

# User Manual for Registration of International Visitors System (IRGZ)

Registration in the system is required for a person whose home institution is outside Poland and who:

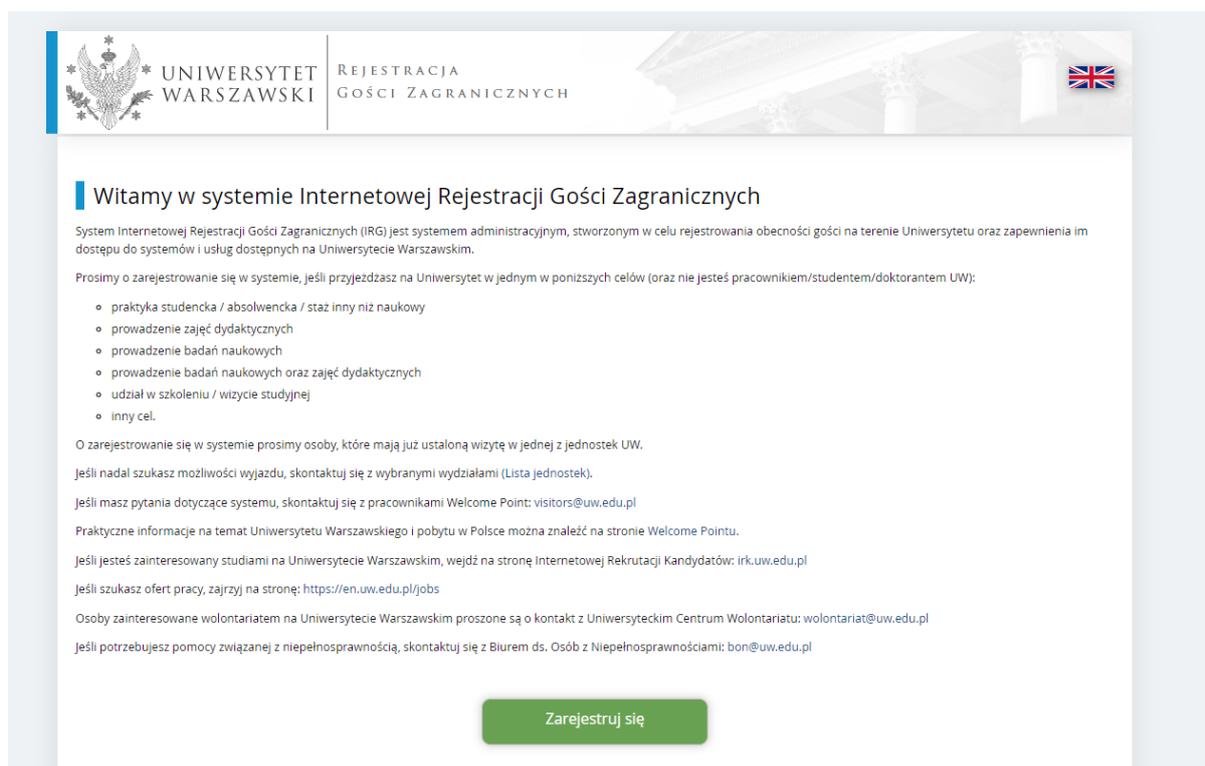
1. is not a student of the University of Warsaw at a first-cycle (Bachelor's) programme, a second-cycle (Master's) programme and/or a long-cycle Master's programme;
2. is not a participant in a doctoral programme at the University;
3. is not a student of postgraduate studies at the University;
4. is not employed at the University on the basis of an appointment or employment contract;
5. does not perform activities or provide services for the University on the basis of a civil law agreement.

Registration does not apply to:

1. candidates for studies or doctoral schools: Internet Recruitment of Candidates: [irk.uw.edu.pl](http://irk.uw.edu.pl)
2. job applicants: <https://en.uw.edu.pl/jobs> (a separate system is being created for this purpose)
3. volunteers; persons interested in volunteering at the University of Warsaw should contact the Volunteer Centre of University of Warsaw: [wolontariat@uw.edu.pl](mailto:wolontariat@uw.edu.pl)

## IRGZ Home Page

<https://visitors.uw.edu.pl/> / <https://visitors.uw.edu.pl/en-gb/>



The screenshot shows the IRGZ Home Page. At the top left is the logo of the University of Warsaw (Uniwersytet Warszawski) and the text 'REJESTRACJA GOŚCI ZAGRANICZNYCH'. At the top right is a small flag of the United Kingdom. The main heading is 'Witamy w systemie Internetowej Rejestracji Gości Zagranicznych'. Below this is a paragraph explaining the system. There are several bullet points listing purposes for registration. At the bottom center is a green button labeled 'Zarejestruj się'.

UNIWERSYTET WARSZAWSKI REJESTRACJA GOŚCI ZAGRANICZNYCH

### Witamy w systemie Internetowej Rejestracji Gości Zagranicznych

System Internetowej Rejestracji Gości Zagranicznych (IRG) jest systemem administracyjnym, stworzonym w celu rejestrowania obecności gości na terenie Uniwersytetu oraz zapewnienia im dostępu do systemów i usług dostępnych na Uniwersytecie Warszawskim.

Prosimy o zarejestrowanie się w systemie, jeśli przyjeżdżasz na Uniwersytet w jednym w poniższych celów (oraz nie jesteś pracownikiem/studentem/doktorantem UW):

- o praktyka studencka / absolwencka / staż inny niż naukowy
- o prowadzenie zajęć dydaktycznych
- o prowadzenie badań naukowych
- o prowadzenie badań naukowych oraz zajęć dydaktycznych
- o udział w szkoleniu / wizycie studyjnej
- o inny cel.

O zarejestrowanie się w systemie prosimy osoby, które mają już ustaloną wizytę w jednej z jednostek UW.

Jeśli nadal szukasz możliwości wyjazdu, skontaktuj się z wybranymi wydziałami (Lista jednostek).

Jeśli masz pytania dotyczące systemu, skontaktuj się z pracownikami Welcome Point: [visitors@uw.edu.pl](mailto:visitors@uw.edu.pl)

Praktyczne informacje na temat Uniwersytetu Warszawskiego i pobytu w Polsce można znaleźć na stronie Welcome Pointu.

Jeśli jesteś zainteresowany studiami na Uniwersytecie Warszawskim, wejdź na stronę Internetowej Rekrutacji Kandydatów: [irk.uw.edu.pl](http://irk.uw.edu.pl)

Jeśli szukasz ofert pracy, zajrzyj na stronę: <https://en.uw.edu.pl/jobs>

Osoby zainteresowane wolontariatem na Uniwersytecie Warszawskim proszone są o kontakt z Uniwersyteckim Centrum Wolontariatu: [wolontariat@uw.edu.pl](mailto:wolontariat@uw.edu.pl)

Jeśli potrzebujesz pomocy związanej z niepełnosprawnością, skontaktuj się z Biurem ds. Osób z Niepełnosprawnościami: [bon@uw.edu.pl](mailto:bon@uw.edu.pl)

Zarejestruj się

1. On the IRGZ homepage there is a possibility to select the English language version by clicking on the flag in the upper right corner.

**It's important** to choose the more suitable IRGZ language version before opening your account as the system will send you notifications in the initially indicated language.

2. For the purposes of this manual, we will be using the English version of the system.

## Welcome to the Internet Registration for Guests System

The Internet Registration for Guests System (IRG) 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](mailto: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](http://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](http://irk.uw.edu.pl)

If you are looking for job opportunities, please check: [en.uw.edu.pl/jobs](http://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](mailto:wolontariat@uw.edu.pl)

If you need assistance with regards to your disability, please contact Office for Persons with Disabilities: [bon@uw.edu.pl](mailto:bon@uw.edu.pl)

[Register here](#)

3. To access your guest account in the system, click the green button **REGISTER HERE** .

## SETTING UP AN ACCOUNT

1. If you are a new user of the system, the first step is to create a user account by selecting **CREATE AN ACCOUNT**.

Internet Registration of Foreign 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

## Offer

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

Organizational units:

Available units	Selected units
<input type="text" value="Filter"/> Faculty of Mathematics, Informatics, and Mechanics Faculty of Physics Faculty of Political Science and International Studies Centre of New Technologies University of Warsaw	

- A**
- Apprenticeship / internship other than scientific (4)
- D**
- Didactic classes (4)
- O**
- Others (4)
- S**
- Scientific research (4)
  - Scientific research and didactic classes (4)
- T**
- Training / study visit (4)

2. You should then read and accept the information on the processing of your personal data by ticking the two consents and clicking on the "CONTINUE" button.

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

[I resign](#)

[Continue](#)

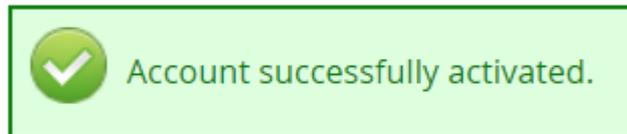
3. In the next step, you need to enter the email address that will be assigned to your user account, set and confirm a password.

## Create an account

Email address	<input type="text"/>	0 / 100
Password	<input type="password"/>	
Confirm password	<input type="password"/>	

[Create an account](#)

4. The system will send a message with a confirmation link to the provided email address.



## COMPLETION OF PERSONAL DATA

1. Once you have created an account, you will need to fill in your personal details in **MY ACCOUNT** (top right corner).
2. Next, enter **PERSONAL FORMS** and fill in the data according to the subsequent fields of the form.

My account → Personal forms

### My account

Account settings | **Personal forms** | Enrollment applications | Payments | Messages | Notifications | Clauses and consents | Help

#### Personal forms

 Basic personal data	 Address and contact information	 Additional personal information
--	--	--

3. Data should be completed in 3 sections: Basic personal data, Address and contact information, Additional personal information.

Basic personal data | Address and contact information | Additional personal information

### Basic personal data

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems and printed on university issued documents. In Polish, proper names (such as first names, surnames, city names) are written with a capital letter. Only the first letter should be capital, not all of them. Do not enter Cyrillic or Chinese characters, use Latin transcription instead. If you have double surname, there should be no spaces around the hyphen. For example: Janina Maria Nowak-Kowalewska.

\* - Fields marked with asterisk symbol are required. Save

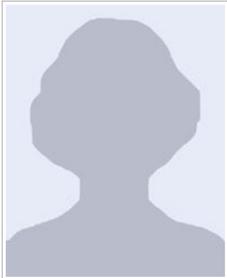
First name *	0 / 40
Second name *	0 / 40
<input type="checkbox"/> I don't have a middle name	
Surname *	0 / 40
PESEL number *	0 / 11
The PESEL number is required for Polish citizens.	
Gender *	-- select --
Date of birth *	dd.mm.rrrr
Place of birth *	0 / 60
Country of birth *	-- select --
I have Polish citizenship *	-- select --

Save

- In the **MY ACCOUNT** section you can also select the preferred language of notifications that are automatically sent from the system (Polish/English).

### My account

Account settings | Personal forms | Enrollment applications | Payments | Messages | Notifications | Clauses and consents | Help



Change e-mail address

Change password

Delete the account

#### Identification data

E-mail: welcome.event@uw.edu.pl  
IRK identifier: 27

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

#### Login methods

Email  welcome.event@uw.edu.pl

Change USOS password to IRK password after admission. ?

#### Notification settings

Preferred notifications language: English

Inform about new messages via email

Inform about new notifications via email ?

Save

## REGISTRATION OF ARRIVAL

The IRGZ defines 6 basic arrival purposes:

- Apprenticeship / internship other than scientific one
- Didactic classes
- Scientific research
- Scientific research and didactic classes
- Training/Study Visit
- Other

- There are two paths to register your arrival:

a. Select the "Offer" section and first choose the purpose of your arrival.

The screenshot shows the 'Offer' section of the 'Internet Registration of Foreign Visitors' portal. At the top, there is a navigation bar with 'News', 'Offer' (highlighted with a red circle), 'Units', and 'Registration'. Below the navigation bar, there is a header for 'Internet Registration of Foreign Visitors' with a search bar and a 'Filter' button. The main content area is titled 'Offer' and contains a 'Filters' section. The 'Filters' section has a search bar and a 'Filter' button. Below the search bar, there are two columns: 'Available units' and 'Selected units'. The 'Available units' column lists: Faculty of Mathematics, Informatics, and Mechanics; Faculty of Physics; Faculty of Political Science and International Studies; and Centre of New Technologies University of Warsaw. Below the 'Available units' list, there are four tabs: 'A', 'D', 'O', and 'S'. The 'A' tab is selected and shows: Apprenticeship / internship other than scientific (4). The 'D' tab shows: Didactic classes (4). The 'O' tab shows: Others (4). The 'S' tab shows: Scientific research (4) and Scientific research and didactic classes (4). Below the 'A' tab, there is a 'T' tab.

b. Select the "Units" section and first select the unit to which you are coming as a guest.

The screenshot shows the 'Units' section of the 'Internet Registration of Foreign Visitors' portal. At the top, there is a navigation bar with 'News', 'Offer', 'Units' (highlighted with a red circle), and 'Registration'. Below the navigation bar, there is a header for 'Internet Registration of Foreign Visitors' with a search bar and a 'Filter' button. The main content area is titled 'Organizational units' and contains a list of units. The 'University of Warsaw' unit is selected and expanded, showing a list of units: Centre of New Technologies University of Warsaw (6), Faculty of Mathematics, Informatics, and Mechanics (6), Faculty of Physics (6), and Faculty of Political Science and International Studies (6). To the right of the list, there is a table with the following information:

University of Warsaw	
Code	00000000
Address	00-927 Warszawa, ul. Krakowskie Przedmieście 26/28
Phone number	55-20-000
USOSweb page	<a href="#">go to USOSweb</a>
WWW portal	<a href="http://www.uw.edu.pl">http://www.uw.edu.pl</a>

2. Register your arrival by selecting "Sign up".

**Internet Registration of Foreign 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 → Didactic classes → Faculty of Physics- Didactic classes

## Faculty of Physics- Didactic classes

Conducting teaching activities in cooperation with the University of Warsaw.



Table of contents	
Details	
Code	FUW_DYDAKTYKA
Organizational unit	Faculty of Physics
Purpose of arrival	Didactic classes
<a href="#">Ask a question</a>	

Phase 1 (21.03.2022 13:20 - 30.09.2022 23:59)

[➔ Sign up](#)

3. In the next step you will be asked to answer a set of questions and then click "Continue".

## Question set for international guests

Questions addressed directly to international guests.

\* - Fields marked with asterisk symbol are required.

Please indicate name and surname of the contact person at University of Warsaw (in the unit) *	<input type="text"/>	0 / 500
Please indicate the position/function of the contact person	<input type="text"/>	0 / 500
Please indicate the e-mail address of the contact person *	<input type="text"/>	0 / 500
Please indicate the phone number of the contact person	<input type="text"/>	0 / 500
Please indicate your academic title	<input type="text"/>	0 / 500
Please indicate your status at "home" *	-- select --	▼
Scientific field *	-- select --	▼
Are you a graduate of the University of Warsaw ? *	-- select --	▼
What is the planned date of your arrival to the University of Warsaw? *	dd.mm.rrrr	📅
What is the planned date of your departure from the University of Warsaw? *	dd.mm.rrrr	📅
Do you finance your stay yourself? *	-- select --	▼
Please indicate your source of funding *	-- select --	▼
Please indicate which project/program the visit is financed by *	<input type="text"/>	0 / 500
Do you have a signed agreement with a unit/faculty of the University of Warsaw? *	-- select --	▼
Do you need an invitation for a visa? *	-- select --	▼
Please indicate the current country of legal residence *	-- select --	▼
Please indicate your ORCID number	<input type="text"/>	0 / 500
Please indicate your website address	<input type="text"/>	0 / 500

← Return

→ Continue

4. Once you have answered all the questions, you will be registered to come to a particular faculty.

## Faculty of Physics- Didactic classes

✓ You have successfully created a recruitment application. Go to the page [My account](#) → [Enrollment applications](#) to view the list of additional forms and/or documents that need to be printed and submitted.

Conducting teaching activities in cooperation with the University of Warsaw.



### Table of contents

#### Details

Code FUW\_DYDAKTYKA

Organizational unit Faculty of Physics

Purpose of arrival Didactic classes

✉ Ask a question

Phase 1 (21.03.2022 13:20 – 30.09.2022 23:59)

**You have already applied in this registration phase.**

Your applications (go to my applications):

- Internet Registration of Foreign Visitors  
Phase 1 (21.03.2022 13:20 – 30.09.2022 23:59)

## MANAGING NOTIFICATIONS IN THE SYSTEM (My Account)

1. In the "**My Account**" section, you can choose which notifications will be sent to you in the form of email notifications (to the user's address provided when creating the account).

🏠 → Moje konto

### Moje konto

Ustawienia konta | Formularze osobowe | Zgłoszenia restrycyjne | Płatności | Wiadomości | Powiadomienia | Klauzule i zgody | Pomoc



#### Dane identyfikacyjne

**Ewelina Radzewicz**  
E-mail: ewelina.radzewicz@adm.uw.edu.pl  
Identyfikator w systemie IRK: 4  
Role użytkownika: administrator

Zmień adres e-mail  
Zmień hasło  
Usuń konto

#### Metody logowania

Email ✓ ewelina.radzewicz@adm.uw.edu.pl

Zastąp hasło USOS hasłem z IRK przy przyjęciu na uczelnię

#### Ustawienia powiadomień

Preferowany język powiadomień: [Polski]

- Powiadamij o nowych pytaniach od kandydatów
- Powiadamij o nowych zgłoszeniach restrycyjnych
- Powiadamij o potwierdzonych zgłoszeniach restrycyjnych
- Informuj e-mailem o nowych wiadomościach
- Informuj e-mailem o nowych powiadomieniach

Zapisz