

# INSTRUCTION



**COMPLETE APPLICATION** = SUBMITTED APPLICATION ON USOS IRK + ONLINE LEARNING AGREEMENT



## CLICK ON SIGN UP BUTTON

The student must be nominated by his/her home university for short-term studies at the Adam Mickiewicz University in Poznan.

**Course catalogue in English:**

The course catalogue in English is available at: <https://amupie.amu.edu.pl>

Please note that in order to take part in the classes offered in English, your language level must be at least on B1 level.

2. Required documents:

Details	
Code	ERASMUS
Organizational unit	Uniwersytet Adama Mickiewicza
Language(s) of instruction	English

[Ask a question](#)

Phase 2 (15.10.2025 - 15.12.2025 23:59)

[Sign up](#)



## PROVIDE NECESSARY INFORMATION

### Erasmus+ Student (Studies)

 You need to fill out personal data forms: [Basic personal data](#), [Address and contact information](#), [Education](#).

#### Personal forms

[Basic personal data](#) [Address and contact information](#) [Photo](#) [Education](#) [Additional personal information](#)

**Basic personal data**

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university system (such as first names, surnames, city names) are written with a capital letter. Only the first letter should be capital transcription instead. If you have double surname, there should be no spaces around the hyphen. For example: Janina Maria Kowalska-Hajkowska. In Polish, proper names are written with a capital letter. If you have a double surname, there should be no spaces around the hyphen. For example: Janina Maria Kowalska-Hajkowska. In Polish, proper names are written with a capital letter. If you have a double surname, there should be no spaces around the hyphen. For example: Janina Maria Kowalska-Hajkowska.

THIS FIELD IS NOT OBLIGATORY

## BASIC PERSONAL DATA

**Basic personal data**

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university system (such as first names, surnames, city names) are written with a capital letter. Only the first letter should be capital transcription instead. If you have double surname, there should be no spaces around the hyphen. For example: Janina Maria Kowalska-Hajkowska. In Polish, proper names are written with a capital letter. If you have a double surname, there should be no spaces around the hyphen. For example: Janina Maria Kowalska-Hajkowska.

\* - Fields marked with asterisk symbol are required.

[Save](#)

First name \*  4 / 40

Second name \*  7 / 40

☐ I don't have a middle name

Surname \*  4 / 40

PESEL number  0 / 11

The PESEL number is required for Polish citizens.

Gender \*  ▼

Date of birth \*  ▼

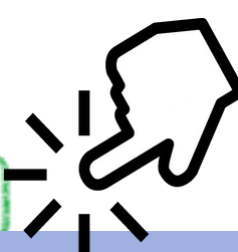
Place of birth \*  8 / 60

Country of birth \*  ▼

I have Polish citizenship \*  ▼

Citizenship \*  ▼

[Save](#)



PROVIDE DATA  
THAT YOU ARE  
ASKED FOR.

THEN, CLICK **SAVE**

# INTERNATIONAL CANDIDATE

This form concerns only candidates without Polish citizenship.

\* - Fields marked with asterisk symbol are required.

Save

## Foreigner's status in Poland \*

- ☐ I have been granted subsidiary protection in the territory of Poland
  - ☐ I hold the valid Card of the Pole
  - ☐ I hold a long-term residence permit of the EU in the territory of Poland
  - ☐ I hold a permanent residence permit (settlement permit) in the territory of Poland
  - ☐ I hold refugee status granted by the Republic of Poland
  - ☐ I am a citizen of the European Union (EU) or European Free Trade Association (EFTA) country or member of his/her family, residing in the territory of Poland ?
  - ☐ I hold at least C1 level certificate in Polish language issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language
  - ☐ I hold the formal decision on Polish origin
  - ☐ I am a spouse, child or parent of the Polish citizen and I live in the territory of Poland
  - ☐ I have been granted a temporary residence permit pursuant to some special circumstances ?
- 
- ☐ I do not meet any of the conditions mentioned above

# ADDRESS AND CONTACT INFORMATION

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university (such as city and street names) are written with a capital letter. Only the first letter should be capital, not all instead.

\* - Fields marked with asterisk symbol are required.

Save

## Contact information

Email address  28 / 254

In order to set a new address, go to the email address change page.

Phone number \*  0 / 20

Alternative phone number  0 / 20

## Address of residence

Country \* -- select --

Postal code \* 00-000 0 / 6

Town \*  0 / 60

Town size \* -- select --

Street  0 / 80

If your address does not contain a street name, please leave

## UPLOAD THE PHOTO FOR YOUR STUDENT CARD

My account → Personal forms → Photo

## Personal forms

Basic personal data Address and contact information Photo Education Additional personal information

## Photo

Photo requirements and a link to the page with examples are at the bottom of the site. Remember that an incorrect or poor-quality photo will be rejected.

Save

Photo  Wybierz plik Nie wybrano pliku

Maximum file size: 5 MB

## Profile picture privacy settings

- ☐ Everyone can see my photo.
- ☐ My photo can be seen only by people who are logged in.
- ☒ My photo can be seen only by people who attend the same classes as I.
- ☐ My photo can be seen only by me (and the recruitment commission).

This setting will apply in USOSweb after admission.

Save

## ADDITIONAL PERSONAL INFORMATION

My account → Personal forms → Additional personal information

## Personal forms

Basic personal data Address and contact information Photo Education Additional personal information

## Additional personal information

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems and printed (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 use punctuation marks in document numbers.

\* - Fields marked with asterisk symbol are required.

Save

## Identification document

Document type \* -- select --

Document series and number \*  0 / 20  
This value must contain only uppercase letters and digits.

Document expiration date \* dd.mm.rrrr

Country in which the document has been issued \* -- select --

Save

FACE FRONT

PLAIN BACKGROUND



GO BACK TO MY ACCOUNT

→ My account → Personal forms → Additional personal information

## Personal forms

Basic personal data International candidate Address and contact information Photo Education Additional personal information

THEN, GO TO ENROLLMENT APPLICATIONS

→ My account → Enrollment applications

## My account

Account settings Personal forms Enrollment applications Payments Messages Notifications Clauses and consents

### Enrollment applications

You have no registration applications. [Go to the offer.](#)



CLICK ON ERASMUS+ STUDENT (STUDIES)

### Filters

☐ Only with active phase  [Filter](#) [G](#) [/](#)

E

• Erasmus+ Student (Studies)



YOU WILL BE  
RE-DIRECTED TO THIS  
PAGE, CLICK ON  
SIGN UP AGAIN

#### Table of contents

1. Course catalogue in English:
2. Required documents:

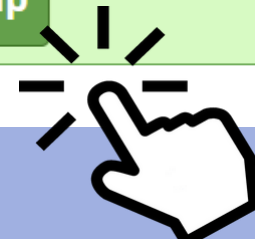
#### Details

Code	ERASMUS
Organizational unit	Uniwersytet Adama Mickiewicza
Language(s) of instruction	English

[Ask a question](#)

Phase 2 (15.10.2025 - 15.12.2025 23:59)

[→ Sign up](#)





SELECT PROPER PERIOD OF STUDY

New application

[DWZ-2025]

Registration for short-term studies (open)

[ERASMUS]

Erasmus+ Student (Studies) – Phase 1

Period of study

-----

-----

ESI (European Student Identifier)

-----

First term

Second term

Full academic year

THEN, WRITE YOUR ESI NUMBER AND CLICK ON CONTINUE

New application

[DWZ-2025]

Registration for short-term studies (open)

[ERASMUS]

Erasmus+ Student (Studies) – Phase 1

Period of study

First term

-----

ESI (European Student Identifier)

0 / 300

Return

Continue

CLICK ON FILL OUT THE FORMS WITH ADDITIONAL INFORMATION

Erasmus+ Student (Studies)

You have already applied in this registration phase.

Within the specified deadlines remember to:  
• [fill out the forms with additional information](#)

Only students from partner universities (having valid Erasmus+ bilateral agreement) can participate in Erasmus+ programme.

The student must be nominated by his/her home university for short-term studies at the Adam Mickiewicz University in Poznań.

Table of contents

1. Course catalogue in English:  
2. Required documents:

Details

Code

ERASMUS

Organizational unit

Uniwersyte

Language(s) of instruction

English

Ask a question

FILL IN THE INFORMATION REQUIRED

[ERASMUS]

Erasmus+ Student (Studies)

Phase 1 ( ✕ withdraw ) 07.03.2025 - 10.04.2025	Recruitment fee not required	Score ---	Qualification status --- The results will be visible: 09.03.2025 00:00	Decision ---
Period of study	First term			
ESI (European Student Identifier)	997754			
Additional information	Please provide additional information in order to complete registration. • Accommodation (required) • English Language Skills (required) • Home University (required) • Required documents (required)			
You need to submit your application in order to take part in the recruitment process. You need to fill in all the required information before you can submit your application.				
<a href="#">Documents and further steps</a>				

ACCOMMODATION

Accommodation

Registration for short-term studies  
Erasmus+ Student (Studies)

Within the specified deadlines remember to:

- fill out the forms with additional information.

The number of places at AMU dormitories is limited.

Adam Mickiewicz University is not able to guarantee accommodation to all Erasmus+ incoming students.

The answer YES to the question below is treated as the application for AMU dormitory accommodation.

You will be informed about dormitory results via e-mail no sooner than two weeks after the application platform is closed.

Answer deadline: 10 Apr 2025, 11:59 p.m.

Fields marked with asterisk symbol are required.

Save

Accommodation \*

-- select --

-- select --

Yes

No

Save and return

THE NUMBER OF PLACES AT DORMS IS LIMITED

WE ARE NOT ABLE TO PROVIDE ACCOMMODATION  
TO ALL INCOMING ERASMUS+ STUDENTS

RESULTS ARE ANNOUNCED WITHIN 2 WEEKS  
AFTER THE APPLICATION PLATFORM IS CLOSED

PROVIDE US WITH THE INFORMATION  
ABOUT YOUR LEVEL OF ENGLISH

ERASMUS+ STUDENTS  
ARE OBLIGED TO KNOW  
ENGLISH AT LEAST  
B1 LEVEL

English Language Skills

Registration for short-term studies  
Erasmus+ Student (Studies)

Within the specified deadlines remember to:

- fill out the forms with additional information.

English Language Skills

Answer deadline: 10 Apr 2025, 11:59 p.m.

Fields marked with asterisk symbol are required.

Save

English Language Skills \*

-- select --

-- select --

A1

A2

B1

B2

C1

C2

Save and return

HOME UNIVERSITY – PROVIDE INFORMATION ABOUT YOUR HOME UNIVERSITY  
(FROM YOUR HOME COUNTRY)

Home University

Registration for short-term studies  
Erasmus+ Student (Studies)

Within the specified deadlines remember to:

- fill out the forms with additional information.

Information on student's Home University and current studies

Answer deadline: 10 Apr 2025, 11:59 p.m.

\* - Fields marked with asterisk symbol are required.

Save

Home University \*

Start typing university's name or city to have suggestions displayed. If you can't find your university, you can enter it manually.

Erasmus code \*

0 / 500

Home university erasmus code

Level of study \*

-- select --

Current year of study \*

0 / 500

Save and return

Save

YOUR HOME UNIVERSITY ERASMUS+ CODE  
(IF YOU'RE NOT SURE, ASK YOUR HOME UNIVERSITY  
COORDINATOR)


WRITE: 1, 2 OR 3



## UPLOAD YOUR ID OR PASSPORT

### Required documents

Registration for short-term studies  
Erasmus+ Student (Studies)

 Within the specified deadlines remember to:  
◦ [fill out the forms with additional information.](#)

**Please prepare your Learning Agreement according to the guidelines of your Home University using OLA (Online Learning Agreement) or your local system connected to EWP. Your Learning Agreement will be transferred directly to our system via EWP.**



 **submitted application in USOSirk + Online Learning Agreement = complete application** 

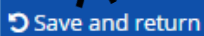
Answer deadline: **10 Apr 2025, 11:59 p.m.**

\* - Fields marked with asterisk symbol are required.

Scan of a passport or national  
ID \*

Wybierz plik Nie wybrano pliku

  Save





 Save and return

 Save

## CLICK ON SUBMIT BUTTON

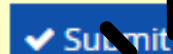
Additional information


Please provide additional information in order to complete registration.

-  Accomodation (filled out)
-  English Language Skills (filled out)
-  Home University (filled out)
-  Required documents (filled out)

You need to submit your application in order to take part in the recruitment process.

*After submitting the application you won't be able to make any changes!*

 Submit

 Documents and further steps

## YOUR APPLICATION IS SUBMITTED :)

 → [My account](#) → Enrollment applications

### My account

Account settings

Personal forms

Enrollment a



Your application has been submitted.

APPLICATION IS **COMPLETE** ONLY TOGETHER WITH  
**ONLINE LEARNING AGREEMENT (OLA)**

PREPARE **YOUR OLA** IN THE SYSTEM/PLATFORM USED  
BY YOUR HOME UNIVERSITY.

WHEN **OLA** IS SIGNED BY YOU AND YOUR HOME  
UNIVERSITY COORDINATOR,

IT WILL BE AUTOMATICALLY DOWNLOADED BY OUR SYSTEM