

1. Click on the link:

[Internetowa Rejestracja Gości Zagranicznych](#) – for Polish speakers

[Internetowa Rejestracja Gości Zagranicznych](#) – for English speakers

2. Click ‘Register here’:

Welcome to the Internet Registration for Guests System

The Internet Registration for Guests System (IRGZ) 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

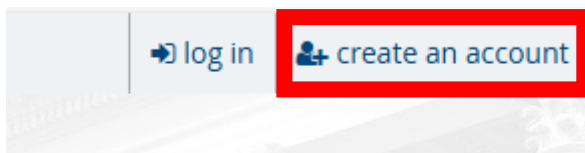
RESOURCE CENTRE:

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. Click ‘create an account’ in the right upper corner:



4. Go down the page, accept the terms and click 'Continue':

⁴ Article 7 (3) of the GDPR

³ <https://www.google.com/about/datacenters/inside/locations/index.html>

☒ I have read and accept the above information

Consent to the processing of ordinary personal data:

I give consent to the processing of my personal data contained in the registration form created and owned by the University of Warsaw in order to:

- provide services related to handling the guest's arrival (adapting the path depending on the category of arrival);
- support the process of bias obtaining and legalization of stay;
- facilitation of the transfer of data necessary for registration.

☒ I agree

5. Create an account by providing email address and creating password:

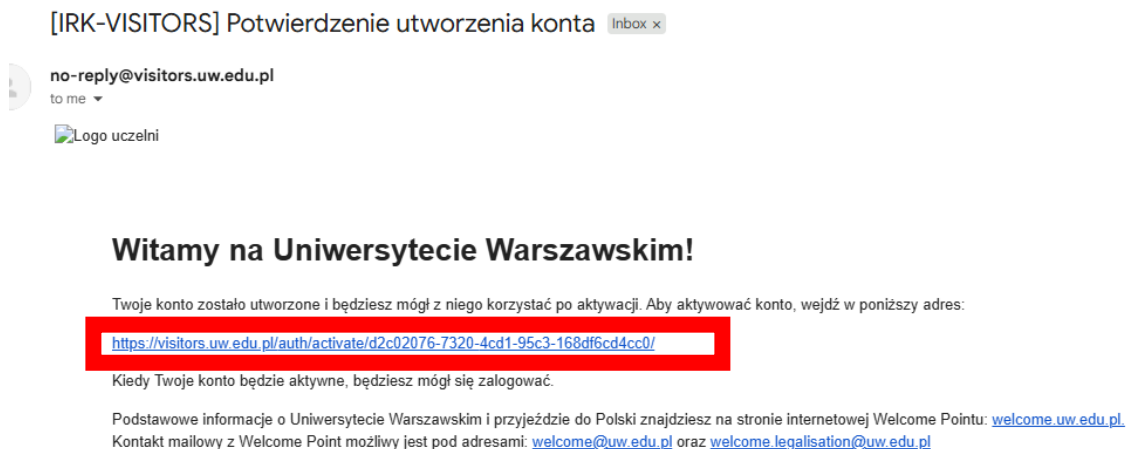
Create an account

Email address 0 / 100

Password

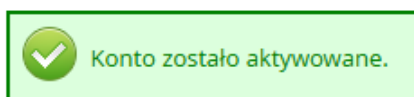
Confirm password

6. Then log in to your **email account** and activate the account.
To do that click on the link from the email you received:



7. Log in to your account providing your email address and password:

Zaloguj się



Adres e-mail 0 / 100

Hasło

[? nie pamiętam hasła](#)

[+ utwórz konto](#)

[Zaloguj się](#)

8. Now you need to complete the parts 'Personal forms' and 'My visits':

The screenshot shows the 'My account' page of the University of Warsaw Registration of International Visitors system. The page has a header with the university logo and navigation links: News, Offer, Units, and Registration. Below the header, the 'My account' section is active, with a sub-header 'My account' and a navigation bar containing tabs: Account settings, Personal forms, My visits, Payments, Messages, Notifications, and Clauses and consents. The 'Personal forms' tab is highlighted with a red box. The main content area is divided into three sections: Identification data, Login methods, and Notification settings. The Identification data section includes a placeholder for a profile picture, a 'Change e-mail address' button, a 'Change password' button, and a 'Delete the account' button. The Login methods section shows 'Email' as the selected method. The Notification settings section shows 'Polski' as the preferred language and two checked options for email notifications.

UNIVERSITY OF WARSAW REGISTRATION OF INTERNATIONAL VISITORS

News Offer Units Registration

My account

Account settings Personal forms My visits Payments Messages Notifications Clauses and consents Help

Identification data

E-mail: [REDACTED]
IRK identifier: 2163

After time specified by applicable regulations, registrations are archived and candidates' data deleted from the system. If you do not wish to lose access to your account, you can indicate you want to keep it in the form below.

☐ I want to keep my account in the system for future registrations. [Save](#)

Change e-mail address
Change password
Delete the account

Login methods

Email ✓ [REDACTED]

Notification settings

Preferred notifications language: Polski

☒ Inform about new messages via email
☒ Inform about new notifications via email [Save](#)

9. Here are the parts you need to complete. You do not need to include your photo :

Internet Registration of International Visitors switch registrations cancel selection

You are filling the forms in connection with the selected registration. Fields required to apply are marked with an asterisk.

→ My account → Personal forms

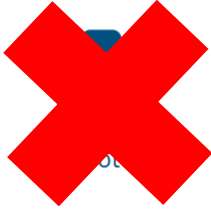
My account

Account settings Personal forms My visits Payments Messages Notifications Clauses and consents Help

Personal forms


Basic personal data


Address and contact information


Photo


Additional personal information

10. Once you complete 'Personal forms', please go to 'My visits'. Click on 'Go to the offer':

→ My account → My visits

My account

Account settings Personal forms My visits Payments Messages Notifications Clauses and consents Help

My visits

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

11. Choose reason for your stay. You can choose 'Others':

The screenshot shows the 'Internet Registration of International Visitors' interface. At the top, there is a navigation bar with tabs for 'News', 'Offer', 'Units', and 'Registration'. Below this, a header section contains the title 'Internet Registration of International Visitors' and links for 'switch registrations' and 'cancel selection'. A note states: '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.' Below the header, there is a 'Filters' section with a toggle for 'Only with active phase' and a search bar. The 'Organizational units' section is divided into 'Available units' and 'Selected units'. The 'Available units' list includes: Faculty of Archaeology, Faculty of 'Artes Liberales', Faculty of Biology, Faculty of Chemistry, Faculty of Culture and Arts, Faculty of Economic Sciences, and Faculty of Education. Below the 'Organizational units' section, there are several filter categories: 'A' (Apprenticeship / internship other than scientific (46)), 'D' (Didactic classes (47)), 'O' (Others (48)), 'R' (Re-visit (1)), 'S' (Scientific research (46), Scientific research and didactic classes (48)), and 'T' (Training / study visit (46)). The 'O' category is highlighted with a green box.

Internet Registration of International 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

Filters [Only with active phase](#) [Filter](#) [G](#) [P](#) [U](#)

Organizational units

Available units [?](#)

Selected units [?](#)

Filter

Faculty of Archaeology

Faculty of "Artes Liberales"

Faculty of Biology

Faculty of Chemistry

Faculty of Culture and Arts

Faculty of Economic Sciences

Faculty of Education

A

- Apprenticeship / internship other than scientific (46)

D

- Didactic classes (47)

O

- Others (48)

R

- Re-visit (1)

S

- Scientific research (46)
- Scientific research and didactic classes (48)

T

- Training / study visit (46)

12. Then choose the Faculty of Modern Languages as your visiting Faculty:

The screenshot shows a web interface with two main panels: 'Available units' on the left and 'Selected units' on the right. The 'Available units' panel has a search filter and a list of units. The 'Selected units' panel is currently empty. The units listed in the 'Available units' panel are:

- Uniwersyteckie Centrum Wolontariatu
- Centrum Badań Andyskich
- American Studies Center
- Astronomical Observatory of the University of Warsaw
- Center for Research on Culture of Warsaw
- Centre for Europe
- Centre for European Regional and Local Studies

Below the 'Available units' panel, there is a long list of units, with 'Faculty of Modern Languages - Other' highlighted in green.

- American Studies Center - Apprenticeship / internship other than scientific one
- American Studies Center - Other
- Astronomical Observatory - Other
- Biological and Chemical Research Centre - Other
- Center for Research on Culture of Warsaw of the University of Warsaw - Other
- Centre for Europe - Other
- Centre for European Regional and Local Studies - Other
- Centre for Research on Culture, Language and Mind - Other visit purposes
- Centre of Migration Research - Other
- Centre of New Technologies UW CeNT- Others
- Centrum Badań Andyskich - Other
- Digital Economy Lab - Other
- Doctoral School of Social Sciences UW - Other
- Faculty of Applied Linguistics - Other
- Faculty of Applied Social Sciences and Resocialisation - Other
- Faculty of Archaeology - Other
- Faculty of "Artes Liberales" - Other
- Faculty of Biology - Other
- Faculty of Chemistry - Other
- Faculty of Culture and Arts - Other
- Faculty of Economic Sciences - Other
- Faculty of Education - Others
- Faculty of Geography and Regional Studies - Other
- Faculty of Geology - Other
- Faculty of History University of Warsaw - Other
- Faculty of Journalism, Information and Bibliology - Other
- Faculty of Law and Administration - Other
- Faculty of Management - Other
- Faculty of Mathematics, Informatics and Mechanics - Others
- Faculty of Modern Languages - Other
- Faculty of Oriental Studies - Other
- Faculty of Philosophy - Other
- Faculty of Physics - Others
- Faculty of Polish Studies - Other

13. Click 'Sign up' – this is the most crucial part of the registration. Once you do it, we will receive your form. If you do not do it, the process will not be completed.

Internet Registration of International 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.

[Home](#) → [Offer](#) → [Others](#) → [Faculty of Modern Languages - Other](#)

Faculty of Modern Languages - Other

[Go to applications](#)

Coming to the University for a purpose that is not included in the basic categories of coming to the University, such as:

- conducting scientific research
- conducting scientific research and didactic classes
- conducting didactic classes
- apprenticeship / internship other than scientific
- training / study visit

Details

Code	Wydział_Neofilologii_INNE
Organizational unit	Faculty of Modern Languages
Purpose of arrival	Others

[Ask a question](#)

Phase 11 (01.09.2025 00:00 – 30.09.2025 23:59)

[Sign up](#)

[\(show past turns\)](#)

Upcoming phases in this registration:

- Phase 12 (01.10.2025 00:00 – 31.10.2025 23:59)

-
- Biblioteka Uniwersytecka - Inne
 - Biuro Międzynarodowych Projektów Badawczych - Inne
 - Biuro Obsługi Badań - Inne
 - Biuro Współpracy z Zagranicą - Inne
 - Centrum Archeologii Śródziemnomorskiej - Inne
 - Centrum Badań Andyjskich - Inne
 - Centrum Badań nad Kulturą, Językiem i Umysłem - Inne
 - Centrum Badań nad Kulturą Warszawy - Inne
 - Centrum Europejskich Studiów Regionalnych i Lokalnych - Inne
 - Centrum Europejskie - Inne
 - Centrum Nauk Biologiczno-Chemicznych - Inne
 - Centrum Nowych Technologii UW CeNT- Inne
 - Instytut Anglistyki - Inne
 - Interdyscyplinarne Centrum Modelowania Matematycznego i Komputerowego UW - INNE
 - Laboratorium Gospodarki Cyfrowej - Inne
 - Obserwatorium Astronomiczne - Inne
 - Ośrodek Badań nad Migracjami - Inne
 - Ośrodek Kultury Francuskiej - Inne działania
 - OŚRODEK STUDIÓW AMERYKAŃSKICH - Inne
 - OŚRODEK STUDIÓW AMERYKAŃSKICH - Praktyka studencka / absolwencka / staż inny niż naukowy
 - Szkoła Doktorska Nauk Społecznych UW - Inne
 - Środowiskowe Laboratorium Ciężkich Jonów - Inne
 - Uniwersyteckie Centrum Badań nad Środowiskiem Przyrodniczym i Zrównoważonym Rozwojem - Inne
 - Uniwersyteckie Centrum Wolontariatu - Inne
 - Wydział Archeologii - Inne
 - Wydział „Artes Liberales” - Inne
 - Wydział Biologii - Inne
 - Wydział Chemii - Inne
 - Wydział Dziennikarstwa, Informacji i Bibliologii - Inne
 - Wydział Filozofii - Inne
 - Wydział Fizyki - Inne
 - Wydział Geografii i Studiów Regionalnych Uniwersytetu Warszawskiego - Inne
 - Wydział Geologii - Inne
 - Wydział Historii Uniwersytetu Warszawskiego - Inne
 - Wydział Lingwistyki Stosowanej - Inne
 - Wydział Matematyki, Informatyki i Mechaniki - Inne
 - Wydział Nauk Ekonomicznych - Inne
 - Wydział Nauk o Kulturze i Sztuce - Inne
 - Wydział Nauk Politycznych i Studiów Międzynarodowych - Inne
 - Wydział Neofilologii - Inne
 - Wydział Pedagogiczny - Inne