

APPLICATION PROCEDURE FOR 1st DEGREE (BSc) PROGRAMMES IN ENGLISH

The following documents are to be submitted by persons applying for admission to BSc programmes:

1. Application Form (see appendix to this procedure),
2. High school diploma or other equivalent document, confirming that applicant's high school degree allows him/her to apply for admission to BSc studies at all universities in his/her country.
3. Official confirmation that applicant's high school degree or other relevant document is equivalent to Polish high school degree¹, as indicated above.
4. Official confirmation of legality of applicant's diploma/document², as indicated above.
5. Official Transcript of Records with a legend of marks³ and the respective education system in the country of origin.
6. Copy of applicant's passport⁴.
7. A photocopy of visa/residence card or other document that allows the applicant to stay in the Republic of Poland for the period of studies⁵.
8. Doctor's report that certifies no contradictions to pursue studies in a programme chosen.
9. A photocopy of personal insurance plan for the period of studies in the Republic of Poland – to be submitted upon the commencement of classes at UTP⁶.
10. Certificate of the English proficiency⁷.
11. 4 photos of candidate in size 35mm x 45mm, plus a file of biometric photo, identical with hard copies attached, 100mB at a maximum.

At first the applicant must send scans of the documents mentioned in points 1-8 to Center for International Studies at cis@utp.edu.pl **together with their official translation to English (if needed)**.

After receiving an e-mail with information upon admission to UTP the applicant **is obliged to submit original documents** to Center for International Studies of the UTP University of Science and Technology in Bydgoszcz.

¹ **A)** A candidate applies for a nostrification of his/her high school degree/certificate on their own to Kuratorium Oświaty in Bydgoszcz, Poland (Kuratorium Oświaty in Bydgoszczy, 1-3 Konarskiego St., 85-066 Bydgoszcz, e-mail: kurator@bydgoszcz.uw.gov.pl, tel. + 48 52 34-97-614)

B) In case of an agreement with particular country that waives obligation to confirm applicant's high school degree equivalency to a high school degree from a country in which he/she applies for studies – applicants do not have to nostrificate their high school degrees (more information: ENIC-NARIC Poland, Ministry of Science and Higher Education, 1/3 Wspólna St., 00-529 Warszawa, Poland).

In such a case the applicant must additionally supply a copy of an intra-government agreement waiving the nostrification procedure.

Certificate confirming the equivalence of the candidate's diploma with a Polish diploma the applicant must bring not later than till the end of the first semester of studies. In exceptional cases, not caused by the student, the Rector of the UTP can extend this obligation time.

² **A)** Apostille certificate (stamp) – countries of the Hague Convention (Ministry of Foreign Affairs in the applicant's country establishes institutions in which the applicant can receive apostille certificate)

B) certificate that confirms legality of applicant's degree might be received at the Polish Embassy in the applicant's country or at the applicant's country Embassy in the Republic of Poland - countries that are not parties to the Hague Convention.

³ Marks from the lowest to the highest ones that are possible to receive at candidate's school and mark that informs about not completing the course.

⁴ Page with the holder's photo.

⁵ Application to be submitted after receiving preliminary acceptance.

⁶ to be submitted to Center for International Studies a upon arrival in Bydgoszcz

⁷ Document confirming applicant's English language competency (for example: certificate or another document confirming that the applicant graduated from a high school/university where English was the language of instruction)