## **INSTRUCTION - ONLINE REGISTRATION**

1. On <a href="https://apply.vistula.edu.pl/">https://apply.vistula.edu.pl/</a> click on "Become an applicant".



2. Fill in short form and then click on **"Sign up and continue".** If you have reference code, please, enter it here.

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<ul> <li>Moreover, you can only add up to 3 programmes to your application with no more than 3 programmes from one institution.</li> <li>The administrator of the data is Vistula University, 3 Stoklosy Str., 02-787 Warsaw.</li> <li>The data will be processed to administer the account on the site, conduct the recruitment process, to conclude and execute the study agreement and to inform about the Vistula Group of Universities offer. Everyone has the right to access and correct their data and to withdraw their consent. Withdrawal of consent does not affect the lawfulness of processing your personal data that was held on it before it was withdrawn. You may exercise the above rights by sending a letter to the University address or by e-mail to the following address: wycofaniezgody@vistula.edu.pI Give the data is voluntary, but obligatory to recruitment process.</li> <li>Wyrażam zgodę na otrzymywanie od Uczelni informacji handlowych, za pomocą telekomunikacyjnych urządzeń końcowych oraz automatycznych systemów wywołujących, more more more more more more more more</li></ul>	
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3. You will get your unique applicant's code. You will also get it on your email.



4. Now you can **sign in** with this code to your application:



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5. Click in the right top left corner to see the menu of your application:



## 6. Click on Find programs:

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7. And choose the **program** you want (in example case it is Economics). You may also choose study mode and language here.

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## 8. **Apply now** for your program:

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	Relations , Warsaw		Apply now! Spring semester 2017/18
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Now you've added one program to your application. If you want, you may add another program (for example, summer courses). Now you should fill in each section of your application. In section Documents you should upload your educational documents, passport copy, language certificate if you have one.

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10. The MOST important is to **SUBMIT** your application. If you cant submit it, that means some information is missing. Fill it in and try again! After you SUBMIT your application, you will get answer from us within 2-3 days.

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