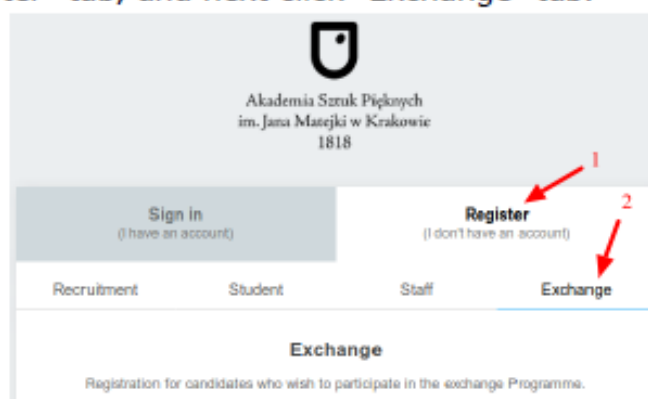# Candidate application (Student exchange - Arrival)
- registration form

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.

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.
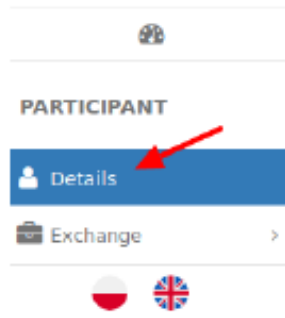
4. Fill in missing details in following sections: "Personal data", "Education", "Language competencies", "Addresses" "In Case of Emergency [ICE]".
5. Click "Exchange student" button on side menu, next click "Applications"
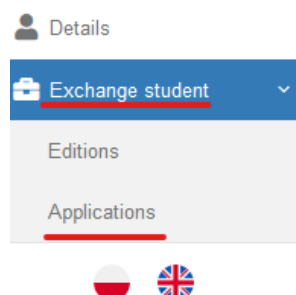
6. By clicking on your name (e.g. John Smith), choose ''details'' of your application.

7. In details of the application navigate to ''application documents'' tab

	status	application documents	personal data	additional details				

Required documents

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

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

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