



## 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](mailto: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.

← → ↻ wd-psw.kwidzyn.edu.pl/Rekrutacja/RKonto/Register

Language **PL** **EN** **RU** **UK** **UA** **FR** **ES** **IT** **PT** **DE** **NL** **SE** **NO** **DA** **SV** **FI** **ET** **LV** **LT** **SL** **SK** **CZ** **PL** **HU** **RO** **BG** **HR** **SI** **EE** **RU** **UK** **UA** **FR** **ES** **IT** **PT** **DE** **NL** **SE** **NO** **DA** **SV** **FI** **ET** **LV** **LT** **SL** **SK** **CZ** **PL** **HU** **RO** **BG** **HR** **SI** **EE** **RU** **UK** **UA** **FR** **ES** **IT** **PT** **DE** **NL** **SE** **NO** **DA** **SV** **FI** **ET** **LV** **LT** **SL** **SK** **CZ** **PL** **HU** **RO** **BG** **HR** **SI** **EE** **RU** **UK** **UA** **FR** **ES** **IT** **PT** **DE** **NL** **SE** **NO** **DA** **SV** **FI** **ET** **LV** **LT** **SL** **SK** **CZ** **PL** **HU** **RO** **BG** **HR** **SI** **EE** **RU** **UK** **UA** **FR** **ES** **IT** **PT** **DE** **NL** **SE** **NO** **DA** **SV** **FI** **ET** **LV** **LT** **SL** **SK** **CZ** **PL** **HU** **RO** **BG** **HR** **SI** **EE** **RU** **UK** **UA** **FR** 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Od edziekanat@psw.kwidzyn.edu.pl ☆

Temat **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 Powiślanski 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.

The screenshot shows the 'Wirtualny dziekanat' website interface. At the top, there are settings for font size and contrast. The main header is 'Wirtualny dziekanat'. Below it, the breadcrumb trail is 'Main site / Personal data'. The central area is titled 'Filling the personal data' and shows a progress bar at 0%. Below the progress bar, it says 'Filling section in progress: Personal data' and 'Site 1/4'. A yellow arrow points to the text 'Enter all required personal information'. There are buttons for 'Cancel filling data', 'Back', and 'Next'. The footer of the page reads 'Wirtualny Dziekanat v. 4.3.0 b48 Copyright © 2022 APR SYSTEM'. On the left side, there is a navigation menu with the following items: 'Main page', 'Step 1: Inserting personal data' (highlighted with a yellow box), 'Step 2: My courses of study', 'Recruitment prints', 'Files to download', 'Rank lists', 'Required documents', 'Finances', and 'Recruitment finalization to'.

- 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".

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*

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

**20. Previous surname**   
*Hint: Previous surname*

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

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

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]

Font A A A Contrast A A A A

My faculties Logout

Main site / Krok 2: Moje kierunki Help

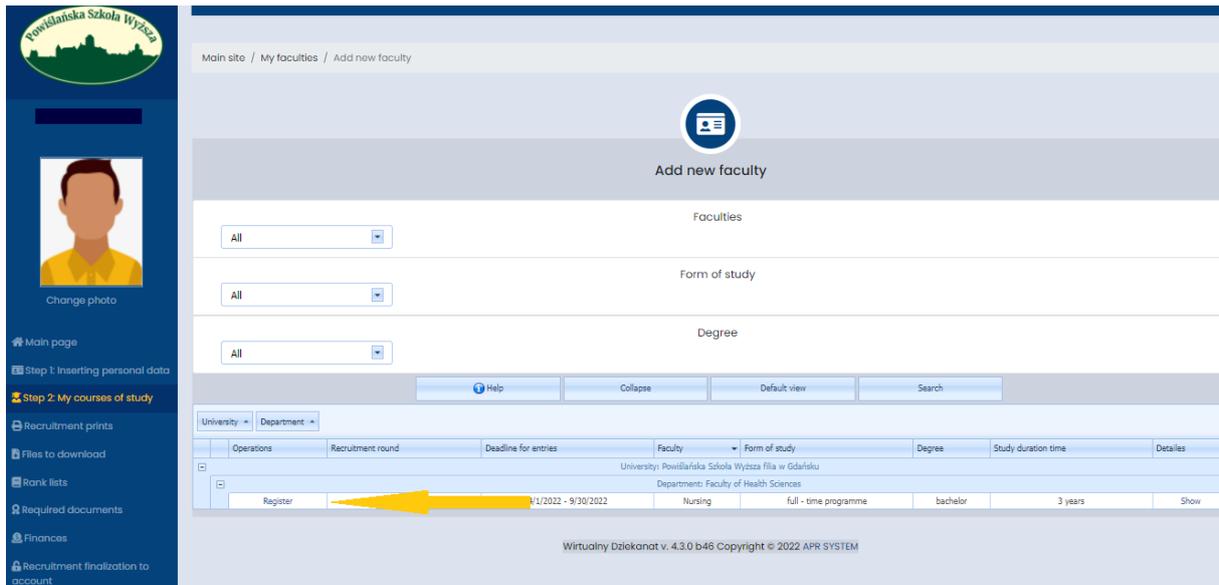
  
**Moje kierunki**  
My courses of study

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

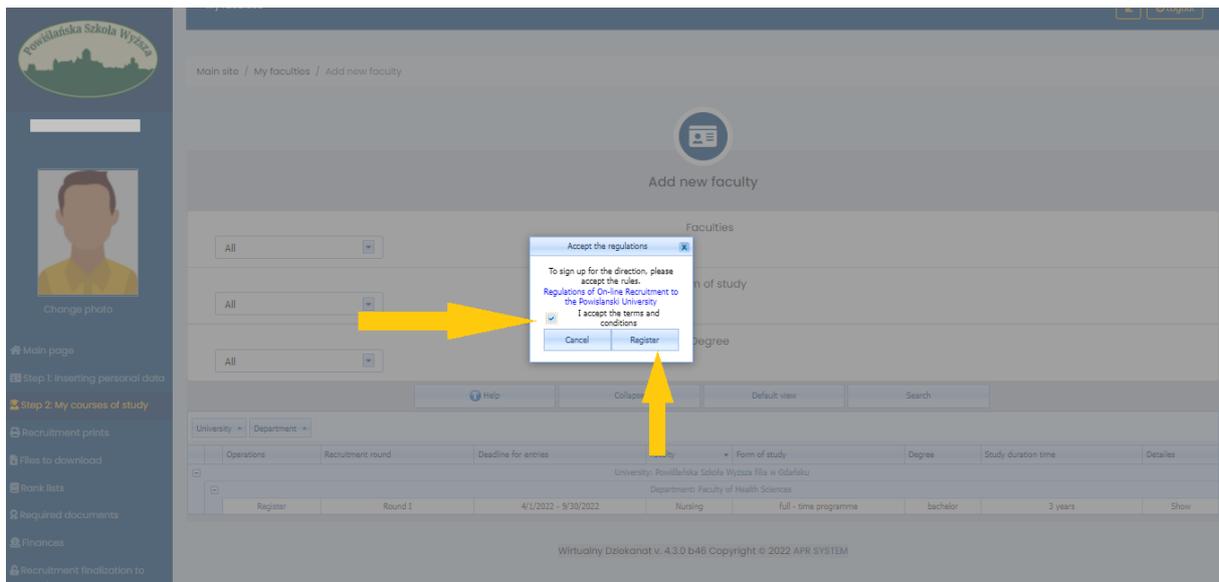
+ Add new faculty

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



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



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    Contrast

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 1	full - time programme	bachelor	3 years	Show	Lack of data	Unsubscribe Data edition Attach document	<input type="button" value="Add new faculty"/>

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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.

Course of study: Nursing - English division Bachelor's degree 3.00 2022-2023 GDANSK

Document name	Required for documentation	Required for finishing recruitment	Electronic document name	Date of electronic document submission	Electronic document status	Actions
Personal questionnaire	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	<input type="button" value="Attach"/>
Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	<input type="button" value="Attach"/>
Certificate / original (file in pdf format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	<input type="button" value="Attach"/>
Certificate / original (file in pdf format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	<input type="button" value="Attach"/>
Statement on the legality of the stay	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	<input type="button" value="Attach"/>
Umowa o odpłatności za studia+załącznik (wygenerowany po zakończonej rekrutacji-Załącznik wydruki rekrutacyjne)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	<input type="button" value="Attach"/>
1 photo	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	<input type="button" value="Attach"/>
Other documents	<input type="checkbox"/>	<input type="checkbox"/>			Missing	<input type="button" value="Attach"/>
Application to the Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	<input type="button" value="Attach"/>
Medical certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Missing	<input type="button" value="Attach"/>

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

Font    Contrast

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 1	full - time programme	bachelor	3 years	Show	Data are correct	Unsubscribe Data edition Attach document	<input type="button" value="Finalize"/>

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After going to step 2, click finalize.

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	Use toolbar Add new faculty	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.