

1. Register and upload your documents here: <https://rekrutacja.put.poznan.pl/en/>

The screenshot shows the top header of the Politechnika Poznańska Candidate's Webportal. It includes the university logo, the name 'POLITECHNIKA POZNAŃSKA', and the text 'CANDIDATE'S WEBPORTAL'. There are language selection buttons (PL, EN) and a 'Switch contrast' button. The main content area has a blue background with a white border. It contains a red heading 'Please fill in your PESEL/ID number to continue', a white input field, and a blue 'Next' button. Below this is a link 'preregister' for users without an account. A dark grey section at the bottom contains a 'Need assistance?' heading, a paragraph explaining the PESEL ID system, and a white box with links: 'Available fields of study', 'Terms and conditions', and 'Contact'.

POLITECHNIKA POZNAŃSKA CANDIDATE'S WEBPORTAL

Please fill in your PESEL/ID number to continue

Next

If you don't have an account yet you need to [preregister](#)

Need assistance?

The ID number in the enrollment system is called PESEL and is native to Polish citizens. If you don't have it, we will generate a temporary one for you during the registration process. By entering the ID in the form above you agree to the [terms and conditions](#) of the online application. If you need any more help please do not hesitate to [contact](#) us.

[Available fields of study](#)
[Terms and conditions](#)
[Contact](#)

If you do not have PESEL number you have to do preregistration:

The screenshot shows the preregistration form on the Politechnika Poznańska Candidate's Webportal. The header is identical to the previous page. The main content area has a blue background with a white border. It features a red heading 'Register new candidate without PESEL'. Below this are several form fields: 'Surname', 'First name', 'Middle name' (with a help icon), 'Date of birth' (with a YYYY-MM-DD format), 'Email address', 'Passport' (with a 'Przeglądaj...' button and 'Nie wybrano pliku.' text), and 'Enter the code from the Image' (with a 'Code' label and a 'lotny' image). At the bottom, there is a checkbox and a confirmation statement: 'I confirm that I read the Terms and conditions of the online application and I agree to them.'

POLITECHNIKA POZNAŃSKA CANDIDATE'S WEBPORTAL

Register new candidate without PESEL

* Surname

* First name

Middle name

* Date of birth YYYY-MM-DD

* Email address


* Passport Przeglądaj... Nie wybrano pliku.

* Enter the code from the Image Code 

☐ * I confirm that I read the [Terms and conditions](#) of the online application and I agree to them.

2. Wait for setting-up of your account. You will receive an e-mail with confirmation link and your credentials to log in.

3. Log in:



POLITECHNIKA POZNAŃSKA
UNIVERSITY OF TECHNOLOGY

?

PL

EN

A

Switch contrast

CANDIDATE'S WEBPORTAL

Please fill in your PESEL/ID number to continue

Next

If you don't have an account yet you need to [preregister](#)

Need assistance?

The ID number in the enrollment system is called PESEL and is native to Polish citizens. If you don't have it, we will generate a temporary one for you during the registration process. By entering the ID in the form above you agree to the [terms and conditions](#) of the online application. If you need any more help please do not hesitate to [contact](#) us.

?


Available fields of study

Terms and conditions

Contact

4. Fill in the tab 'Data':

I. Open 'Data' tab.



POLITECHNIKA POZNAŃSKA
UNIVERSITY OF TECHNOLOGY

←

→

?

PL

EN

A

Switch contrast

CANDIDATE'S WEBPORTAL

Welcome, AAA

Please fill in the application carefully and accurately – all data will be verified based on maturity certificate and other documents.

1

!

Data

2

!

Photo

3

!

Education

4

×

Studies

5

✓

Documents

★

Summary

Use the following menu to choose required sections of application. After filling in each section, you will be redirected to this page. Completed sections will be marked with green color and ✓ icon. Sections that need your review are marked with red color and ! icon.

Main page

Candidate's data summary

Change password

Log out

PUT main page


Contact

Faculties


4K

Copyright ©2004–2019 Poznań University of Technology. All rights reserved.

II. Fill in the data and click 'Save'.



POLITECHNIKA POZNAŃSKA

[Switch content](#)

CANDIDATE'S WEBPORTAL

Personal data

* Surname

CCC

* First name

AAA

Middle name

BBB

* Sex

☐ Female

☐ Male

* Father's name

Date and place of birth

* Date of birth

2000-01-01

* Country of birth

Alghanistan

* Place of birth

Identity

* Citizenship

select

* Nationality

select

* Identity document

☐ National identity card

☐ Passport

Disability

* Disabled person

☐ yes

☒ no

Address of residence

* Country

Alghanistan

* Postcode

* City

* Type of place you live

☐ City

☐ Village

Street

* House no.

Flat no.

Correspondence address

* Correspondence address is the same as address of residence

☒ yes

☐ no

Contact details

* Telephone

* Email address

menasz.brodzka@poczta.poznan.pl

Personal data

Save

Cancel

5. Upload your photo (photo in passport format):

I. Open tab 'Photo'.

The screenshot shows the top navigation bar of the Politechnika Poznańska Candidate's Webportal. It includes the university logo, the name 'POLITECHNIKA POZNAŃSKA', and the title 'CANDIDATE'S WEBPORTAL'. A 'Welcome, Aaa' message is displayed. Below the message is a progress bar with five tabs: 'Data' (green with a checkmark), 'Photo' (red with an exclamation mark), 'Education' (red with an exclamation mark), 'Studies' (grey with an 'X'), and 'Documents' (red with an exclamation mark). A green arrow points to the 'Photo' tab. To the right of the tabs is a text box explaining the application process. At the bottom, there is a sidebar with links: 'Main page', 'Candidate's data summary', 'Change password', 'Log out', 'PUT main page', and 'Contact'. The footer contains a '4K' logo and copyright information.

Politechnika Poznańska
CANDIDATE'S WEBPORTAL

Welcome, Aaa

Please fill in the application carefully and accurately - all data will be verified based on maturity certificate and other documents.

1 Data 2 Photo 3 Education 4 Studies 5 Documents

Summary

Use the following menu to choose required sections of application. After filling in each section, you will be redirected to this page. Completed sections will be marked with green color and ✓ icon. Sections that need your review are marked with red color and ! icon.

Main page
Candidate's data summary
Change password
Log out
PUT main page
Contact

Copyright ©2004-2019 Poznań University of Technology. All rights reserved.

II. Click 'Add'.

The screenshot shows the 'Photo' tab selected in the application. The page title is 'Photo for student card'. There is a placeholder image of a person's face. Below the image is a green arrow pointing to an 'Add' button, which is highlighted with a green box. Next to the 'Add' button are 'Remove' and 'Cancel' buttons. The bottom of the page shows the same sidebar and footer as the previous screenshot.

Politechnika Poznańska
CANDIDATE'S WEBPORTAL

Photo

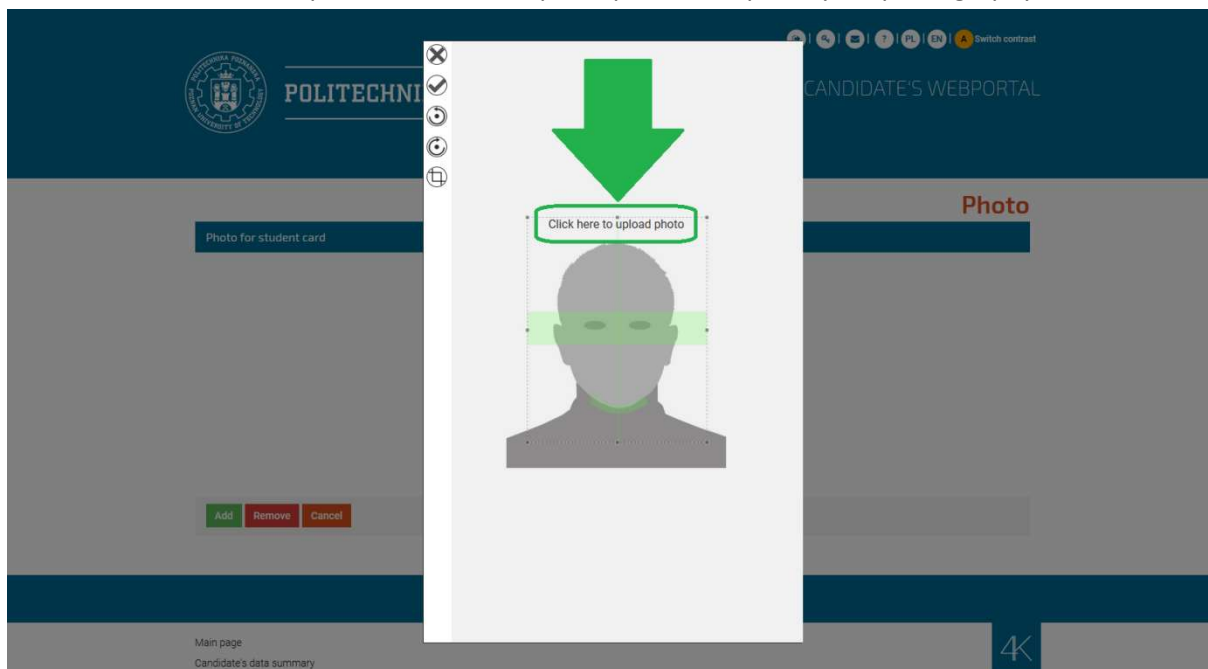
Photo for student card

Add Remove Cancel

Main page
Candidate's data summary
Change password
Log out
PUT main page
Contact

Copyright ©2004-2019 Poznań University of Technology. All rights reserved.

III. Click on the inscription '*Click here to upload photo*' to upload your photography.



6. Fill in the tab 'Education':

I. Open tab 'Education'.

The screenshot shows the 'CANDIDATE'S WEBPORTAL' interface for Politechnika Poznańska. At the top, there is a blue header with the university logo and name. Below the header, a navigation bar contains five tabs: 'Data', 'Photo', 'Education', 'Studies', and 'Documents'. The 'Education' tab is highlighted with a green border and a green arrow pointing to it. To the right of the tabs, a message states: 'Use the following menu to choose required sections of application. After filling in each section, you will be redirected to this page. Completed sections will be marked with green color and ✓ icon. Sections that need your review are marked with red color and ! icon.' Below the tabs, there is a 'Summary' button. At the bottom of the page, there is a footer with links: 'Main page', 'Candidate's data summary', 'Change password', 'Log out', 'PUT main page', and 'Contact'.

II. Fill in the highlighted fields and click 'Save'.

The screenshot shows the 'Education' tab in the 'CANDIDATE'S WEBPORTAL'. The 'Education' tab is highlighted with a green border. Below the tabs, there are two main sections. The first section is 'Student of Poznan University of Technology' with a green arrow pointing to it. It contains two radio buttons: 'I don't have PUT Student's No.' (selected) and 'I have PUT Student's No.'. The second section is 'Foreign languages preferences' with a green arrow pointing to it. It contains five dropdown menus for selecting languages: 1. Polish, 2. English, 3. French, 4. German, and 5. Russian. To the right of these sections, there are two buttons: 'Enter' and 'not selected'. At the bottom of the page, there is a 'Save' button highlighted with a green arrow and a 'Cancel' button.

- III. Click 'Edit' button next to 'Data required for first-cycle (Bachelor's) studies' if you would like to apply for bachelor studies. Or alternatively click 'Edit' button next to 'Data required for first-cycle (Master's) or third-cycle (Doctoral) studies' if you would like to apply for master studies.

Education

Student of Poznan University of Technology

☒ I don't have PUT Student's No.
☐ I have PUT Student's No.

Foreign languages preferences

1. Polish
2. English
3. French
4. German
5. Russian

Data required for first-cycle (Bachelor's) studies

not selected
Enter

Data required for second-cycle (Master's) or third-cycle (Doctoral) studies

not selected
Enter

Save Cancel

IV.

- a) Fill in the data required for first-cycle studies and click 'Save';

Data required for first-cycle studies

School graduated

Kabul International School (Kabul, Afghanistan)
Select

*Maturity examination year
2010

Maturity certificate

*Number
123456789

*Date of issue
2010-06-01

*The issuing authority
Foreign school

Maturity examination annexes

*Do you have maturity examination annexes
☐ Yes
☒ No


Additional information

Type of maturity examination
☒ foreign maturity examination
☐ International Baccalaureate
☐ new Polish maturity examination
☐ old Polish maturity examination


Bilingual maturity examination
☐ Yes
☒ No


Save Remove Cancel

b) Or alternatively, fill in the data required for second-cycle studies and click 'Save';



POLITECHNIKA POZNAŃSKA
UNIVERSITY OF TECHNOLOGY



PL | EN | 

CANDIDATE'S WEBPORTAL

Data required for second-cycle or doctoral studies

Graduated studies

University
not set

Select

Field of study
not set

Select

*Year of graduation
YYYY

*Average note from studies
e.g. 4.52

Diploma

Date of issue
YYYY-MM-DD

Number

Final mark
select


*Title
select

Save


Remove


Cancel

c) Click 'Save' again.



POLITECHNIKA POZNAŃSKA
UNIVERSITY OF TECHNOLOGY



PL | EN | 

CANDIDATE'S WEBPORTAL

Education

Student of Poznan University of Technology

☒ I don't have PUT Student's No.

☐ I have PUT Student's No.

Foreign languages preferences

1. Polish
2. English
3. French
4. German
5. Russian

Data required for first-cycle (Bachelor's) studies

selected

Edit

Remove

Data required for second-cycle (Master's) or third-cycle (Doctoral) studies

not selected

Enter

Save

Cancel

7. Select 1-3 desired programmes as instructed below to make your application visible to the admission board.


I. Go back to the main page of your candidate's profile and open tab 'Studies'.

The screenshot shows the 'CANDIDATE'S WEBPORTAL' interface. At the top, there is a blue header with the university logo and name. Below the header, a red banner says 'Welcome, Aaa'. A message states: 'Please fill in the application carefully and accurately - all data will be verified based on maturity certificate and other documents.' Below this is a menu with five items: 'Data' (green, 1), 'Photo' (green, 2), 'Education' (green, 3), 'Studies' (red, 4, with a green arrow pointing to it), and 'Documents' (red, 5). A 'Summary' button is also present. To the right, a text box explains the color coding: green for completed sections and red for sections needing review. At the bottom, there is a sidebar with links: 'Main page', 'Candidate's data summary', 'Change password', 'Log out', 'PUT main page', and 'Contact'. A copyright notice for 2004-2019 is also visible.

II. Click button 'Add field of study'.

The screenshot shows the 'Studies' section of the portal. It features a blue header with the university logo and name. Below the header, a red banner says 'Studies'. A section titled 'Enrollment fee' contains two boxes: 'Total to pay' (0.00 PLN) and 'Funds paid' (85.00 PLN). Below this is a section titled 'Choice of fields of study'. It contains a button labeled 'Add field of study' with a green arrow pointing to it. A 'Back' button is also visible at the bottom.

III. Click 'Select enrollment'.



POLITECHNIKA POZNAŃSKA
UNIVERSITY OF TECHNOLOGY


CANDIDATE'S WEBPORTAL

Selection of field of study

no enrollment selected

Select enrollment

Select


Cancel

[Main page](#)
[Candidate's data summary](#)
[Change password](#)
[Log out](#)


[PUT main page](#)
[Contact](#)
[Faculties](#)


Copyright ©2004–2019 Poznan University of Technology. All rights reserved.



IV. Choose the desired enrollment and click 'Select'.



POLITECHNIKA POZNAŃSKA
UNIVERSITY OF TECHNOLOGY


CANDIDATE'S WEBPORTAL

Choice of enrollment

☐ 2019/2020 - Enrollment for full-time first-cycle (Bachelor) studies for winter semester
☐ 2019/2020 - Enrollment for full-time second-cycle (Master) studies for winter semester *


* Fill in [education data](#) required for second-cycle (Master's) or third-cycle (Doctoral) studies

Select

Cancel

[Main page](#)
[Candidate's data summary](#)
[Change password](#)
[Log out](#)

[PUT main page](#)
[Contact](#)
[Faculties](#)


Copyright ©2004–2019 Poznan University of Technology. All rights reserved.

V. Select 1-3 desired programmes. The programmes marked with British flag are taught in English language. Mark one programme at a time and click 'Select' in the bottom part of the page. Repeat this step to add another programme to your list.



Selection of field of study

2019/2020 - Enrollment for full-time first-cycle (Bachelor) studies for winter semester

Change enrollment

Full-time

Full-time first-cycle

example

- ☐ Architektura (Architecture)
- ☐ Architektura
- ☒ Automatyka i robotyka (Automatic Control and Robotics)
- ☐ Automatyka i robotyka
- ☐ Bioinformatyka
- ☐ Budownictwo
- ☐ Budownictwo zrównoważone (Sustainable Building Engineering)
- ☐ Edukacja techniczno-informatyczna
- ☐ Elektronika i telekomunikacja (Electronics and Telecommunications)
- ☐ Elektronika i telekomunikacja
- ☐ Elektrotechnika
- ☐ Energetyka
- ☐ Fizyka techniczna
- ☐ Informatyka
- ☐ Inżynieria bezpieczeństwa
- ☐ Inżynieria biomedyczna
- ☐ Inżynieria chemiczna i procesowa
- ☐ Inżynieria farmaceutyczna
- ☐ Inżynieria materiałowa
- ☐ Inżynieria zarządzania
- ☐ Inżynieria zarządzania - Techniczno-handlowa (Engineering Management - Engineering with Commerce)
- ☐ Inżynieria środowiska
- ☐ Konstrukcja i eksploatacja środków transportu
- ☐ Logistyka
- ☐ Lotnictwo i kosmonautyka
- ☐ Matematyka w technice
- ☐ Mechanika i budowa maszyn
- ☐ Mechatronika
- ☐ Sztuczna inteligencja (Artificial Intelligence)
- ☐ Technologia chemiczna (Chemical Technology)
- ☐ Technologia chemiczna
- ☐ Technologie ochrony środowiska
- ☐ Teleinformatyka
- ☐ Transport
- ☐ Zarządzanie i inżynieria produkcji

Select **Cancel**

8. Make the payment of application fee until 15.07.2019:

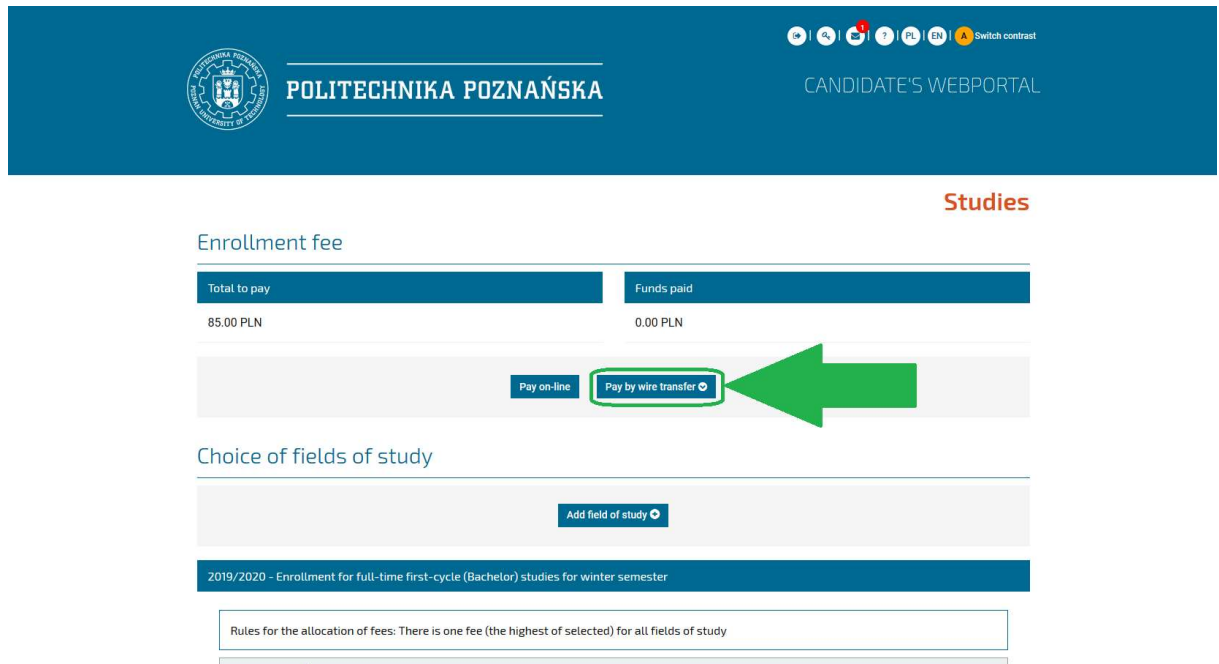
I. Open tab 'Studies'.

The screenshot shows the 'CANDIDATE'S WEBPORTAL' header with the Politechnika Poznańska logo. Below the header, a 'Welcome, Aaa' message is displayed. A progress bar contains five steps: 1. Data (green checkmark), 2. Photo (green checkmark), 3. Education (green checkmark), 4. Studies (green checkmark with a large green arrow pointing to it), and 5. Documents (red exclamation mark). To the right of the progress bar, a text box explains that completed sections are marked with green and checkmarks, while sections needing review are marked with red and exclamation marks. Below the progress bar, there is a 'Summary' section with a star icon. Two informational paragraphs follow: one about the enrollment fee registration deadline and another about data changes. The footer of the page shows the date '15.07.2019'.

II. Click 'Pay on-line' to pay with credit card.

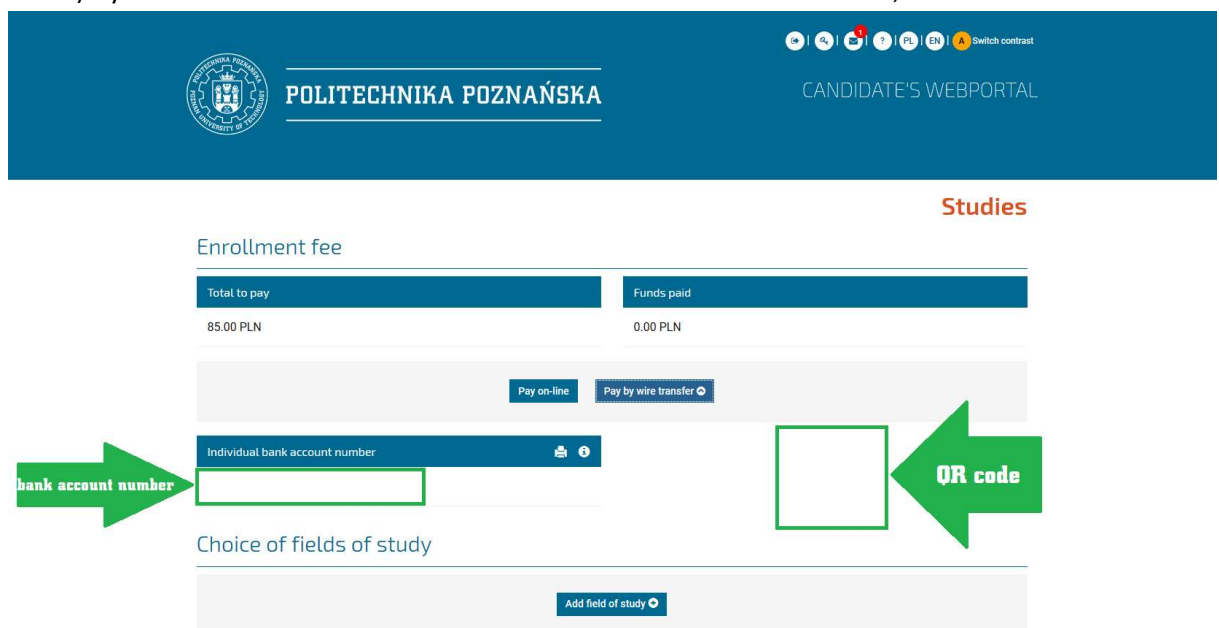
The screenshot shows the 'CANDIDATE'S WEBPORTAL' header with the Politechnika Poznańska logo. Below the header, the 'Studies' tab is selected. The 'Enrollment fee' section displays a table with two columns: 'Total to pay' and 'Funds paid'. The 'Total to pay' is 85.00 PLN, and the 'Funds paid' is 0.00 PLN. Below the table, there are two buttons: 'Pay on-line' (highlighted with a green box and a large green arrow pointing to it with the word 'recommended') and 'Pay by wire transfer'. Below the payment options, there is a 'Choice of fields of study' section with an 'Add field of study' button. At the bottom, a blue bar indicates '2019/2020 - Enrollment for full-time first-cycle (Bachelor) studies for winter semester'. A text box at the very bottom states: 'Rules for the allocation of fees: There is one fee (the highest of selected) for all fields of study'.

- III. Another option is to send the money by regular bank transfer:
a) click 'Pay by wire transfer';



The screenshot shows the 'CANDIDATE'S WEBPORTAL' for Politechnika Poznańska. The 'Studies' section is active. Under 'Enrollment fee', there are two summary boxes: 'Total to pay' (85.00 PLN) and 'Funds paid' (0.00 PLN). Below these, there are two buttons: 'Pay on-line' and 'Pay by wire transfer'. The 'Pay by wire transfer' button is highlighted with a green circle, and a large green arrow points to it from the right. Below the buttons is the 'Choice of fields of study' section, which includes an 'Add field of study' button and a note about the allocation of fees for the 2019/2020 winter semester.

- b) your individual account number will be mentioned as show below;



This screenshot shows the same 'Enrollment fee' section as the previous one. The 'Pay by wire transfer' button is highlighted with a green circle. Below the buttons, there are two input fields: 'Individual bank account number' and 'QR code'. A green arrow points to the 'Individual bank account number' input field from the left, and another green arrow points to the 'QR code' input field from the right. The 'Choice of fields of study' section is also visible at the bottom.

- c) hover your mouse over the 'i' sign next to your individual bank account number to obtain the data required for transfer.

Enrollment fee

Total to pay	Funds paid
85.00 PLN	0.00 PLN

Pay by wire transfer

Individual bank account number: PL60 1090 0004 9573 0012 3300 0000

recipient: Politechnika Poznańska
description: 01233000000
SWIFT bank code: WBKPPLPP
bank address: Santander Bank Polska S.A., al. Jana Pawła II 17, 00-854 Warszawa, Poland

Choice of fields of study

Add field of study

9. Upload the required documents to the section 'Documents' until 15.07.2019:

- I. Open tab 'Documents'.

Welcome, Aaa

Please fill in the application carefully and accurately - all data will be verified based on maturity certificate and other documents.

1 Data 2 Photo 3 Education 4 Studies 5 Documents

Summary

If the enrollment fee is not registered on your account within seven working days, please download, fill in and deliver to the Recruitment Panel the will declaration form along with the proof of payment. You can check if the fee has been registered on fields of study selection page in funds paid to an individual account field.

If the registration has been already finished, and there is an error in your data, download, fill in and deliver to the Recruitment Panel the data change form.

II. Upload the required documents.


POLITECHNIKA POZNAŃSKA


[Switch contrast](#)

CANDIDATE'S WEBPORTAL

Documents

Status


☒ - required ☐ - optional


✖ - no files uploaded, ⚠ - awaiting verification, ✔ - accepted, ! - rejected

List of documents

Maturity certificate <input checked="" type="radio"/> This document is required <input checked="" type="radio"/> No files uploaded	✔
Legalization of maturity certificate <input type="radio"/> This document is not required <input checked="" type="radio"/> No files uploaded	✔
Transcript of records from high school <input type="radio"/> This document is not required <input checked="" type="radio"/> No files uploaded	✔
Legalization of transcript of records from high school <input type="radio"/> This document is not required <input checked="" type="radio"/> No files uploaded	✔
Eligibility statement <input checked="" type="radio"/> This document is required <input checked="" type="radio"/> No files uploaded	✔
English language certificate <input checked="" type="radio"/> This document is required <input checked="" type="radio"/> No files uploaded	✔
Passport <input type="radio"/> This document is required <input checked="" type="radio"/> This document has been successfully verified	✔
Medical certificate <input type="radio"/> This document is not required <input checked="" type="radio"/> No files uploaded	✔
Curriculum vitae <input checked="" type="radio"/> This document is required <input checked="" type="radio"/> No files uploaded	✔

III. Example:


POLITECHNIKA POZNAŃSKA


[Switch contrast](#)

CANDIDATE'S WEBPORTAL

Documents

Status

☒ - required ☐ - optional

✖ - no files uploaded, ⚠ - awaiting verification, ✔ - accepted, ! - rejected

List of documents

Maturity certificate <input checked="" type="radio"/> This document is required <input checked="" type="radio"/> No files uploaded	✖
Maturity certificate A document which allows to study on first-cycle (Bachelor's) studies at university in the country it was issued. The certificate is granted after maturity examination or other public exam or after school graduation. Name of this certificate / diploma may vary depending on the country where it was issued. Document should be translated to Polish or English by sworn translator.	
List of files No files attached	
Add files * File <input type="text" value="Przebiegi..."/> Nie wybrano pliku	
<input type="button" value="Add another"/> <input type="button" value="Save"/>	
Legalization of maturity certificate <input type="radio"/> This document is not required <input checked="" type="radio"/> No files uploaded	✔
Transcript of records from high school <input type="radio"/> This document is not required <input checked="" type="radio"/> No files uploaded	✔

10. The documents are waiting for verification. Now you should click 'Back' in the bottom of the page.

List of documents

Maturity certificate

This document is required.

The document awaits verification process.

Legalization of maturity certificate

This document is not required.

No files uploaded.

Transcript of records from high school

This document is not required.

No files uploaded.

Legalization of transcript of records from high school

This document is not required.

No files uploaded.

Eligibility statement

This document is required.

The document awaits verification process.

English language certificate

This document is required.

The document awaits verification process.

Passport

This document is required.

The document has been successfully verified.

Medical certificate

This document is not required.

No files uploaded.

Curriculum vitae

This document is required.

The document awaits verification process.

Motivation letter

This document is not required.

No files uploaded.

References

This document is not required.

No files uploaded.

Additional certificates

This document is not required.

No files uploaded.

Back

11. Check your messages regularly to stay in touch with the admission board.

The screenshot displays the 'Applicant's Webportal' of Politechnika Poznańska. At the top, there is a blue header with the university's logo and name. Below the header, a green triangle points to a 'messages' button. The main content area features a progress bar with five steps: 1. Data (green checkmark), 2. Photo (green checkmark), 3. Education (green checkmark), 4. Studies (green checkmark), and 5. Documents (yellow question mark). Below the progress bar is a 'Summary' button. To the right, there is a 'messages' section with a green triangle pointing to it. Below the progress bar, there is a red banner with the text: 'Please fill in the application carefully and accurately – all data will be verified based on maturity certificate and...'. Below this, there is a text box with the following instructions: 'Use the application to choose required sections. After filling in each section, you will be redirected to this page. Completed sections will be marked with green color and ✓ icon. Sections that need your review are marked with red color and ! icon.' Below the text box, there is a blue banner with the text: 'If the enrollment fee is not registered on your account within seven working days, please download, fill in and deliver to the Recruitment Panel the will declaration form along with the proof of payment. You can check if the fee has been registered on fields of study selection page, in funds paid to an individual account field.' Below the blue banner, there is a red banner with the text: 'If the registration has been already finished, and there is an error in your data, download, fill in and deliver to the Recruitment Panel the data change form.'

12. Deadline to upload the required documents and to register the application fee:

- I. in terms of candidates applying in the 1st batch: 31.05.2019.
- II. in terms of candidates applying in the 2nd batch: 15.07.2019.

13. *Preacceptance Letters* will be issued:

- I. in terms of candidates accepted in the 1st batch: 06.06.2019.
- II. in terms of candidates accepted in the 2nd batch: 18.07.2019.

14. Deadline to register the payment of first semester's tuition fee:

- I. in terms of candidates accepted in the 1st batch: 27.06.2019.
- II. in terms of candidates accepted in the 2nd batch: 08.08.2019.

15. Release of final results considering the candidates whose payment has been registered:

- I. in terms of candidates accepted in the 1st batch: 28.06.2019.
- II. in terms of candidates accepted in the 2nd batch: 09.08.2019.

16. Once your payment is registered at the Universities account, you will receive

Final Acceptance Letter allowing to apply for Polish travel visa.