

# Registering for a Student ID card

Please note that personal details displayed on the images below are not true and are used for illustration purpose only.

1. Log into your personal account in the UMCS Online Application System:

[https://irk.umcs.lublin.pl/?change\\_lang=en](https://irk.umcs.lublin.pl/?change_lang=en)

Upload a passport-style photograph into your account (Step 6 on the right hand side menu).

The screenshot shows the UMCS Online Application System dashboard. At the top, there is a navigation bar with 'Start', 'Catalogue', 'My account', and 'Help' tabs. A QR code and 'Log out' button are also visible. The main content area is titled 'Welcome to Internet Candidate Registration'. A yellow box contains an 'Attention!' message: 'Candidates for first-cycle programmes (bachelor's degree) and long-cycle programmes (5-year master's degree)'. Below this, there are sections for 'My data' (Andrew Robertson), 'My fields of study' (Chemistry), 'admission decisions print application forms', and 'My payments'. On the right, a 'Registration step by step' list includes: 1. complete your personal details, 2. Enter foreign high school diploma results, 3. choose fields of study, 4. choose entrance exams, 5. send remittance of application fee, 6. attach photo for Electronic Student's Id (ELS) (highlighted with a red box), and 7. Check: chosen exams, exam results, admission decisions.

2. Click on a **Catalogue** tab on the top menu bar.

This screenshot is identical to the previous one, but with a red box highlighting the 'Catalogue' tab in the top navigation bar.

3. Select **Request a Student ID card** from the list.

The screenshot shows the UMCS Online Application System interface. On the left, there are filter options for 'Form of study' (All, full-time studies, part-time studies) and 'Level of study' (All fields of studies, First-cycle and uniform master-level studies, Second-cycle studies, Third-cycle studies). The main area displays a list of 'Fields of studies and specializations'. The first item, 'Request a Student ID Card', is highlighted with a red box. Other items include Biology, Chemistry, CJKP, Doctoral programmes, and various international and tourism-related studies.

4. Click on **Request a Student ID card** to confirm your choice.

The screenshot shows the 'Request a Student ID Card - List of studies' page. It features a table with three columns: 'Name of studies', 'Level of study', and 'Form of study'. The first row contains the text 'Request a Student ID Card' and is highlighted with a red box. Below the table, it indicates 'total: 1'.

05. Click the **Register** button.

The screenshot shows the 'Request a Student ID Card' registration page. It includes a 'Description' section with the text 'Request a Student ID Card.' and a 'Register' button with a green arrow icon. The button is highlighted with a red box. There is also a 'back' link and another 'Register' button at the top right of the page.

05. Go back to the main page in your account. After you've completed your registration the system will display information about a **fee of PLN 17** for the Student ID card.

(Note: Students accepted to the *Intercultural Communication in Education and the Workplace* programme are not required to make this payment).

### Welcome to Internet Candidate Registration

**Attention!** Candidates for first-cycle programmes (bachelor's degree) and long-cycle programmes (5-year master's degree)

Please **REMEMBER** to set the priority order if you apply for more than one programme of study! For more details click [here](#)

**My data:** (change personal details)  
Andrew Robertson (PESEL: 00700012073)

**My fields of study:**

- Chemistry - stacjonarne drugiego stopnia, studia w języku angielskim
- Request a Student ID Card  
**PLEASE REMIT THE APPLICATION FEE.**

admission decisions  
print application forms

**My payments:**

- Charges in total: 17.00 PLN
- The sum paid: 0 PLN show
- Payment form
- print money order form (for sum of money 17 PLN)

Remittance is a PDF format document. You need Acrobat Reader or equivalent programme to read it.

Księgowanie wpłat może trwać do 7 dni roboczych.

**Registration step by step**

- complete your personal details
- Enter foreign high school diploma results
- choose fields of study
- choose entrance exams
- send remittance of application fee
- attach photo for Electronic Student's id (ELS)
- Check:
  - chosen exams
  - exam results
  - admission decisions

**ATTENTION!**  
Please complete the missing steps of the admission procedure.

06. You can generate the payment form in the main page of your profile in our Online Application System ("My payments"). The payment can be made at the post office upon your arrival in Poland.

<p>Nowa oferta</p> <p>Uniwersytet Marii Curie-Skłodowskiej w Lublinie</p> <p>Nowa oferta o.d.</p> <p>Pl. Marii Curie-Skłodowskiej 5, Lublin</p> <p>90   175013123500000700012073</p> <p>W P P L N 1 7</p> <p>W tytule (obowiązkowy) / Nazwa (opcjonalnie)</p> <p>Andrew Robertson</p> <p>00700012073</p> <p>Tytuł</p> <p>Oплата рекрутacyjна 2018</p> <p style="text-align: right;">06</p> <p style="font-size: small;">Placuj, data, podpis obywatela</p>	<p>Nowa oferta</p> <p>Uniwersytet Marii Curie-Skłodowskiej w Lublinie</p> <p>Nowa oferta o.d.</p> <p>Pl. Marii Curie-Skłodowskiej 5, Lublin</p> <p>90   175013123500000700012073</p> <p>W P P L N 1 7</p> <p>W tytule (obowiązkowy) / Nazwa (opcjonalnie)</p> <p>Andrew Robertson</p> <p>00700012073</p> <p>Tytuł</p> <p>Oплата рекрутacyjна 2018</p> <p style="text-align: right;">06</p> <p style="font-size: small;">Placuj, data, podpis obywatela</p>
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At the beginning of the academic year, you can collect your card at the Dean's office at your faculty.