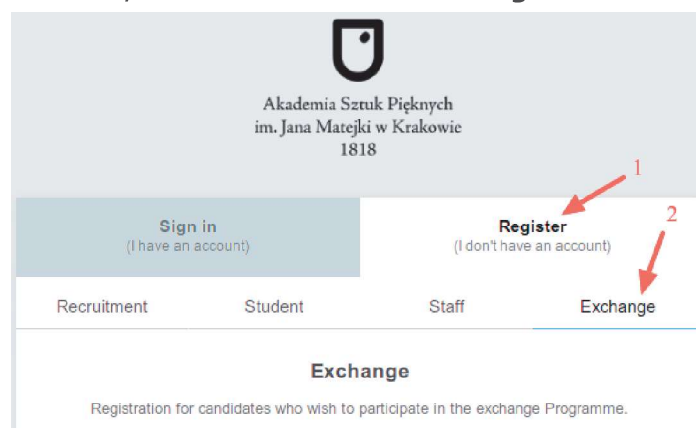


Candidate application (Student exchange - Arrival) - registration form

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.



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bok@akademus.pl
www.akademus.pl

Sign in
(I have an account)

Register
(I don't have an account)

Recruitment
Student
Staff
Exchange

Exchange

Registration for candidates who wish to participate in the exchange Programme.

Email:*

Password:

Confirm password:*
[Both passwords have to be the same.]

Name:*

Surname:*

ID document type:*

Series and number:*

Edition:*

Home institution:*

Faculty:*
[Faculty that you wish to apply for]

create account

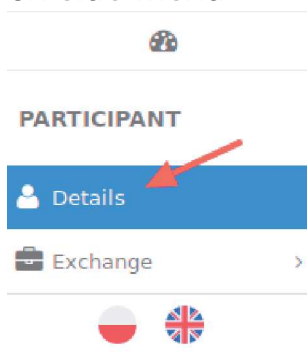
Important !

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" button on side menu, next click "Nominations".



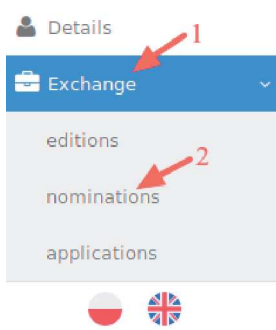
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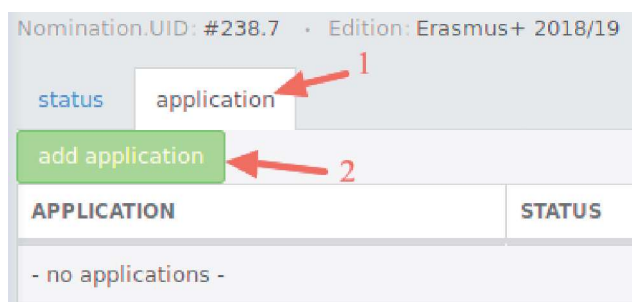
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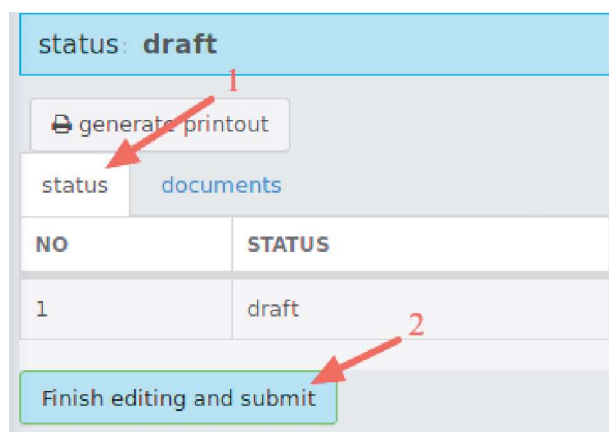
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PARTICIPANT


6. By clicking on Name, choose "Details" option.
7. Switch to "application" tab, and click "add application" button.



8. In details of the application navigate to "documents" tab.
9. Using "add" button, attach required documents.
10. After completing the application, go to "status" tab, and click "Finish editing and submit" button.



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