

## **Conditions and processing of applications of foreigners for studies**

### **1. Foreigners can start and complete studies, as based on:**

- 1) International agreements, as described in those documents,**
- 2) Agreements signed by the university with foreign institutions, as described in those documents,**
- 3) Ministerial decision,**
- 4) Decision of the manager of NAWA as related to their grant holders,**
- 5) Decision of the manager of NCN granting funding in the form of research projects dealing with basic science, internship or a scholarship,**
- 6) Administrative Rector's decision,**

### **2. Qualification procedure is done by the International Relations Office (IRO).**

**1) Qualification procedure is based only on registration of the required documents. No Recruiting Commission is formed.**

**2) Decision of acceptance or rejection for studies is taken by Rector.**

**3. A foreigner applying for BSc studies at the University opens the qualification procedure by registering the required documents in electronic form. After being accepted for studies the candidate is obliged to deliver originals.**

### **4. Foreigner qualification procedure is opened if:**

**1) The candidate sent on time the complete set of documents to IRO,**

**2) Paid the recruitment fee,**

**3) In case of application for the BSc studies – poses a valid document necessary for this application, as described in the Paragraph 69, position 2 of the Act of 20 June 2018 “Act of Higher Education and Science”. The Secondary School Leave Certificate or other similar document must be equivalent or entitling to continue education in the issuing country, including entitling to apply for higher education, considering the limit of powers in the country issuing the certificate or other document.**

**4) In case of application for MSc studies the candidate has a diploma entitling to continue education in the issuing country, including studies at the MSc level, considering the limit of powers in the country issuing the certificate or other document.**

**In case of having first degree diploma different than chosen, candidate could have a recruitment interview.**

**5) In case of application for studies carried out in Polish the candidate has to attach documents in Polish - sworn translation is needed;**

**6) In case of application for studies carried out in English the candidate has to attach documents in Polish or English - sworn translation is needed;**

**7) For documents named in pos. 4.3 and 4.4 University can demand confirmation of legalization (apostille).**

**8) In case of application for studies carried out in Polish the candidate poses a document that certifies the level of command of Polish. In case of no such document a qualification interview is arranged. After that the candidate may receive a certificate confirming the command of Polish good enough to study.**

**9) In case of application for studies carried out in English the candidate poses a document that certifies the level of command of English.**

**10) Provided a medical certificate that states no obstacles to study at certain course.**

**11) Provided an actual insurance certificate covering cases of illness and/or misadventures. Another option is European Medical Insurance Chart, or shall open an insurance at the National Health Fund immediately after commencing studies.**

**12) The set the documents sent is accompanied with application form.**

**13) Provides a document that authorises him/her to dwell on the territory of Polish Republic.**

**5. Cases concerning Ukrainian citizens residing in the territory of the Republic of Poland, whose stay in the territory of the Republic of Poland is considered legal pursuant to Art. 2 sec. 1 of the Act of March 12, 2022 on assistance to Ukrainian citizens in connection with the armed conflict on the territory of that state, will be considered on an individual basis - in accordance with the applicable legal status.**

**6. After the successful application foreigners receive:**

**1) Certificate of successful application for studies,**

**2) Administrative decision of acceptance or rejection for studies,**

**3) Letter of Acceptance.**

**7. Rules and regulations concerning fees and charges due during education at the University shall be described in a separate act, with restriction of Paragraph 324 of the Act of 20 June 2018 „Act for Higher Education and Science”.**

**8. In cases not regulated in this document separate regulations are in power.**

**9. Supervision of the recruitment of foreigners is done by Vice Rector for didactic and students affairs.**