

# ACCOUNT REGISTRATION INSTRUCTION

Instructions for registering an individual account on the recruitment portal for foreigners

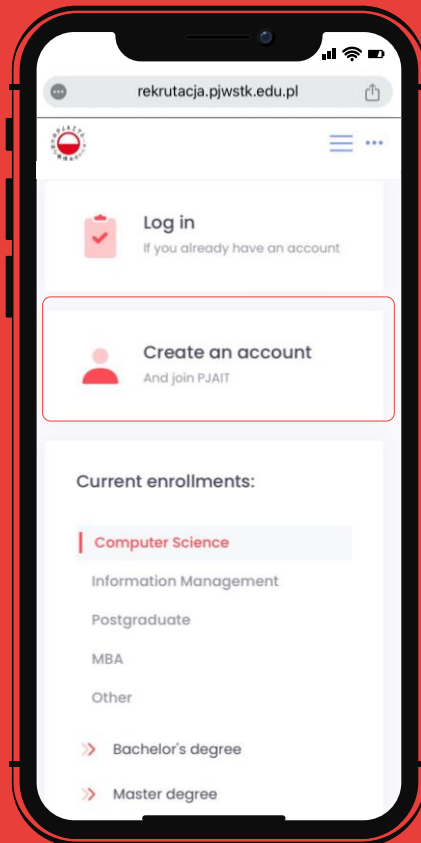
PJAIT

CODE

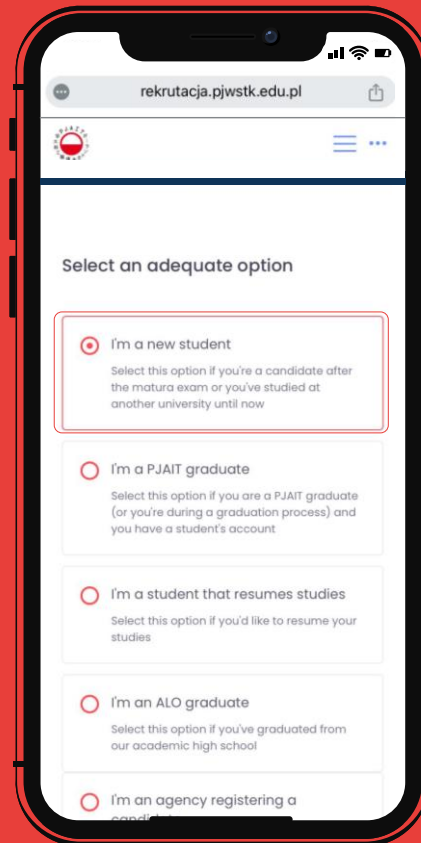
DREAM

## REKRUTACJA.PJWSTK.EDU.PL

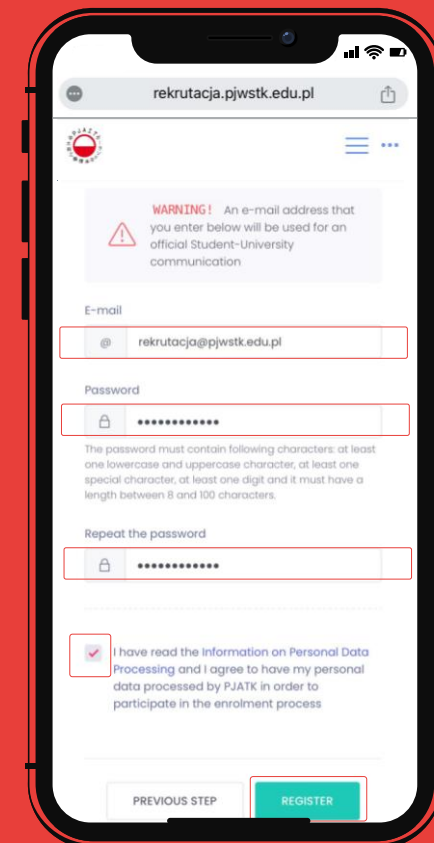
Visit the website: <https://rekrutacja.pjwstk.edu.pl/>



Look for the registration option on the portal and click on the „**Create an account**”.



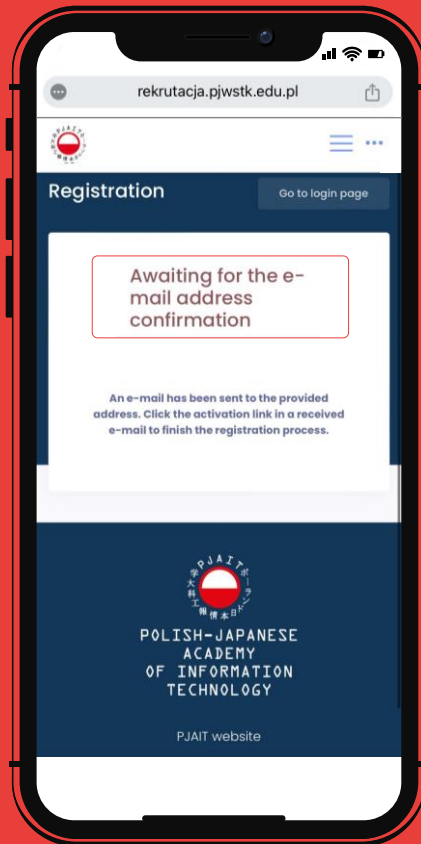
If you are applying for admission to PJAIT **for the first time** and have not previously been enrolled as a student there, please select this option.



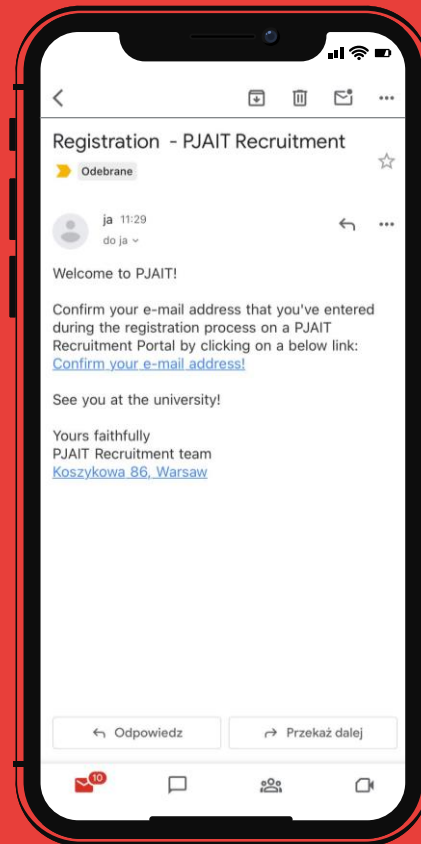
Provide a **valid email address** that you have access to. This will be used for communication and account verification purposes.

## REGISTRATION

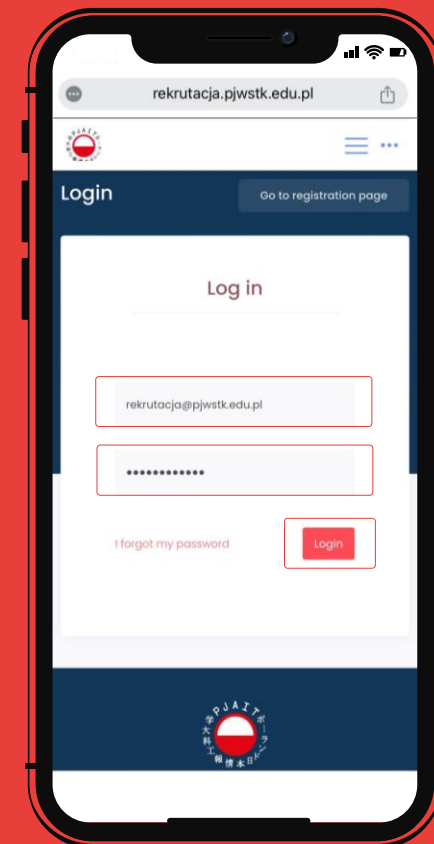
Complete the registration and activate an account.



Once registration is successful, you should receive a **confirmation email**.



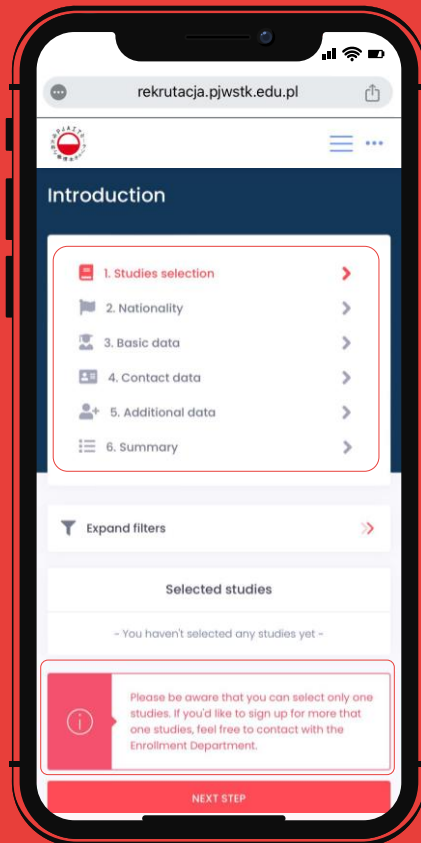
Click on the **activation link** that you will find in the confirmation email sent to you. This link is necessary to activate your account and complete the registration process.



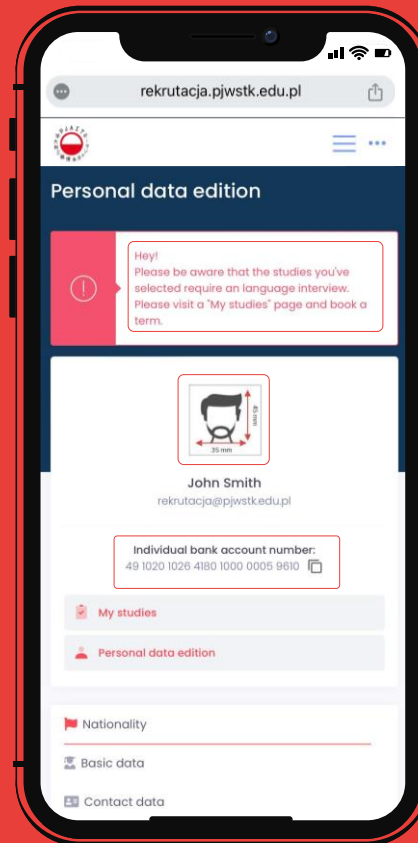
**Log in** to your newly created account using the email address and password you provided during the registration process.

## REGISTRATION FORM

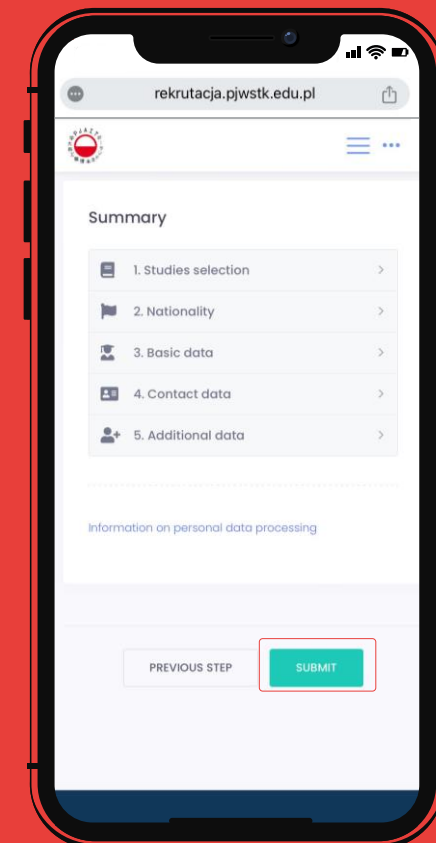
Complete the short registration form and provide personal information.



The „**Introduction**” requires you to select your course. You are allowed to select only one study program. If you want to add more courses, please contact the Admission Office via email.



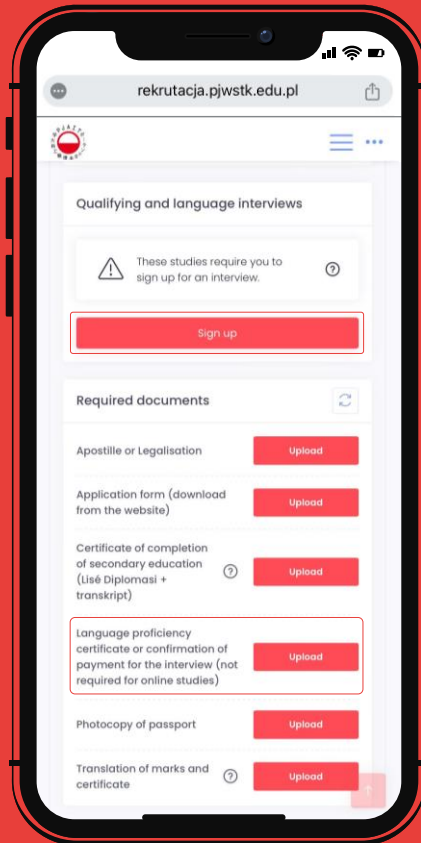
The „**My Studies**” details the chosen course, while the „**Personal Data Edition**” allows updates to personal information. Uploading a **passport-format photo** is mandatory. Applicants requiring interviews will receive a warning. The **personal bank account number** is used for payment of fees.



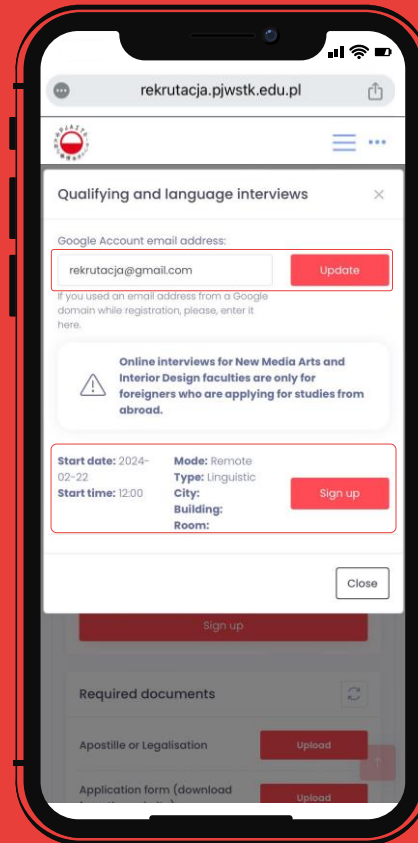
Once you complete **all five blocks** of the Introduction panel, you will be directed to the summary view panel where you should submit the provided data.

## SIGN UP FOR AN INTERVIEW

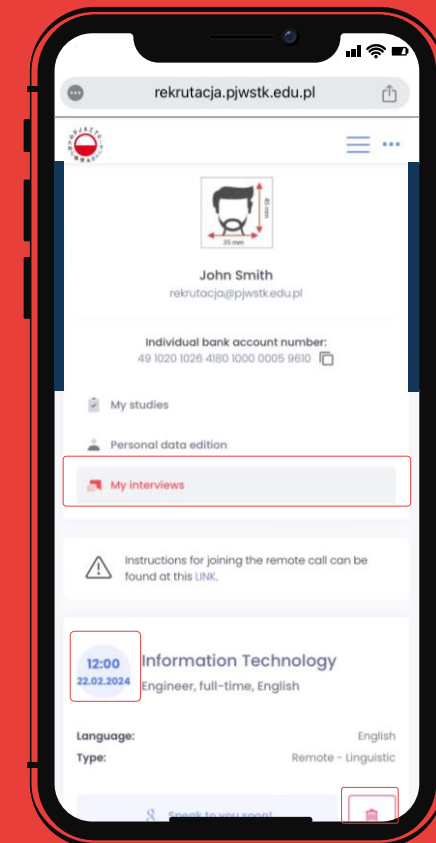
Choose a term of an interview and complete the fee payment.



To register, scroll down in the „**My Studies**” until you find the „**Sign up**” option. From there you can sign up for either a language interview or a Graphic Design interview. If you possess a **language proficiency certificate**, upload it to the required documents section. In this case, the language proficiency interview **is not required**.



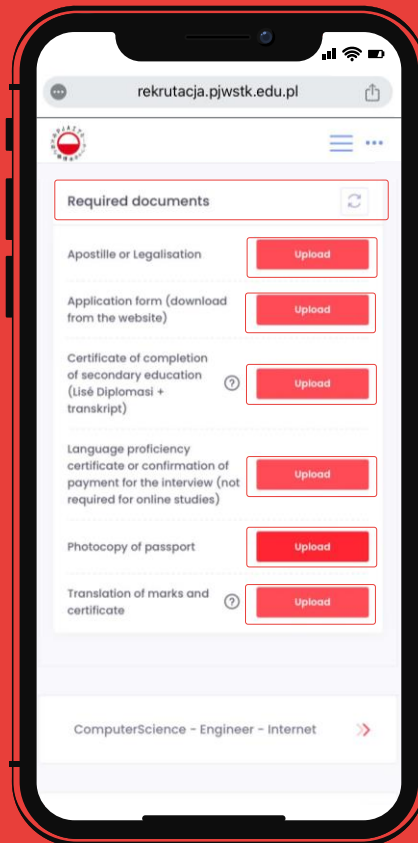
Check for available **time slots**, select one, and provide your email address from a **Google domain only**. Emails from other domains will not be accepted. The interview will be conducted via the **Google Meet** on the chosen date.



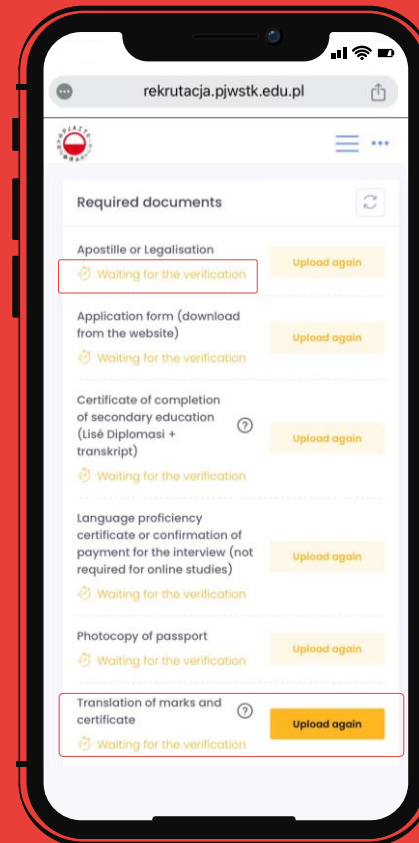
In the „**My Interviews**” you'll find your interview time and date. You can sign out from the interview here. Remember, the interviewer will be waiting for you **on Google Meet**. Ensure, that **payment is completed** several days before the scheduled interview date.

## DOCUMENT UPLOAD

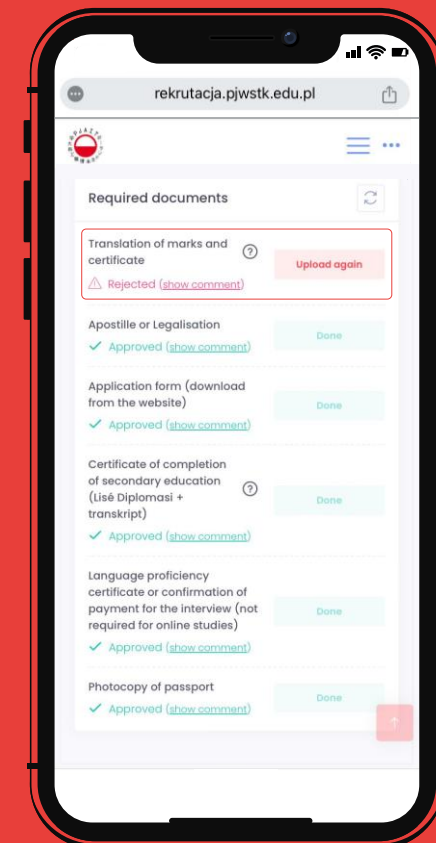
Upload your documents in .pdf format. Only scanned copies of originals in good colorful quality will be approved.



The „**Required documents**” include a list of items you need to upload to the portal. Please ensure that the documents are sent as **.pdf** scans of the original versions in **high-quality color**.



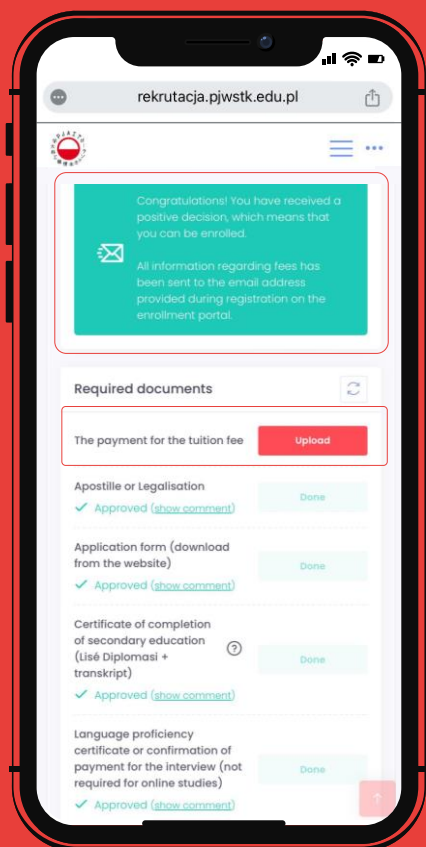
„**Waiting for verification**” means that we have received your documents. Typically, processing takes a **few working days**. However, in some cases, verification of foreign-issued documents may take up to **two weeks** or more to verify. If you have uploaded a poor-quality copy, you can re-upload it at this step.



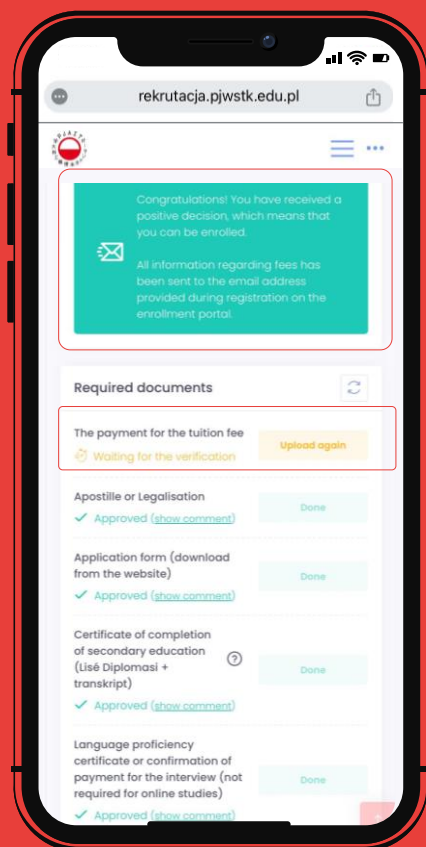
„**Rejected**” indicates that you need to **read the comment** of Recruitment Committee and re-upload the documents. Uploading incorrect documents or illegible copies may lead to rejection.

## WELCOME TO PJAIT!

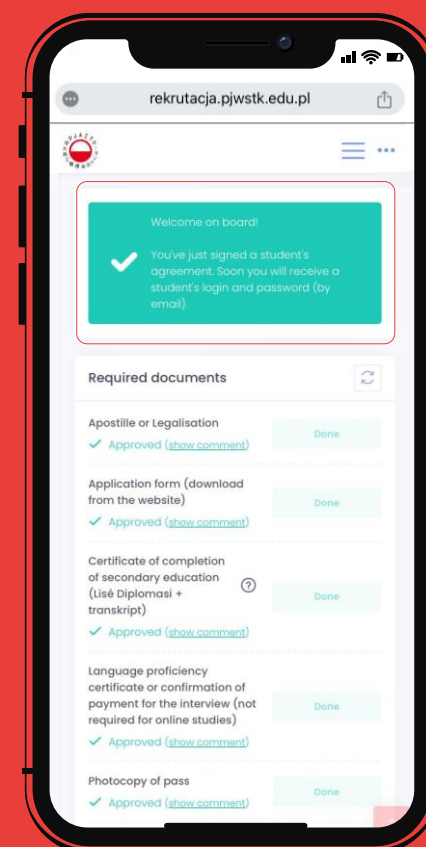
Complete the short registration form and provide personal information.



When the previous steps of passing the interview and uploading documents are completed, within two weeks you will receive an **email with the official decision** of admission. Along with the email, you will also see a „**Congratulations!**” message in your profile.



To complete the admission process, you need to upload the confirmation of payment of the tuition fee to the system and send the signed agreement and obligation to **kontrakt@pjwstk.edu.pl**.



The „**Welcome on board!**” confirms that your application was successfully completed. Your student's login number and password will be sent to you **in a separate email**. Once received, you can log in as a student on the **GAKKO portal**.

## Admission Office

tel. (+48) 22 58 44 590

Room 15  
Koszykowa Str. 86  
02-008 Warsaw

[rekrutacja@pjwstk.edu.pl](mailto:rekrutacja@pjwstk.edu.pl)