## Congratulations on choosing MBA Programs at Krakow School of Business. This user manual will guide you through the process of:

1. Signing-up on IRK system,
2. Choosing your desired MBA Program,
3. Registering for the Program,
4. Paying the recruitment fee.

## Documents you will need for registering:

1. Polish ID (*dowód osobisty*) or a passport,
2. Image of your photo in ID format,
3. Scanned copy of your higher education diploma.

## Documents you will need further into the process:

1. English language certificate (if you have one),
2. Current CV,
3. Cover letter (use the [template](https://ksb.uek.krakow.pl/wp-content/uploads/2024/03/Cover-letter-KSB-2024.docx)),
4. [Application form for the MBA studies](https://ksb.uek.krakow.pl/wp-content/uploads/2024/06/karta_zgloszenia_na_studia_MBA_KSB_UEK.docx) – in the case of financing or co-financing the studies by the employer or in the case of self-employment,
5. 2 recommendation letters from your business partners/employer,
6. Any additional documents and certifications.
7. If you are applying for MBA KSB + Clark Master program you will also need:
   * Instead of the 2 recommendation letters (pt 5.) you will need 3 [Confidential Recommendation](https://ksb.uek.krakow.pl/wp-content/uploads/2023/05/Confidential_recommendation_2015_Cracow1.doc) letters.

**Landing page**

This is the IRK system landing page, and how to find our MBA programs:

Obraz zawierający tekst, zrzut ekranu, Czcionka, diagram

Opis wygenerowany automatycznie

Obraz zawierający tekst, diagram, zrzut ekranu, Czcionka

Opis wygenerowany automatycznie

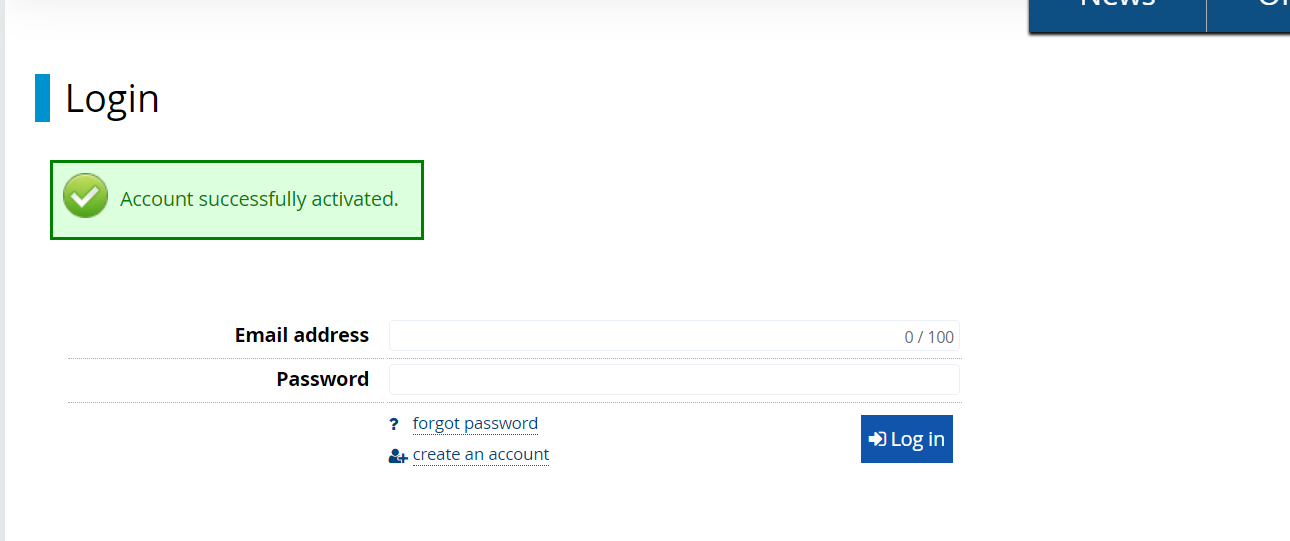
# Registering in the IRK system (if you do not have an account yet):

1. Go to <https://irk.uek.krakow.pl/pl/auth/register/consent/> you can change the language in the top right corner of the site:
   * Obraz zawierający tekst

     Opis wygenerowany automatycznie
2. Familiarize yourself with the personal data processing information, check the box below it and click “continue”,
   * Obraz zawierający tekst

     Opis wygenerowany automatycznie
3. Submit your e-mail and create a password and create your account:
   * Obraz zawierający tekst

     Opis wygenerowany automatycznie
4. The system will now send an activation link to your address,
5. Check your e-mail and click the activation link,
6. Your account is now active and the system will now let you log in.



# Filling out the „Personal forms” tab - 5 sub-tabs:

|  |  |
| --- | --- |
| Before you choose a registration, “Personal forms” tab will contain “Basic personal data” only: | Obraz zawierający tekst  Opis wygenerowany automatycznie |
| The system will mark all the fields that are required for you to apply. Go to the registration selection: |  |
| Find “**Krakow School of Business KUE MBA Programs registration 24/25W**” and click it: |  |
| Additional sub-tabs will appear. Please fill out the information in all of them:   * Please make sure to include your country code in your phone number (in “+ \_ \_ “ format e.g. “+48”), |  |
| In the Education tab you will have to add your diploma details. Fill out the details and click “Save”: |  |
| You will now have to upload a scan of the diploma. Upload the relevant file. |  |

# Choosing your program:

You can now choose an MBA program for which you want to register.

|  |  |
| --- | --- |
| To choose the program go to the “Registration”: | Obraz zawierający tekst  Opis wygenerowany automatycznie |
| You will land on the registration page. Please read the information provided. You will find the general information about the Krakow School of Business MBA Programs, organization of classes, required documents, document templates etc. |  |
| Choose the MBA Program on the bottom of the page: |  |
| Read the chosen program’s description. Some of the MBA programs require additional documents. You can find the templates there. In the table you will find the program’s details and contact information.  To sign in click the sign in button: |  |
| Accept the “Personal data processing information” and consent to the processing of your personal data and then click “Continue”: |  |
| Select your diploma from the dropdown and click “Continue”: |  |
| You have successfully registered for the MBA Program!  Now the administration team has access to your information and can see your application. Someone from the KSB MBA Team will reach out to you.  Before the recruitment ends you must fill out the additional documentation. | Obraz zawierający tekst, oprogramowanie, Strona internetowa, Czcionka  Opis wygenerowany automatycznie |
| Submit additional Personal information.  Depending on the program the documents will vary.  In the My account section go to “Enrollment applications”.  Fill out the missing information marked as “(not required)”. **It is required**, contrary to what the system says. You must fill out the remaining information before the recruitment ends. |  |

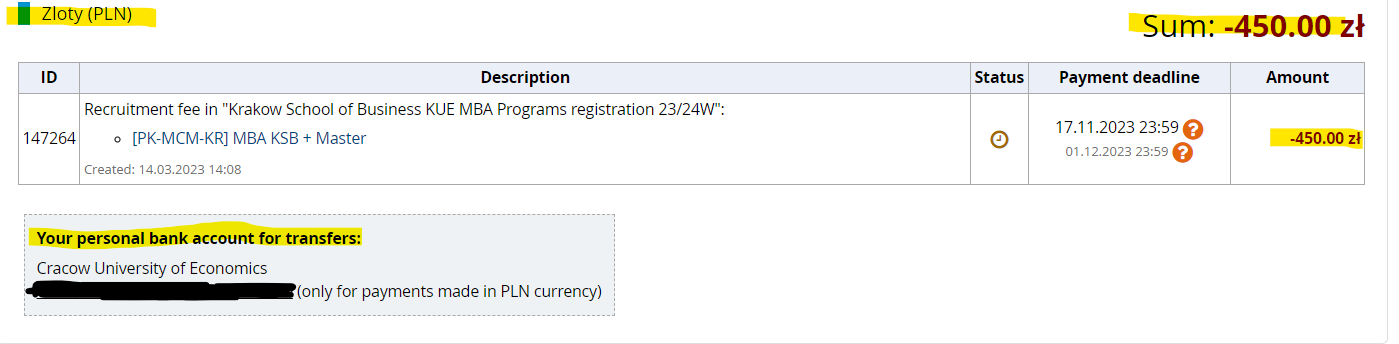
## Paying the recruitment fee

After you register you will be required to pay the recruitment fee. The recruitment fee is different depending on the program chosen.

In the IRK system you will get notified with the following pop-up:

Obraz zawierający tekst

Opis wygenerowany automatycznie



If you wish to pay the recruitment fee in EUR please contact the MBA office and **DO NOT transfer EURO to your personal IRK bank account number.**

If your recruitment fee is financed by a company you will need to fill out the [Application form for the MBA studies](https://ksb.uek.krakow.pl/wp-content/uploads/2024/06/karta_zgloszenia_na_studia_MBA_KSB_UEK.docx) and upload it into the IRK system (my account -> enrollment applications -> Source of funding).

**\*The amount displayed above shows the recruitment fee for the MBA KSB + Clark Master program as of 2024. The amount may be different. Always check before transferring funds.**

The Program Manager/Program Coordinator will contact you.

If you have any questions regarding the registration process contact:

Łukasz Czyż, BSc.

MBA KSB + Clark Master Program Coordinator.

+48 12 293 75 53

[cmba@uek.krakow.pl](mailto:cmba@uek.krakow.pl)

Or visit our website and go to the “Contact” tab:

<https://ksb.uek.krakow.pl/en/contact/>