STEP 1
REGISTRATION – CREATE ACCOUNT

http://irk.chopin.edu.pl/

Choose one of the following two options:

- **Registration**
- **Create new account**

In both cases the system will ask you for your consent that your personal data can be processed and used by the Fryderyk Chopin University of Music.

**DECLARATION OF APPLICANT USING IRK SYSTEM OF ON-LINE REGISTRATION FOR STUDIES**

Before your personal applicant’s account can be created, it is essential that you accept the following regulations.

Please read the statement below and click “I agree” button (you will be forwarded to the next step of on-line registration system) or “I don’t agree” (in this case registration is not possible).

1. **Data processing**
   I agree for processing my data and using by the Fryderyk Chopin University of Music for the purposes of the recruitment process and documenting the course of study according to Article 6 of The Act of 25 August 1997 on the Protection of Personal Data (unified text: Journal of Laws of 2002 No. 101 item 926 with amendments).

2. **Incorrect data**
   I accept that Fryderyk Chopin University of Music does not bear any responsibility for any incorrect data that I give while registering in the IRK system.

Your consent is necessary to create an account in the IRK system.

I DON’T AGREE  I AGREE
Enter your data and create an account:

1. Data required to create an account:
   - PESEL (Personal Identification Number) – will be your login name and ID number in the IRK system. If you don’t have PESEL the IRK system will create a number you will use as your PESEL/login.
   - Your personal data
   - Password
   - Restoring question if you forget your password
   - Contact data

2. Click on CREATE ACCOUNT
There are two ways to log in to an already created account:

- **Log in tab**
- **Log in window**

Please use your PESEL number and password.

---

Dear Candidates,

Welcome to the IRK system for studies at the Fryderyk Chopin University of Music for the academic year 2015/2016

- first cycle studies
- second cycle studies

Information service for candidates on FCUM website
Information for candidates 2015/2016 - download version
STEP 4
ADDITIONAL REQUIRED PERSONAL DATA

Now you can start your registration step by step. At the beginning all steps are marked in pink which means they are not completed. The IRK system will change them into green once you enter all required data.

Now you can start filling in the remaining data required to choose the studies.

Important! Your personal data should be the same as in your personal ID or passport.

Complete at least all gaps marked as ‘obligatory blank space’.

Important! Your personal data should be the same as in your personal ID or passport.

**Education data:**
- Enter the name of secondary school.
- Enter the year of obtaining diploma.
- Enter the FCUM Student’s Number (if you are, or have been, a student).
- Check all documents entitling you to undertake the studies and enter all required data.

**Important!**
- If you are taking your secondary school-leaving examination in the current year, do not fill in the “Document number” or “Date of issue” gaps. For the “Year of obtaining diploma” enter: “2015”.
- For second cycle studies a secondary school-leaving certificate and at least diploma of completion of first cycle studies is required.
- If you are this year’s graduate of first or second cycle studies and do not have your diploma yet, clicking on the relevant box.

If you need help use irk@chopin.edu.pl

Save changes.
Choose the studies from the list.

Read the description, admission rules and confirm your choice clicking on “Register” button.
For the mandatory exams changes are not possible.

In some cases you will be asked to make your choice e.g. select an instrument on which you will perform your examination programme.

For some examinations you will probably need the accompanist.

You can request for a FCUM accompanist by clicking on the relevant box in the IRK system.

Then accept all examinations by clicking on „SAVE”
Please make your payment for the enrolment procedure according to the Important dates list which can be found on the FCUM website in the Enrolment section.

The bank account will be displayed in the IRK system:
- My account
- Payment

You can also print out an already filled in form for payment containing all necessary data and pay enrolment fee at a post office or in a bank.

Important! In the payment description enter the following data:

```
……………………………………..   ………………………………………
first and last name                                           pesel number
```

This will allow us to assign a payment to the right person

After 2-3 working days, make sure your payment has reached the FCUM bank account. This information will be visible on your IRK account:
- My payments,
- The sum paid.

If you paid 2-3 days ago but The Sum paid is still 0 PLN you should contact Dean’s Office or irk@chopin.edu.pl to clarify.
STEP 7
SUBMISSION OF THE REQUIRED DOCUMENTS TO THE DEAN’S OFFICE

Check if there are any “Additional documents” required for the selected studies. You can find them in the “Additional documents” section in the bottom part of the studies description in the Catalogue.

You must submit the required additional documents to the Dean’s Office of a relevant Department within a set deadline.

After the completion of all required steps, you will receive a confirmation from the Dean’s Office specifying the day, time and place of your examinations and all important details related.

Important! Bring your passport or personal ID for the examination.
After examination:
Candidates admitted to studies as a result of the enrolment procedure should submit to the Dean’s Office of a given Department the admission application form generated from the IRK and all required documents, according to the INFORMATION FOR CANDIDATES FOR STUDIES-ENTRANCE REQUIREMENTS.

The admission application form should be generated from the IRK system. This option will appear as a step 7 in the Registration step by step section and will be available only for candidates admitted to studies.