Online registration of candidates for student exchange

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

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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".

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

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Use the link from the message sent to your inbox.

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

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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.

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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.

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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.

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4. Creation of a recruitment application

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Choose your type of mobility from the available offers.

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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.

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

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Family name / nazwisko:	Haydn
Gender I nieł	Main
Nationality / narodowodd	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
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Once you have answered all the questions, confirm your application for registration for studies.

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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.

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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.

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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.

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