

## **BEFORE STARTING THE REGISTRATION PROCESS**

If:

- You have a candidate account (you have applied for studies at UAP at least once using the Akademos system), or
- You have studied at UAP at any time (even if you have never used the Akademos system),

Do not create a new account in the system!

Candidates from previous years should log into the system using the credentials they used during their first registration.

If you encounter any issues, try using the "**Forgot Password**" option.

If you have previously studied at UAP:

- If you already have an account in the system and know how to log in, you should submit your application using it. If you need to update your personal data, please contact the International Office at least **two days in advance**.
- If you have never used the Akademos system (e.g., if it was introduced after you completed your studies), please email **wsparcieakademos@uap.edu.pl**. It is very likely that your personal data already exists in the system due to your previous studies. The IT Department staff will assist you in creating an account based on this information.

**Failure to follow the above recommendations may result in issues when entering personal data in the candidate panel, which could prevent you from submitting your application for studies.**

## INSTRUCTIONS FOR NEW CANDIDATES:

### 1. Registration into the Akademos system for new users (there are 3 steps)

#### Step 1:

- Go to the [registration page](#)
- Click on '**Register**' and then select '**Recruitment**'
- Fill in the required fields that are marked with an \* (email address that you are going to use when signing in, first name, last name, date of birth, and password)

**Remember to include a plus sign and a dot when entering your phone number (format: +48.xxxxxxxx)**

The screenshot shows the registration interface. At the top, there are two buttons: 'Sign in (I have an account)' and 'Register (I don't have an account)'. The 'Register' button is circled in green. Below these buttons are three tabs: 'Recruitment', 'Student', and 'Staff'. The 'Recruitment' tab is also circled in green. The main heading is 'Online Recruiting System for Candidate'. Below this, there is a numbered instruction: '1. Apply for study. Register now!'. A sub-instruction reads: 'If you already have an student account in the system, log in to your account to take a part in recruitment.' The registration form consists of several fields: 'Email:\*', 'First name:\*', 'Password: ?\* (with an eye icon)', 'Surname:\*', 'Confirm password:\* [Both passwords have to be the same.]', 'Date of birth:\*', 'mobile phone: +XX.XXXXXXXXXX e.g. +48.12345678', and 'Additional number/landline:'.

<b>Sign in</b> (I have an account)	<b>Register</b> (I don't have an account)	
<b>Recruitment</b>	Student	Staff
<b>Online Recruiting System for Candidate</b>		
<b>1.</b> Apply for study. Register now!		
If you already have an student account in the system, log in to your account to take a part in recruitment.		
Email:*	First name:*	
<input type="text"/>	<input type="text"/>	
Password: ?*	Surname:*	
<input type="text"/>	<input type="text"/>	
Confirm password:*	Date of birth:*	
[Both passwords have to be the same.]	<input type="text"/>	
<input type="text"/>		
mobile phone:	Additional number/landline:	
+XX.XXXXXXXXXX e.g. +48.12345678	<input type="text"/>	



- Check the email account provided in step 1. **An activation link will be sent from akademus@uap.edu.pl. Click the link and confirm using the activation code**
- At this point, you can log into the system and proceed to the next step (see the picture below)

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**Sign in**  
(I have an account)

**Register**  
(I don't have an account)

### Log in to the system

Please enter your email and password to sign in.

E-mail:

Password:

Remember me

[sign in](#)

[Forgot password?](#)



## 2. Filling in the data

After logging into your account, go to the **Your Data** tab.

The screenshot displays the user interface for the AKADEMUS system. The user is logged in as Agnes Gronowski. The 'Your data' section is highlighted in green. The 'Personal data' tab is selected, showing fields for Photo, Personal details, Addresses, and Education, all with 'NIE' status and '[edit]' or '[view]' links. The 'Account data' section shows 'confirmation email' as 'TAK' and 'Phone number' as 'NIE' with an '[edit]' link. A red box highlights the 'Phone number' field, and a red arrow points to it with the text 'Do not edit this part'. The 'Administrative data' section shows 'nationality' as '-', 'Personal identification...' as 'I do not have', and 'Polish card' as 'NO'. The 'Add candidature' and 'Your candidatures' buttons are visible in the top right.

**Personal data**

- Photo NIE [edit]
- Personal details NIE [view]
- Addresses NIE [view]
- Education NIE [view]

**Account data**

- confirmation email TAK
- Phone number NIE [edit]

**Administrative data**

- nationality -
- Personal identification... I do not have
- Polish card NO

**Your data** ↑ You must edit 'Personal data'

**Personal details** [edit] **Administrative data**

**Attention!** The phone number field in the "Account Data" section visible on the above screenshot is not mandatory. If you attempt to enter it, issues may arise, which is normal. Please ignore the error and do not fill in the phone number in this tab.

Required information:

**1. Photo:** Upload a photograph on the photo submission page. Make sure to review the information in the Photo Requirements section regarding the necessary conditions the photo must meet. Keep in mind that this photo will appear on your student ID and will be used to identify you throughout your studies.

**2. Address:** Be sure to add your residential address as well as your correspondence address

**3. Education:** Add information about the school you graduated from.

*If you are taking your final exams this year, leave the Graduation Date and Graduation Document fields blank.*

ADD

**School/Education**

Level of education:\*      Type:\*  
-      -

Name:\*  
[text input]

Specialisation/Profile:  
[text input]

Graduation date:  
[leave blank if you are a student]  
0000-00-00 

City/town:\*      Country:  
-      -

Faculty:      Mode of study:  
[text input]      [text input]

**Graduation document (diploma/secondary school certificate)**

Type:  
-

Number:  
[text input]

Issued by:  
[text input]

Issue date:  
0000-00-00

Place of issue:  
[text input]

**Maturity certificate**

Country of issue of maturity certificate:  
-

After filling in all the required information, the status YES should appear next to each item in the Personal Data section on the top of the page. You can then proceed to the next step.

### 3. Add candidature

 <p><b>Personal data</b></p> <p>Photo <b>TAK</b> [edit] Personal details <b>TAK</b> [view] Addresses <b>TAK</b> [view] Education <b>TAK</b> [view]</p>	<p><b>Account data</b></p> <p>confirmation email <b>TAK</b> Phone number  <b>NIE</b> [edit]</p>	  
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