Instruction for completing the application for admission to the Doctoral School of Exact and Natural Sciences
Dear Candidates!

In order to correctly complete the application for admission to the Doctoral School of Exact and Natural Sciences, we present an instruction, which may be helpful during the registration.

*In the instruction exemplary data is used to illustrate correct registration in the system.*

The candidate shall submit the application for admission to the School only in the system of **Internet Recruitment of Candidates (IRK).**

[https://irk.uw.edu.pl/pl/](https://irk.uw.edu.pl/pl/)
Please choose:
Doctoral Schools
In order to read the offer of the Doctoral School of Exact and Natural Sciences, please choose "UNITS".

Dear Sir or Madam,

We invite you to read the offer of the University of Warsaw Doctoral Schools by clicking STUDIES or UNITS.
Please click the „**Doctoral School of Exact and Natural Sciences**“.
Please choose the discipline you are interested in:

- Astronomy
- Biological Sciences
- Chemical Sciences
- Earth and Environmental Sciences
- Physical Sciences
- Warsaw Doctoral School of Mathematics and Computer Science

and read the requirements presented on the site.
For creating your individual registration account in IRK please choose „create an account”. 

By clicking on the button „create an account”, the candidate is directed to the window where he/she agrees for processing of personal data.
In order to go to the next step of creating the account, it is necessary to read the 'Information about processing of personal data', then select "I have read and accept the above information" and click the button "Continue".
Enter your email address and password and confirm the password. Then click the button „Create an account”.
You will see a message that the activation link has been sent to your e-mail address.
You will receive an activation link to your email address. You can activate your account by clicking on the link.

Welcome to IRK service of the University of Warsaw!

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.uw.edu.pl/auth/activate/

You will be able to log in after activating your account.

Thank you for choosing our university!

You can change settings of your email notifications on the settings page.
You will see a message 'Account successfully activated'.
Enter your email address and password and click the button „Log in”.
Example of the account structure
To complete your personal data, click „Personal forms”.
Please click „Basic personal data”. 
Please fill in your personal data in accordance with the description in the registration form and click the button „Save”. Then please choose the tab „Address and contact information”.
Please complete your address and contact information in accordance with the description in the registration form and click the button „Save”. Then please choose the tab „Photo”.
Upload the photo and select the appropriate privacy settings. Click the button „Save” and choose the tab „Education”.
Please complete the information about your education in accordance with the description in the registration form.

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**Education**

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 school names, 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. Do not put spaces or any other punctuation in document numbers.

Depending on what studies you apply for, you need to add respective certificates concerning your education or other qualifications. In some cases you can add documents without entering all the information about them. However, you might need to fill in the missing data before printing the enrollment application form.

*Fields marked with asterisk symbol are required.*

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**Secondary education**

- **High school type**
- **High school name**
- **High school city**

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

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**Olympiads and contests**

- **Documents**

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

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**Higher education**

- **Student number**
- **Documents**

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

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**Certificates and other documents required to start studies**

- **Documents**

Add information about your other certificates below (concerns only candidates for studies which require additional certificates).
Please complete the information on your secondary education and click the button “Save and add certificate”.
Please complete the information on your higher education and click the button „Save and add certificate”.

On the next page we present additional information for Candidates who do not have a MSc diploma at the time of registration in the system.

Please click the button „Save” and choose the tab „Additional personal information”.
Additional information for Candidates who do not have a MSc diploma at the time of registration in the system

<table>
<thead>
<tr>
<th>Document type</th>
<th>Document year</th>
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</thead>
<tbody>
<tr>
<td>Polish diploma of master or</td>
<td>Please enter: 2020</td>
</tr>
<tr>
<td>Foreign diploma entitling to undertake third-cycle (doctoral) studies</td>
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</tbody>
</table>

**Country of issue**

Please choose the country of issue.
Please complete your additional personal information in accordance with the description in the registration form and click the button “Save”.

Additional personal information

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, 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. Do not put spaces or any other punctuation marks in document numbers.

Fields marked with asterisk symbol are required.

Identification document

Document type

Document series and number

Document expiration date

Country in which the document has been issued

Military service data

Military service status

Military service category

Military Replenishment Council

Save
Returning to the main view My Account is possible after clicking the button "my account".
In order to fill in the enrollment application please choose the tab „Enrollment applications“.
Then please click „Choose studies from the offer“.
Please click „Admission for Doctoral Schools 2020/2021”.
Please choose the scientific discipline.
Please click the button „Sign up”.

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<tr>
<th>Details</th>
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<tbody>
<tr>
<td>Code</td>
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<tr>
<td>Organizational unit</td>
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<tr>
<td>Academic area/discipline</td>
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<tr>
<td>Form of studies</td>
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<tr>
<td>Languages of instruction</td>
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<tr>
<td>Admission limit</td>
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<tr>
<td>Duration</td>
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<tr>
<td>Office opening hours</td>
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<tr>
<td>Website</td>
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<tr>
<td>Show address</td>
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**Recruitment**

**Schedule of the Doctoral School enrolment procedure - registration in IRK:**

1. Registration in the Internet Registration of Candidates, referred to as “IRK”, submitting an application to the IRK for admission to the Doctoral School from 5th of May to 28th of June 2020.
2. Recruitment procedure
   - qualification procedure, the interview schedule is published 7 days before 1-14 July, 2020,
   - announcement of the ranking list until 17 July 2020,
   - accepting documents from qualified candidates 17 July 19 September 2020,
   - announcement of the list of accepted candidates 21 September 2020.
The window view – **Enrollment applications**. To complete the recruitment documents, click „Documents and further steps”. 

![Image of the enrollment application form](image-url)
To download the document "Declaration of the planned academic supervisor on the assuming responsibilities for academic supervision", please click the button "Download".
To fill in the „Documents uploaded by candidates” form, please click the button „Fill out”.

<table>
<thead>
<tr>
<th>Documents to download</th>
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</thead>
<tbody>
<tr>
<td>Declaration of the planned academic supervisor on the assuming responsibilities for academic supervision</td>
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</table>

<table>
<thead>
<tr>
<th>Additional information</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Documents uploaded by candidates <em>(not filled)</em></td>
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</tr>
<tr>
<td>Documents uploaded by candidates <em>(not filled)</em></td>
<td></td>
</tr>
</tbody>
</table>

*Note: *(not filled)* indicates that the document has not been filled out.*
Please upload recruitment documents.
To fill in the form „Documents uploaded by candidates”, please click the button „Fill out”.

Please upload the recruitment documents.
To pay the recruitment fee, please click the button „Payments”. 

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Phase 1</strong></td>
</tr>
<tr>
<td>05.05.2020 - 28.06.2020</td>
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<tr>
<td>Application history</td>
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<tr>
<td>Certificate of education</td>
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Document entitling to undertake studies

**Additional information**

- Please provide additional information in order to complete registration:
  - Documents uploaded by candidates (required)
  - Documents uploaded by candidates (required)
Instead of paying by bank wire transfer, you can use an online payment system. Please click the button "I pay".