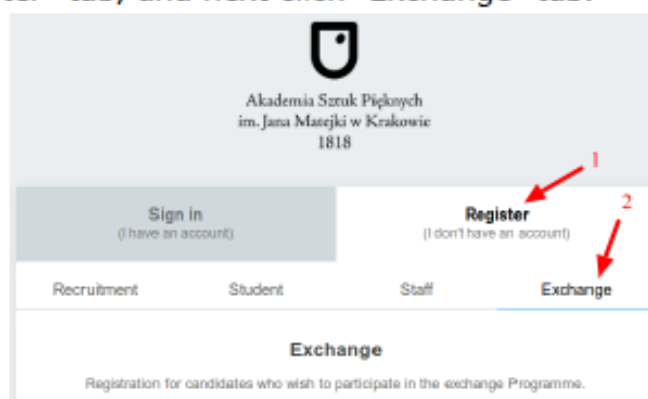


Candidate application (Student exchange - Arrival) - registration form

Creating candidate's account.

Registration in the system is equal with expression of interest in participating in student exchange programme. To register, please follow steps below:

1. Navigate to <https://akademus.asp.krakow.pl/>.
2. Click "Register" tab, and next click "Exchange" tab.



3. In displayed form, please fill in following details:
 - E-mail
 - Password (confirm password)
 - Name and Surname
 - ID document type
 - ID document Series and number
 - Edition
 - Home institution
 - Faculty, the application concerns
4. Submit the form by clicking the "Create Account" button.
This process can take a few minutes. Successful operation will be confirmed with appropriate information.

The image shows a registration form for the Exchange Programme. At the top, there are two tabs: "Sign In (I have an account)" and "Register (I don't have an account)". Below these are four navigation tabs: "Recruitment", "Student", "Staff", and "Exchange". The "Exchange" tab is selected. The form is titled "Exchange" and includes the subtitle "Registration for candidates who wish to participate in the exchange Programme." The form fields are arranged in two columns. The left column contains: "Email*", "Password" (with an eye icon), "Confirm password*" (with a note "(both passwords have to be the same)"), "Name*", and "Surname*". The right column contains: "ID document type*", "Series and number*", "Edition*", "Home institution*", and "Faculty*" (with a note "(Faculty that you wish to apply for)"). At the bottom of the form is a blue "create account" button, which is highlighted with a red arrow.

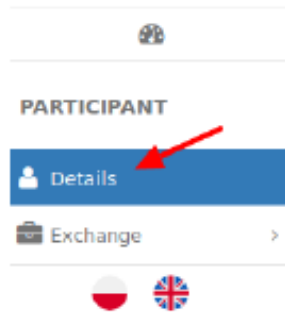
Important !

Account activation link will be sent to email account supplied during registration. Please use this link within 48h, as after this time it will expire.

Application submission(Student exchange - Arrival)

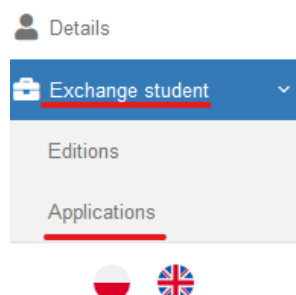
To submit formal application, please follow steps listed below.

1. Navigate to <https://akademus.asp.krakow.pl/>.
2. Login using email and password supplied during registration process.
3. Click "Details" button on side menu.



4. Fill in missing details in following sections: "Personal data", "Education", "Language competencies", "Addresses" "In Case of Emergency [ICE]".
5. Click "Exchange student" button on side menu, next click "Applications"

EXCHANGE PARTICIPANT



6. By clicking on your name (e.g. John Smith), choose “details” of your application.

7. In details of the application navigate to “application documents” tab

NO	NAME	STATUS	CONTENTS	FILE EXTENSION	ADDED DOCUMENTS	
1.	Application form	mandatory	attachment	indefinite		<input type="button" value="add"/>
2.	CV	mandatory	attachment	indefinite		<input type="button" value="add"/>
3.	Document proving the knowledge of English language (if Native please write just a note and add it as pdf)	mandatory	attachment	indefinite		<input type="button" value="add"/>
4.	Learning Agreement - proposal	mandatory	attachment	indefinite		<input type="button" value="add"/>
5.	Motivation Letter	mandatory	attachment	indefinite		<input type="button" value="add"/>
6.	Portfolio	mandatory	attachment	indefinite		<input type="button" value="add"/>
7.	Transcript of records for previous years (in English)	mandatory	attachment	indefinite		<input type="button" value="add"/>

8. Using “add” button, attach required documents.

9. Navigate to “additional details” tab and using “change” button choose the field of study you are applying for.

» Which field of study are you applying for?
wybierz odpowiedni z listy

Edit Which field of study are you applying for?

Data

WHICH FIELD OF STUDY ARE YOU APPLYING FOR?: *

-

|

- painting (Faculty of Painting)
- stage design (Faculty of Painting)
- sculpture (Faculty of Sculpture)
- graphic arts (Faculty of Graphic Arts)
- interior design (Faculty of Interior Design)
- conservation and restoration of painting (Faculty of Conservation and Restoration of Works of Art)
- conservation and restoration of sculpture (Faculty of Conservation and Restoration of Works of Art)
- industrial design (Faculty of Industrial Design)
- intermedia (Faculty of Intermedia)**

10. Navigate to “additional details to person” tab and using “change” button add required information.

status	application documents	additional details	<u>additional details to person</u>
education year liczba ukończonych lat		change	
education level		change	
education domain studiów na uczelni macierzystej		change	
native language		change	
English level		change	
other languages		change	

[Finish editing and submit](#)

11. After completing the application, go to “status” tab and click “Finish editing and submit” button.

status: **draft**

[generate printout](#)

[status](#) [documents](#)

NO	STATUS
1	draft

[Finish editing and submit](#)

12. The correct status of the submitted application is: **to be submitted (altering by candidate is blocked)**.