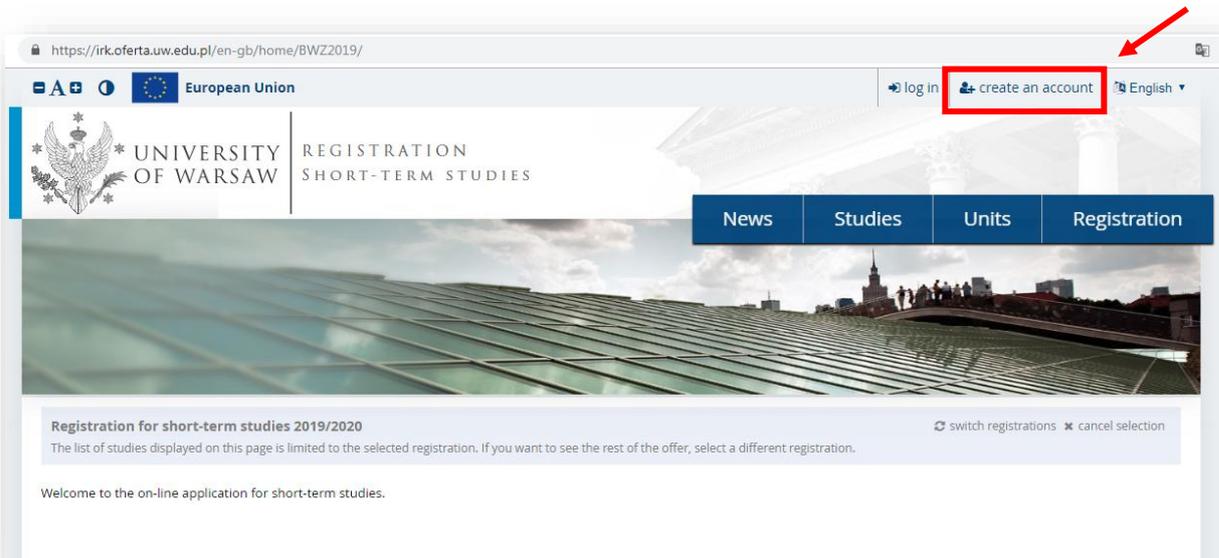


Application for the Visiting Students Programme - guide

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

i **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 on the University of Warsaw website. At the top, there is a navigation bar with 'News', 'Studies', 'Units', and 'Registration' tabs. Below the navigation bar, the page title is 'Create an account'. The form contains three input fields: 'Email address' (with the value 'mariadelcarmen.wojcikrodriguez@gmail.com'), 'Password', and 'Confirm password'. A blue button labeled 'Create an account' is located at the bottom right of the form, highlighted with a red box and a red arrow pointing to it.

The screenshot shows the 'Login' page on the University of Warsaw website. At the top, there is a navigation bar with 'News', 'Studies', 'Units', and 'Registration' tabs. Below the navigation bar, the page title is 'Login'. A blue message box at the top left contains the text: 'A message with activation link has been sent to the address: mariadelcarmen.wojcikrodriguez@gmail.com'. Below the message box, there is a 'Login' form with 'Email address' and 'Password' input fields, a 'Log in' button, and links for 'forgot password' and 'create an account'. A red arrow points to the message box.

- 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 content includes 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: https://irk.oferta.uw.edu.pl/auth/activate/4a7438e7-685b-44a3-999a-5abfefe00f51/'. The activation link is highlighted with a red box and a red arrow pointing to it. The email also includes contact information for the University of Warsaw and a link to the settings page.



5. Log in.

6. Click on 'Personal forms'.



7. 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*	<input type="text"/>	0 / 40
Second name	<input type="text"/>	0 / 40
If you don't have a middle name, leave this field empty.		
Surname*	<input type="text"/>	0 / 40
PESEL number	<input type="text"/>	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	<input type="text"/>	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.

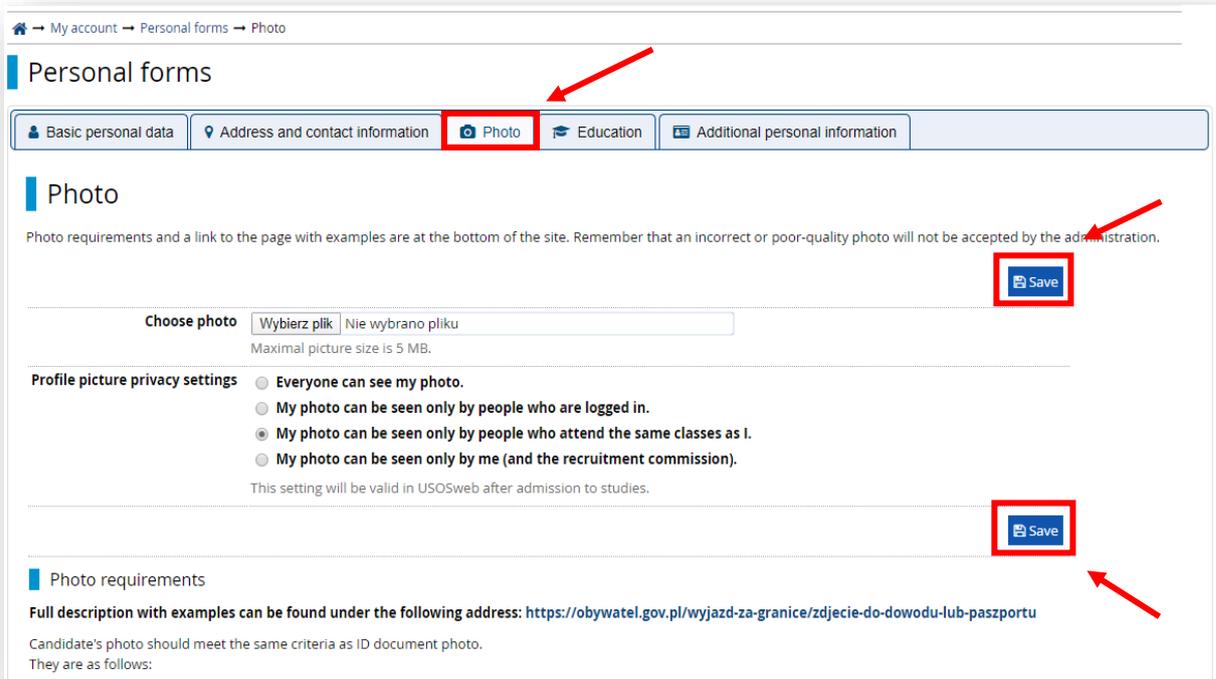
* Fields marked with asterisk symbol are required.

Save

First name*	Maria Del Carmen	16 / 40
Second name	<input type="text"/>	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.

Save

Choose photo Wybierz plik | 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.

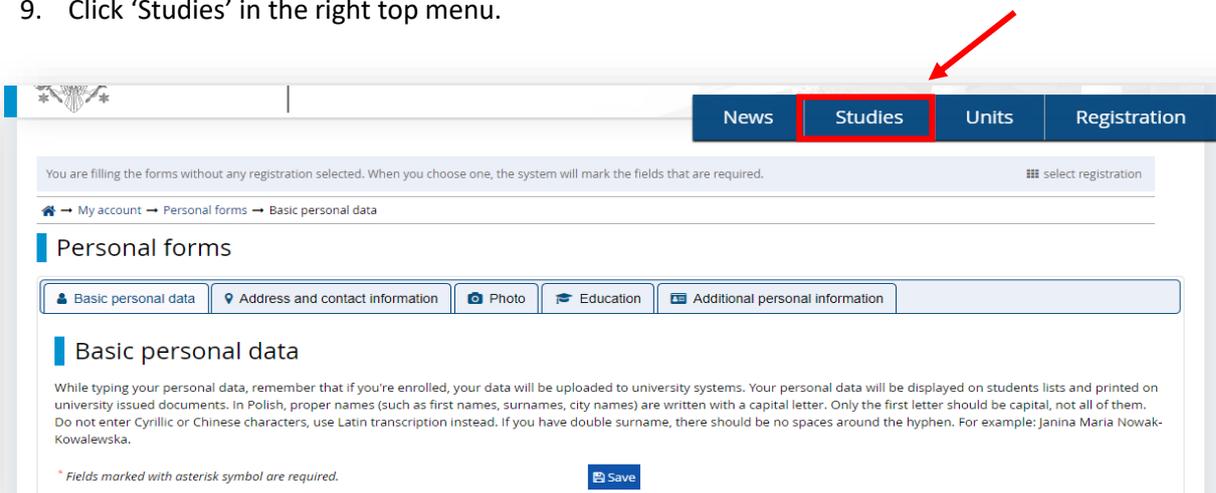
Save

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

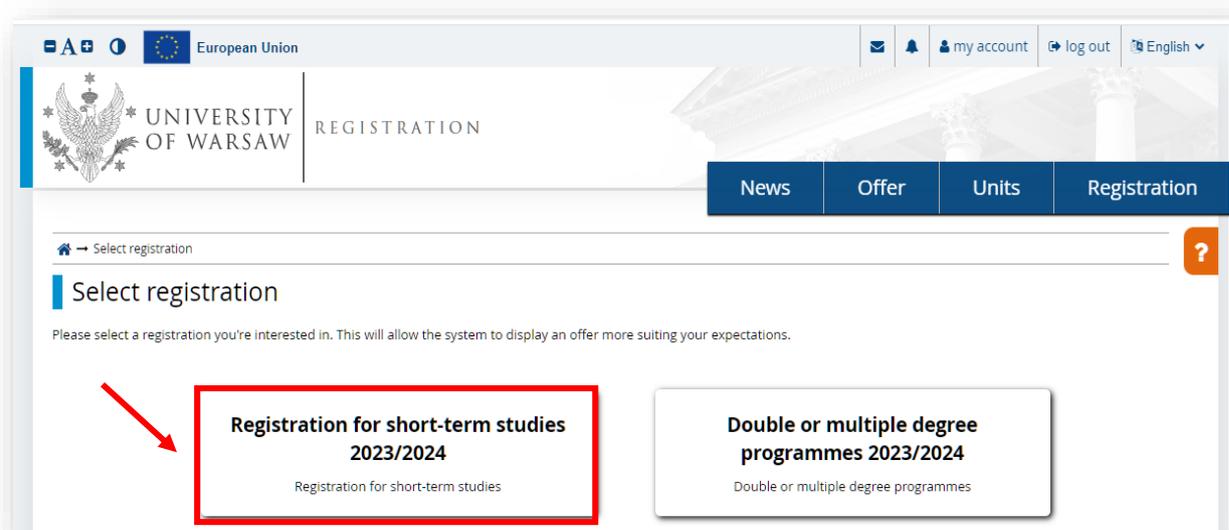
Basic personal data

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.

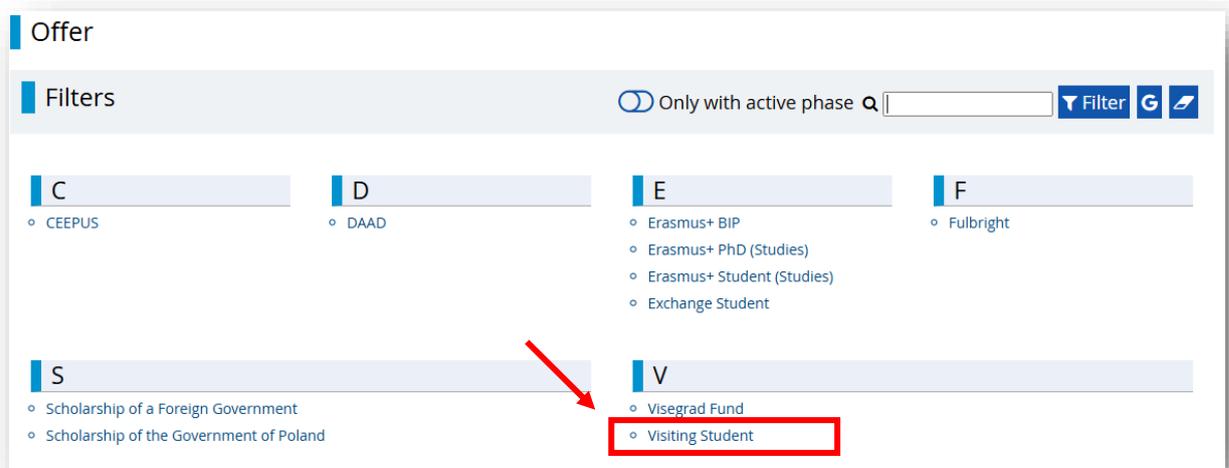
Save

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



The screenshot shows the 'REGISTRATION' section of the University of Warsaw website. At the top, there is a navigation bar with 'News', 'Offer', 'Units', and 'Registration' tabs. Below this, a search bar contains 'Select registration'. The main content area is titled 'Select registration' and includes a sub-header: 'Please select a registration you're interested in. This will allow the system to display an offer more suiting your expectations.' Two registration options are presented as cards. The first card, 'Registration for short-term studies 2023/2024', is highlighted with a red box and a red arrow pointing to it. The second card is 'Double or multiple degree programmes 2023/2024'.

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



The screenshot shows the 'Offer' page with a 'Filters' section. At the top right of the filters, there is a search bar with the text 'Only with active phase' and a search icon. Below this, there are several filter categories: '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), and 'V' (Visegrad Fund, Visiting Student). The 'Visiting Student' option under the 'V' category is highlighted with a red box and a red arrow pointing to it.



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 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. <ul style="list-style-type: none"> <input type="radio"/> Emergency Contact Person (required) <input type="radio"/> Home University (required) <input type="radio"/> International student (required) <input type="radio"/> Language skills (required) <input type="radio"/> Organizational unit (required) <input type="radio"/> Previous Studies at the University of Warsaw (required) <input type="radio"/> Required documents (required) <input type="radio"/> Support for Persons with Disabilities (required) 			
Application has not been submitted yet.				
Documents and further steps				

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

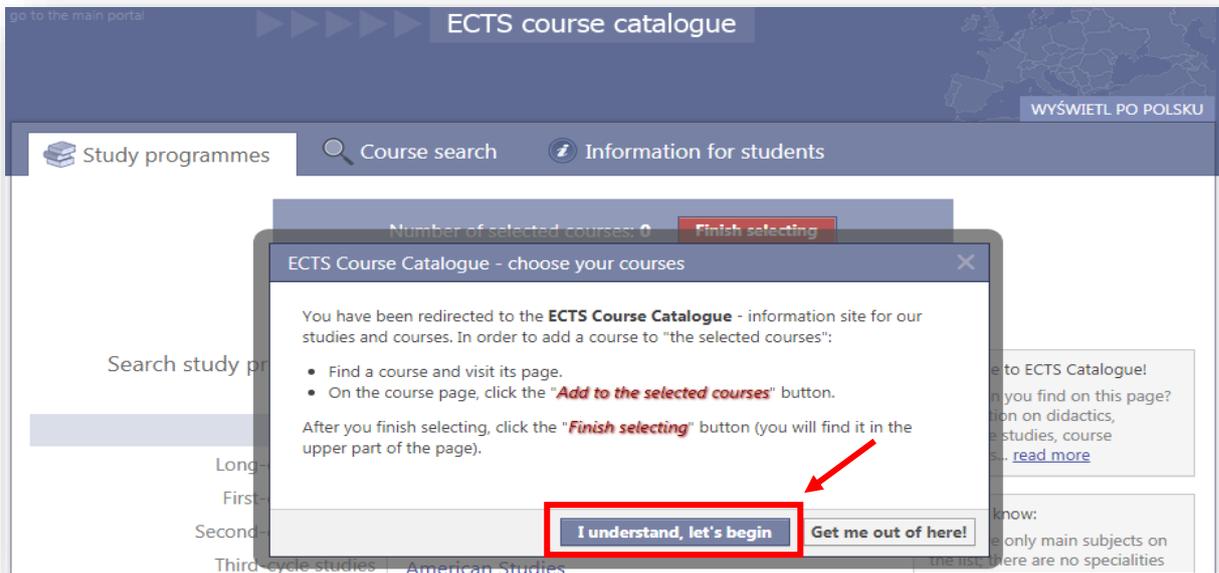
Description

[BWZ-VISITING] Visiting Student

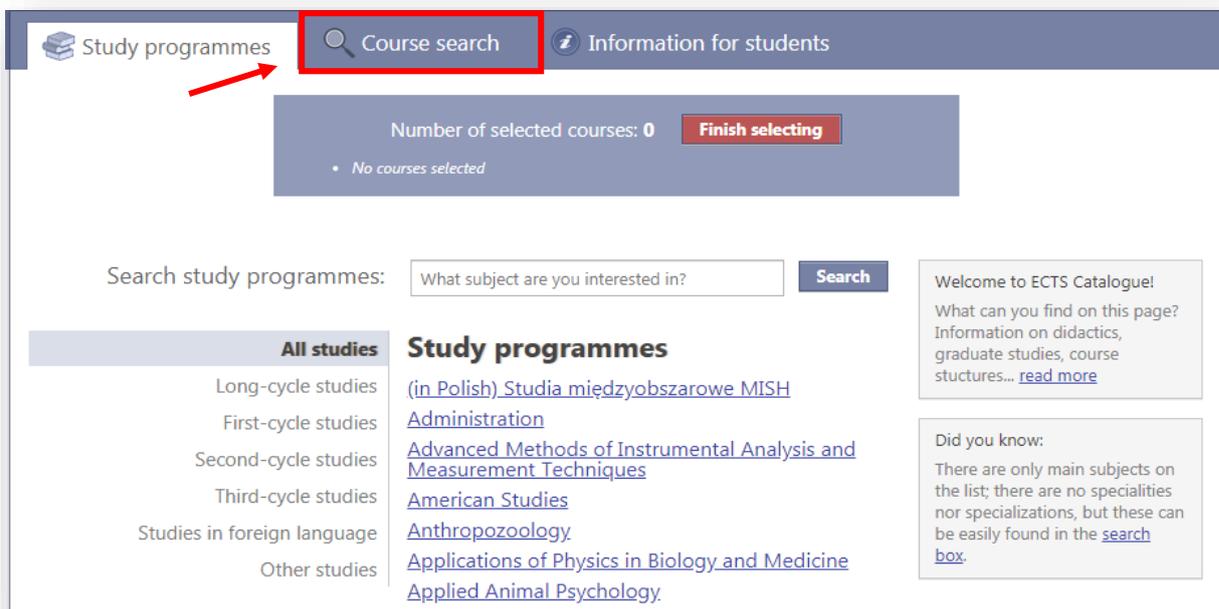
Phase 1 (✖ withdraw) 24.04.2025 - 21.03.2026 Application history	Recruitment fee not required	Score ---	Qualification status ---	Decision ---
Period of study	Full academic year			
Courses Choose	Choose courses that you want to attend during your studies. ECTS credits limit: 60 (used: 0).			
Additional information	Please provide additional information in order to complete registration. <ul style="list-style-type: none"> <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) 			
You need to submit your application in order to take part in the recruitment process. <i>You need to fill in all the required information before you can submit your application.</i>				
Documents and further steps				



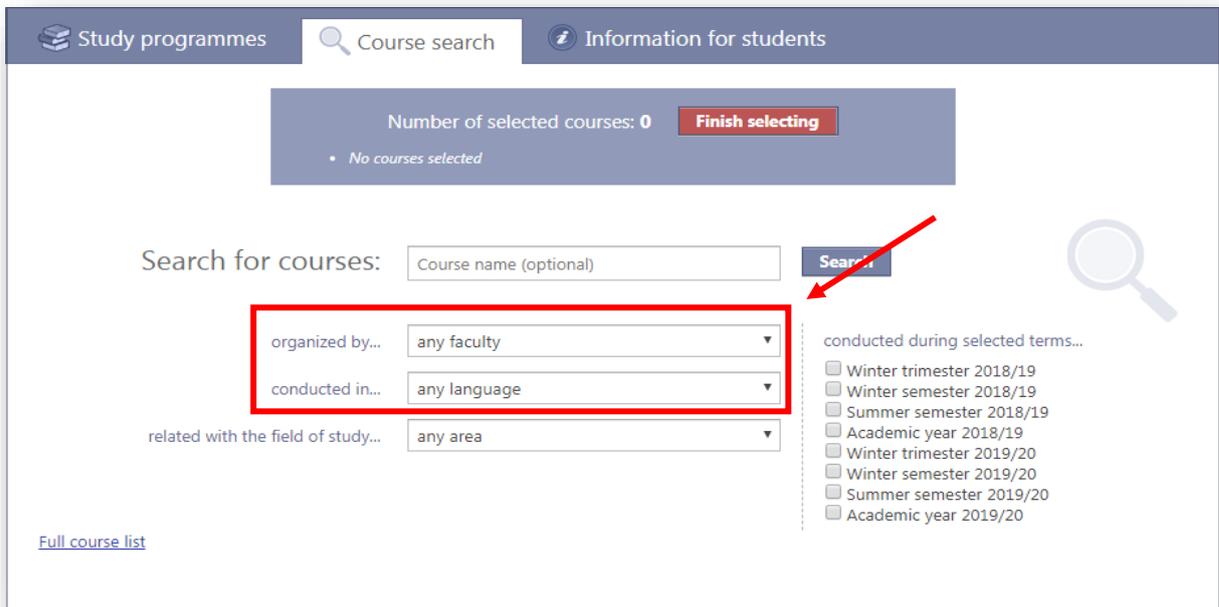
17. You will be redirected to the ECTS catalogue course.
Click 'I understand, let's begin'.



18. Select 'Course search'.



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



Study programmes | Course search | Information for students

Number of selected courses: 0 **Finish selecting**

• No courses selected

Search for courses: **Search**

organized by...

conducted in...

related with the field of study...

conducted during selected terms...

- Winter trimester 2018/19
- Winter semester 2018/19
- Summer semester 2018/19
- Academic year 2018/19
- Winter trimester 2019/20
- Winter semester 2019/20
- Summer semester 2019/20
- Academic year 2019/20

[Full course list](#)



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 a web interface for selecting courses. At the top, there are navigation tabs: 'Study programmes', 'Course search', and 'Information for students'. Below the tabs, a summary bar indicates 'Number of selected courses: 0' and a red 'Finish selecting' button. 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, there are details about the term (2018Z), codes (Erasmus: 09.2, ISCED: 0231), credits (8), language (English), and the organizing institute (Institute of English Studies). On the right, there is a description of the course, its type (elective), and the coordinator (Ewa Łuczak). A red box highlights the 'Add to the selected courses' button, with a red arrow pointing to it from the right.

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

The screenshot shows the same web interface as above, but now one course has been selected. The summary bar shows 'Number of selected courses: 1' and the 'Finish selecting' button is highlighted with a red box and a red arrow pointing to it from the right. The list of selected courses now includes 'Afro-American Novel after the 1930s: Practice and Critical Perspectives'. The main content area displays the same course details as in the previous screenshot. A blue box with the text 'This course is now selected. Undo selection?' is positioned above the course description. The 'Finish selecting' button is highlighted with a red box and a red arrow pointing to it from the right.



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

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				

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
.....

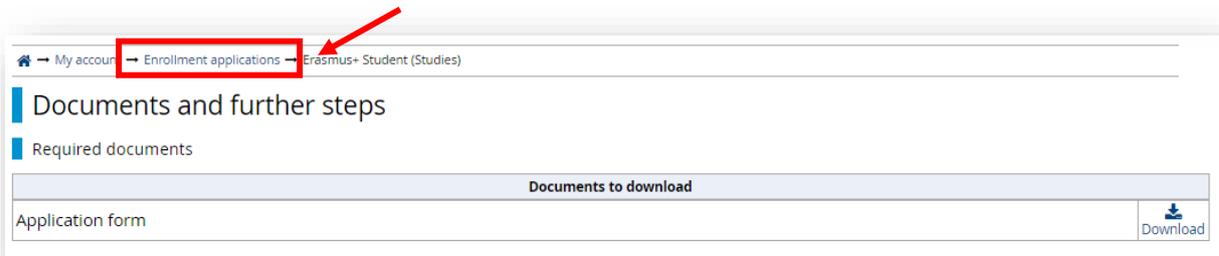
Departmental/institutional coordinator (name, telephone, e-mail):
.....

I declare that that this student has been selected by this institution for Visiting Student and that the information provided on this form is correct.

Signature: **Date:**

Stamp of the institution

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).

- [2103-L-D1PPRAJ] Basics of Knowledge of Law (ECTS: 3.00) ✖
- [2500-EN-PS-CSP5-05] Ethics in Therapeutic Contexts (ECTS: 2.00) ✖
- [2500-EN-PS-CSP5-08] Psychodynamic Psychotherapy (ECTS: 3.00) ✖
- [2500-EN-PS-OB1Z-SJ] Research Methods (ECTS: 8.00) ✖

Additional information

Please provide additional information in order to complete registration.

- ✔ 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.
After submitting the application you won't be able to make any changes!

[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:

1. **Transcript of Records or the last achieved university/higher education diploma** issued in English or Polish
2. **Application form** signed by applicant's home University (to print the application go to 'Documents and further steps')
3. **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
4. **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.

[Save](#)

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



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>				
<input checked="" type="button" value="Submit"/>				

[Documents and further steps](#)

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)			