

1. Add the right document from "Your documents" tab (most likely it will be a „Foreign secondary school certificate” or „Foreign diploma”).

The screenshot shows the 'Your documents' tab selected in the top navigation bar. The main content area is divided into three sections: 'Documents', 'Select type of document you would like to add', and 'Your scans'. The 'Documents' section contains instructions and a link to generate a candidate questionnaire form. The 'Select type of document' section lists various document types, with 'Foreign secondary school certificate' highlighted. The 'Your scans' section includes a list of required documents, a file upload button, and a text input for the file name.

2. Complete all the required data.

The screenshot shows the 'Adding document Foreign secondary school certificate' form. It includes a blue informational banner at the top. The form fields are: 'Number of secondary school certificates' (text input), 'Year of issue' (dropdown), 'Month of issue' (dropdown), 'Day of issue' (dropdown), 'Country of issue' (dropdown), 'Full name of the school completed' (text input), and 'Location of secondary school' (text input). A 'Required field' indicator is shown next to the 'Location of secondary school' field. The form has 'Cancel' and 'Save' buttons at the bottom.

3. Attach scans (or photos) of all documents that you will use during recruitment process. Scans must be legible and complete, recommended format is pdf or jpg, and maximum size is 2 MB. Be sure to give each file a name that describes its content.

The screenshot shows the 'Your documents' tab with the 'Documents you have added' section displaying a list of uploaded documents. The 'Select type of document' section is also visible, showing the same list of document types as in the first screenshot. The 'Your scans' section at the bottom includes a file upload button and a text input for the file name.

4. All your documents are in „Your documents” tab, you can add a new document at any time (however, you can assign it to the chosen faculty only until the end of registration).

The screenshot shows the 'Your documents' tab with a navigation bar at the top containing 'Your documents', 'Your data', 'Fields of Study', 'Payments', 'Help', 'Log out', and 'PL'. The main content area is divided into three sections:

- Documents you have added:** A card showing a document titled 'Foreign secondary school certificate date of issue 2019-04-04' with ID '123456' and a status of 'BBBBB - Aaaaa bbbbbb cccc'. It has 'Edit' and 'Delete' buttons.
- Other documents:** A list of document types: 'Foreign secondary school certificate', 'International Baccalaureate', 'European Baccalaureate', 'Matura matura 2005-2007', 'Matura matura 2002', 'Szara matura skala ocen 1-6', and 'Szara matura skala ocen 2-5'. A note states: 'Some options are not available, because candidate can have only one secondary school certificate in the system.'
- Your scans:** A section for uploading scans. It includes a file size limit of '2MB', an 'Add scan' button, a text input for 'File name describing its contents (i.g. diploma, baccalaureate)', a 'Send' button, and a list of document types with checkboxes and 'Delete' buttons: 'diploma translation', 'high school diploma', and 'apostille'.

5. After attaching your scans, go to the "Fields of study" tab.

The screenshot shows the 'Fields of study' tab. The navigation bar is the same as in the previous screenshot. The main content area includes:

- Announcements:** Two announcements with subjects 'Field name' and dates '2022-05-26 10:34' and '2022-05-26 10:31'.
- Fields of study:** A section explaining that the Candidate Panel contains information connected with admissions to the fields of study which you have selected. It includes a note: 'Note: You are not taking part in admissions because you have not yet signed up for any field of study! After you have signed up for a field of study, this is where you will find all the information regarding admissions to your chosen fields of study. Signing up for particular fields of study is possible only within specified dates.' and an 'Apply for studies' button.

6. After choosing the faculty, assign all needed scans by selecting checkboxes.

The screenshot shows the 'Registration for the field of study' page for 'Field of study Cultural Communication I degree 3 S'. The navigation bar is the same. The main content area includes:

- Document data form:** A section for a document on the basis of which you can participate in admission for the selected field of study. It shows the same document as in the previous screenshot with an 'Edit document' button.
- Remember!** A section with the instruction: 'Upload your scans in the "Your documents" tab and then assign them to your chosen courses.' It includes checkboxes for 'diploma translation', 'high school diploma', and 'apostille'. The 'diploma translation' and 'high school diploma' checkboxes are checked.
- selected 2:** A section with a 'Return to the choice of fields of study' button and a 'Continue' button.

7. Proceed and fill in the results.

Geography Exam Degree of the whole year

History Exam Degree of the whole year 85

History of art Exam Degree of the whole year

Foreign language Choose czech Exam 45 Degree of the whole year Degree of the whole year

Latin and ancient culture Exam Degree of the whole year 54

Mathematics Exam 76 Degree of the whole year

Social Studies Exam Degree of the whole year

Obligatory subjects
1 of 10 to choose
Legend

Go back to document selection Continue

8. If you have already uploaded scans, but they are not assigned to the faculty, go to the „Fields of study” tab and click the "Go to Scans" button, then select necessary documents and assign them to your faculty.



Field of study Biznes chemiczny INŻ 3,5 S

Candidate Questionnaire

Deadlines and application steps Scores and results Lists Contact to Admission Committee Your scans

Status of the scans verification by the Admission Committee: **not verified**

Remember!
If you have not yet uploaded your scans in "Your documents" tab and assigned to a course of study do so before the end of registration. Otherwise you will be excluded from the recruitment process.

Scans assigned to the field of study:

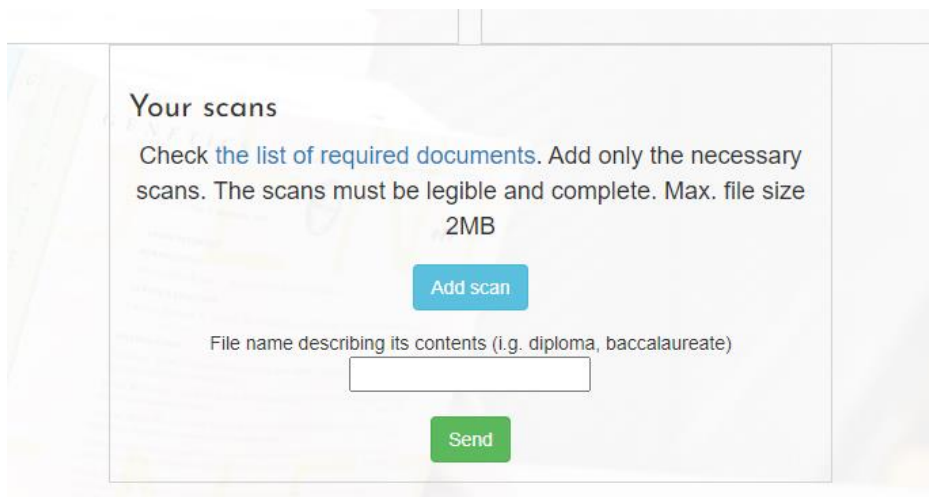
Other scans which you want to assign to your field of study:

Świadectwo maturalne ✓ ✓

Olimpiada ✓ ✓

Add scans

9. If you are enrolled to the faculty and you do not have uploaded any scans, go to the "Your documents" tab, upload needed scans and then assign them to your faculty.

A screenshot of a web interface for uploading scans. The background is a light gray with a faint, blurred image of a document. The main content area is a white box with a thin gray border. Inside, the heading "Your scans" is in bold. Below it, a paragraph of instructions says: "Check [the list of required documents](#). Add only the necessary scans. The scans must be legible and complete. Max. file size 2MB". There is a blue button labeled "Add scan". Below the button, the text "File name describing its contents (i.g. diploma, baccalaureate)" is followed by a white text input field. At the bottom of the box is a green button labeled "Send".

Your scans

Check [the list of required documents](#). Add only the necessary scans. The scans must be legible and complete. Max. file size 2MB

Add scan

File name describing its contents (i.g. diploma, baccalaureate)

Send