

# 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.

The nomination should be sent to the e-mail address: [erasmus@amu.edu.pl](mailto:erasmus@amu.edu.pl) by the deadline:

**31st May** - for the winter semester/full year

**30th November** - for the summer semester

### 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.

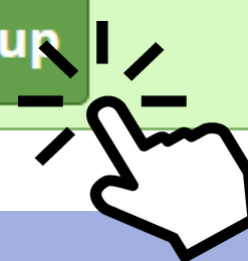
2. Required documents:

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

[Ask a question](#)

Phase 1 (07.03.2025 10:41 - 10.04.2025 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.

THIS FIELD IS NOT OBLIGATORY

University issued documents. In Polish, proper names are written with a capital letter. If you have a double surname, use Latin transcription instead. If you have double surname, there should be no spaces around the hyphen. For example: Janina Maria Kowalska.

## BASIC PERSONAL DATA

### Basic personal data

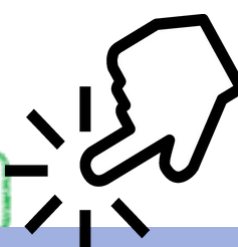
While typing your personal data, remember that if you're enrolled, your data will be uploaded to university system (such as first names, surnames, city names) are written with a capital letter. Only the first letter should be capital transcription instead. If you have double surname, there should be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

\* - Fields marked with asterisk symbol are required.

[Save](#)

First name *	<input type="text"/>	4 / 40
Second name *	<input type="text"/>	7 / 40
<input type="checkbox"/> I don't have a middle name		
Surname *	<input type="text"/>	4 / 40
PESEL number	<input type="text"/>	0 / 11
The PESEL number is required for Polish citizens.		
Gender *	<input type="text"/>	
Date of birth *	<input type="text"/>	
Place of birth *	<input type="text"/>	8 / 60
Country of birth *	<input type="text"/>	
I have Polish citizenship *	<input type="text"/>	
Citizenship *	<input type="text"/>	

[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.

Photo    
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.

FACE FRONT

PLAIN BACKGROUND

# 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 put spaces or any other punctuation marks in document numbers.

\* - Fields marked with asterisk symbol are required.

#### 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 --



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

- Course catalogue in English:
- Required documents:

#### Details

Code	ERASMUS
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Language(s) of instruction	English
<a href="#">Ask a question</a>	

Phase 1 (07.03.2025 10:41 – 10.04.2025 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

Please choose which term or terms of study you want to apply for. Remember that you won't be able to change it.

Since you are applying for Erasmus+ programme, we ask about your ESI (European Student Identifier). This is a global identifier assigned to you by your home university. It consists of some constant prefix (urn:schac:personalUniqueCode:int:esi:) followed by a domain name of the home university (e.g. urn:schac:personalUniqueCode:int:esi:uw.edu.pl:123456). Thus, your ESI is probably similar to: urn:schac:personalUniqueCode:int:esi:uw.edu.pl:123456. More information: <https://wiki.geant.org/display/SM/European+Student+Identifier>. If you are unsure about your ESI, please enter your student id number.

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

Please choose which term or terms of study you want to apply for. Remember that you won't be able to change it.

Since you are applying for Erasmus+ programme, we ask about your ESI (European Student Identifier). This is a global identifier assigned to you by your home university. It consists of some constant prefix (urn:schac:personalUniqueCode:int:esi:) followed by a domain name of the home university (e.g. urn:schac:personalUniqueCode:int:esi:uw.edu.pl:123456). Thus, your ESI is probably similar to: urn:schac:personalUniqueCode:int:esi:uw.edu.pl:123456. More information: <https://wiki.geant.org/display/SM/European+Student+Identifier>. If you are unsure about your ESI, please enter your student id number.

Period of study

ESI (European Student Identifier)

[← Return](#) [→ Continue](#)

## IMPORTANT

PROVIDE US WITH YOUR ESI NUMBER,  
THE SAME THAT YOU USED FOR ONLINE LEARNING AGREEMENT

# 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 Poznan.

The nomination should be sent to the e-mail address: [erasmus@amu.edu.pl](mailto:erasmus@amu.edu.pl) by the deadline:

**31st May** - for the winter semester/full year

**30th November** - for the summer semester

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- Required documents:

**Details**

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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 <input checked="" type="radio"/> not required	Score ---	Qualification status ---	Decision ---
Period of study	First term			
ESI (European Student Identifier)	997754			
Additional information	Please provide additional information in order to complete registration. <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Accomodation (required)</li> <li><input checked="" type="radio"/> English Language Skills (required)</li> <li><input checked="" type="radio"/> Home University (required)</li> <li><input checked="" type="radio"/> Required documents (required)</li> </ul>			
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.

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+ MOBILITY 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.

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.

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  
DO NOT WRITE PL POZNAN 01

~~PL POZNAN 01~~

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 and return

Save

Save

## CLICK ON SUBMIT BUTTON

Additional information

Please provide additional information in order to complete registration.

- Accommodation (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 IT IS SIGNED BY YOU AND YOUR HOME  
UNIVERSITY COORDINATOR,

IT WILL BE AUTOMATICALLY DOWNLOADED BY OUR SYSTEM