IRK application instructions

Doctoral School of Social Sciences University of Warsaw
Dear Candidates!

In order to correctly complete the application form for admission to the Doctoral School of Social Sciences, we are providing you with instructions that you can use to entering your own data during the registration process.

Application for admission to the School is made in the Online Recruitment System Candidates (IRK). https://irk.uw.edu.pl/pl/
To create an account, click on the 'create an account' button in the top right corner.

You then proceed to a window in which you give your consent to the processing of your personal data.
To create an account, you will need to enter your password and e-mail address, to which an activation link will be sent. Click on this to activate your account.

Once your account has been activated, simply log in by re-entering your email and password, followed by the "Login" button.
To complete your personal data, go to the "Personal forms" tab.

And then fill in the required data in the individual sections.

Doctoral School of Social Sciences
In the education section, complete the information about your secondary and tertiary education and then click "Save and add document".
Then go to the main menu by clicking on the name “University of Warsaw” and then select the "Doctoral Schools' panel.

Then go to "Studies"
To view the SDNS offer please click: "Doctoral School of Social Sciences" and then "Filter". And then choose the discipline you are interested in.

To enrol, click "Sign up".
Once the discipline has been selected, a message will appear which you must accept and click on the 'Continue' button.

Please select your study document and proceed by clicking on the "Continue" button.
Once a submission has been successfully created in the selected discipline, a message will appear.

Next, go to 'my account' and then to 'enrolment applications'. To upload the required documents, complete the set of questions in the "additional information" column.
Then upload the recruitment documents and complete the remaining fields. Then please click "Save".

After completing the required documents, please go to the 'Payment' tab and click 'I pay'.
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