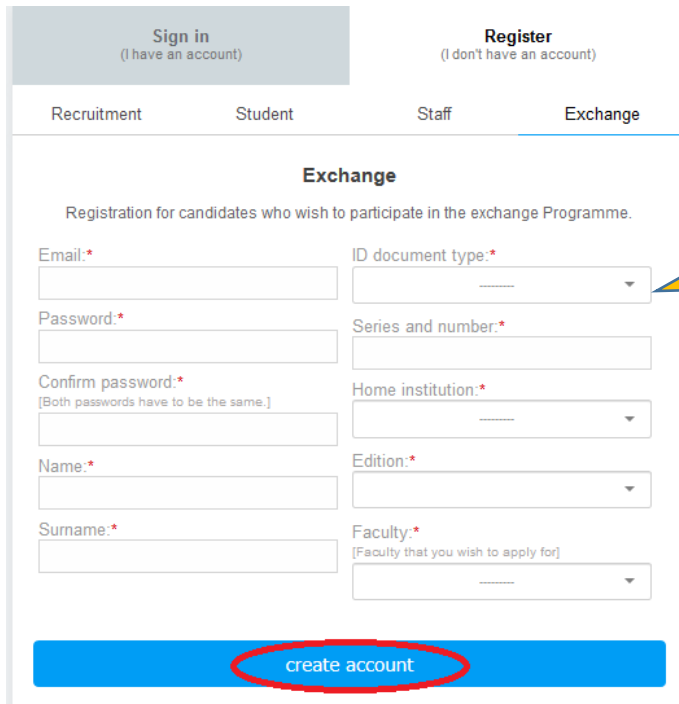


APPLICATION GUIDELINES for Erasmus+ Incoming Students

**Registration and confirmation of account:
STEP 1**

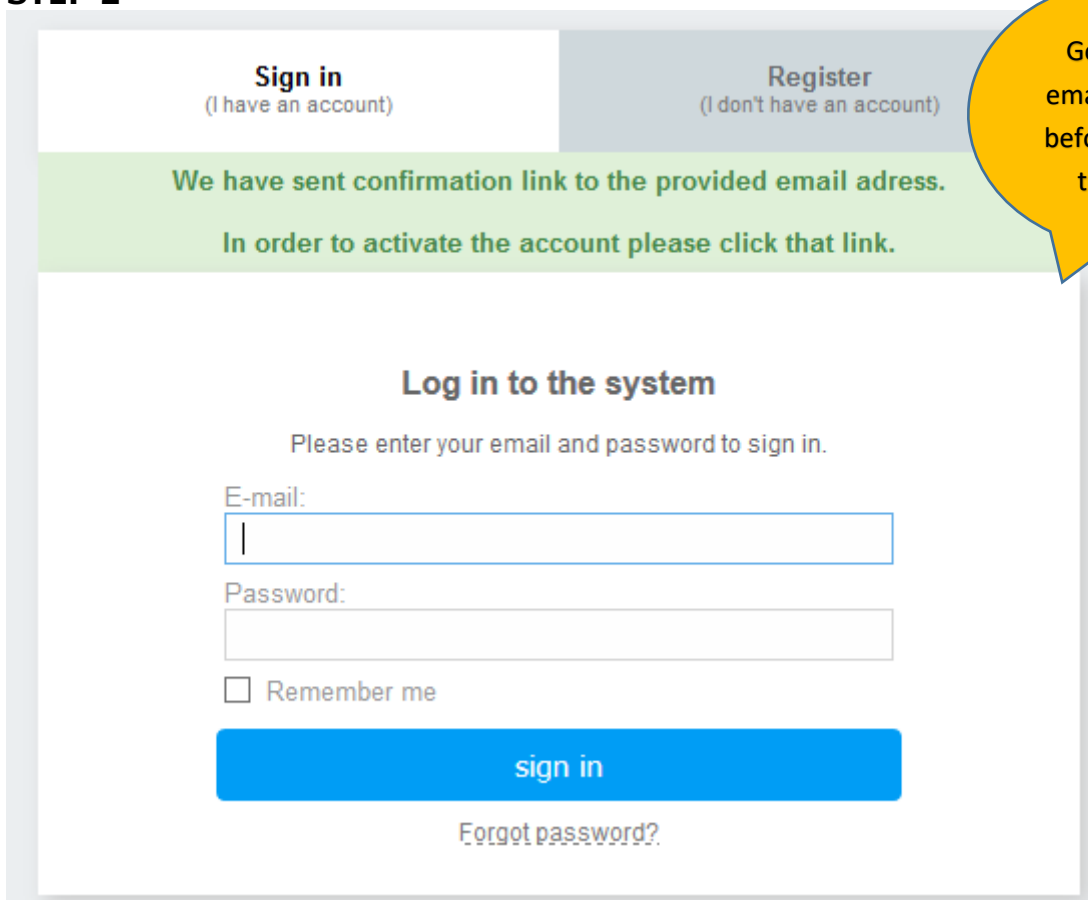


The registration form is titled "Exchange" and is for candidates who wish to participate in the exchange programme. It includes fields for Email, Password, Confirm password, Name, Surname, ID document type, Series and number, Home institution, Edition, and Faculty. A blue "create account" button is at the bottom, circled in red.

Sign in (I have an account)		Register (I don't have an account)	
Recruitment	Student	Staff	Exchange
Exchange			
Registration for candidates who wish to participate in the exchange Programme.			
Email:*		ID document type:*	
Password:*		Series and number:*	
Confirm password:*	[Both passwords have to be the same.]	Home institution:*	
Name:*		Edition:*	
Surname:*		Faculty:*	[Faculty that you wish to apply for]
create account			

Fill in ALL the fields to create your account.

STEP 2



The screen shows a confirmation message: "We have sent confirmation link to the provided email address. In order to activate the account please click that link." Below this is a "Log in to the system" section with fields for E-mail and Password, a "Remember me" checkbox, a "sign in" button, and a "Forgot password?" link.

Sign in (I have an account)	Register (I don't have an account)
We have sent confirmation link to the provided email address. In order to activate the account please click that link.	
Log in to the system	
Please enter your email and password to sign in.	
E-mail:	
Password:	
<input type="checkbox"/> Remember me	
sign in	
Forgot password?	

Go to your email account before you try to log in.

STEP 3

Welcome to Akademos

akademos@cybis.asp.waw.pl <akademos@cybis.asp.waw.pl>
Odpowiedź do: anstaop@ansta.pl
Do: test1@asp.waw.pl

Welcome to Akademos,

test1@asp.waw.pl

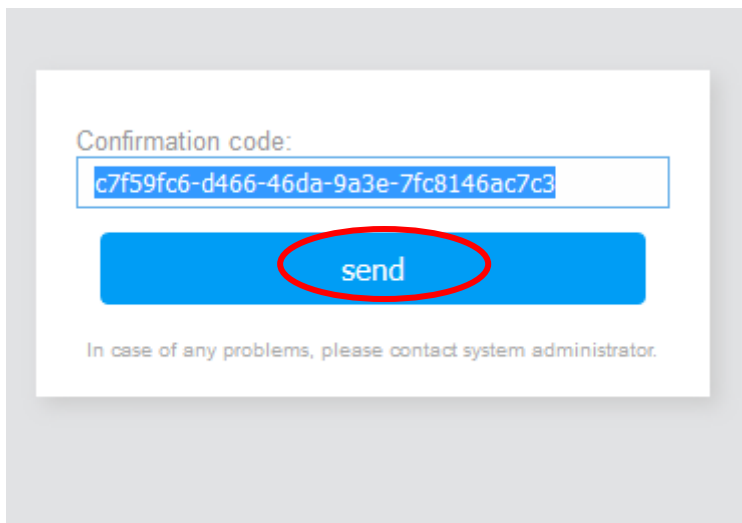
To confirm your account in the Akademos system, please click on the link below:

Activation link: <https://akademos.asp.waw.pl/pbl/rola/token/wykorzystaj/?i:kod=e5486842-3398-455d-a0d0-7077bda73c93>

If the code has not been completed automatically, please copy the code below:
e5486842-3398-455d-a0d0-7077bda73c93

--
Best regards

STEP 4



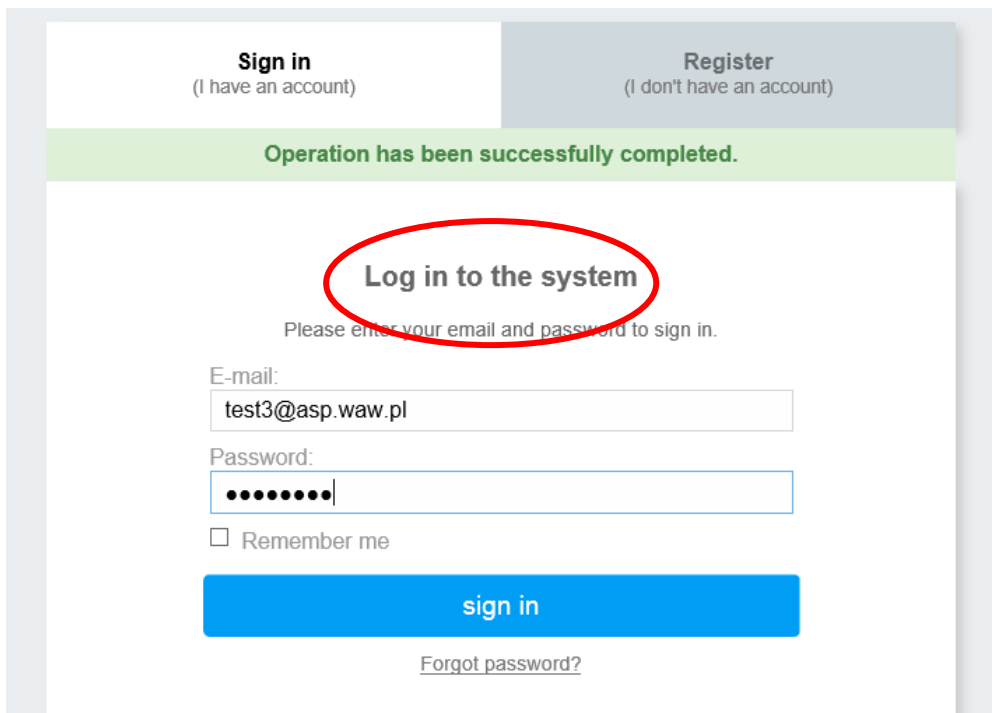
Confirmation code:

c7f59fc6-d466-46da-9a3e-7fc8146ac7c3

send

In case of any problems, please contact system administrator.

STEP 5



Sign in (I have an account) Register (I don't have an account)

Operation has been successfully completed.

Log in to the system

Please enter your email and password to sign in.

E-mail:
test3@asp.waw.pl

Password:
●●●●●●


Remember me

sign in

[Forgot password?](#)

STEP 6

AKADEMUS



Welcome to the Akademus!
Name Surname

Information on the person | Statement

Message for the Registrant

Dear Student,

1. First go into [->Details](#) and fill in all blank spaces. The photo you upload will be used for Student ID. It needs to be 236x295 pixels (300 dpi), colorful, you cannot wear a hat or sunglasses.
2. Then go to [Exchange](#) -> [Nominations](#) -> [Click on Your name](#) -> [Details](#) -> [Application](#) -> [Add application](#).
3. It's time to upload your Documents. Go into [Exchange](#) -> [Applications](#) -> [Click on your Name](#) -> [Details](#) -> [Add](#) all the documents and once you're satisfied -> [Click Finish editing and submit](#).
4. Good job~! You can [log out](#). Remember your Academy needs to confirm the nomination.

If you have any problems, please contact us:
Erasmus Students -> erasmus.incoming@asp.waw.pl
Non-Erasmus students -> kamila.stanczak@asp.waw.pl
Technical problems with the system -> help@asp.waw.pl


[APPLICATION GUIDELINES in pictures](#)

Now you are registered to the system!

Application process:

STEP 8 Fill in ALL the fields, as indicated below.

AKADEMUS



Name Surname

EXCHANGE PARTICIPANT

Details

Exchange student

Personal details Edit

Names
Name
Surname
Surname
E-mail (account)
imie.nazwisko@asp.waw.pl

Mobile phone
+48123456789

Additional/Landline phone
-

Identity data
Date and place of birth
1997-03-15 Linz, Austria
Country of origin
Austria
Sex
female

ID document
type: passport
number: 12345678
country: Austria
issue date: 2018-11-19
expiry date: 2024-12-31

In case of emergency [ICE] Add

Name Surname
Phone number: +48123456789
E-mail: name.surname@gmail.com

Addresses Add

Residence address is required. Please enter correspondence address only if different than residence address.

Residence
Krakowskie Przedmiescie 5
00-068 Warsaw
Poland
province:
mazowieckie

STEP 9

AKADEMUS APPLICATION

NO	APPLICATION	EDITION
1.	Surname Name	winter semester 2024/25 - incoming Erasmus+ (arrival studies)

Details menu: details, edit, delete, Application.UID: #326.1155

Left sidebar: Exchange student, Editions, Applications

AKADEMUS APPLICATION to list edit delete generate printout

Name Surname

Edition: winter semester 2024/25 - incoming Erasmus+ (arrival studies) - faculty: Department of Fashion Design (Recruitment for Winter)

application status: **draft**

nomination status: **nomination - assessed positively**

status application documents additional details to person

STATUS APLIKACJI

NO	STATUS	DATE
1	draft	2024-03-01

STATUS NOMINACJI

NO	STATUS
1	nomination - assessed positively
2	nomination - unassessed

Finish editing and submit

Now your Coordinator needs to confirm your nomination by changing the status TO „ASSESSED POSITIVELY”

STEP 10

Name Surname

Edition: winter semester 2024/25 - incoming Erasmus+ (arrival studies) - faculty: Department of Fashion Design (Recruitment for Winter Semester only) - Semester: 2024/25-WS

application status **draft**

nomination status **nomination - assessed positively**

status application documents **additional details to person**

education year	change liczba ukończonych lat / number of years completed 3;
education level	change master;
education domain	change studiów na uczelni macierzystej / at your present university Universität für Weiterbildung Krems
native language	change German;
English level	change C1;
other languages	change

Finish editing and submit

STEP 11

Name Surname

Edition: winter semester 2024/25 - incoming Erasmus+ (arrival studies) - faculty: Department of Fashion Design (Recruitment for Winter Semester only) - Semester: 2024/25-WS

application status **draft**

nomination status **nomination - assessed positively**

status application documents **additional details to person**

Required documents

NO	NAME	STATUS	CONTENTS	FILE EXTENSION	ADDED DOCUMENTS
1.	CV	mandatory	attachment	indefinite	<input type="button" value="add"/>
2.	Face Photo for Student Card	mandatory	attachment	indefinite	<input type="button" value="add"/>
3.	Motivation Letter	mandatory	attachment	indefinite	<input type="button" value="add"/>
4.	Portfolio	mandatory	attachment	indefinite	<input type="button" value="add"/>

Finish editing and submit

Add all the required attachments and submit the application.

STEP 12

Name Surname

Edition: winter semester 2024/25 - incoming Erasmus+ (arrival studies) - faculty: Department of Fashion Design (Recruitment for Winter Semester only) - Semester: 2024/25-WS

application status **draft**

nomination status **nomination - assessed positively**

status application documents additional details to person

Required documents

NO	NAME	STATUS	CONTENTS	FILE EXTENSION	ADDED DOCUMENTS	
1.	CV	mandatory	attachment	indefinite	cv download change delete	add
2.	Face Photo for Student Card	mandatory	attachment	indefinite	iccard download change delete	add
3.	Motivation Letter	mandatory	attachment	indefinite	Motivation Letter download change delete	add
4.	Portfolio	mandatory	attachment	indefinite	portfolio download change delete	add

Finish editing and submit

STEP 13

Are you certain you wish to end working on the application Surname Name?

Adjusting the application after this operation will not be possible!

Statements

* Potwierdzam prawidłowość danych oraz wyrażam zgodę na przetwarzanie moich danych osobowych w celu dokonania rejestracji w elektronicznym systemie obsługi rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych oraz uchylenia dyrektywy 95/46/WE (Dz. Urz. UE L 119 z 04.05.2016 r). Administratorem danych osobowych jest Akademia Sztuk Pięknych w Warszawie, ul. Krakowskie Przedmieście 5; 00-065 Warszawa. Z inspektorem ochrony danych iodo@asp.waw.pl. Celem przetwarzania danych osobowych jest elektroniczna obsługa procesu kształcenia w związku z uczestnictwem w Programie Erasmus+ danych osobowych przez Akademię znajdującą się na stronie internetowej pod adresem: www.asp.waw.pl/dane-osobowe/.

• This field is required.

yes, I want to submit the application no, I want to go back to the application

STEP 14

The applications has been submitted.

Name Surname

Edition: winter semester 2024/25 - incoming Erasmus+ (arrival studies) - faculty: Department of Fashion Design (Recruitment for Winter Semester only) - Semester: 2024/25-WS

application status **to be submitted (altering by candidate is blocked)**

nomination status **nomination - assessed positively**

status application documents additional details to person

STEP 15



The screenshot shows the top navigation bar with the AKADEMUS logo and the text 'AKADEMUS'. Below the navigation bar is the logo of the 'AKADEMIA SZTUK PIĘKNYCH W WARSZAWIE'. The user is logged in as 'test3@asp.waw.pl'. The 'Log out' button is circled in red, and a yellow callout bubble points to it.

This is the last step.
Please remember to log
out.