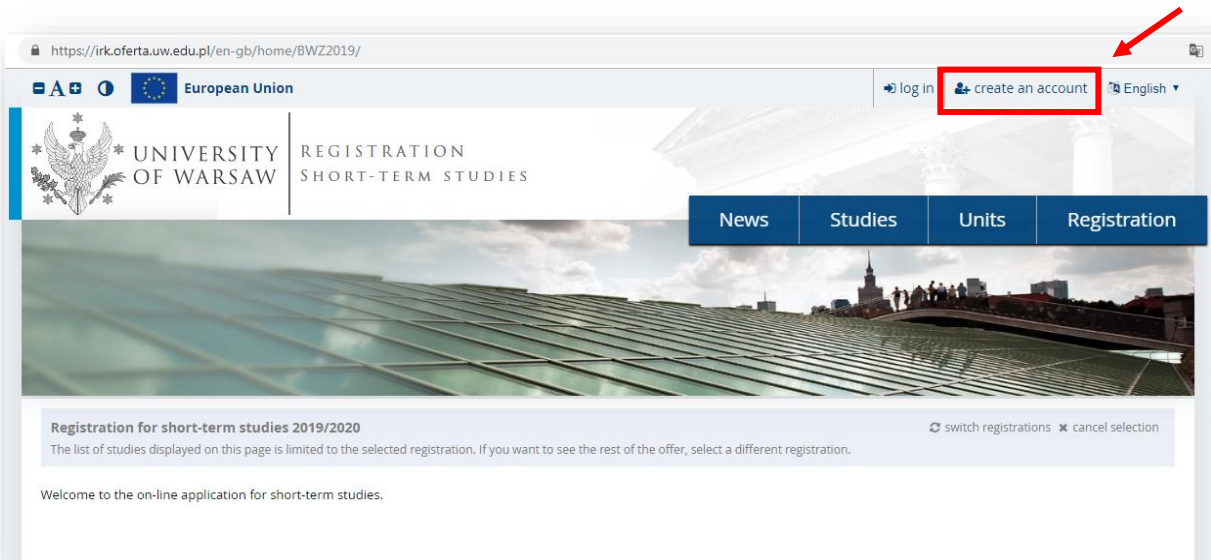



Application for the Visiting Students Programme - guide

1. Go to 'create an account' in the top right-hand corner.



2. Read and accept the 'Information for candidates for admission to studies'.
Check the box 'I have read and accept the above information' and click 'Continue'.

Create an account



Information for candidates for admission to studies

According to art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data – General Data Protection Regulation (Journal of Laws EU L 119/1 of 4 May 2016), the University of Warsaw informs that:

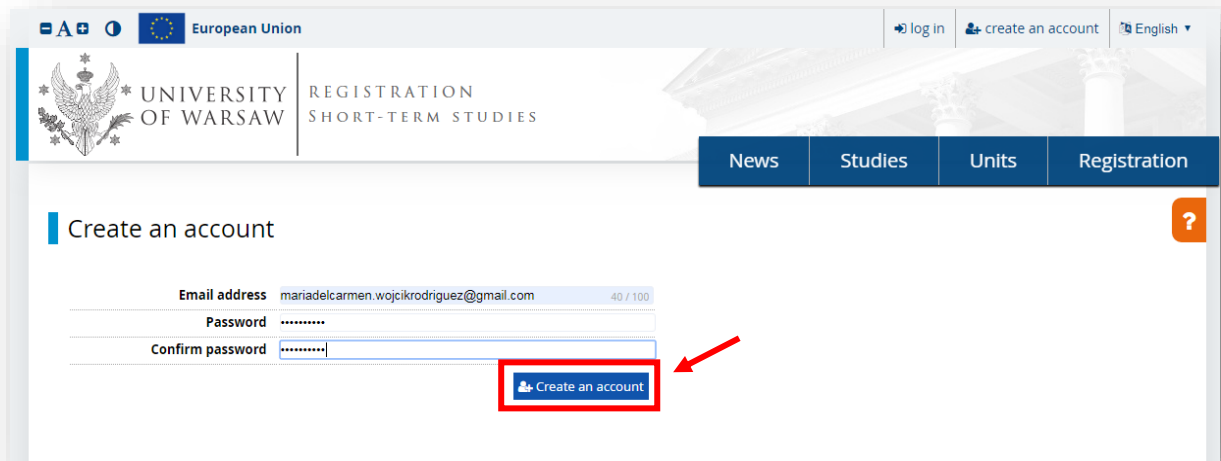
- 1) The administrator of your personal data is the University of Warsaw represented by Rector, based at 26/28 Krakowskie Przedmieście, 00-927 Warsaw;
- 2) The administrator has appointed a Data Protection Officer supervising the correctness of data processing, who may be contacted via email: iod@adm.uw.edu.pl;
- 3) Your personal data will be processed for the purpose of conducting recruitment to studies;
- 4) The basis for processing your personal data are the provisions of the Law of Higher Education (uniform text: Journal of Laws of 2017, item 2183, as amended);
- 5) Your personal data will be processed for the period of 6 months after the end of the recruitment process, and in the event of admission to studies – according to the course of studies, and then will be archived and kept for 50 years;
- 6) Your personal data will not be made available to other entities, except for entities authorized under the law. Your data will be accessed by employees authorized by the administrator and members of the university recruitment committees;
- 7) Providing personal data by candidates is voluntary, however, those who fail to provide them will not be able to participate in the recruitment process;
- 8) You have the right to access your personal data, as well as the right to correct them and limit their processing;
- 9) You have a right to lodge a complaint with the President of the Office for the Protection of Personal Data when you feel that the processing of your personal data violates the provisions of the general regulation on the protection of personal data.

Data errors

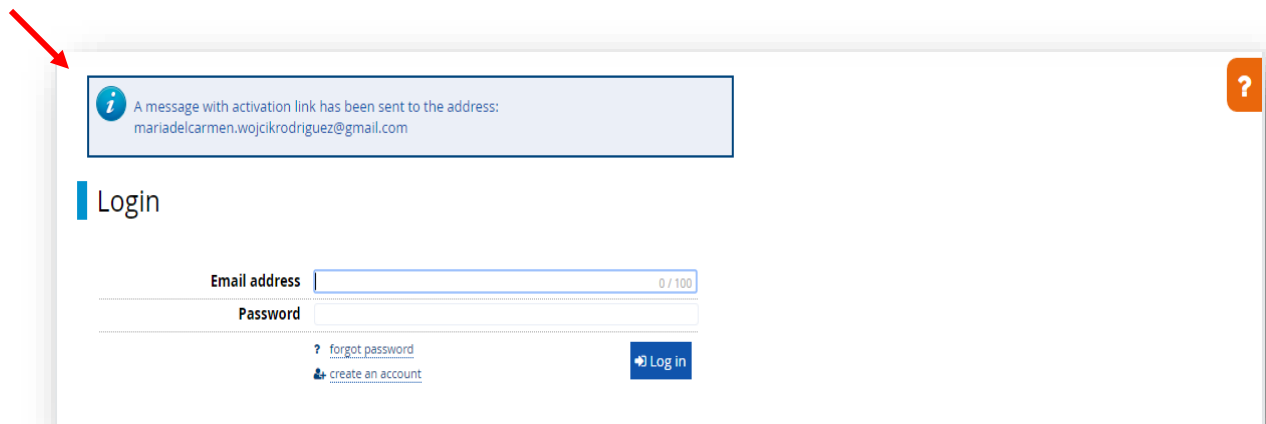
I acknowledge that the University of Warsaw is not responsible for incorrect entry of data by the candidate in the IRK system (system of Internet Registration of Candidates).

☒ I have read and accept the above information

- Once you enter your email address and create a password an activation link will be sent to your email address.

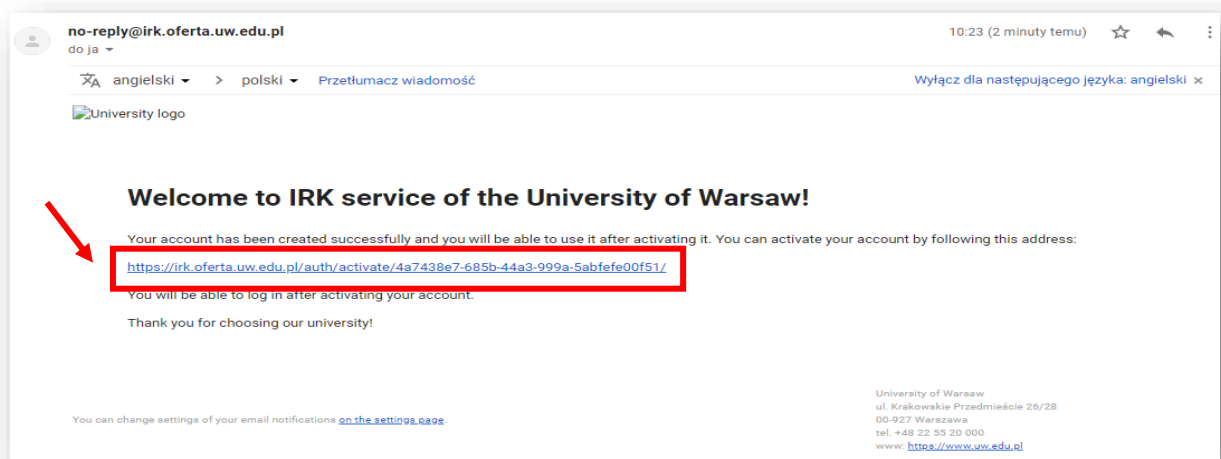


The screenshot shows the 'Create an account' page of the University of Warsaw's International Relations Office. The page has a header with the university logo and navigation links: News, Studies, Units, and Registration. The main form contains three input fields: 'Email address' (filled with 'mariadelcarmen.wojcikrodriguez@gmail.com'), 'Password', and 'Confirm password'. A red box highlights the 'Create an account' button, with a red arrow pointing to it from the right.



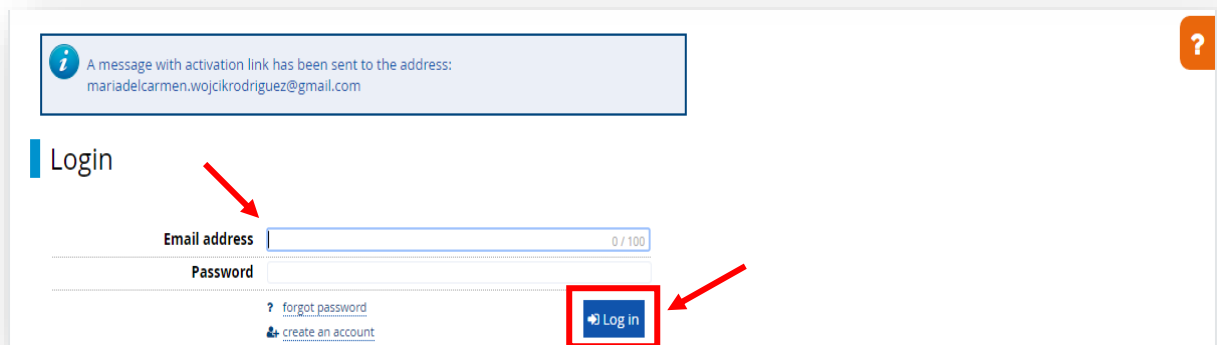
The screenshot shows the 'Login' page of the University of Warsaw's International Relations Office. A message box at the top states: 'A message with activation link has been sent to the address: mariadelcarmen.wojcikrodriguez@gmail.com'. Below this is the 'Login' form with 'Email address' and 'Password' fields, a 'Log in' button, and links for 'forgot password' and 'create an account'. A red arrow points to the message box from the left.

- Click on the link to activate your account.



The screenshot shows an email from 'no-reply@irk.oferta.uw.edu.pl' with the subject 'Welcome to IRK service of the University of Warsaw!'. The email body contains the text: 'Your account has been created successfully and you will be able to use it after activating it. You can activate your account by following this address:'. A red box highlights the activation link: 'https://irk.oferta.uw.edu.pl/auth/activate/4a7438e7-685b-44a3-999a-5abfefe00f51/'. A red arrow points to this link from the left. The email also includes contact information for the University of Warsaw and a link to the settings page.

5. Log in.



A message with activation link has been sent to the address:
mariadelcarmen.wojcikrodriguez@gmail.com

Login

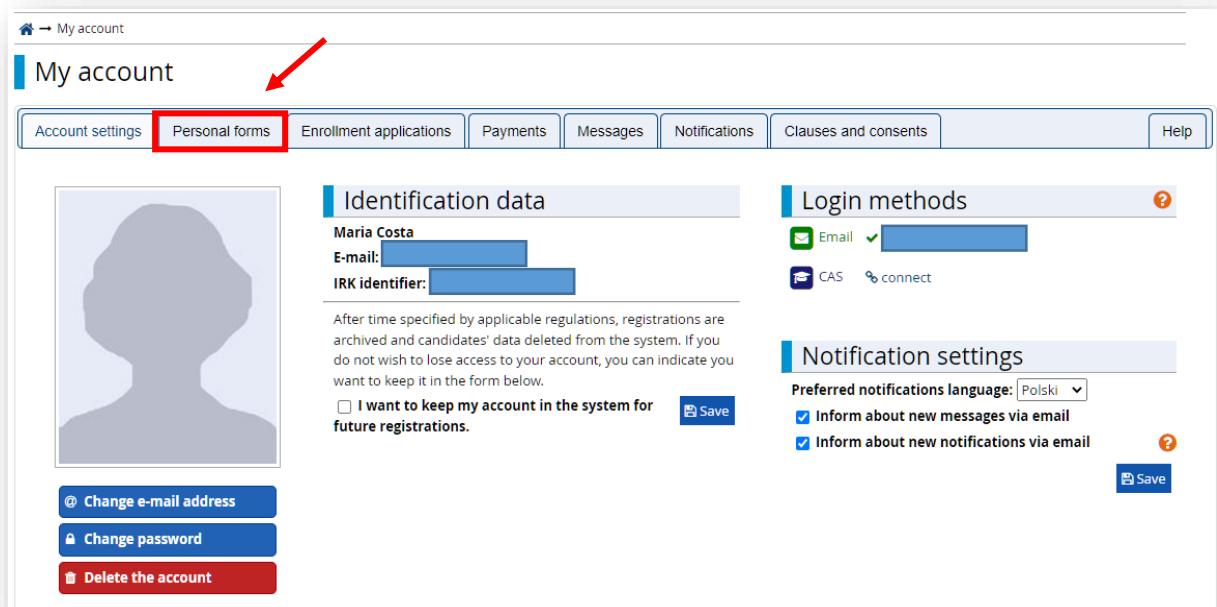
Email address

Password

[? forgot password](#)
[create an account](#)


Log in

6. Click on 'Personal forms'.



My account

Account settings **Personal forms** Enrollment applications Payments Messages Notifications Clauses and consents Help



Identification data

Maria Costa
E-mail:
IRK identifier:

After time specified by applicable regulations, registrations are archived and candidates' data deleted from the system. If you do not wish to lose access to your account, you can indicate you want to keep it in the form below.

☐ I want to keep my account in the system for future registrations. **Save**

Change e-mail address
Change password
Delete the account

Login methods

Email ☒
CAS ☐ connect

Notification settings

Preferred notifications language:

☒ Inform about new messages via email
☒ Inform about new notifications via email

Save

- Enter your 'Basic personal data', 'Address and contact information' and 'Additional personal information', and click 'Save'.

NOTE: Skip the section 'Education' as it is to be filled out by degree seeking students.

My account → Personal forms → Basic personal data

Personal forms

Basic personal data | Address and contact information | Photo | ~~Education~~ | Additional personal information

Basic personal data

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems. Your personal data will be displayed on students lists and printed on university issued documents. In Polish, proper names (such as first names, surnames, city names) are written with a capital letter. Only the first letter should be capital, not all of them. Do not enter Cyrillic or Chinese characters, use Latin transcription instead. If you have double surname, there should be no spaces around the hyphen. For example: Janina Maria Nowak-Kowalewska.

* Fields marked with asterisk symbol are required.

Save

First name* 0 / 40

Second name 0 / 40

If you don't have a middle name, leave this field empty.

Surname* 0 / 40

PESEL number 0 / 11

If you don't have a PESEL number, leave this field empty.

Gender -- select --

Date of birth dd.mm.rrrr

Place of birth 0 / 60

Country of birth -- select --

I have Polish citizenship -- select --

Save

My account → Personal forms → Basic personal data

Personal forms

Basic personal data | Address and contact information | Photo | Education | Additional personal information

Data has been saved.

Basic personal data

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems. Your personal data will be displayed on students lists and printed on university issued documents. In Polish, proper names (such as first names, surnames, city names) are written with a capital letter. Only the first letter should be capital, not all of them. Do not enter Cyrillic or Chinese characters, use Latin transcription instead. If you have double surname, there should be no spaces around the hyphen. For example: Janina Maria Nowak-Kowalewska.

* Fields marked with asterisk symbol are required.

Save

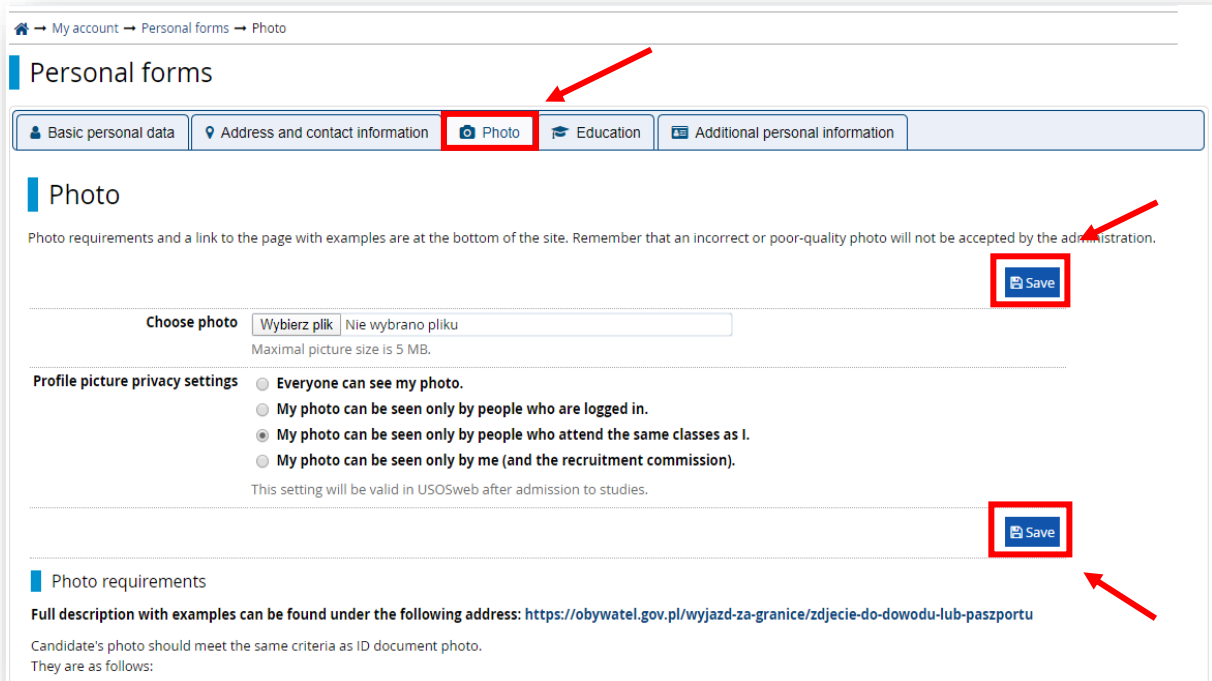
First name* Maria Del Carmen 16 / 40

Second name 0 / 40

If you don't have a middle name, leave this field empty.

- In the 'Photo' section read the detailed instructions and upload your photo. Remember to click on 'Save' once uploaded.

Please note: photo can be uploaded at a later time.



My account → Personal forms → Photo

Personal forms

- Basic personal data
- Address and contact information
- Photo**
- Education
- Additional personal information

Photo

Photo requirements and a link to the page with examples are at the bottom of the site. Remember that an incorrect or poor-quality photo will not be accepted by the administration.

Choose photo Nie wybrano pliku

Maximal picture size is 5 MB.

Profile picture privacy settings

- ☐ Everyone can see my photo.
- ☐ My photo can be seen only by people who are logged in.
- ☒ My photo can be seen only by people who attend the same classes as I.
- ☐ My photo can be seen only by me (and the recruitment commission).

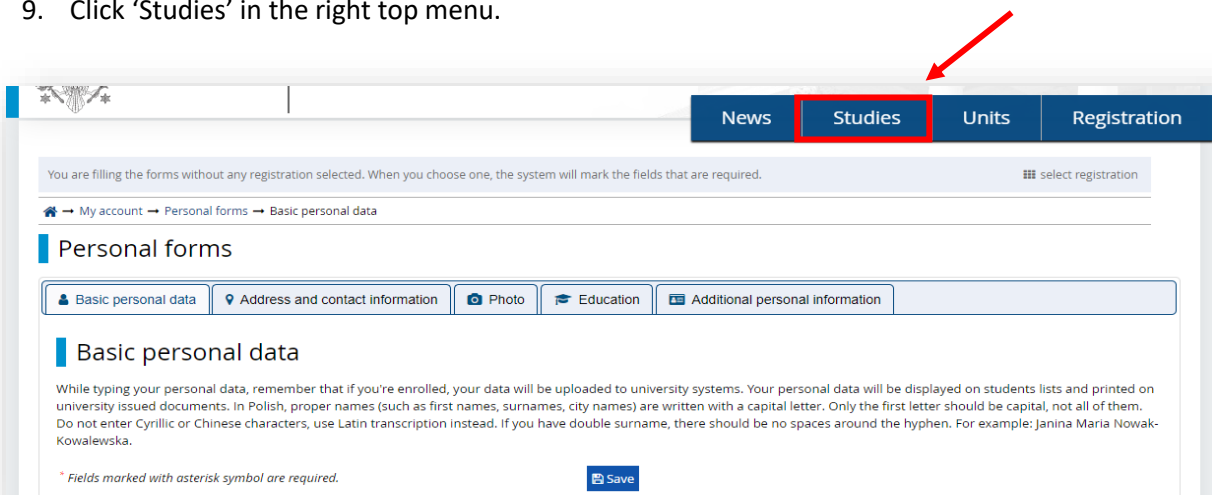
This setting will be valid in USOSweb after admission to studies.

Photo requirements

Full description with examples can be found under the following address: <https://obywatel.gov.pl/wyjazd-za-granice/zdjecie-do-dowodu-lub-paszportu>

Candidate's photo should meet the same criteria as ID document photo.
They are as follows:

- Click 'Studies' in the right top menu.



News **Studies** Units Registration

You are filling the forms without any registration selected. When you choose one, the system will mark the fields that are required. [select registration](#)

My account → Personal forms → Basic personal data

Personal forms

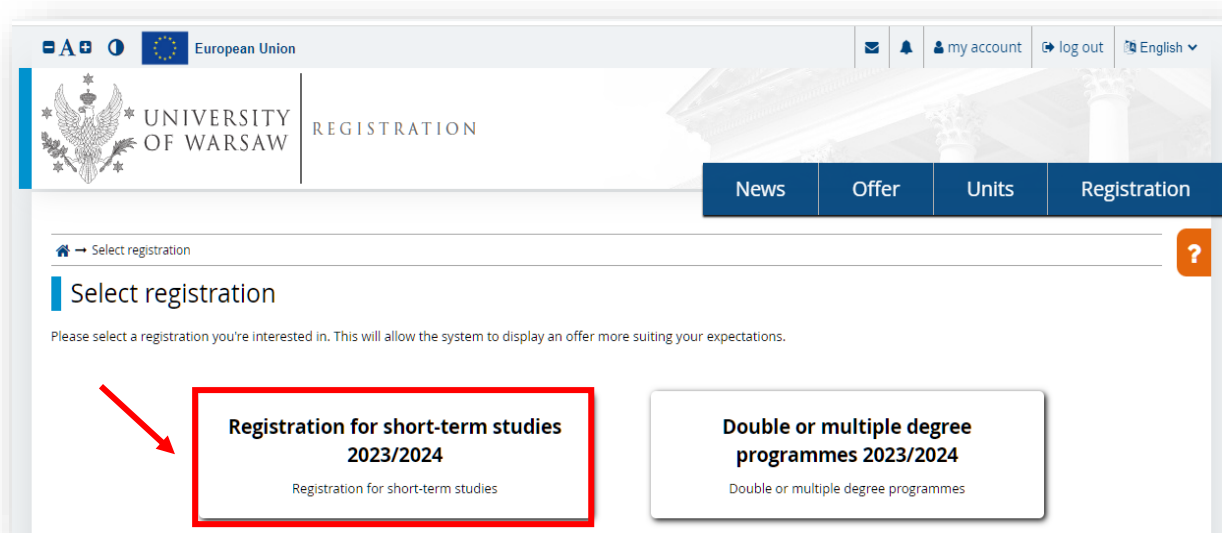
- Basic personal data
- Address and contact information
- Photo
- Education
- Additional personal information

Basic personal data

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems. Your personal data will be displayed on students lists and printed on university issued documents. In Polish, proper names (such as first names, surnames, city names) are written with a capital letter. Only the first letter should be capital, not all of them. Do not enter Cyrillic or Chinese characters, use Latin transcription instead. If you have double surname, there should be no spaces around the hyphen. For example: Janina Maria Nowak-Kowalewska.

* Fields marked with asterisk symbol are required.

10. Select 'Registration for short-term studies'.



European Union

my account log out English

UNIVERSITY OF WARSAW REGISTRATION

News Offer Units Registration

Select registration

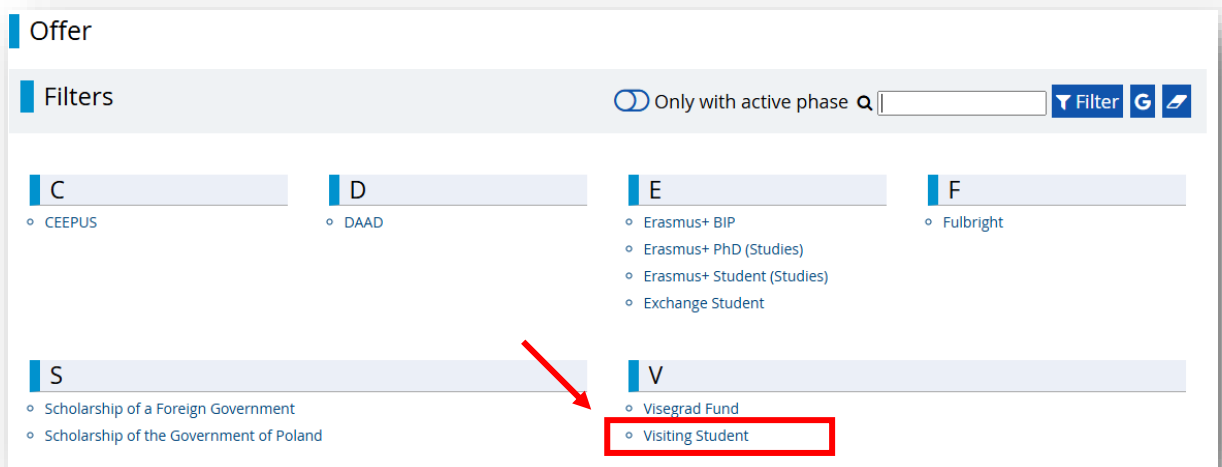
Select registration

Please select a registration you're interested in. This will allow the system to display an offer more suiting your expectations.

Registration for short-term studies 2023/2024
Registration for short-term studies

Double or multiple degree programmes 2023/2024
Double or multiple degree programmes

11. Choose the **Visiting Student** programme.



Offer

Filters

Only with active phase

Filter G

C
◦ CEEPUS

D
◦ DAAD

E
◦ Erasmus+ BIP
◦ Erasmus+ PhD (Studies)
◦ Erasmus+ Student (Studies)
◦ Exchange Student

F
◦ Fulbright

S
◦ Scholarship of a Foreign Government
◦ Scholarship of the Government of Poland

V
◦ Visegrad Fund
◦ **Visiting Student**

12. Click on the green 'Sign up' button.

Home → Offer → Visiting Student

Visiting Student

An international student who wishes to study at the University of Warsaw for one or two semesters.
In order to be eligible the applicant has to be enrolled at a Higher Education Institution outside of Poland.
Visiting Students are required to register for UW courses worth at least 15 ECTS per semester.
Visiting Students study at UW on a payment basis.
1 teaching hour = 4 EUR

Course offer:
The University of Warsaw course offer is available at informatorects.uw.edu.pl

Details	
Code	BWZ-VISITING
Organizational unit	University of Warsaw
Ask a question	

Phase 1 (24.04.2025 10:13 – 21.03.2026 02:02)

[➔ Sign up](#)

13. Choose the correct period of study and click 'continue'.

Home → Offer → Visiting Student → New application

New application

[BWZ2025] Registration for short-term studies 2025/2026 (open)
[BWZ-VISITING] Visiting Student – Phase 1

Please choose which term or terms of study you want to apply for. Remember that you won't be able to change it.

Period of study

Full academic year

- First term
- Second term
- Full academic year

14. Click 'My account – Enrollment applications'.

Home → Offer → Visiting Student

Visiting Student

✓ You have successfully created a recruitment application. Go to the page [My account – Enrollment applications](#) to view the list of additional forms and/or documents that need to be printed and submitted.

An international student who wishes to study at the University of Warsaw for one or two semesters.
In order to be eligible the applicant has to be enrolled at a Higher Education Institution outside of Poland.
Visiting Students are required to register for UW courses worth at least 15 ECTS per semester.
Visiting Students study at UW on a payment basis.

Details	
Code	BWZ-VISITING
Organizational unit	University of Warsaw
Ask a question	

15. Fill out following points: 'Emergency contact person', 'Home university', 'International student', 'Language skills', 'Organizational unit*', 'Previous studies at the University of Warsaw', 'Support for persons with disabilities',.

NOTE: After answering the questions in each section click 'Save and return'.

*The **organizational unit** will be your main UW unit. The majority of your courses should be offered by this unit. The choice of the organizational unit is binding.

Description

[BWZ-VISITING] Visiting Student

Phase 1 edit 24.04.2025 - 21.03.2026 Application history	Recruitment fee <input type="radio"/> not required	Score ---	Qualification status ---	Decision ---
Period of study	First term			
Courses Choose	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 0).			
Additional information	Please provide additional information in order to complete registration. <div> <input checked="" type="radio"/> Emergency Contact Person (required) <input checked="" type="radio"/> Home University (required) <input checked="" type="radio"/> International student (required) <input checked="" type="radio"/> Language skills (required) <input checked="" type="radio"/> Organizational unit (required) <input checked="" type="radio"/> Previous Studies at the University of Warsaw (required) <input checked="" type="radio"/> Required documents (required) <input checked="" type="radio"/> Support for Persons with Disabilities (required) </div>			
Application has not been submitted yet.				
Documents and further steps				

16. Before you upload required documents go to the 'Courses' and click 'Choose'.

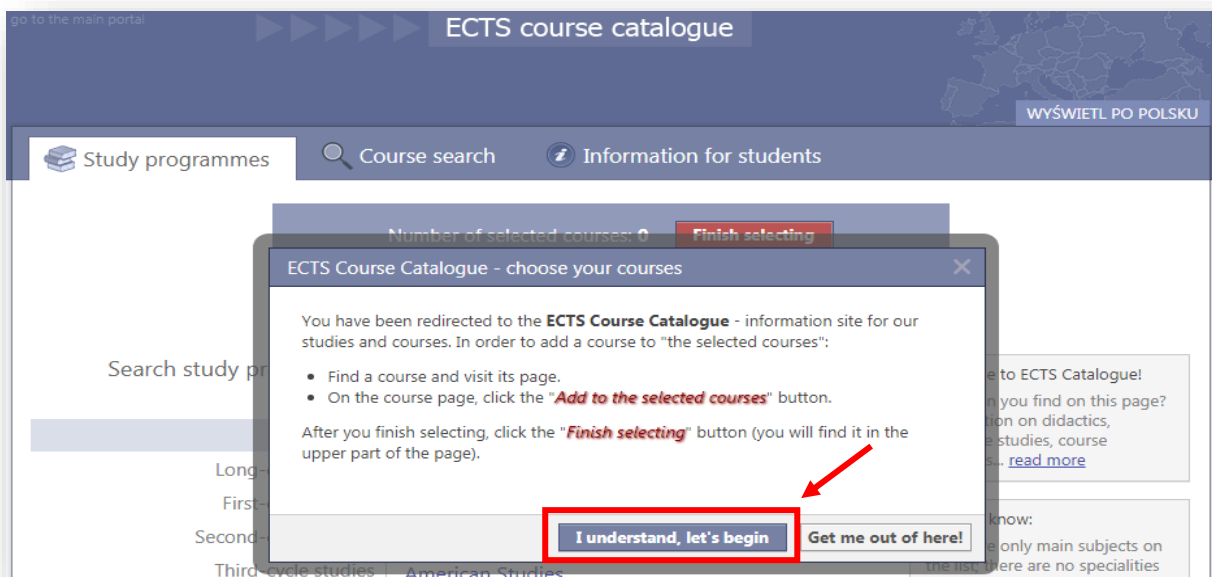
Description

[BWZ-VISITING] Visiting Student

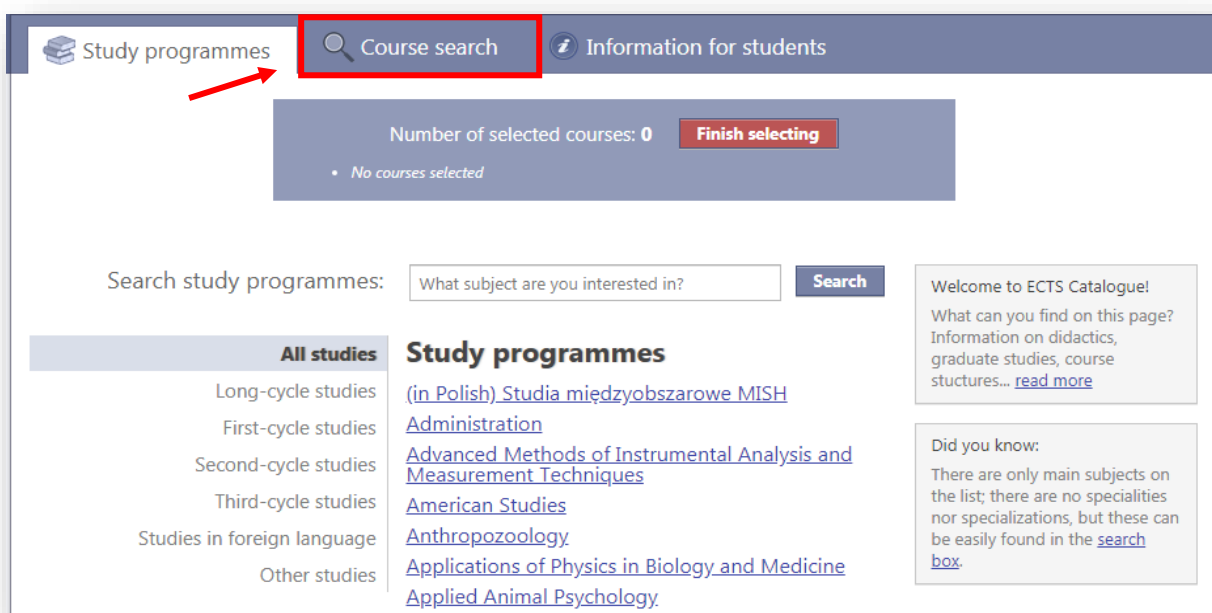
Phase 1 (✕ withdraw) 24.04.2025 - 21.03.2026 Application history	Recruitment fee <input type="radio"/> not required	Score ---	Qualification status ---	Decision ---
Period of study	Full academic year			
Courses Choose	Choose courses that you want to attend during your studies. ECTS credits limit: 60 (used: 0).			
Additional information	Please provide additional information in order to complete registration. <div> <input checked="" type="radio"/> Emergency Contact Person (filled out) <input checked="" type="radio"/> Home University (filled out) <input checked="" type="radio"/> International student (filled out) <input checked="" type="radio"/> Language skills (filled out) <input checked="" type="radio"/> Organizational unit (filled out) <input checked="" type="radio"/> Previous Studies at the University of Warsaw (filled out) <input checked="" type="radio"/> Required documents (filled out) <input checked="" type="radio"/> Support for Persons with Disabilities (filled out) </div>			
You need to submit your application in order to take part in the recruitment process. You need to fill in all the required information before you can submit your application.				
Documents and further steps				



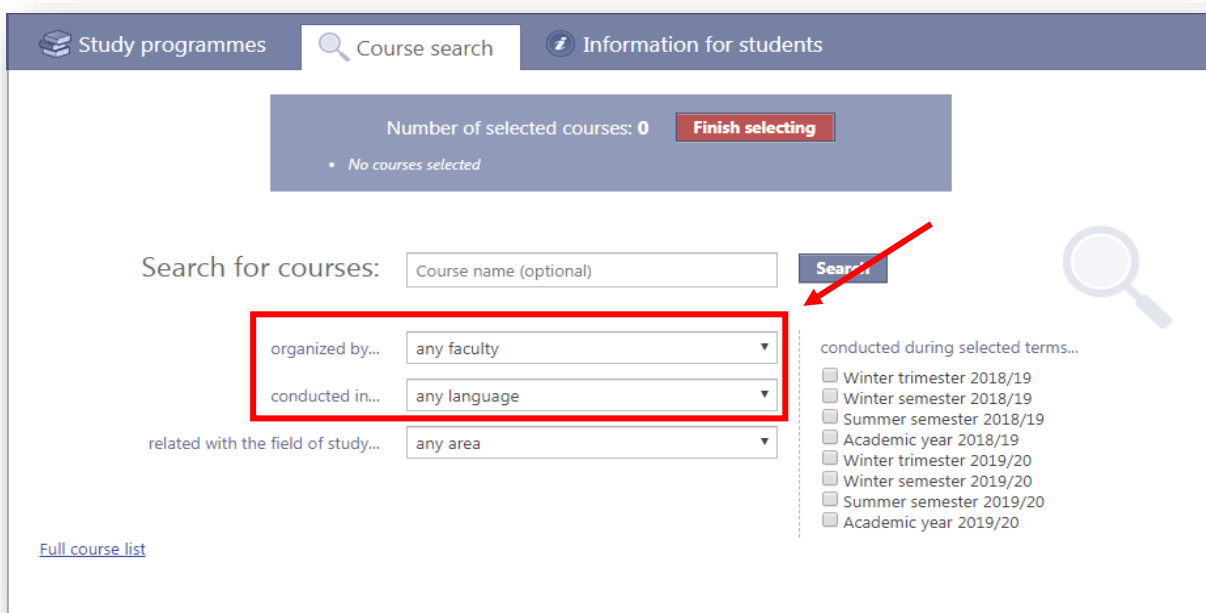
17. You will be redirected to the ECTS catalogue course.
Click 'I understand, let's begin'.



18. Select 'Course search'.



19. While browsing pay attention to the **unit** and **language of instruction**.



Before you start selecting the courses, remember:

- You can take courses for a **maximum of 30 ECTS per semester** (or 60 ECTS per academic year)
- You must select courses for a **minimum of 15 ECTS per semester** (or 30 ECTS per academic year)
- The majority of your courses should be offered by the unit you indicated as the **Organizational unit**
- Keep in mind that the course offer for the academic year you are applying for may be still updated. If you do not see any courses for the period of your studies, you can also select courses offered in the previous academic years. **The course selection in the online application is preliminary.**



20. Click 'Add to the selected courses' to confirm the selection.

NOTE: If you wish to add a course repeat steps 19 - 20.

The screenshot shows the 'Course search' tab in the 'Study programmes' section. At the top, a summary bar indicates 'Number of selected courses: 0' and a 'Finish selecting' button. Below this, a list of selected courses is empty, showing 'No courses selected'. The main content area displays details for the course 'Afro-American Novel after the 1930s: Practice and Critical Perspectives' (3301-LA2201). On the left, a red arrow points to the course details: 'Conducted in term: 2018Z', 'Erasmus code: 09.2', 'ISCED code: 0231', 'ECTS credits: 8', 'Language: English', and 'Organized by: Institute of English Studies'. On the right, a red box highlights the 'Add to the selected courses' button, with a red arrow pointing to it. Below the button, the course description, type (elective courses), and coordinators (Ewa Łuczak) are listed.

21. Once you have added all the courses, click 'Finish selecting'.

The screenshot shows the same course selection interface, but now the 'Number of selected courses' is 1. The 'Finish selecting' button is highlighted with a red box and a red arrow. The list of selected courses now includes 'Afro-American Novel after the 1930s: Practice and Critical Perspectives'. The course details on the right are the same as in the previous screenshot. A new message box appears: 'This course is now selected. Undo selection?'. The course details on the left remain the same.



22. You will be redirected to 'My account – enrollment applications' section. Click on 'Documents and further steps' to download and print your University of Warsaw Application Form.

Description

[BWZ-VISITING] Visiting Student

<div>Phase 1 (✕ withdraw) 24.04.2025 - 21.03.2026 Application history</div>	<div>Recruitment fee ○ not required</div>	<div>Score ---</div>	<div>Qualification status ---</div>	<div>Decision ---</div>				
<div>Period of study</div>	First term							
<div>Courses Choose</div>	<div>Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 16.00).</div> <ul style="list-style-type: none">○ [2103-L-D1PPRA] Basics of Knowledge of Law (ECTS: 3.00) ✕○ [2500-EN-PS-CSPS-05] Ethics in Therapeutic Contexts (ECTS: 2.00) ✕○ [2500-EN-PS-CSPS-08] Psychodynamic Psychotherapy (ECTS: 3.00) ✕○ [2500-EN-PS-OB1Z-S] Research Methods (ECTS: 8.00) ✕							
<div>Additional information</div>	<div>Please provide additional information in order to complete registration.</div> <ul style="list-style-type: none">✔ Emergency Contact Person (filled out)✔ Home University (filled out)✔ International student (filled out)✔ Language skills (filled out)✔ Organizational unit (filled out)✔ Previous Studies at the University of Warsaw (filled out)✔ Required documents (filled out)✔ Support for Persons with Disabilities (filled out)							
<div>You need to submit your application in order to take part in the recruitment process. <i>After submitting the application you won't be able to make any changes!</i></div> <div>✔ Submit</div>								
<div>📄 Documents and further steps</div>								

Documents and further steps

Required documents

Documents to download	
Enrollment application for short-term studies	Download

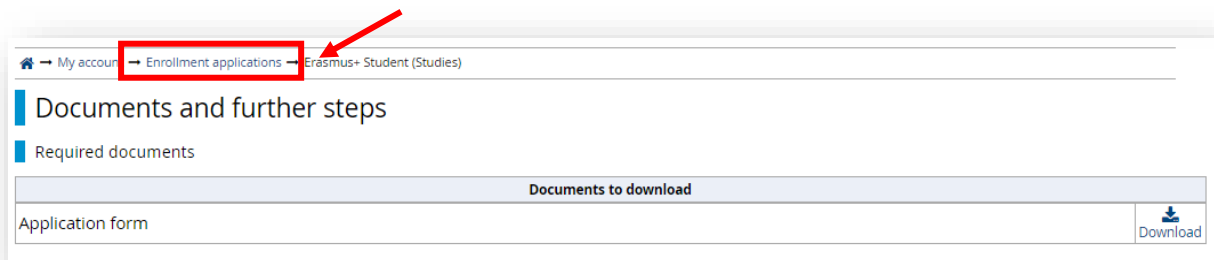


NOTE: The application form must be signed by the student and a representative of their home university.

Student's signature:		Date:
-----------------------------------	--	--------------------

HOME INSTITUTION	
(ERASMUS CODE	Discipline code – if applicable)
Name University of Haifa	
Address	
.....	
Departmental/institutional coordinator (name, telephone, e-mail):	
.....	
<i>I declare that that this student has been selected by this institution for Visiting Student and that the information provided on this form is correct.</i>	
Signature:	Date:
Stamp of the institution	<div style="border: 1px dashed black; width: 200px; height: 100px; margin: 0 auto;"></div>

23. Return to 'Enrollment applications'.





24. Select 'Short-term studies – required documents'.

Description

[BWZ-VISITING] Visiting Student

Phase 1 (✕ withdraw) 24.04.2025 - 21.03.2026 Application history	Recruitment fee ○ not required	Score ---	Qualification status ---	Decision ---
Period of study	First term			
Courses Choose	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 16.00). <ul style="list-style-type: none">[2103-L-D1PPRA] Basics of Knowledge of Law (ECTS: 3.00) ✕[2500-EN-PS-CSPS-05] Ethics in Therapeutic Contexts (ECTS: 2.00) ✕[2500-EN-PS-CSPS-08] Psychodynamic Psychotherapy (ECTS: 3.00) ✕[2500-EN-PS-OB1Z-S] Research Methods (ECTS: 8.00) ✕			
Additional information	Please provide additional information in order to complete registration. <ul style="list-style-type: none">✓ Emergency Contact Person (filled out)✓ Home University (filled out)✓ International student (filled out)✓ Language skills (filled out)✓ Organizational unit (filled out)✓ Previous Studies at the University of Warsaw (filled out)✓ Required documents (filled out)✓ Support for Persons with Disabilities (filled out)			
You need to submit your application in order to take part in the recruitment process. <i>After submitting the application you won't be able to make any changes!</i> Submit				
Documents and further steps				

25. Upload the required documents in **PDF format** and click 'Save and return'.

My account → Enrollment applications → Required documents

Required documents

Registration for short-term studies 2025/2026

Required documents:

- Transcript of Records or the last achieved university/higher education diploma issued in English or Polish
- Application form signed by applicant's home University (to print the application go to 'Documents and further steps')
- Language Certificate proving at least a B2 (CERF) level of English or Polish. Students of other modern languages are requested to upload a certificate proving at least a B2 level of their main study language
- Motivational letter

[List of English proficiency certificates accepted](#)
[List of Polish proficiency certificates accepted](#)

If a document has more than one page please scan all the pages into one file and upload the file. We accept documents issued in Polish or English.

Answer deadline: **21 Mar 2026, 2:02 a.m.**

* - Fields marked with asterisk symbol are required.

Transcript of Records or the last achieved higher education diploma *

Now: [Enrollment application for short-term studies \(1\).pdf](#)
Change: [Wybierz plik](#) Nie wybrano pliku
Transcript of Records or the last achieved higher education diploma

Application form signed by applicant's home University *

Now: [Enrollment application for short-term studies \(1\).pdf](#)
Change: [Wybierz plik](#) Nie wybrano pliku
Application form signed by applicant's home University

Language Certificate *

Now: [Enrollment application for short-term studies \(1\).pdf](#)
Change: [Wybierz plik](#) Nie wybrano pliku
Language Certificate

Motivation Letter *

Now: [Enrollment application for short-term studies \(1\).pdf](#)
Change: [Wybierz plik](#) Nie wybrano pliku
Motivation Letter

[Save](#)
[Save and return](#) [Save](#)

14



26. If all the points are green click 'Submit'.

Description

[BWZ-VISITING] Visiting Student

Phase 1 (✕ withdraw) 24.04.2025 - 21.03.2026 Application history	Recruitment fee ○ not required	Score ---	Qualification status ---	Decision ---
Period of study	First term			
Courses Choose	Choose courses that you want to attend during your studies. ECTS credits limit: 30 (used: 16.00). <ul style="list-style-type: none">[2103-L-D1PPRA] Basics of Knowledge of Law (ECTS: 3.00) ✕[2500-EN-PS-CSPS-05] Ethics in Therapeutic Contexts (ECTS: 2.00) ✕[2500-EN-PS-CSPS-08] Psychodynamic Psychotherapy (ECTS: 3.00) ✕[2500-EN-PS-OB1Z-S] Research Methods (ECTS: 8.00) ✕			
Additional information	Please provide additional information in order to complete registration. <ul style="list-style-type: none">✔ Emergency Contact Person (filled out)✔ Home University (filled out)✔ International student (filled out)✔ Language skills (filled out)✔ Organizational unit (filled out)✔ Previous Studies at the University of Warsaw (filled out)✔ Required documents (filled out)✔ Support for Persons with Disabilities (filled out)			
You need to submit your application in order to take part in the recruitment process. <i>After submitting the application you won't be able to make any changes!</i>				
<div>✔ Submit</div> <div>Documents and further steps</div>				

27. Your application has been submitted. Monitor the Enrollment applications section for updates regarding your application.

My account → Enrollment applications

My account

Account settings | Personal forms | Enrollment applications | Payments | Messages | Notifications | Clauses and consents | Help

✔ Your application has been submitted.

Enrollment applications

[BWZ2023] Registration for short-term studies 2023/2024 (open)

Academic year 2023

Description

[BWZ-ERASMUS-PLUS] Erasmus+ Student (Studies)

Phase 1 04.04.2023 - 05.04.2024 Application history	Recruitment fee ○ not required	Score ---	Qualification status ---	Decision ---
Period of study	Full academic year			
Courses	Choose courses that you want to attend during your studies. ECTS credits limit: 60 (used: 4.00). <ul style="list-style-type: none">[2200-1W130N] International Economic Law (ECTS: 4.00)			

15