Recruitment for the academic year 2012/2013

How to apply online for 6 year MD program
(high school graduates)

Step–by–Step Guide for Applicants
General Information

The 6- year program is offered for High School graduates. According to the Admission Rules for the English Division there are three groups of applicants:

1. who have High School Diploma other than IB, EB or “nowa matura” diploma (“new” Polish High School Certificate) and don’t have Polish citizenship – **those applicants must sit for the entrance exam.**

   The tuition fee for the academic year 2012/2013 amounts to **11,100.00 EUR**

2. who have IB or EB diploma and don’t have Polish citizenship (**IB diploma** – International Baccalaureate) - a document issued by the International Baccalaureate Organization in Geneva, Switzerland, (**EB diploma** – European Baccalaureate) – a document issued to the graduates of the European schools for the employees of the European Union Institution only – **those applicants are recruited based on their diplomas (don’t have to sit for the entrance exam).**

   The tuition fee for the academic year 2012/2013 amounts to **11,100.00 EUR**

3. who have “nowa matura” (“new” Polish High School Diploma), IB, EB diploma and have Polish citizenship – **those applicants should register and submit the application on Polish recruitment website** [http://rekrutacja.wum.edu.pl/](http://rekrutacja.wum.edu.pl/) **and follow the Polish rules and deadlines of the admission process.**

   Students – Polish citizens – who have been admitted to the medical studies in Polish and moved to the English Division program, according to the Rector’s Directive of the Medical University of Warsaw about fees for the students conducted in the English Division of the 2nd Faculty of Medicine for the academic year 2012/2013, pay tuition fee in PLN. The amount will be settled in the end of July 2012.
**Instruction for exam taking applicants**

You will find below a diagram that outlines the necessary steps in the online recruitment system. These steps must be completed in order to ensure a successful application for all candidates. A step-by-step explanation for each step is detailed further in this document.

Registration of applicants who have High School Diploma and don’t have Polish citizenship:

```
Register as a New Applicant
↓
Choose program (6-year program)
↓
Complete Your Personal Data and type of diploma
↓
Create a password
↓
Grant permission for use and processing of the personal data in the recruitment process
↓
Choose source of information about study at MUW
↓
First step of registration is completed

Go to “login page” using passport number and password
↓
Pay application fee 200 EUR
↓
Complete your personal information
↓
Complete information about your diploma
↓
Add to you recruitment account scanned diploma, passport and payment confirmation
↓
Choose place of the entrance exam (click Applications)
↓
Filled and paid application is marked with a green mark and treated as submitted
```
STEP BY STEP PROCEDURES - explanation

Registration will be open since 2nd of April 2012 till 30th April, 2012.
Entrance exam will be held on 19th of May 2012 (Saturday).

- Register as a New Applicant
- Click on the link - I am a new candidate, I want to register.
- Click - I agree – I wish to enroll as a student of the 2nd Faculty of Medicine at the Medical University of Warsaw, into English Division speaking program. I agree to abide by the curriculum regulations and to make the necessary regular payments of the university fees.
- Choose 6-year MD program
- Complete your personal data – name, surname, citizenship, birth date, passport number, baccalaureate type – choose Other (it means that you have only High School Diploma), e-mail and phone.
- Create a password – it must have at least 8 characters, must include numbers, capital and small letters, it must begin with a letter not a number.
- Grant permission – I permit for use and processing of the personal data in the recruitment process.
- Choose source of information about study at Medical University of Warsaw (agent, web page or other).
• **First step of registration is completed** – Registration in the recruitment system has been completed successfully. Please log in using your document ID number (passport) and password to review your data and entry other required information.

• **Click - Go to “login page”** using passport number and password

• Pay application fee **200 EUR** (non refundable) on the account number:

  Bank Pekao S.A.
  ul. Grzybowska 53/57
  00-950 Warszawa
  No: PL 02 1240 6247 1111 0000 4974 9124
  SWIFT: PKO PPL PW

  In the title of payment please write your **name and surname, English Division and application fee 200 EUR.** – this information is very important.

  • Complete your personal information – father’s and mother’s name, nationality, birth place, place of residence and correspondence address.

  • Complete your Baccalaureate information (diploma) – issued in the year, issued by, school’s name, school’s city, school’s country.

  • Scan to your recruitment account your **High School Diploma, passport and payment confirmation.** Application without the above mentioned documents enclosed will not be complete or valid.

  • Choose Applications – click personal information form and choose place of the entrance exam. The entrance examination consists of 100 MCQ questions:

    In order to choose the place of the exam please login to your recruitment account once gain at the end of April 2012.

    - Biology – 35,
    - Chemistry – 35,
    - Physics – 30.
Each question has 4 answers, but only one is correct. The maximum points is 100, every positive answer is 1 point. The exam last 2 hours. Candidate, who is late more than 30 minutes will not be allowed to sit for examination. The examination finishes after two hours for everybody, even for those who were late (it means that they will have less time to complete the exam).

Candidates are permitted to take the following items into examination:
- writing materials, e.g. pens in a clear pencil case,
- water in a clear bottle with label removed

Candidates are not permitted to take the following items into examination:
- bags (including handbags)
- wallets
- food
- mobile phones, mp3 players and other electronic devices
- books and any dictionaries

• Filled and paid application is marked with a green mark and treated as submitted.
Instruction for IB, EB applicants

You will find below a diagram that outlines the necessary steps in the online recruitment system. These steps must be completed in order to ensure a successful application for all candidates. A step-by-step explanation for each step is detailed further in this document.

Registration of applicants who have IB, EB and don’t have Polish citizenship:

1. Register as a New Applicant
2. Choose program (6-year program)
3. Complete Your Personal Data and type of diploma
4. Create a password
5. Grant permission for use and processing of the personal data in the recruitment process
6. Choose source of information about study at MUW

First step of registration is completed

Go to “login page” using passport number and password

1. Pay application fee 200 EUR
2. Complete your personal information
3. Complete information about your diploma
4. Add to you recruitment account scanned diploma, passport and payment confirmation
5. Choose your grades (click Applications)

Filled and paid application is marked with a green mark and treated as submitted

Recruitment Coordinator Anna Lazarek, MA
tel.: +48 (22) 57 20 672
fax: +48 (22) 57 20 562
e-mail: recruitment@wum.edu.pl
http://2wl.wum.edu.pl/en
STEP BY STEP PROCEDURES - explanation

Registration will be open since 2nd of April 2012 till 10th July, 2012.

- Register as a New Applicant

- Click on the link - I am a new candidate, I want to register.

- Click - I agree – I wish to enroll as a student of the 2nd Faculty of Medicine at the Medical University of Warsaw, into English Division speaking program. I agree to abide by the curriculum regulations and to make the necessary regular payments of the university fees.

- Choose 6-year MD program

- Complete your personal data – name, surname, citizenship, birth date, passport number, baccalaureate type – choose IB or EB, e-mail and phone.

- Create a password – it must have at least 8 characters, must include numbers, capital and small letters, it must begin with a letter not a number.

- Grant permission – I permit for use and processing of the personal data in the recruitment process.

- Choose source of information about study at Medical University of Warsaw (agent, web page or other).

- First step of registration is completed – Registration in the recruitment system has been completed successfully. Please log in using your document ID number (passport) and password to review your data and entry other required information.
• Click - **Go to “login page”** using passport number and password

• Pay application fee 200 EUR (non refundable) on the account number:

  Bank Pekao S.A.
  ul. Grzybowska 53/57
  00-950 Warszawa
  No: PL 02 1240 6247 1111 0000 4974 9124
  SWIFT: PKO PPL PW

  In the title of payment please write your name and surname, English Division and application fee 200 EUR. – this information is very important.

  • Complete your personal information – father’s and mother’s name, nationality, birth place, place of residence and correspondence address.

  • Complete your Baccalaureate information (diploma) – issued in the year, issued by, school’s name, school’s city, school’s country.

  • Scan to your recruitment account your IB or EB Diploma, passport and payment confirmation.

  • Choose Applications – click personal information form and choose your grades that you have on your diploma.

  • **Filled and paid application is marked with a green mark and treated as submitted.**