

User Manual for Registration of International Visitors System (IRGZ)

Registration in the system is required for a person whose home institution is outside Poland and who:

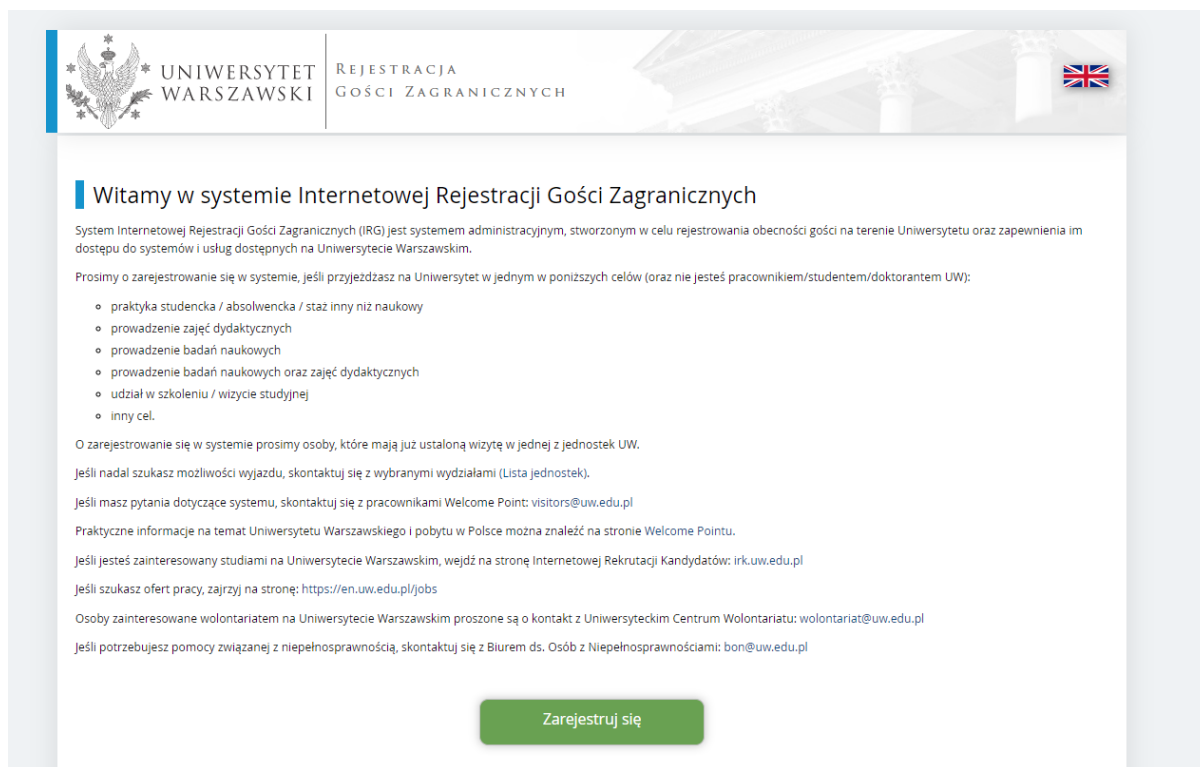
1. is not a student of the University of Warsaw at a first-cycle (Bachelor's) programme, a second-cycle (Master's) programme and/or a long-cycle Master's programme;
2. is not a participant in a doctoral programme at the University;
3. is not a student of postgraduate studies at the University;
4. is not employed at the University on the basis of an appointment or employment contract;
5. does not perform activities or provide services for the University on the basis of a civil law agreement.

Registration does not apply to:

1. candidates for studies or doctoral schools: Internet Recruitment of Candidates: irk.uw.edu.pl
2. job applicants: <https://en.uw.edu.pl/jobs> (a separate system is being created for this purpose)
3. volunteers; persons interested in volunteering at the University of Warsaw should contact the Volunteer Centre of University of Warsaw: wolontariat@uw.edu.pl

IRGZ Home Page

<https://visitors.uw.edu.pl/pl/> / <https://visitors.uw.edu.pl/en-gb/>



UNIwersYTET WARSZAWSKI

REJESTRACJA
GOŚCI ZAGRANICZNYCH

Witamy w systemie Internetowej Rejestracji Gości Zagranicznych

System Internetowej Rejestracji Gości Zagranicznych (IRG) jest systemem administracyjnym, stworzonym w celu rejestrowania obecności gości na terenie Uniwersytetu oraz zapewnienia im dostępu do systemów i usług dostępnych na Uniwersytecie Warszawskim.

Prosimy o zarejestrowanie się w systemie, jeśli przyjeżdżasz na Uniwersytet w jednym w poniższych celów (oraz nie jesteś pracownikiem/studentem/doktorantem UW):

- praktyka studencka / absolwencka / staż inny niż naukowy
- prowadzenie zajęć dydaktycznych
- prowadzenie badań naukowych
- prowadzenie badań naukowych oraz zajęć dydaktycznych
- udział w szkoleniu / wizycie studyjnej
- inny cel.

O zarejestrowanie się w systemie prosimy osoby, które mają już ustaloną wizytę w jednej z jednostek UW.

Jeśli nadal szukasz możliwości wyjazdu, skontaktuj się z wybranymi wydziałami (Lista jednostek).

Jeśli masz pytania dotyczące systemu, skontaktuj się z pracownikami Welcome Point: visitors@uw.edu.pl

Praktyczne informacje na temat Uniwersytetu Warszawskiego i pobytu w Polsce można znaleźć na stronie Welcome Pointu.

Jeśli jesteś zainteresowany studiami na Uniwersytecie Warszawskim, wejdź na stronę Internetowej Rekrutacji Kandydatów: irk.uw.edu.pl

Jeśli szukasz ofert pracy, zajrzyj na stronę: <https://en.uw.edu.pl/jobs>

Osoby zainteresowane wolontariatem na Uniwersytecie Warszawskim proszone są o kontakt z Uniwersyteckim Centrum Wolontariatu: wolontariat@uw.edu.pl

Jeśli potrzebujesz pomocy związanej z niepełnosprawnością, skontaktuj się z Biurem ds. Osób z Niepełnosprawnościami: bon@uw.edu.pl

Zarejestruj się

1. On the IRGZ homepage there is a possibility to select the English language version by clicking on the flag in the upper right corner.

It's important to choose the more suitable IRGZ language version before opening your account as the system will send you notifications in the initially indicated language.

2. For the purposes of this manual, we will be using the English version of the system.

Welcome to the Internet Registration for Guests System

The Internet Registration for Guests System (IRG) is an administrative database, developed to record the presence of visitors to the University and provide them with access to systems and services available at the University of Warsaw.

Please register in the system if:

1. you are not already an employee/student/PhD candidate at UW
and
2. you have already arranged the visit with one of the UW units
and
3. you are coming to the University in one of the following purposes
 - apprenticeship / internship other than scientific one,
 - conducting didactic classes,
 - conducting scientific research,
 - conducting both scientific research and didactic classes,
 - taking part in training / study visit,
 - other purpose.

If you are still looking for opportunities, please contact selected faculty (<https://en.uw.edu.pl/about-university/faculties>).

If you have any questions regarding the system, please contact Welcome Point staff: visitors@uw.edu.pl

Practical information about the University of Warsaw and stay in Poland can be found on Welcome Point's website: welcome.uw.edu.pl

If you are interested in studying at the University of Warsaw, please go to the Internet Recruitment for Candidates website: irk.uw.edu.pl

If you are looking for job opportunities, please check: en.uw.edu.pl/jobs

RESOURCE CENTRE:

If you are interested in volunteering at the University of Warsaw, please contact the Volunteer Centre: wolontariat@uw.edu.pl

If you need assistance with regards to your disability, please contact Office for Persons with Disabilities: bon@uw.edu.pl

Register here

3. To access your guest account in the system, click the green button **REGISTER HERE** .

SETTING UP AN ACCOUNT

1. If you are a new user of the system, the first step is to create a user account by selecting **CREATE AN ACCOUNT**.

Filters

Only with active phase

Filter

Organizational units:

Available units

- Faculty of Mathematics, Informatics, and Mechanics
- Faculty of Physics
- Faculty of Political Science and International Studies
- Centre of New Technologies University of Warsaw

Selected units

A

- Apprenticeship / internship other than scientific (4)

D

- Didactic classes (4)

O

- Others (4)

S

- Scientific research (4)
- Scientific research and didactic classes (4)

T

- Training / study visit (4)

2. You should then read and accept the information on the processing of your personal data by ticking the two consents and clicking on the "**CONTINUE**" button.

☐ I resign

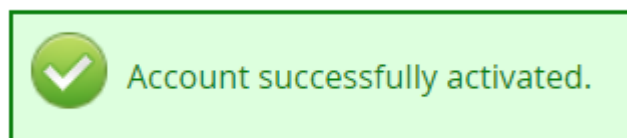
3. In the next step, you need to enter the email address that will be assigned to your user account, set and confirm a password.

Create an account

Email address		0 / 100
Password		
Confirm password		

Create an account

4. The system will send a message with a confirmation link to the provided email address.



COMPLETION OF PERSONAL DATA

1. Once you have created an account, you will need to fill in your personal details in **MY ACCOUNT** (top right corner).
2. Next, enter **PERSONAL FORMS** and fill in the data according to the subsequent fields of the form.

My account

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

Personal forms

Basic personal data

Address and contact information

Additional personal information

3. Data should be completed in 3 sections: Basic personal data, Address and contact information, Additional personal information.

4. In the **MY ACCOUNT** section you can also select the preferred language of notifications that are automatically sent from the system (Polish/English).

My account

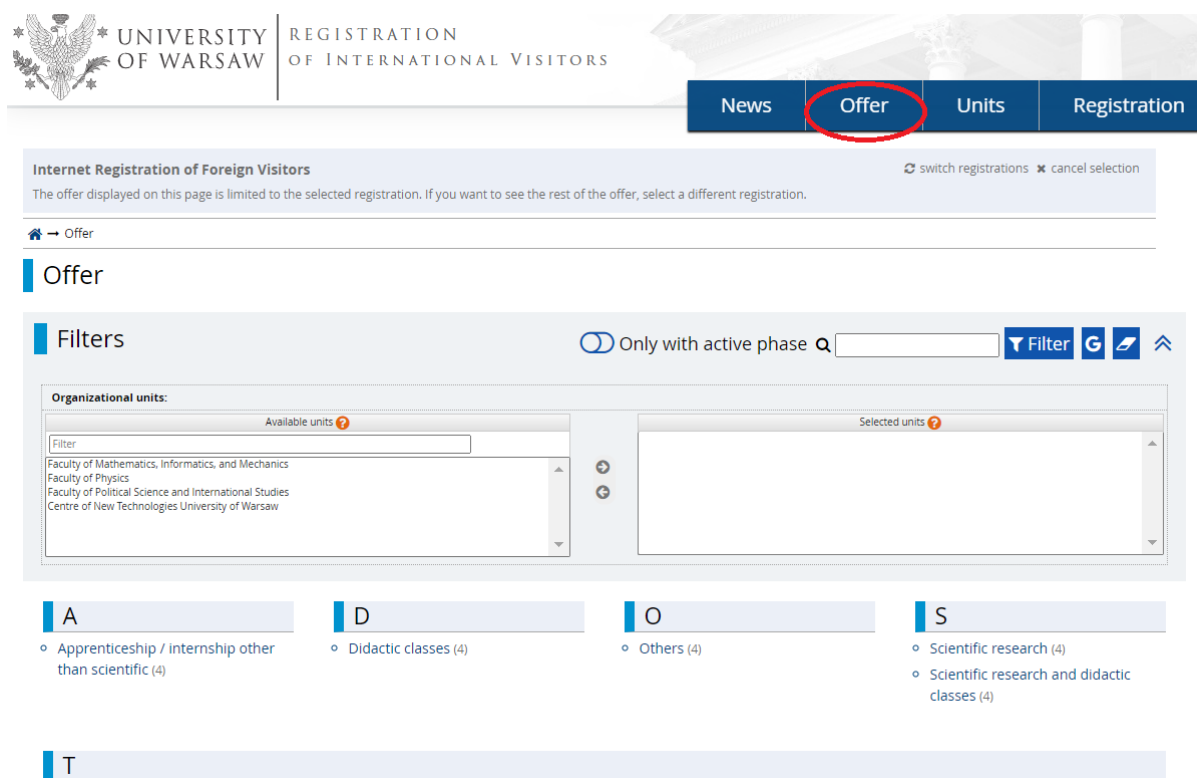
REGISTRATION OF ARRIVAL

The IRGZ defines 6 basic arrival purposes:

- Apprenticeship / internship other than scientific one
- Didactic classes
- Scientific research
- Scientific research and didactic classes
- Training/Study Visit
- Other

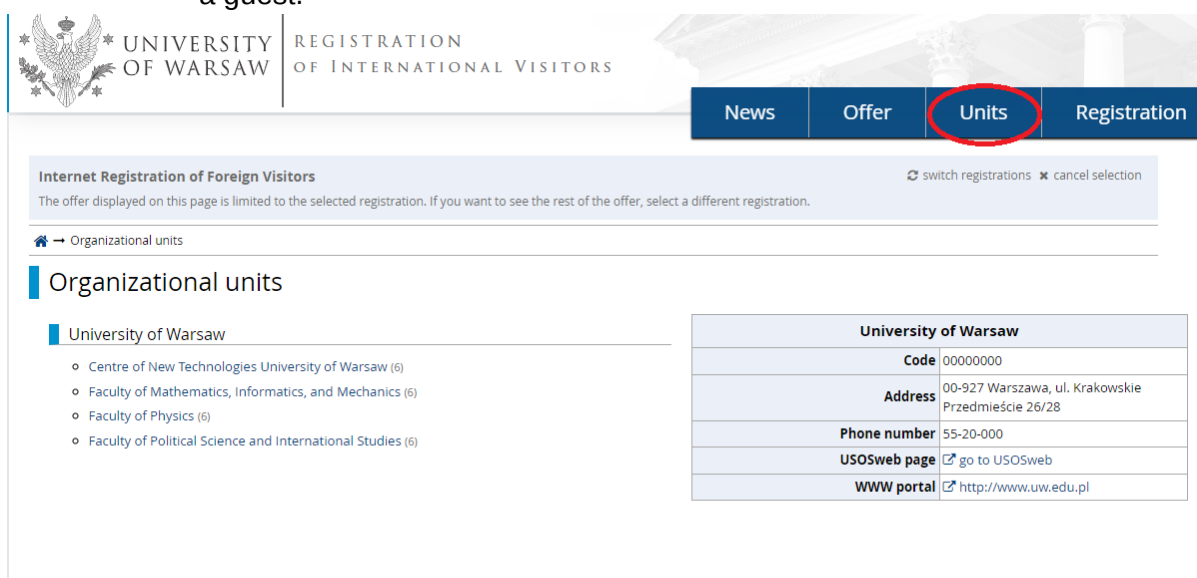
1. There are two paths to register your arrival:

- a. Select the **"Offer"** section and first choose the purpose of your arrival.



The screenshot shows the 'Offer' section of the website. The 'Offer' tab is highlighted in the top navigation bar. Below the navigation bar, there is a header for 'Internet Registration of Foreign Visitors' with links to 'switch registrations' and 'cancel selection'. A breadcrumb trail shows 'Home' and 'Offer'. The main heading is 'Offer'. Below this is a 'Filters' section with a search bar and a 'Filter' button. The 'Organizational units' section is divided into 'Available units' and 'Selected units'. The 'Available units' list includes: Faculty of Mathematics, Informatics, and Mechanics; Faculty of Physics; Faculty of Political Science and International Studies; and Centre of New Technologies University of Warsaw. Below the units, there are four categories: A (Apprenticeship / internship other than scientific (4)), D (Didactic classes (4)), O (Others (4)), and S (Scientific research (4), Scientific research and didactic classes (4)). A 'T' category is also visible at the bottom.

- b. Select the **"Units"** section and first select the unit to which you are coming as a guest.



The screenshot shows the 'Units' section of the website. The 'Units' tab is highlighted in the top navigation bar. Below the navigation bar, there is a header for 'Internet Registration of Foreign Visitors' with links to 'switch registrations' and 'cancel selection'. A breadcrumb trail shows 'Home' and 'Organizational units'. The main heading is 'Organizational units'. Below this, the 'University of Warsaw' is selected, showing a list of units: Centre of New Technologies University of Warsaw (6), Faculty of Mathematics, Informatics, and Mechanics (6), Faculty of Physics (6), and Faculty of Political Science and International Studies (6). To the right, there is a table with details for the University of Warsaw.

University of Warsaw	
Code	00000000
Address	00-927 Warszawa, ul. Krakowskie Przedmieście 26/28
Phone number	55-20-000
USOSweb page	go to USOSweb
WWW portal	http://www.uw.edu.pl

2. Register your arrival by selecting "Sign up".

Internet Registration of Foreign Visitors switch registrations ✕ cancel selection

The offer displayed on this page is limited to the selected registration. If you want to see the rest of the offer, select a different registration.

🏠 → Offer → Didactic classes → Faculty of Physics- Didactic classes

Faculty of Physics- Didactic classes

Conducting teaching activities in cooperation with the University of Warsaw.



Table of contents	
Details	
Code	FUW_DYDAKTYKA
Organizational unit	Faculty of Physics
Purpose of arrival	Didactic classes
Ask a question	

Phase 1 (21.03.2022 13:20 – 30.09.2022 23:59)

[➔ Sign up](#)

3. In the next step you will be asked to answer a set of questions and then click "Continue".

Question set for international guests

Questions addressed directly to international guests.

* – Fields marked with asterisk symbol are required.

Please indicate name and surname of the contact person at University of Warsaw (in the unit) *		0 / 200
Please indicate the position/function of the contact person		0 / 200
Please indicate the e-mail address of the contact person *		0 / 200
Please indicate the phone number of the contact person		0 / 200
Please indicate your academic title		0 / 200
Please indicate your status at "home" *	-- select --	▼
Scientific field *	-- select --	▼
Are you a graduate of the University of Warsaw? *	-- select --	▼
What is the planned date of your arrival to the University of Warsaw? *	dd.mm.rrrr	📅
What is the planned date of your departure from the University of Warsaw? *	dd.mm.rrrr	📅
Do you finance your stay yourself? *	-- select --	▼
Please indicate your source of funding *	-- select --	▼
Please indicate which project/program the visit is financed by *		0 / 200
Do you have a signed agreement with a unit/faculty of the University of Warsaw? *	-- select --	▼
Do you need an invitation for a visa? *	-- select --	▼
Please indicate the current country of legal residence *	-- select --	▼
Please indicate your ORCID number		0 / 200
Please indicate your website address		0 / 200

[← Return](#) [➔ Continue](#)

4. Once you have answered all the questions, you will be registered to come to a particular faculty.

Faculty of Physics- Didactic classes

✓ You have successfully created a recruitment application. Go to the page [My account → Enrollment applications](#) to view the list of additional forms and/or documents that need to be printed and submitted.

Conducting teaching activities in cooperation with the University of Warsaw.



Table of contents

Details

Code FUW_DYDAKTYKA

Organizational unit Faculty of Physics

Purpose of arrival Didactic classes

✉ Ask a question

Phase 1 (21.03.2022 13:20 – 30.09.2022 23:59)

You have already applied in this registration phase.

Your applications (go to my applications):

- Internet Registration of Foreign Visitors
- Phase 1 (21.03.2022 13:20 – 30.09.2022 23:59)

MANAGING NOTIFICATIONS IN THE SYSTEM (My Account)

1. In the **"My Account"** section, you can choose which notifications will be sent to you in the form of email notifications (to the user's address provided when creating the account).

🏠 → Moje konto

Moje konto

Ustawienia konta

Formularze osobowe

Zgłoszenia rekrutacyjne

Płatności

Wiadomości

Powiadomienia

Klauzule i zgody

Pomoc

Dane identyfikacyjne
Ewelina Radzewicz
E-mail: ewelina.radzewicz@adm.uw.edu.pl
Identyfikator w systemie IRK: 4
Role użytkownika: administrator

Zmień adres e-mail

Zmień hasło

Usuń konto

Metody logowania

Email ✓ ewelina.radzewicz@adm.uw.edu.pl

☐ Zastąp hasło USOS hasłem z IRK przy przyjęciu na uczelnię.

Ustawienia powiadomień
Preferowany język powiadomień: [Polski]

?

☒ Powiadamiam o nowych pytaniach od kandydatów

☒ Powiadamiam o nowych zgłoszeniach rekrutacyjnych

☒ Powiadamiam o potwierdzonych zgłoszeniach rekrutacyjnych

?

☒ Informuj e-mailem o nowych wiadomościach

☒ Informuj e-mailem o nowych powiadomieniach

?

Zapisz