

Instruction on how to apply for exchange studies at the Jagiellonian University in Kraków:

1. Create an account on our on-line application platform: <https://irk.uj.edu.pl/en-gb/auth/register/consent/>.
2. Go to 'My account' → 'Personal Forms' and complete 'Basic personal data', 'Address and contact information', and 'Additional personal information' tabs. **Military service data is not required.**
3. Go to 'Studies' section and choose 'Exchange programmes' tab.
4. Select the exchange programme in the framework of which you are going to study, click on it and read all the information about chosen programme (in case you are not sure in the framework of which programme you are coming, then please contact your home university coordinator regarding this issue).
5. Click on 'Sign up' button and choose period of your studies (winter semester/ summer semester/ full academic year). Then choose 'Continue'.
6. Complete information regarding your home university and your studies (in case you are not sure what ISCED code you should choose, then please contact your home university coordinator).
7. Complete information regarding accommodation in one of the JU dormitories.
8. Complete information regarding your language proficiency and upload a certificate/document confirming level of your English language proficiency (you may find detailed information regarding language requirements on our webpage: <https://erasmus.uj.edu.pl/incoming/ka103>). Then choose 'Continue'.
9. Go to 'MY ACCOUNT' → 'Enrollment applications' and click on 'Documents and further steps' tab (on the bottom of the page).
10. Download the Application Form and get it signed by you and by your home university coordinator.
11. Go to 'MY ACCOUNT' → 'Enrollment applications' → 'Application Form' and upload scan of your Application Form signed by you and your home University coordinator. **In case system requires some additional documents, as 'Cover Letter' or 'Transcript of Records', then please upload them too.**
12. Go back to 'Enrollment applications' and press 'Confirm'.

Now your application is submitted, and you should wait for the verification process. After your application will be verified and accepted by International Students Office and relevant departmental coordinator of JU, status of your application will change to 'Accepted'.

The results of the verification process should be available in July in case you are applying for the winter semester or full academic year and in January in case you are applying for the summer semester.

If you would like to receive an **official acceptance letter** (for example for visa procedures), then you should request it via e-mail ([erasmus@uj.edu.pl](mailto:erasmus@uj.edu.pl)). **You can request an acceptance letter only after your application has been accepted.**