

IRK registration instructions

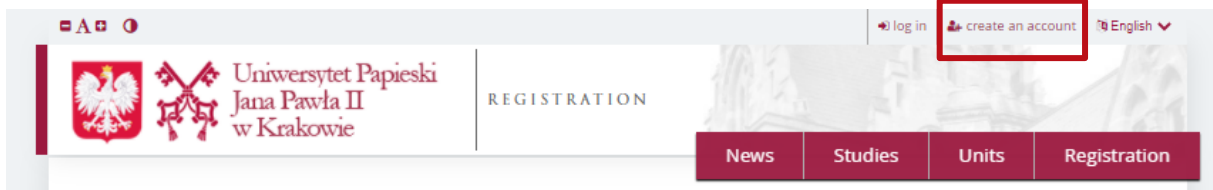
for candidates for studies at The Pontifical
University of John Paul II in Krakow

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STEP 1. CREATE AN ACCOUNT IN THE SYSTEM

To create an account in the online Candidate Registration system, click on the top right the *Create an Account* button.



Read the *Information Clause on the processing of personal data as part of the university recruitment process* and confirm that you have taken note of it.

Obowiązek podania danych i konsekwencja niepodania danych

Podanie danych osobowych jest dobrowolne, jednak ich przetwarzanie przez Administratora jest niezbędne do przeprowadzenia postępowania rekrutacyjnego na studia oraz wywiązania się ze spoczywających na Administratorze obowiązków prawnych. Konsekwencją niepodania danych osobowych będzie brak możliwości udziału w procesie rekrutacyjnym.

I have read and accept the above information

[I resign](#) [Continue](#)

Enter your email address and password and click on *Create an Account*.

Create an account

Email address 0 / 100

Password

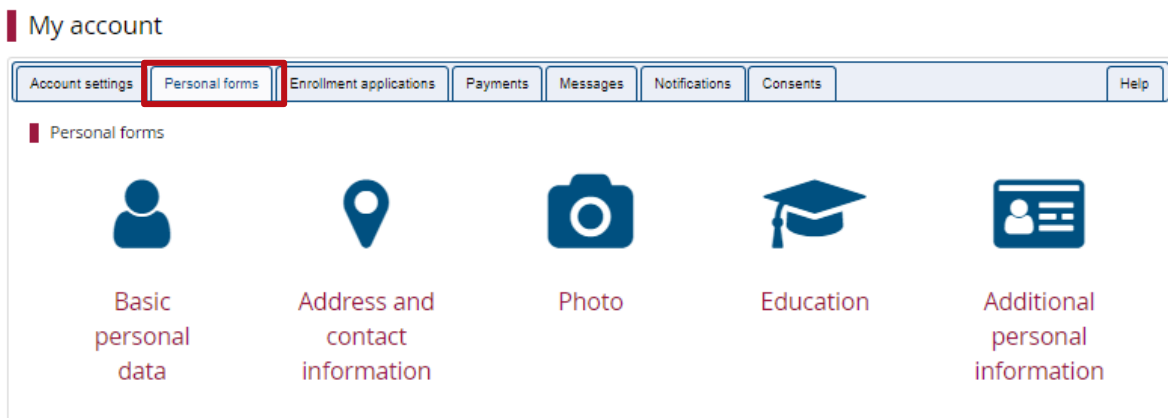
Confirm password

[Create an account](#)

You will receive an automatic email with a link to activate your account.

STEP 2. COMPLETION OF DATA IN THE PERSONAL FORM

Select the *Personal Forms* tab and complete **all required information** (these are marked with an asterisk) by the end of electronic registration for that round.



The data is grouped into the following sections:

Basic personal information

They are completed according to **the identity document**.

Address and contact information

Will be used to contact the candidate/student.

Photo

It is an **obligatory element**. Without a photo uploaded and approved by the Administrator, it is not possible to download the enrolment form, which should be submitted along with other required documents in case of being accepted to the university.

The photo will also be used for preparing an electronic student ID card; therefore, **it must meet the requirements for a photo ID card**.

Education

Depending on the level of study for which you wish to apply, you must complete the section:

- 1) *Secondary education information* - if you are applying for admission to a first degree program or a unified master's degree program; or
- 2) *Higher education information* - if you are applying for admission to a second cycle programme

Laureates and finalists of central-level olympics additionally fill out the section:

Olympiads and other documents granting exemption in the recruitment process - in this section, please attach certificates of having been awarded the title of laureate or finalist of an Olympiad/competition considered in the recruitment process for a given studies.

Persons who do not have Polish citizenship and all candidates applying for admission to study in English should also complete this section:

Certificates and other documents required for admission to the studies - here you should plug in a certificate of knowledge of the relevant language at the required level.

Secondary Education Information

To complete the section, click on *Save and add document*

Secondary education	
High school type	-----
High school name	0 / 200
Start entering name of your school and the system will display a list of hints. Please enter a town name to display a list of schools that are based in it. Example: after typing 'Warsaw XXI' the system will display a list of schools based in Warsaw that contain 'XXI' in their name. If the school you are looking for is not on the list, please enter it manually.	
High school city	0 / 50
Documents	Add information about your maturity or equivalent documents below (concerns only candidates for first degree studies).
<input type="button" value="Save and add certificate"/>	

and then complete at least the information on:

- the **type** of document, choosing from:
 - new matura* diploma (Polish maturity diploma passed since 2005),
 - old maturity* diploma (Polish maturity diploma passed before 2005),
 - Foreign maturity diploma (high school)* - document obtained outside the borders of Poland entitling to pursue higher education in the country of origin,
 - International Baccalaureate* - document obtained after completing the IB Diploma Programme (IB DP),
 - European Baccalaureate* - a document issued by European Schools in accordance with the *Luxembourg Convention*;
- year** of obtaining the document - in the case of this year's Baccalaureate graduates, the current year should be entered, even if the certificate has not yet been issued;
- country of issue of the document.

In case of this year's secondary school graduates, the remaining data can be supplemented after they receive their certificate until the electronic registration is closed in a given phase!

Click on the *Save* button,

Add a document	
* Fields marked with asterisk symbol are required.	
Document type*	Foreign maturity diploma (high school) with the translation into Polish and with apostille/legalisation
Document year*	Document year should be the same as in the issue date. If you don't have the document yet, but you will obtain it soon, please enter the current year.
Document number	0 / 200
There should be no spaces in the number. If you took resit exams, please enter the document number and all annex numbers separated with commas.	
Date of issue	dd.mm.rrrr
Issuing institution type	----
Issuing institution name	0 / 200
Please enter a town to display a list of institutions that are based in it. If the institution you are looking for is not on the list, please enter it manually.	
Place of issue	0 / 80
Country of issue*	-----
Short comment	0 / 500
If you're adding an unknown type of document you should describe it!	
<input type="button" value="Save and return"/> <input type="button" value="Save"/>	

and then proceed to edit the exam results by clicking on the *Save and Edit Exam Results* button.

* Fields marked with asterisk symbol are required.

Document type	Foreign maturity diploma (high school) with the translation into Polish and with apostille/legalisation	Save
Document year*	2012 <small>Document year should be the same as in the issue date. If you don't have the document yet, but you will obtain it soon, please enter the current year.</small>	
Date of issue	dd.mm.rrrr	<input type="checkbox"/>
Issuing institution name	<input type="text"/> <small>Please enter a town to display a list of institutions that are based in it. If the institution you are looking for is not on the list, please enter it manually.</small>	0 / 200
Issuing institution type	---	▼
Place of issue	<input type="text"/>	0 / 80
Country of issue*	China	▼
Short comment	<input type="text"/> <small>If you're adding an unknown type of document you should describe it!</small>	0 / 500

A file is required for this certificate. Maximal number of files: 3.

Save and add file

Save and return Save and edit exam results Save

If you select: a foreign document, International Baccalaureate, or European Baccalaureate, this step is preceded by the need to upload a scan to the system:

- of the selected document;
- its official translation into Polish, and if applying for admission to a degree programme conducted in English, into Polish or English;
- apostile/legalization of a given document.

Details of the requirements for foreign documents can be found here:

- 1) <https://rekrutacja.upjp2.edu.pl/en/foreign-documents/documents-issued-abroad>
- 2) <https://rekrutacja.upjp2.edu.pl/en/foreign-documents/recruitment-on-the-basis-of-foreign-documents>

Short comment	<input type="text"/> <small>If you're adding an unknown type of document you should describe it!</small>	0 / 500
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A file is required for this certificate. Maximal number of files: 3.

Save and add file

Save and return Save and edit exam results Save

At this stage, the results of the exams, which are the basis for applying for admission to university should be completed. In order to fill in the results of particular exams, tick the checkbox next to a given subject in the column *Taken*, and then in the column *I know my result* and enter the obtained value.

Foreign maturity exam

Taken	Exam name	Level	Exam score		
			I know my result	Value	Scale
<input checked="" type="checkbox"/>	The result obtained from the written examination in the language in which the baccalaureate is obtained (modern foreign language)	---	<input type="checkbox"/>	<input type="text"/>	-- select --
<input checked="" type="checkbox"/>	The result obtained in the written examination in an additional subject	---	<input type="checkbox"/>	<input type="text"/>	-- select --
			Comment	--	

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

In case **the result is not yet known**, check the box next to the subject in the column *Taken*, and after getting the result please edit the exam value as well as other information about the certificate. **This must be done no later than the end of electronic registration.**

In order to edit the exam results, click on the button *Edit exam results* next to the appropriate document in the *Education* section.

Documents Add information about your maturity or equivalent documents below (concerns only candidates for first degree studies).

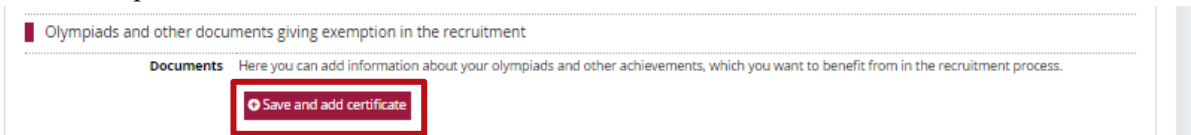
Foreign maturity diploma (high school) with the translation into Polish and with apostille/legalisation	Document year: 2012	Edit exam results
	Date of issue:	
	Issuing institution name:	
	Place of issue:	
	Country of issue: China	
	edit delete	

Fields missing:
- date of issue
- Issuing Institution
- file
- exam scores

[Save and add certificate](#)

Olympiads and other documents giving exemption in the recruitment process

If you are a finalist or a laureate of an Olympiad, which is recognized in the recruitment process for a given university programme, you should attach a scan of a certificate confirming this fact. As in the previous step, to add a certificate, click on the *Add document* button,



Olympiads and other documents giving exemption in the recruitment

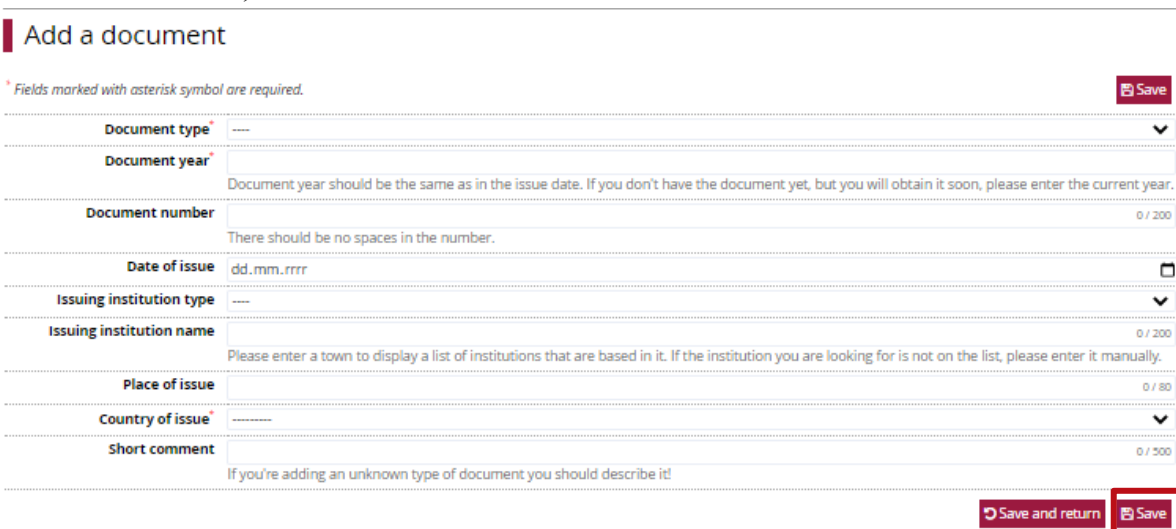
Documents Here you can add information about your olympiads and other achievements, which you want to benefit from in the recruitment process.

Save and add certificate

and then select the **type of document** (name of Olympiad) from the list and indicate at least:

- **the year** it was obtained;
- **the country** in which the certificate was issued

and click on the *Save*,



Add a document

* Fields marked with asterisk symbol are required.

Save

Document type* ---

Document year* Document year should be the same as in the issue date. If you don't have the document yet, but you will obtain it soon, please enter the current year.

Document number 0 / 200 There should be no spaces in the number.

Date of issue dd.mm.rrrr

Issuing institution type ---

Issuing institution name 0 / 200 Please enter a town to display a list of institutions that are based in it. If the institution you are looking for is not on the list, please enter it manually.

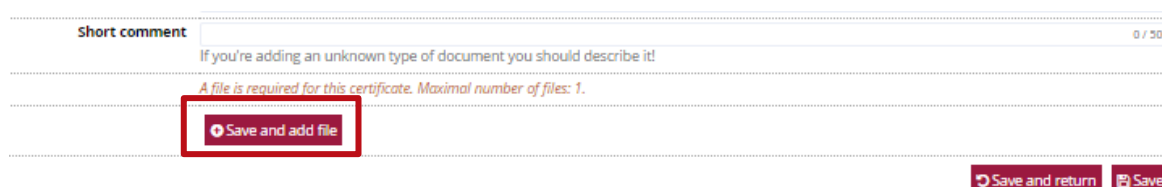
Place of issue 0 / 80

Country of issue* -----

Short comment 0 / 500 If you're adding an unknown type of document you should describe it!

Save and return **Save**

and then in *Save and add the file*.



Short comment 0 / 500 If you're adding an unknown type of document you should describe it!

A file is required for this certificate. Maximal number of files: 1.

Save and add file

Save and return **Save**

Certificates and other documents required for study

In this section, **foreigners** applying for admission to **degree programmes conducted in Polish** must enclose a certificate of Polish language competence at least B1 level. Detailed information on confirming the knowledge of Polish language can be found here:

<https://upjp2.nowybip.pl/article/zarzadzenie-nr-13-ukosnik-2021-rektora-upjpii-z-dnia-26-marca-2021-r-w-spr-zasad-podejmowania-i-odbywania-studiow-wyzszych-przez-cudzoziemcow-na-upjpi>

Also in this section, candidates applying for admission to degree programmes conducted in English shall attach a certificate confirming language proficiency at

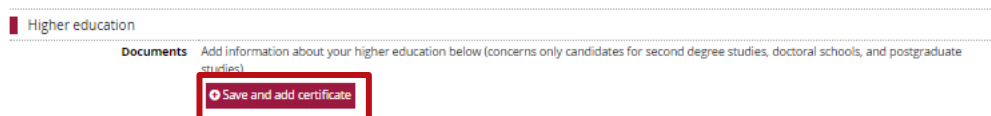
- a) at least B1, when applying for first-cycle programmes or long-cycle programmes
- b) at least B2 when applying for admission to second-cycle programmes.

Detailed information about proving the knowledge of English language can be found here:

<https://rekrutacja.upjp2.edu.pl/en/foreign-documents/language-level-confirmation>

Higher education

To complete the section, click on the *Save and Add Document* button,



and then fill in at least the information about:

- the type of document;
- the year it was obtained;
- the country of issue.

Click on the *Save* button,

Add a document

* Fields marked with asterisk symbol are required.

Document type* Foreign diploma of university graduation with translation into Polish

Document year* 2017
Document year should be the same as in the issue date. If you don't have the document yet, but you will obtain it soon, please enter the current year.

Document number 123456789
There should be no spaces in the number.

Date of issue 15.07.2017

Issuing institution type Foreign higher education institution

Issuing institution name Peking University
Please enter a town to display a list of institutions that are based in it. If the institution you are looking for is not on the list, please enter it manually.

Place of issue Beijing

Country of issue* China

Short comment |
If you're adding an unknown type of document you should describe it!

Depending on document type you may be able to upload files with a scan of this document. The table below shows how many files can be uploaded for a document of any type. The possibility of uploading files appears only after saving info on the document.

Document type	File required	Max number of files
Polish diploma of doctor	no	1
Foreign diploma of university graduation with translation into Polish	yes	10
Polish diploma of engineer	no	1
Polish diploma of bachelor	no	1
Polish diploma of master	no	1

and then proceed to edit the exam results by clicking on the *Save and Edit Exam Results* button.

Higher education

Student number D14356 6 / 12
 Student number at the Pontifical University of John Paul II in Krakow (if you are or were a student).

Documents Add information about your higher education below (concerns only candidates for second degree studies, doctoral schools, and postgraduate studies).

Foreign diploma of university graduation with translation into Polish Edit exam results

Document year: 2017
 Document number: 123456789
 Date of issue: 15.07.2017
 Issuing institution name: Peking University
 Place of issue: Beijing
 Country of issue: China

Fields missing:
 - file
 - exam scores

edit delete

Save and add certificate

At this stage it is necessary to complete the results constituting the basis for the application for admission to the second cycle studies. In case of applying for admission on the basis of a foreign diploma - **the graduation result**, i.e. grade on the diploma, or if there is no such grade: the grade point average.

In order to complete the results, it's needed to check the box next to the exam in the column *Taken*, and then in the column *I know my result* enter the value obtained.

Foreign diploma

Save

Taken	Exam name	Level	Exam score		
			I know my result	Value	Scale
<input checked="" type="checkbox"/>	Graduation score, as a rule the grade on the diploma, and in case of its absence: point score, average grade from the studies	---	<input checked="" type="checkbox"/>	<input type="text" value="70"/>	--select--
			Comment	-	

Save and return Save

Applying for admission to a second cycle programme, please also indicate the grading scale in which the result was awarded, i.e. the lowest grade that can be obtained (meaning failing) and the highest.

Foreign diploma

Save

Taken	Exam name	Level	Exam score		
			I know my result	Value	Scale
<input checked="" type="checkbox"/>	Graduation score, as a rule the grade on the diploma, and in case of its absence: point score, average grade from the studies	---	<input checked="" type="checkbox"/>	<input type="text" value="70"/>	foreign rating scale From 50 To 100
			Comment	-	

Save and return Save

Additional personal information

In this section you need to fill in the data concerning your identity document, i.e. ID card or passport.

Foreign candidate

This section is to be completed only by persons who **do not have Polish citizenship** by checking the box next to the appropriate status of the foreigner and clicking on Save. Each status should be confirmed by an appropriate document.

Kandydat zagraniczny

Ten formularz dotyczy tylko osób bez polskiego obywatelstwa.

* Pola oznaczone symbolem gwiazdki są wymagane.

 Zapisz

Status cudzoziemca w Polsce*

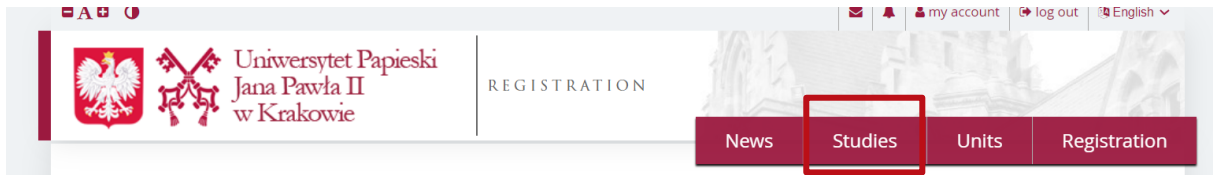
- Korzystam na terenie RP z ochrony uzupełniającej lub czasowej
- Posiadam ważną Kartę Polaka
- Posiadam status rezydenta długoterminowego UE
- Posiadam pozwolenie na pobyt stały na terenie Polski
- Posiadam na terenie RP status uchodźcy
- Jestem obywatelem państwa UE/EFTA lub członkiem jego rodziny, mieszkającym w Polsce ?
- Posiadam certyfikat znajomości języka polskiego na poziomie co najmniej C1 wydany przez Państwową Komisję do Spraw Poświadczania Znajomości Języka Polskiego jako Obcego
- Posiadam decyzję w sprawie stwierdzenia polskiego pochodzenia
- Jestem małżonkiem, dzieckiem lub rodzicem obywatela RP i mieszkam na terenie Polski
- Udzielono mi zezwolenia na pobyt czasowy ?

Nie spełniam żadnego z wymienionych warunków

 Zapisz

STEP 3. ENROLLMENT

Once the required data have been completed in the *Personal Forms* tab, choose the programme by selecting the *Studies* button,

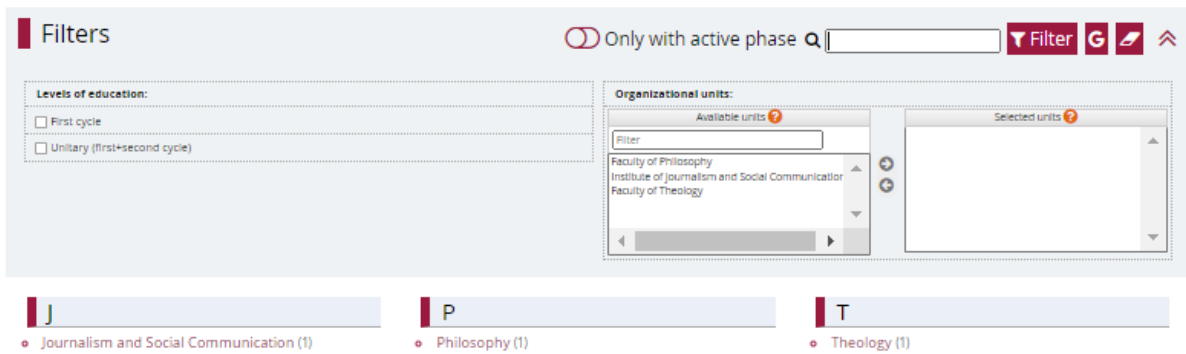


and then the recruitment of interest



and faculty.

Studies



To sign up for a particular course of study, click on the *Sign Up* button

Table of contents	
Details	
Code	KPW-SM-p
Organizational unit	Institute of Journalism and Social Communication
Field of studies	Promotional and image communication - advertisement, branding, public relations
Form of studies	Full-time
Level of education	Second cycle
Language(s) of instruction	Polish
Minimum number of students	15
Admission limit	70
Duration	2 lata (4 semestry)
Recruitment committee address	kpw@upjp2.edu.pl
Required documents	Tertiary Education
✉ Ask about this programme	
Phase 3 (31.07.2020 14:00 – 25.09.2020 15:00)	
➔ Sign up	
<small>(show past turns)</small>	

The system will allow to select the document based on which we want to apply for study (e.g. if we have added 2 study diplomas to the system), and the source of study funding. After completing these two fields, click on the *Continue* button.

New application

In order to apply, you need to choose a document entitling you to undertake studies, which will be associated with this application.

Since you are not a Polish citizen, you have to determine your source of financing.

Studies	[KPW-SM-p] Promotional and image communication - advertisement, branding, public relations
Registration	Second cycle programme - for Polish citizens and foreigners
Phase	Phase 3 (31.07.2020 14:00 – 25.09.2020 15:00) 👁 Qualification criteria for this phase
Document entitling to undertake studies	Foreign diploma of university graduation with translation into Polish nr 123456789 issued on 15.07.2017 by Peking University
Source of education financing	Nie dotyczy
← Return ➔ Continue	

To switch between different recruitments, use the *Switch Recruitment* button, which can be seen in the grey bar above the degree offerings in a given recruitment.

STEP 4. PAYMENT OF THE RECRUITMENT FEE

Ostatnim krokiem jaki należy wykonać, aby zakończyć swoje zgłoszenie rekrutacyjne, to **wniesienie opłaty rekrutacyjnej**. Numer indywidualnego rachunku bankowego, na który należy wnieść opłatę, znajduje się w zakładce *Platności*.

The last step to complete your recruitment application is to **pay the recruitment fee**. The number of the individual bank account to which the fee should be paid can be found in the *Payments*.

If the candidate pays the recruitment fee in a foreign currency (EUR/USD), the fee - EUR 20 or USD 22, is paid to a collective bank account. When making such a transfer, do not forget to include your name and surname in its title (if the transfer is not made from your bank account).

Your personal bank account for transfers:
 Pontifical University of John Paul II in Krakow
 72 2490 1028 3542 0000 0000 2194 (only for payments made in PLN currency)

Payments made in EUR currency
 ALIOR BANK SA
 PL97 2490 0005 0000 4600 7410 1054
 SWIFT ALBPPLPW
PAYMENT AMOUNTS: 20 EURO

Payments made in USD currency
 ALIOR BANK SA
 PL86 2490 0005 0000 4530 1988 5668
 SWIFT ALBPPLPW
PAYMENT AMOUNTS: 22 USD

This is also where you can check the status of our payment, as well as the deadline for payment.

ID	Description	Status	Payment deadline	Amount
4019	Study recruitment payment in "Second cycle programme - for Polish citizens and foreigners": ◦ [KPW-SM-p] promotional and image communication - advertisement, branding, public relations Created: 26.08.2020 19:47	🕒	25.09.2020 15:00 (08.10.2020 03:00)	-85.00 zł

Your personal bank account for transfers:

Pontifical University of John Paul II in Krakow

72 2490 1028 3542 0000 0000 2194 (only for payments made in PLN currency)

If the recruitment fee has not been credited by the end of the electronic recruitment process for a given course, you are obliged to send a payment confirmation to the e-mail address of the appropriate secretariat by the deadline!

STEP 5 VERIFICATION OF THE DOCUMENTS

Please remember to provide all required documents, because there will be verification process. If some documents are missing or you have problem with submission, please contact: recruitment@upjp2.edu.pl

STEP 6 RECRUITMENT RESULTS AND PRINTING OF THE RECRUITMENT FORM

Recruitment result will be visible on individual account in the *Enrollment Applications* tab in the *Qualification Status* column by the date specified in the recruitment schedule.

Account settings Personal forms Enrollment applications Payments Messages Notifications Consents Help

Enrollment applications
Make sure to register for all desired study programmes.

[REK2020_2021_IIST] Second cycle programme - for Polish citizens and foreigners (open)
Higher Education Recruitment 2020/21


Description

[KPW-SM-p] Promotional and image communication - advertisement, branding, public relations	Recruitment fee	Score	Qualification status	Decision
Phase 3 (✖ withdraw) 31.07.2020 - 25.09.2020 • Qualification criteria	85.00 zł 🕒 pending ➔ Payments	---	--- The results will be visible: 28.09.2020 12:00	---
Document entitling to undertake studies	Foreign diploma of university graduation with translation into Polish language issued on 15.07.2017 by Peking University			
Source of education financing	Nie dotyczy			

📄 Documents and further steps

Here you will also need to download a recruitment form, which is one of the required documents for admission.

In order to download the recruitment form, click on *Documents and further steps*, and then click *Download*.

Documents to download	
Enrollment application	

The form should be printed, verified for correctness, then hand-signed and submitted to the appropriate secretary's office along with other documents, a list of which is available on the **recruitment page under the description of each major**.

STEP 6. APPLICATION FOR ELECTRONIC STUDENT ID (ELS)

The Electronic Student Card (ELS) certifies student eligibility and is assigned to a person, not to a course or level of study. Therefore, you can only apply for an ELS if you do not already have an ELS issued at the University.

If:

- you have been admitted to more than one course of study - apply for an ELS only in the context of one programme;
- you have been admitted to a second cycle programme and already have a student card issued during your first cycle programme - you do not need to apply for a new ELS.

The fee for issuing ELS is PLN 22 (in accordance with the Regulation of the Minister of Science and Higher Education). The fee will be generated automatically on individual account in the IRK system when the enrolment status is changed to "admitted".

If the amount due has been generated, the payment should be made to individual recruitment bank account (the same to which you paid the recruitment fee). Make sure to indicate in the title which program you are paying for!

Confirmation of payment (e.g. transfer confirmation generated from your bank account) should be attached to the ELS application form.

The detailed procedure for submitting the ELS application is available here:

<https://dzn.upjp2.edu.pl/elektroniczna-legitymacja-studenta>

<https://rekrutacja.upjp2.edu.pl/en/recruitment-overview/electronic-student-id-card-els>

STEP 7. FOREIGN LANGUAGE PLACEMENT TESTS

Language tests will be available when your enrollment status changes to "admitted". Test information is available on the Interdepartmental Foreign Language Study website: <https://msjo.upjp2.edu.pl/>