

A step-by-step guide to IRK Admission system at NCU



Go to the IRK website

- Visit the official IRK portal: <https://irk.umk.pl>
- Make sure you're on the correct academic year and admission.
- You can switch between language versions by clicking Polish/ English button in the top right corner.



Create an Account / Log in

- Click "Create an account" if you're a new user:
 1. Accept GDPR statement.
 2. Fill in your personal data: name, email, date of birth, etc.
 3. Set up a login and password.
- If you already have an account, just log in.



Complete your Profile

- Enter all required information:
 1. Personal data (ID/passport details, citizenship, address, etc.)
 2. Education details (high school/university diploma, grades, etc.)
 3. Upload scanned documents (diplomas, transcripts, ID/passport, language certificates, etc.).
 4. Please use the instruction linked in the description of the document in IRK.
 5. You might be asked for additional documents after you choose a programme.

A step-by-step guide to IRK Admission system at NCU



Choose a Study Programme

- Browse the “Offer” section.
- Filter by degree level (Bachelor’s, Master’s), language (English/Polish), and faculty.
- Click on a programme to see details (description, eligibility criteria, qualification principles deadlines, documents ,fees and general admission information).
- Click “Sign up” to add it to your list.



Pay the Admission Fee

- Each programme usually requires a fee.
- Payment info will be shown on your account (bank transfer details).
- Use your individual reference number or pay by link using your credit card.
- Your application won’t be processed without this payment or if the payment is made after the deadline.



Submit Additional Documents

- Upload scanned copies of your documents if requires (diplomas, transcripts, ID/passport, language certificates, etc.).
- Some programmes may ask for motivational letters, portfolios.

A step-by-step guide to IRK Admission system at NCU



Track Admission Results

- Log into IRK regularly.
- You might be invited to an interview (if it is required for your chosen programme).
- Your documents will only be accepted if you uploaded them according to the instruction.
- Admission status (qualified/ not qualified/ admitted/ not admitted) will appear on your account in enrolment tab.
- If you're "qualified", you'll get instructions for admission (via IRK).



Confirm Admissions

- Once "qualified", **confirm your willingness to study** by sending a scanned signed enrollment application downloadable from "documents and further steps" section in "Enrollment applications" .
- Submit any additional documents for final enrollment.
- Pay the tuition fee (if applicable for international students). You will receive instruction how to do it.

