

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

http://wd-psw.kwidzyn.edu.pl:8080/Rekrutacja/Rejestracja < 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.



Od edziekanat@psw.kwidzyn.edu.pl 😭
Ternat Welcome to the online registration of candidates for studies at Powiślanski University in Kwidzyn
Do
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> <u>ON-LINE LOGIN</u>

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.

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Step 2: My courses of study	X Cancel filling data
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Files to download	♦ Back
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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".

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_	18. Father's name* John							
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Step 2: My courses of study	Hint: Residence before the start of studies							
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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]

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

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	•			Universit	ty: Powiślańska Szk	ola Wyższa filia w Gdańsku				
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• Read the regulations and accept them. Check I accept and click Register

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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.

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

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	2. Expressing consent to the processing of personal data in order to receive commercial * and marketing information								
	3. Consent to the free dissemination of your name, surname, image, interviews and * recordings in the information and promotional materials of the Powislanski University								
希 Main page 🗷 Step 1: Inserting personal data	4. Are you going to apply for the Polish Work Practice Law after graduation? (learning * Polish as a foreign language)	. *							
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• 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]

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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.

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

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After going to step 2, click finalize.

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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.