

Online registration of candidates for student exchange

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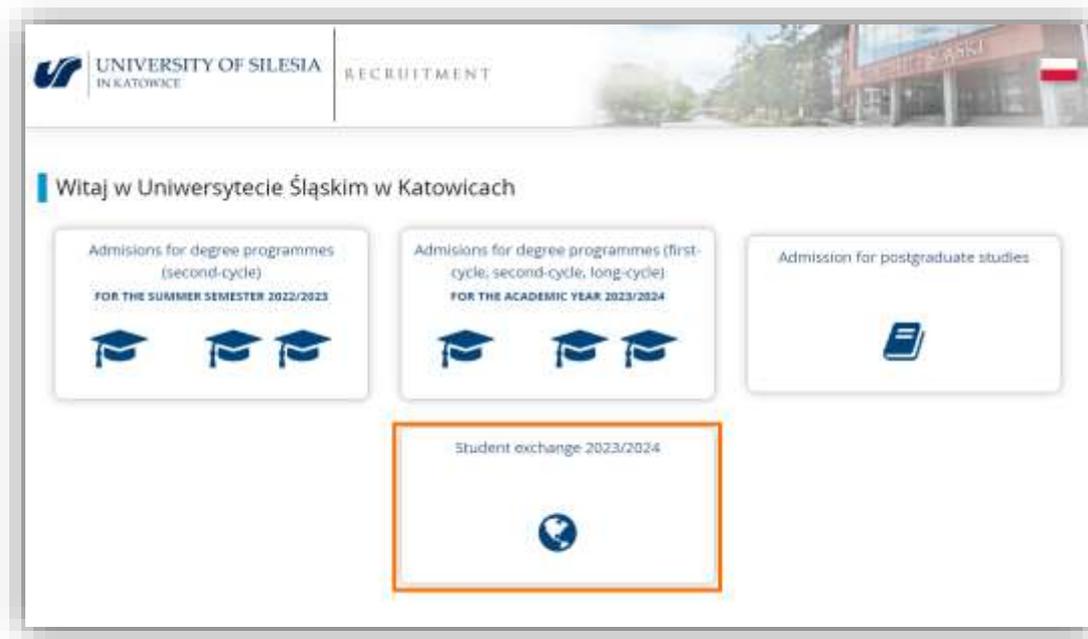
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1. Introduction

This guide describes the steps needed to register for student exchange at the University of Silesia in Katowice. It presents the candidate registration process using the example of incoming Erasmus+ mobility. The IT registration system allows for electronic exchange of data on the learning agreement between your university and the University of Silesia in Katowice through the EWP network.

2. Creation of an account in the system for Online Registration of Candidates (IRK)

Open the website <https://irk2.us.edu.pl/en-gb/> and select registration for student exchange.



To create an account, select "create an account".



Before creating an account, you must confirm the personal data processing statements. Once you have given your consents, select "Continue".

European Union

log in create an account English

UNIVERSITY OF SILESIA IN KATOWICE

REGISTRATION STUDENT EXCHANGE 2023/2024

News Offer Units Registration

Personal data processing information

1. Personal Data Administrator

The administrator of your personal data is the University of Silesia in Katowice, represented by the Rector of the University of Silesia. You can contact the administrator in the following ways:

- a. by post to the address: ul. Bankowa 12, 40-007 Katowice
- b. by e-mail: administrator.darych@us.edu.pl

2. Data Protection Officer

You can contact the data protection officer in any matters concerning personal data processing and the use of rights related to personal data processing, in the following ways:

- a. by post to the address: ul. Bankowa 12, 40-007 Katowice
- b. by e-mail: iod@us.edu.pl

3. Purpose and legal basis for personal data processing

The legal basis for the processing of your personal data is Art. 6 Par. 1 letter a of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

- a. your voluntary consent to personal data processing for the purpose of establishing the user's account in Online Application System (OAS)

Providing your personal data is voluntary, but necessary to complete the registration process. In case you do not provide your data, it will not be possible to fulfil the above-mentioned purpose.

4. Personal data storage period

We shall store your personal data for the period required to implement the above purpose, however, not longer than until you withdraw your consent to personal data processing. You can remove your user account at any time.

5. Data recipients

We can share your personal data with public bodies or entities authorized to obtain such data based on the effective legal regulations.

6. Rights related to personal data processing

You shall have the following rights to personal data processing:

- a. right to withdraw your consent for personal data processing at any moment, which shall not affect the lawfulness of the processing of personal data which was based on your consent before its withdrawal. You can withdraw your consent by sending the statement on withdrawing your consent to our mailing address or e-mail address: iod@us.edu.pl
- b. right to access your personal data;
- c. right to request rectification of your personal data which are incorrect and obtain completion of incomplete personal data;
- d. right to request the removal of your personal data, in particular in the case of withdrawal of your consent for processing, when there are no other legal grounds for personal data processing;
- e. right to request restriction in the processing of your personal data;
- f. right not to be subject only to automated decision-taking, including profiling;
- g. right to lodge a complaint to a supervisory body dealing with personal data protection, i.e. President of the Office for Competition and Consumer Protection.

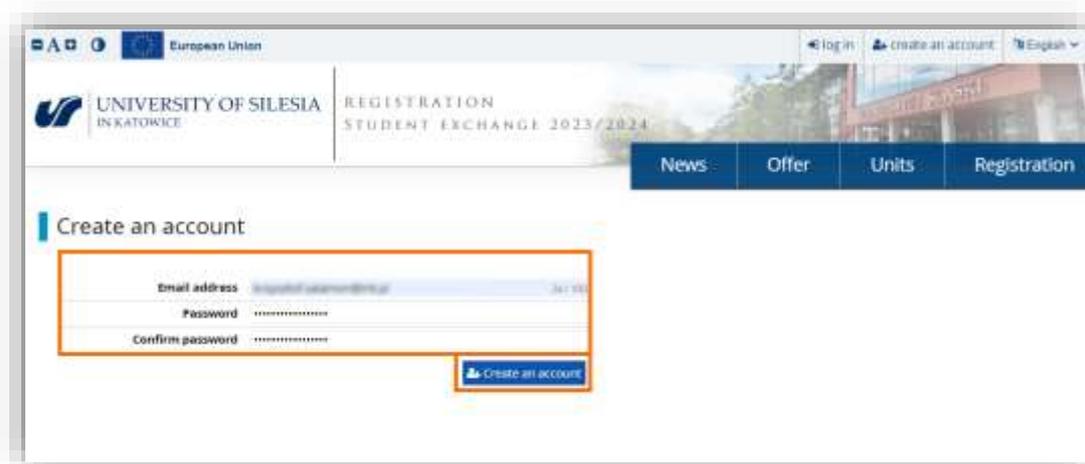
I have read and accept the above information

DATA PROCESSING STATEMENT

Having read the GDPR information clause for account users in Online Application System (OAS), I hereby declare that I consent for my personal data to be processed by the Administrator, i.e. University of Silesia in Katowice, ul. Bankowa 12, 40-007 Katowice, for the purpose of establishing the user's account in Online Application System (OAS).

I agree

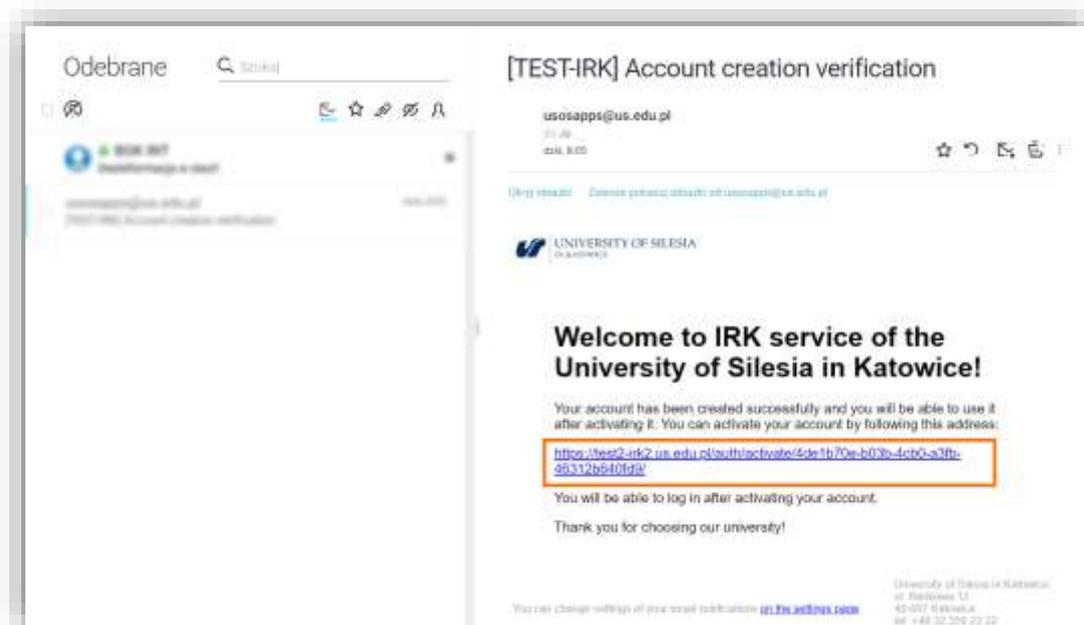
Enter your e-mail address and password. Once you have confirmed your password, use the “Create an account” button.



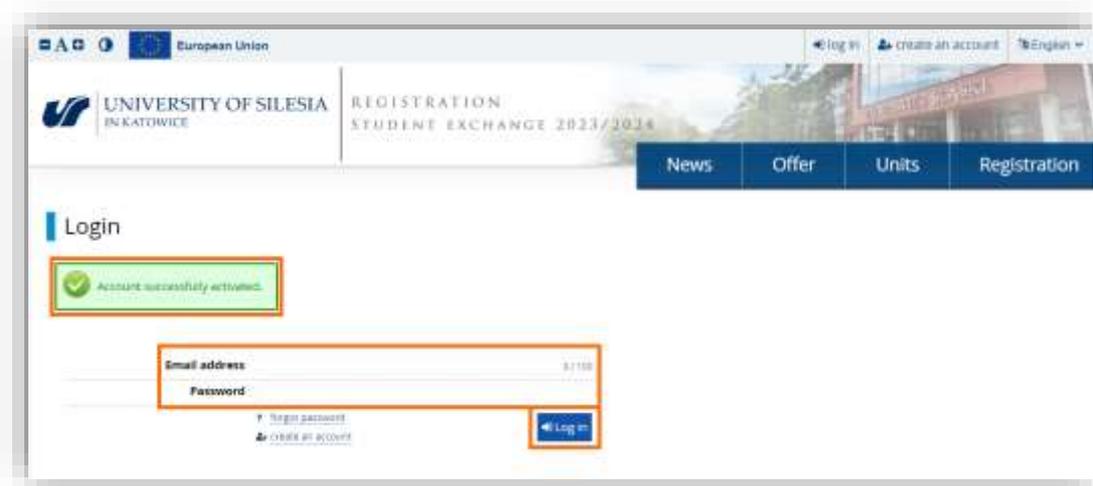
The system will send a message with an activation link to the e-mail address entered.



Use the link from the message sent to your inbox.

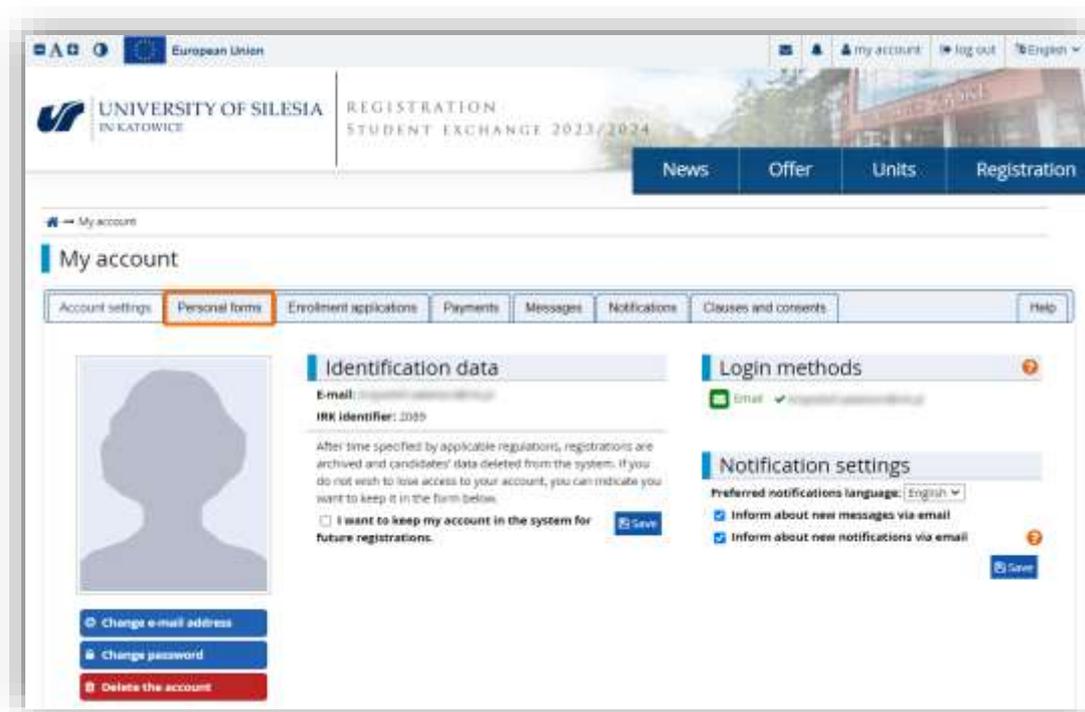


After you have clicked on the link, the system activates your account. Log in using the details entered before.

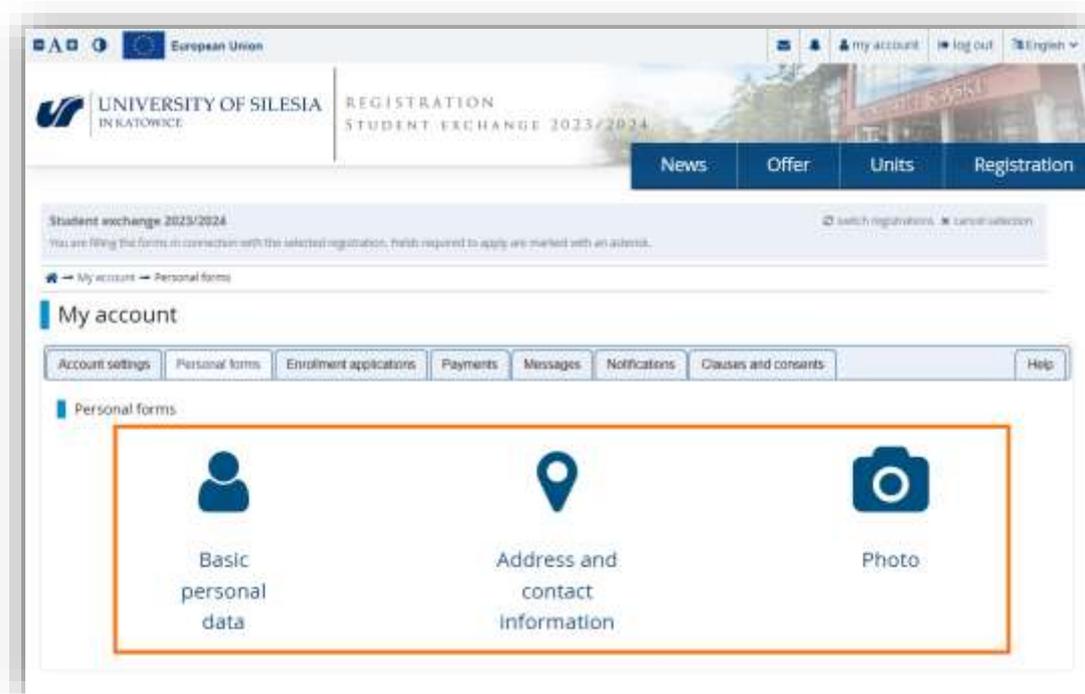


3. Completion of basic data

You will need to fill in your basic personal details before you can apply. To do this, open the "Personal forms" tab.



In this tab you should fill in your personal details and address, and upload your photo. Click on one of the icons highlighted in the graphic below.



Complete the basic data.

The screenshot shows the 'Personal forms' section of the registration portal. The 'Basic personal data' tab is selected and highlighted with an orange box. The form contains the following fields:

- First name ***: Joseph (4 / 30)
- Second name**: (0 / 40)
- Surname ***: Haydn (3 / 40)
- PESEL number**: (0 / 11) - Note: The PESEL number is required for Polish citizens.
- Gender ***: male (dropdown)
- Date of birth ***: 31.03.1960 (calendar icon)
- Place of birth ***: Rohrau (3 / 30)
- Country of birth ***: Austria (dropdown)
- I have Polish citizenship ***: no (dropdown)
- Citizenship ***: Austria (dropdown)

A 'Save' button is located at the bottom right of the form.

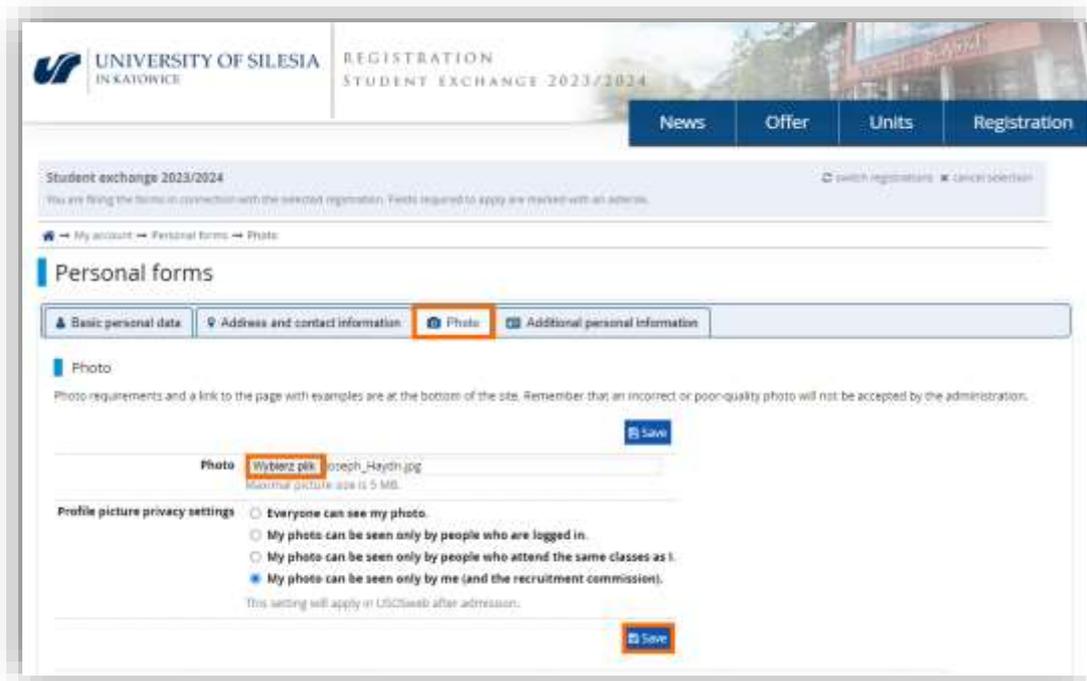
Then, enter your address details. **When entering your telephone number, remember to indicate the country code.**

The screenshot shows the 'Personal forms' section with the 'Address and contact information' tab selected and highlighted with an orange box. The form contains the following fields:

- Email address**: (28 / 254) - Note: In order to set a new address, go to the email address change page.
- Phone number ***: +48 12 312 31 23 (10 / 20)
- Alternative phone number**: (0 / 20)
- Address of residence**:
 - Country ***: Austria (dropdown)
 - Postal code ***: 2473 (0 / 20)
 - Town ***: Rohrau (0 / 30)
 - Town size ***: city (dropdown)
 - Street**: Ziegelofengasse (10 / 80) - Note: If your address does not contain a street name, please leave this field empty.
 - Building number ***: 2 (1 / 20)
 - Apartment number**: (0 / 20)
- Address for correspondence**:
 - Address for correspondence different than the primary address**:

A 'Save' button is located at the bottom right of the form.

To upload a photo, go to the "Photo" tab and use the "Wybierz plik" ("Choose file") button, then select a photo from your device. **Make sure the photo meets passport requirements.** Saving the changes will open the crop window.



Crop the photograph and save the changes. The photograph will be approved by a University staff member in the future.



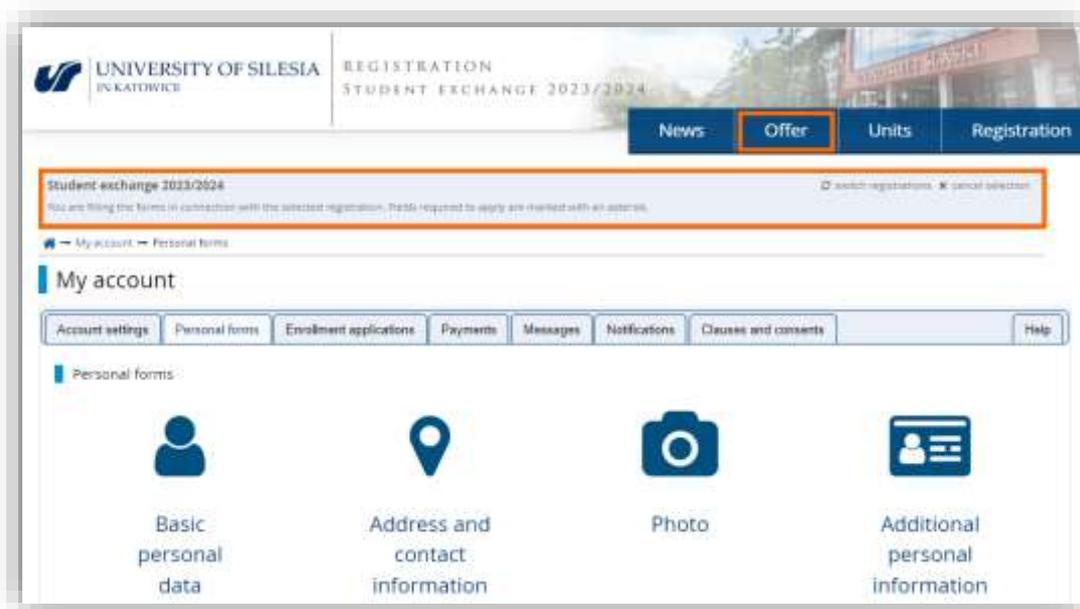
Fill in the details of your identity document. **In the case of non-EU citizenship, enter the details of your passport.** Once you have saved all your details, it will be possible for you to register for student exchange.

The screenshot shows the 'REGISTRATION STUDENT EXCHANGE 2023/2024' page on the University of Silesia website. The navigation menu includes 'News', 'Offer', 'Units', and 'Registration'. The main heading is 'Student exchange 2023/2024'. Below this, there are navigation links: 'My account', 'Personal forms', and 'Additional personal information'. The 'Personal forms' section is active, and the 'Additional personal information' tab is selected and highlighted with an orange border. The form contains a 'Save' button and a section for 'Identification document' with the following fields:

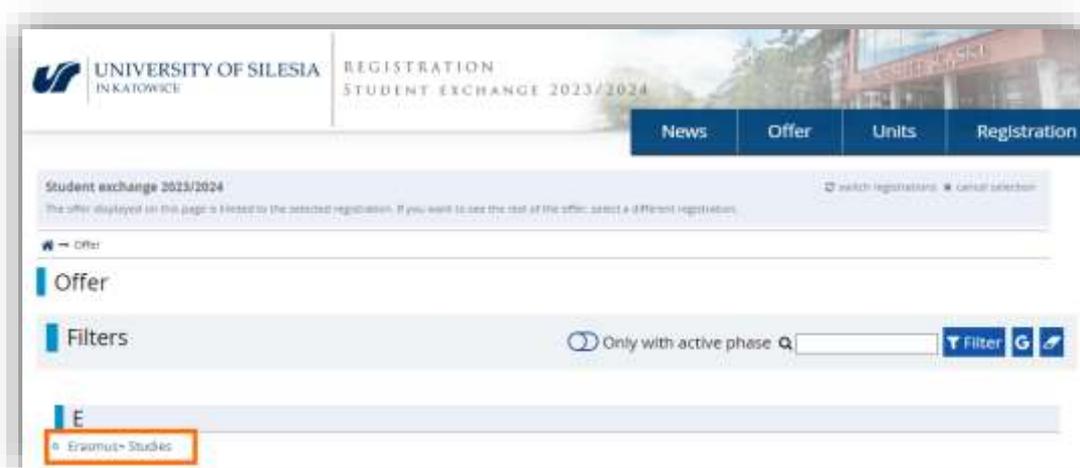
Field	Value
Document type	passport
Document series and number	ZXC123123
Document expiration date	30.12.2025
Country in which the document has been issued	Austria

4. Creation of a recruitment application

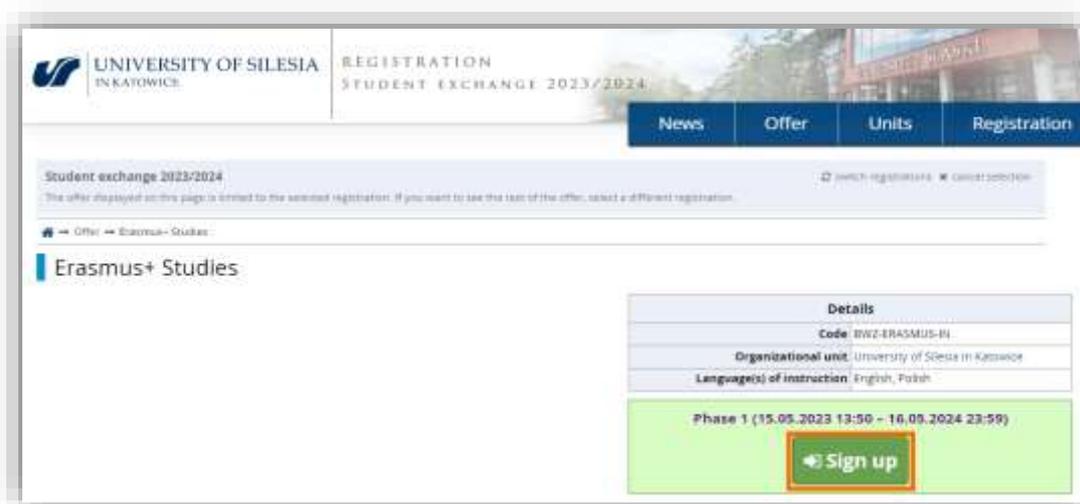
Go on to select the type of mobility using the "Offer" button.



Choose your type of mobility from the available offers.



Use the "Sign up" button to start the registration process.



Confirm the personal data processing statements and use the "Continue" button.

Personal data processing information

?

Information Clause on the General Data Protection Regulation (GDPR)

RODO (The General Data Protection Regulation (EU) (GDPR) is a regulation in EU law on data protection and privacy in the European Union (EU) and the European Economic Area (EEA) information clause for foreign students coming to study part-time at the University of Silesia in Katowice.

1. Personal data administrator

The administrator of your personal data is the University of Silesia in Katowice. You can contact the administrator in the following ways:

- 1) by letter to the address: 12 Bankowa Street, 40-007 Katowice.
- 2) by e-mail: administrator.danych@us.edu.pl

2. Data protection officer

You may contact the Data Protection Officer on all matters relating to the processing of personal data and the exercise of rights related to the related to data processing, as follows:

- 1) by letter to the address: 12 Bankowa Street, 40-007 Katowice
- 2) by e-mail: iod@us.edu.pl

3. Purposes of processing and legal basis for processing

We will process your personal data for purposes related to the recruitment process and education and student affairs services.

The legal basis for the processing of your personal data is based on Article 6 Section 1 Letter a, c, and e, Article 9, Section 2, Letter a 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 and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

- 1) your consent to the processing of personal data, for the purposes of the recruitment process, and in the case of candidates with a disability or chronic disease, explicit consent to the processing of health data;
- 2) fulfillment of the administrator's legal obligation under the in particular, under the Law on Higher Education and Science, and executive acts issued on its basis;
- 3) to perform a task carried out in the public interest, i.e. providing education to students, creating conditions for persons with disabilities to fully participate in education, educating students with a sense of responsibility for the Polish state, national tradition, strengthening the principles of democracy and respect for human rights, and creating conditions for the development of students' physical culture, resulting from Article 11, Section 1 of the Law - Law on Higher Education and Science and executive acts to the aforementioned law.

Processing of personal data is a necessary requirement for the implementation of the process of recruitment, education and handling of student affairs. If the data are not provided, it will not be possible to realize the above-mentioned purposes.

4. Period of storage of personal data

We will store your personal data until the end of the education process, and for archival purposes for the next 5 years. In the situation of processing your personal data on the basis of your voluntary consent, we will keep them until you revoke your consent to their processing, unless a legal provision allows further processing.

5. Recipients of data

We may transfer your data to entities processing them on our behalf and to public authorities or entities entitled to obtain the data under applicable law, when they make a request based on the relevant legal basis.

6. Rights related to the processing of personal data

You have the following rights related to the processing of personal data:

- 1) The right to withdraw your consent to data processing, see below;
- 2) The right to access your personal data;
- 3) The right to request rectification of your personal data that is incorrect and completion of incomplete personal data;
- 4) The right to request the erasure of your personal data, in particular if you revoke your consent to processing when there is no other legal basis for processing;
- 5) The right to request restriction of the processing of your personal data;
- 6) The right to object to the processing of your personal data;
- 7) The right to portability of your personal data;
- 8) The right not to be subject exclusively to automated decision-making, including profiling;
- 9) The right to lodge a complaint with a data protection supervisory authority;

[Right to withdraw consent](#)

To the extent that your data is processed on the basis of consent, you have the right to withdraw your consent to data processing at any time. Withdrawal of consent does not affect the lawfulness of processing that was carried out on the basis of your consent before its withdrawal. You can withdraw your consent by sending a statement of withdrawal of consent to our mailing address, or email address: iod@us.edu.pl

I have read and accept the above information

I hereby consent to the publication of my image in photographs / video recordings documenting my stay at the University of Silesia in Katowice.

The consent includes: using, recording, handling, duplicating, archiving, making available to the public, as well as creating, storing and using backup copies, and publishing (possibly also together with images of other people (group photographs), through any media, including in the electronic version in the WWW global network (internet) and in the printed version.

I hereby consent to the publication of the following information:

1. my full name,
2. the name of my home university, city and country,

on the website and in the printed materials of the University of Silesia in Katowice, and to its distribution among members of the international student organisation ISN US Katowice, for all purposes related to my stay at the University of Silesia in Katowice, including, but not limited to, providing information on events dedicated to students and promoting the University of Silesia in Katowice.

The consent includes: using, recording, handling, duplicating, archiving, making available to the public, as well as creating, storing and using backup copies, and publishing (possibly also together with information concerning other people) in the electronic version in the WWW network (internet) and in the printed version.

The consent is granted free of charge and without any objective or subjective limitations. I declare that I am of age and have full capacity to perform acts in law, and that I have read the above and fully understand it.

I agree

↻ Cancel

➔ Continue

Enter the duration of your mobility and the ESI identifier. If you do not know it, leave the field blank.

UNIVERSITY OF SILESIA IN KATOWICE REGISTRATION STUDENT EXCHANGE 2023/2024

News Offer Units Registration

Offer → Erasmus+ Studies → New applicant

New application

(BNC-ERASMUS) Student exchange 2023/2024 (open)
(BNC-ERASMUS-4) Erasmus+ Studies – 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.

Since you are applying for Erasmus+ programme, we ask about your ESI (European Student Identifier). This is a global identifier assigned to the student by their home university. It usually consists of some constant prefix (urn:ac:ac:eu:erasm:01) followed by a domain name of the home university (e.g. ua.edu.pl) and unique identifier of a student within the home university (e.g. 123456). Thus, your ESI is probably similar to: urn:ac:ac:eu:erasm:01:ua.edu.pl:123456. More information: <https://wiki.gwint.org/display/SM/European+Student+Identifier>. If you are unsure about your ESI, please enter your student id number or leave the field empty.

Period of study: First term

ESI (European Student Identifier): 9/30

Return Continue

Using the "Continue" button will create a blank registration application. The next step is to complete the application with answers to the questions given on the application page. The application can be accessed by selecting "My account" at the top of the page and opening the "Enrolment applications" tab or by using the link underlined in the graphic below.

UNIVERSITY OF SILESIA IN KATOWICE REGISTRATION STUDENT EXCHANGE 2023/2024

News Offer Units Registration

Student exchange 2023/2024 Switch registration Cancel selection

Offer → Erasmus+ Studies

Erasmus+ Studies

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

Within the specified deadlines remember to: [fill out the forms with additional information.](#)

Details	
Code	BWZ-ERASMUS-III
Organizational unit	University of Silesia in Katowice
Language(s) of instruction	English, Polish
Phase 1 (15.05.2023 13:50 – 16.05.2024 23:59)	
You have already applied in this registration phase.	
Your applications go to my Applications:	
<ul style="list-style-type: none"> Student exchange 2023/2024 Phase 1 (15.05.2023 13:50 – 16.05.2024 23:59) 	

5. Completion of additional information

Another part of the application is collection of additional information concerning, for example, your university, coordinator or dormitory. Answer all required questions. Finish with the element highlighted in the graphic. This requires you to submit a system-generated, printed and signed document. The document contains the information you enter in your answers to the other questions.

The screenshot shows the 'My account' page for 'Enrollment applications'. The main section is titled 'Enrollment applications' and displays the application 'BWZ-IN-2324 Student exchange 2023/2024'. Below this, there is a 'Description' section with a dropdown menu. The main content area is titled 'Erasmus+ Studies' and contains a table with columns for 'Phase 1', 'Recruitment fee', 'Score', 'Qualification status', and 'Details'. The 'Additional information' section is highlighted with a red border and contains a list of required information items, including 'Accommodation (required)', 'Additional documents (not required)', 'Contact person details (required)', 'Field - ISCED code (required)', 'Home university (required)', 'Home university coordinator (required)', 'Language competence (required)', 'Organisational unit (required)', 'Orientation Week (required)', 'Previous stay on Erasmus (required)', 'Previous studies at the University of Silesia in Katowice (required)', 'Required documents (required)', and 'Support for persons with disabilities (required)'. A yellow box at the bottom of this section states: '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.' Below this is a 'Documents and further steps' button.

Specify whether you wish to stay in the University's dormitory.

The screenshot shows a specific question in the registration form: 'Campus in Cieszyn: Faculty of Arts and Educational Science. Answer deadline: 16 May 2024, 11:59 p.m.' Below this, there is a note: '* - Fields marked with asterisk symbols are required.' The question is 'Accommodation * Yes' with a dropdown menu. Below the question is a sub-question: 'Are you interested in applying for a place in a University dormitory?'. There are three buttons: 'Save', 'Save and return', and 'Save'.

If you wish to send additional documents, you may do so at the location indicated below. You may leave this question unanswered.

Additional documents
Student exchange 2023/2024
Erasmus+ Studies

Within the specified deadlines remember to:
→ [fill out the forms with additional information](#)

ADDITIONAL DOCUMENTS
If you have any additional documents you would like to send us, please upload them here.
Answer deadline: **16 May 2024, 11:59 p.m.**

Additional documents

Enter information about your contact person.

Contact person details
Student exchange 2023/2024

Within the specified deadlines remember to:
→ [fill out the forms with additional information](#)

I authorize the following person to contact the International Exchange Office in matters related to my studies at the University of Silesia in Katowice. I also authorize the International Exchange Office to contact this person by telephone or e-mail in urgent matters related to my stay at the University.
Answer deadline: **18 May 2024, 11:59 p.m.**

* - Fields marked with asterisk symbol are required.

First name *	Franz	1 / 100	<input type="button" value="Save"/>
Last name *	Schubert	8 / 100	
Address *	Himmelplatzgrund 1, Wien Österreich		
Phone number *	+48 321123321	13 / 30	
E-mail address *	foch@us.edu.pl	14 / 100	<input type="button" value="Save and return"/> <input type="button" value="Save"/>

Some of the questions must be approved by the recruitment administrators. In the case of the question about your contact person, the administrator will verify whether you have entered the country code.

Choose the ISCED code within which you will pursue your mobility.

Field - ISCED code
Student exchange 2023/2024

Within the specified deadlines remember to:
• [fill out the forms with additional information](#)

Please choose the field within which you wish to study at the University of Silesia in Katowice.
Answer deadline: **16 May 2024, 11:59 p.m.**

* - Fields marked with asterisk symbol are required.

ISCED * **ARTS AND HUMANITIES**

You can use Ctrl or Shift key to select multiple options.

- 0210 Arts, not further defined
- 0211 Audio-visual techniques and media production
- 0212 Fashion, interior and industrial design
- 0213 Fine arts
- 0214 Handicrafts
- 0215 Music and performing arts**
- 0219 Arts, not elsewhere classified
- 0220 Humanities (except languages), not further defined
- 0221 Religion and theology

ISCED
Required number of answers: 1. Upper limit of answers: 1.

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

Enter information about your university. When you start to type in the name of your university the system will display the available options. If you do not find your university in the list you can enter its full name.

Home university
Student exchange 2023/2024

Within the specified deadlines remember to:
• [fill out the forms with additional information](#)

Information on the student's home university, level and year of studies.
Answer deadline: **16 May 2024, 11:59 p.m.**

* - Fields marked with asterisk symbol are required.

Home University * UNIVERSITÄT SALZBURG, SALZBURG, KAPITELGASSE 4-6
Start typing university's name or city to have suggestions displayed. If you can't find your university, you can enter it manually.

Level of study * first cycle (BA)
Level of study

Current year of study * 2
Current year of study

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

Enter the details of your Erasmus+ coordinator. Remember about the area code when entering the telephone number.

Home university coordinator
Student exchange 2023/2024

Within the specified deadlines remember to:
• [fill out the forms with additional information](#)

Information about the home university coordinator
Answer deadline: **16 May 2024, 11:59 p.m.**

* - Fields marked with asterisk symbol are required.

First name * josef 3 / 100

Last name * Strauss 7 / 100

E-mail address * jstrauss@us.edu.pl 18 / 100

Telephone number (with area code) * +48248857123 12 / 100

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

Enter data on your foreign language skills. You must specify your English and Polish language skills. Information on your knowledge of other languages is optional.

Language competence
Student exchange 2023/2024

Within the specified deadline remember to:
→ [fill out the forms with additional information.](#)

Language level in accordance with the 'Common European Framework of Reference for Languages' (CEFR).
The minimum required level of the language of instruction is B1.

Answer deadline: **16 May 2024, 11:59 p.m.**

* - fields marked with asterisk symbol are required.

What is your level of English? * B1

What is your level of Polish? * None

Other languages

- Spanish
- Italian
- French
- German
- Other

What is your level of German? Native speaker

List of other languages: Mandarin Chinese - B2

Enter the language and level of knowledge in one line

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

Choose your faculty and field of study.

Organisational unit
Student exchange 2023/2024

Within the specified deadline remember to:
→ [fill out the forms with additional information.](#)

Please indicate your host unit at the University of Silesia in Katowice.

Answer deadline: **16 May 2024, 11:59 p.m.**

* - fields marked with asterisk symbol are required.

Organisational unit * University of Silesia in Katowice

You can use Ctrl or Shift key to select multiple options

- University of Silesia in Katowice
- Faculty of Humanities
- Faculty of Natural Sciences
- Faculty of Social Sciences
- Faculty of Science and Technology
- Faculty of Law and Administration
- Faculty of Arts and Educational Science**
- Faculty of Theology
- Krzysztof Kieślowski Film School

Field of education * Music Education

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

Specify whether you are interested in the orientation week.

Orientation Week
Student exchange 2023/2024

Within the specified deadline remember to:
→ [fill out the forms with additional information.](#)

The Orientation Week is the gateway to the Polish language, culture and system of education. Organised by the School of Polish Language and Culture in cooperation with the International Exchange Office, the Orientation Week is aimed at familiarising incoming students with the country, the city, and the university where they will carry out their mobility.

Answer deadline: **16 May 2024, 11:59 p.m.**

* - fields marked with asterisk symbol are required.

Are you interested in taking part in the Orientation Week? * No

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

Enter the number of months of previous Erasmus mobility for the same level of study, including studies of the same level in a different field.

Previous stay on Erasmus
Student exchange 2023/2024

Within the specified deadlines remember to:
• fill out the forms with additional information.

Number of months of previous stay on an Erasmus grant for the same degree, including study of the same degree in a different field of study (if applicable)
Answer deadline: 16 May 2024, 11:59 p.m.

* - Fields marked with asterisk symbol are required.

Number of months* 5

Save Save and return

Inform us if you have studied at the University of Silesia in Katowice before.

Previous studies at the University of Silesia in Katowice
Student exchange 2023/2024

Within the specified deadlines remember to:
• fill out the forms with additional information.

Previous studies at the University of Silesia in Katowice.
Answer deadline: 16 May 2024, 11:59 p.m.

* - Fields marked with asterisk symbol are required.

Have you ever studied at the University of Silesia in Katowice? No

Save Save and return

Indicate whether you require assistance from the Student Service Centre.

Support for persons with disabilities
Student exchange 2023/2024

Within the specified deadlines remember to:
• fill out the forms with additional information.

The Student Service Centre offers support for students and doctoral students with disabilities in the following scope:

- setting standards for student services and support across the university, in particular for faculty administration;
- initiating and supervising support services for students and doctoral students with disabilities in the areas of enrollment, delivery of the educational process and support for academic development (in cooperation with other units of the University responsible for recruitment, teaching and learning);
- initiating and supervising tasks related to adapting the conditions of recruitment, education and scientific development to the special needs of students and doctoral students (especially individual adjustment of studies - IDS);
- initiating and debating on tasks related to the elimination of architectural barriers;
- implementing psychological and psycho-social support services for students, consulting on difficult teaching situations with staff, and carrying out preventive measures to protect the mental health of students, doctoral students and the University employees.

Answer deadline: 16 May 2024, 11:59 p.m.

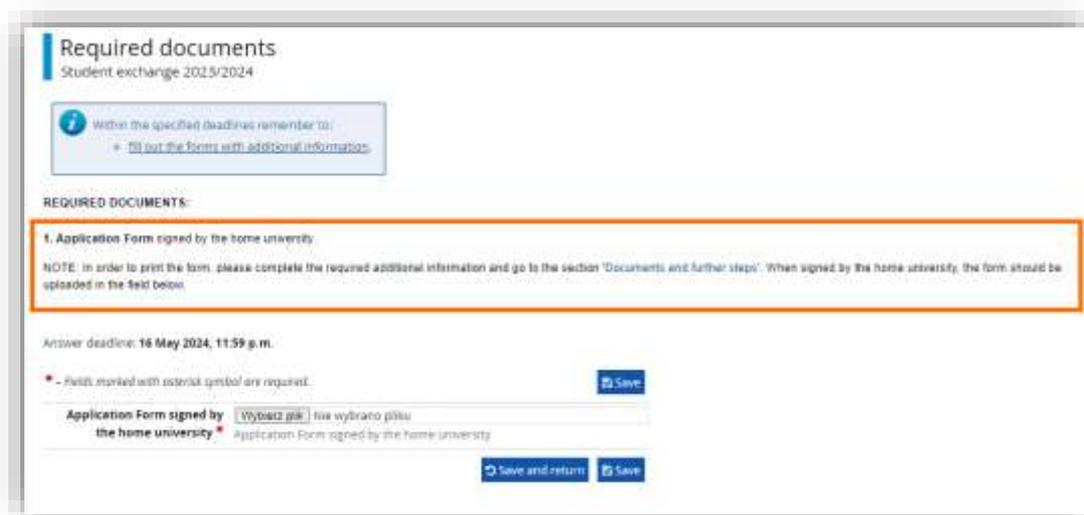
* - Fields marked with asterisk symbol are required.

Will you need assistance from the Student Service Centre? No

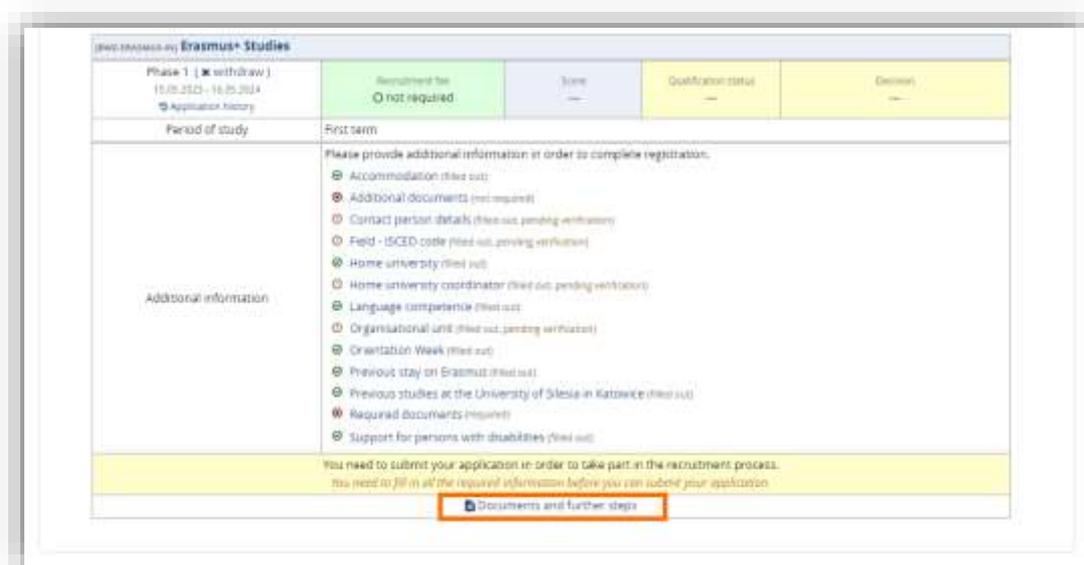
Will you need assistance from the Student Service Centre?

Save Save and return

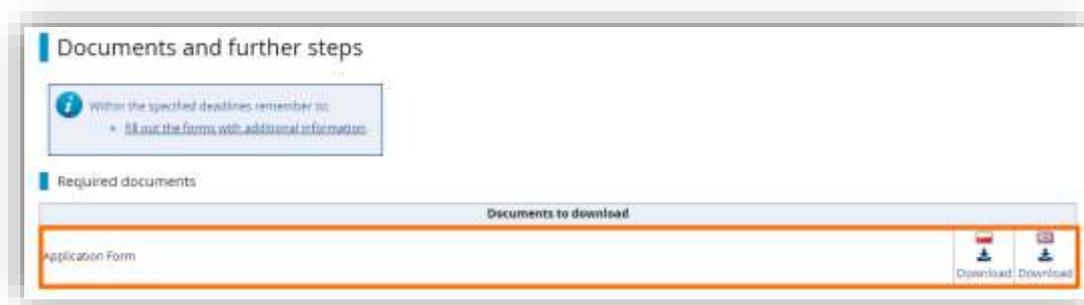
To upload a scan of the signed Application Form, you must first download the template document.



Select the "Documents and further steps" option on the page of the registration application.



Download the Application Form to your device.



Sign the generated document.

Joseph Haydn; Generated on 01.06.2023 09:06

 UNIVERSITY OF SILESIA
IN KATOWICE

APPLICATION FORM – EXCHANGE STUDENTS
ACADEMIC YEAR 2023-2024

Haydn family name / nazwisko	Joseph first name / imię
Erasmus+ Studies programme / program	
First term period of stay / okres pobytu	
Faculty of Arts and Educational Science faculty / wydział	
Music and performing arts (0215) field of study / kierunek kształcenia	

STUDENT'S PERSONAL DATA / DANE OSOBOWE STUDENTA

Family name / nazwisko:	Haydn
First name / imię:	Joseph
Gender / płeć:	Male
Nationality / narodowość:	Austria
Date of birth / data urodzenia:	31.03.1990
Place of birth / miejsce urodzenia:	Rohau, Austria
Home address / adres zamieszkania:	Ziegelofengasse 2, 2471 Rohrau AUSTRIA
Correspondence address / adres korespondencyjny:	Same as address of residence.
Phone / telefon:	+48 12 312 31 23
E-mail:	

EXCHANGE DETAILS / SZCZEGÓŁY WYMIANY

Sending institution / instytucja wysyłająca:	UNIVERSITÄT SALZBURG
Address / adres:	
Coordinator / koordynator:	Josef Strauss, +48248857123, jstrauss@us.edu.pl

Return to the document upload window. Use the “Wybierz plik” (“Choose file”) option and upload the signed document.

Required documents
Student exchange 2023/2024

 Within the specified deadlines, remember to:
+ fill out the forms with additional information.

REQUIRED DOCUMENTS:

1. Application Form signed by the home university.

NOTE: In order to print the form, please complete the required additional information and go to the section "Documents and further steps". When signed by the home university, the form should be uploaded in the field below.

Answer deadline: 16 May 2024, 11:59 p.m.

* - Fields marked with asterisk symbol are required.

Application Form signed by Application Form (2).pdf
the home university* Application Form signed by the home university.

Once you have answered all the questions, confirm your application for registration for studies.

My account

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

Enrollment applications

[BWZ-IN-2324] Student exchange 2023/2024 (open) academic year 2023/2024

Description

Erasmus+ Studies

Phase 1 N withdraw 15.09.2023 - 16.05.2024 Application history	Recruitment fee 0 not required	Score ---	Qualification status ---	Decision ---
Period of study	First term			
Additional information	<p>Please provide additional information in order to complete registration.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Accommodation (read out) <input checked="" type="checkbox"/> Additional documents (not required) <input type="checkbox"/> Contact person details (read out, pending verification) <input type="checkbox"/> Field - ISCED code (read out, pending verification) <input checked="" type="checkbox"/> Home university (read out) <input type="checkbox"/> Home university coordinator (read out, pending verification) <input checked="" type="checkbox"/> Language competence (read out) <input type="checkbox"/> Organizational unit (read out, pending verification) <input checked="" type="checkbox"/> Orientation Week (read out) <input checked="" type="checkbox"/> Previous stay on Erasmus (read out) <input type="checkbox"/> Previous studies at the University of Silesia in Katowice (read out) <input type="checkbox"/> Required documents (read out, pending verification) <input checked="" type="checkbox"/> Support for persons with disabilities (read out) 			
<p>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!</p> <p style="text-align: center;">Submit</p> <p style="text-align: center;">Documents and further steps</p>				

6. Verification of application

Once a staff member of the University of Silesia has verified your answers, you will receive relevant notifications. If one of your answers is wrong, the question will be marked with the status "rejected" and your application will be unlocked for editing. Once you have made the changes, confirm your application again.

The screenshot shows the 'My account' interface for 'Student exchange 2023/2024'. The 'Enrollment applications' section displays a table for 'Erasmus+ Studies'. The application is in 'Phase 1' (15.05.2023 - 16.05.2024) with a status of 'not required'. A red box highlights a rejected document: 'Required documents (filed out, rejected): Explanation: Application Form not signed and not stamped.' A 'Submit' button is visible at the bottom.

Phase 1 (withdraw)	Recruitment fee	State	Qualification status	Decision
15.05.2023 - 16.05.2024 Application history	not required	---	---	---

Additional information:

- Accommodation (filed out)
- Additional documents (not required)
- Contact person details (filed out, accepted)
- Field - ISCED code (filed out, accepted)
- Home university (filed out)
- Home university coordinator (filed out, accepted)
- Language competence (filed out)
- Organisational unit (filed out, accepted)
- Orientation Week (filed out)
- Previous stay on Erasmus (filed out)
- Previous studies at the University of Silesia in Katowice (filed out)
- Required documents (filed out, rejected):**
Explanation:
Application Form not signed and not stamped.
- Support for persons with disabilities (filed out)

You need to submit your application in order to take part in the recruitment process.
After submitting the application you will be able to make any changes.

[Submit](#)

[Documents and further steps](#)

After your answers have been approved and the coordinator from the University of Silesia in Katowice has given a positive opinion, your qualification status will change. In the system you will be able to download your Application Form signed by an employee of the host university.

The screenshot shows the 'My account' interface after the application has been approved. The 'Qualification status' is now 'qualified'. A red box highlights the 'Files to download' section, which contains a link to 'Application Form-US.pdf (AF-signed) (not downloaded yet)'. The 'Submit' button is no longer visible.

Phase 1	Recruitment fee	State	Qualification status	Decision
15.05.2023 - 16.05.2024 Application history	not required	---	qualified	---

Files to download:

- [Application Form-US.pdf \(AF-signed\) \(not downloaded yet\)](#)

Additional information:

- Accommodation (filed out)
- Additional documents (not required)
- Contact person details (filed out, accepted)
- Field - ISCED code (filed out, accepted)
- Home university (filed out)
- Home university coordinator (filed out, accepted)
- Language competence (filed out)
- Organisational unit (filed out, accepted)
- Orientation Week (filed out)
- Previous stay on Erasmus (filed out)

The final stage in the processing of your application is the issue of an acceptance decision. You will find information about the decision at the top of the application.

The screenshot shows the 'My account' interface for an Erasmus+ Studies application. The top navigation bar includes 'Account settings', 'Personal forms', 'Enrollment applications', 'Payments', 'Messages', 'Notifications', 'Clauses and consents', and 'Help'. The main section is titled 'Enrollment applications' and displays the application 'Student exchange 2023/2024' for the academic year 2023/2024. A 'Description' field is visible. Below this, the application details for 'Erasmus+ Studies' are shown, including the phase (Phase I), document fee (not required), and qualification status (qualified). The 'Decision' status is 'admitted', which is highlighted with a red box. A list of 'Additional information' items is provided, such as 'Accommodation (filed out)', 'Additional documents (not required)', and 'Contact person details (filed out, accepted)'. A 'Documents and further steps' link is located at the bottom of the application details.

Phase I	Document fee	Fee	Qualification status	Decision
15.05.2023 - 16.05.2024 Application history	not required	---	qualified	admitted

Additional information

- Accommodation (filed out)
- Additional documents (not required)
- Contact person details (filed out, accepted)
- Field - ISCED code (filed out, accepted)
- Home university (filed out)
- Home university coordinator (filed out, accepted)
- Language competence (filed out)
- Organisational unit (filed out, accepted)
- Orientation Week (filed out)
- Previous stay on Erasmus (filed out)
- Previous studies at the University of Silesia in Katowice (filed out)
- Required documents (filed out, accepted)
- Support for persons with disabilities (filed out)

Documents and further steps