



PSW INTERNET RECRUITMENT STEP BY STEP

Dear Candidates!

We are giving you a guide, from which you will learn how to correctly recruitment for studies. If you encounter problems during electronic recruitment and you do not find the answer to your question, please do not hesitate to contact us!

Contact:

tel. 58 351 12 85, 606 315 785, 539 698 884 e-mail:

admission@powislanska.edu.pl

Registration and Recruitment

<https://wd-psw.kwidzyn.edu.pl/Rekrutacja/RKonto/Register> < Registration page

→Please select the English language

- The recruitment registration page is presented below. After successful registration, a message with login and password will be sent to your e-mail address. With this data, we log into the recruitment account.

The screenshot shows a web browser window with the URL wd-psw.kwidzyn.edu.pl/Rekrutacja/RKonto/Register. The page features a blue header with the university's logo and navigation links. A yellow arrow points to the 'Language' dropdown menu, which is set to 'English'. Below the header is a banner image of a brick building with the text 'Wirtualny Dziekanat Powiślańska Szkoła Wyższa'. The main content area is titled 'Rekrutacja na studia' and contains a registration form. The form includes fields for Name, Surname, PESEL, and E-mail, each with a corresponding icon. A checkbox for 'Foreigner' is also present. At the bottom of the form, there is a declaration of consent to the terms of use and a 'Register' button. A red 'Cancel' button is located at the bottom right of the form area.

Welcome

Thank you for registration in the Virtual Dean's Office in Powislanski University

Below you will find your username and password - you will also need to log in to student panel.

User Name:

Password:

Click on the link and fill in all fields ---> [ON-LINE LOGIN](#)

<http://wd-psw.kwidzyn.edu.pl:8080/Rekrutacja/Logowanie> < Login page

After logging in to your account, go to the [Step 1: Inserting personal data] tab.

Font Contrast

Wirtualny dziekanat

Main site / Personal data

Change photo

Main page

Step 1: Inserting personal data

Step 2: My courses of study

Recruitment prints

Files to download

Rank lists

Required documents

Finances

Recruitment finalization to

Filling the personal data

0%

Filling section in progress: **Personal data**

Site 1/4

Enter all required personal information

Cancel filling data

Back Next

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- After entering the second step, enter your personal data. To scroll through the next pages and enter all the data, click "Next". If you have completed everything data, click "Finalize".

Powiatowa Szkoła Wyższa

Filling the personal data

77%

Filling section in progress: **Additional data**
Site 4/4 Questions without your answers

18. Father's name*
Hint: Father's name John

19. Mother's name*
Hint: Mother's name Maria

20. Previous surname
Hint: Previous surname

21. Type of certificate*
Hint: Type of certificate Foreign certificate

22. Residence before the start of studies*
Hint: Residence before the start of studies City

Erase this site Cancel filling data Save and exit

Back Finalize

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- We should be redirected to the [Step: 2 My courses of study] tab. Here we select the button [+ Add new faculty]

Powiatowa Szkoła Wyższa

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My faculties Logout

Main site / Krok 2: Moje kierunki

Moje kierunki

My courses of study

Priority	Faculty	Round	Form of study	Tytuł	Study duration time	Details	Recruitment status	Operations
No data to display								

Add new faculty

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- Choose from the list the field of study you want to sign up for and press [Register].

Main site / My faculties / Add new faculty

Add new faculty

Faculties: All

Form of study: All

Degree: All

Help Collapse Default view Search

Operations	Recruitment round	Deadline for entries	Faculty	Form of study	Degree	Study duration time	Details
Register	Round 1	9/1/2022 - 9/30/2022	Nursing	full - time programme	bachelor	3 years	Show

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- Read the regulations and accept them. Check I accept and click Register

Main site / My faculties / Add new faculty

Add new faculty

Faculties: All

Form of study: All

Degree: All

Help Collapse Default view Search

Operations	Recruitment round	Deadline for entries	Faculty	Form of study	Degree	Study duration time	Details
Register	Round 1	4/1/2022 - 9/30/2022	Nursing	full - time programme	bachelor	3 years	Show



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
The page will take you to the next step, where you will enter your previous education. If you are enrolling in first-cycle (bachelor's) studies, enter the data from the secondary school-leaving examination certificate, if for the second-cycle (master's) or post-graduate studies, enter the data from the graduation diploma.


- Fill in any additional fields and press "Finalize". The questions in the additional fields may differ from those shown in the photo below.

- Your field of study should appear on the list in the tab [Step: 2 My courses of study]. Now attach your documents by clicking on [Attach documents]

Font **A** **A** **A** Contrast **A** **A** **A** **A**


My faculties  

Main site / Krok 2: Moje kierunki 



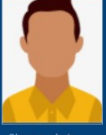

Moje kierunki

My courses of study

Priority	Faculty	Round	Form of study	Tytuł	Study duration time	Details	Recruitment status	Operations	Finalize
1	Nursing	Round I	full - time programme	bachelor	3 years	Show	Lack of data	Unsubscribe Data edition Attach document	

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Now attach all the required documents in the Recruitment Documents tab. Remember to download, sign and connect the documents available in the Recruitment printouts tab and those available in the Downloads tab. Before that, name all pdf files with your first and last name.

Main page

Step 1: Inserting personal data

Step 2: My courses of study

Recruitment prints


Files to download











Rank lists

Required documents

Finances

Recruitment finalization to account



Course of study 


Document name	Required for documentation	Required for finishing recruitment	Electronic document name	Date of electronic document submission	Electronic document status	Actions
Course of study: Nursing - English division Bachelor's degree 3.00 2022-2023 GDANSK						
Personal questionnaire	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	 Attach
Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	 Attach
Certificate / original (file in pdf format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	 Attach
Certificate / original (file in pdf format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	 Attach
Statement on the legality of the stay	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	 Attach
Umowa o odpłatności za studia+załącznik (wygenerowany po zakończonej rekrutacji-żądająca wydruku rekrutacyjnej)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	 Attach
1 photo	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	 Attach
Other documents	<input type="checkbox"/>	<input type="checkbox"/>			Missing	 Attach
Application to the Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	 Attach
Medical certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	 Attach


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After attaching the documents, go to step 2: My courses of study

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My faculties  

Main site / Krok 2: Moje kierunki 



Moje kierunki

My courses of study

Priority	Faculty	Round	Form of study	Tytuł	Study duration time	Details	Recruitment status	Operations	Finalize
1	Nursing	Round I	full - time programme	bachelor	3 years	Show	Data are correct	Unsubscribe Data edition Attach document	

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After going to step 2, click finalize.

WARNING! Ending the recruitment at this point means changing the recruitment status in the system. You still need to attach a complete set of documents to be admitted to studies!

- From the recruitment prints tab, download the personal questionnaire, contract with an attachment and another documents - sign it and attach. From the files to downloads tab, download the vow and other documents that will be made available depending on the direction you sign up for. Attach to the system.

• Other recruitment documents

- ✓ In the Finances tab, your individual bank account number has been generated, to which you will pay all fees related to studies. The recruitment fee should be paid to this bank account number, and the payment confirmation should be attached to the system.
 - ✓ A photo is also a required document in the recruitment process. The photo should be placed in two places - the required documents attached in the tab and placed in the box under your name and surname. Placing an ID photo in the box means that you want to be issued a student ID.
 - ✓ Medical certificate - in the case of 1st degree courses: Nursing (including bridging), Emergency Medical Services, Obstetrics, Cosmetology and 2nd degree: Nursing. A model of a medical certificate is available in the Files to download tab. To receive a test referral, please contact us with the Chancellor of the PSW by e-mail: rektorat@psw.kwidzyn.edu.pl The scan of the certificate should be placed in the Required documents tab.
- The attached documents are subject to verification by an employee of the Dean's Office. If you are not sure that all documents are attached correctly, please contact us with the university Dean's Office.