

THE APPLICATION PROCESS for the candidates from abroad

A foreigner, according to the Polish law, is any person, who does not possess Polish citizenship.

Persons, who simultaneously hold Polish passport (citizenship) and a passport of another country or several other countries, are legally treated on the territory of the Republic of Poland as Polish citizens.

Issues related to undertaking and holding studies and other forms of education, as well as participating in scientific research and development works at Polish universities are resolved by the regulation art.43 of the Act of 27 July 2005 – Law of Higher Education (Journal of Laws of 2016, pos. 1842, as amended).

Education at the University of Ecology and Management is provided by the means of a charge.

Required documents:

1. Polish citizens, as well as all foreigners who have completed their higher secondary education outside Poland and, are applying for Bachelor's studies at WSEiZ are obliged to submit one of the following documents:

- a) copy of matriculation certificate issued in the Republic of Poland or a copy of matriculation certificate together with the results of particular subjects, referred to in Act of 7 September 1991 on the Educational System (Journal of Laws of 2004, No 256, item 2572 with subsequent amendments),
- b) copy of higher secondary school certificate, diploma or other certificate referred to in Art. 93 section 1 of the Act of 7 September 1991 on the Educational System,
- c) copy of higher secondary school certificate or other document issued abroad by the school or educational institution being recognized by the country which issued the certificate or in which system of education the school operates, qualifying the holder to apply for higher education admission in Poland in accordance with Article 93 item 2 and 3 of the Act of 7 September 1991 on the Educational System,
- d) copy of matriculation certificate issued abroad, which allows access to higher education institutions in the country in which educational system a school issuing the degree operates, being recognized on the basis of regulations on nostrification of graduation certificates as equivalent to the matriculation certificate issued in Poland.
- e) foreigners referred to in Article 93a of the Act of 7 September 1991 on the Educational System, may be admitted to the Bachelor's studies without application of rules applicable to Polish citizens, if they hold an administrative decision proving his or her right to continue education and applying for higher education issued by competent Education Superintendent.

2. Following documents are free from diploma recognition process and may be recognized as equivalent to the matriculation certificate issued in Poland:

- a) International Baccalaureate Diploma issued by the International Baccalaureate Organization in Geneva;
- b) European Baccalaureate Diploma issued by European Schools according to the Convention defining the Statute of the European Schools signed in Luxembourg on 21 June 1994.

3. Foreigners and Polish citizens who have completed studies abroad (outside Poland) and are applying for Master's programme are obliged to submit documents mentioned in item 1 together with copy of university diploma issued in Poland or legalized diploma, certified with apostille or other document on higher education obtained abroad and giving the right to continue education on second-cycle programmes in the country of issuance, recognized as equivalent to adequate Bachelor's diploma issued in Poland in accordance with the provisions of law on Nostrification of foreign university diplomas, unless they have been exempted from the

obligation of diploma recognition on the basis of the afore mentioned provisions, or, recognized, under an International agreement, as equivalent to adequate Bachelor's diploma issued in Poland or as a document giving the right to continue education on second-cycle programmes in the Republic of Poland.

4. Foreigners may apply for studies if they additionally submit the following documents:

- a) copy of passport (page(s) with photo and passport's number) plus original (available on request),
- b) 2 photos (passport size: 3,5x 4,5mm) signed legibly with holder's full name,
- c) recent original medical certificate stating that the candidate has no impediments to study at particular field of study,
- d) completed questionnaire,
- e) copy of insurance policy for sickness or accident insurance for the period of studying in Poland or a copy of the European Health Insurance Card or a signed declaration that the candidate will enter into an insurance at Narodowy Fundusz Zdrowia (Polish National Healthcare Fund) immediately after commencing education in Poland.

5. Foreigners holding the Polish Card (Karta Pobytu), in addition to the documents listed in § 7, 1 and 5, also submit a photocopy of this document - the original (available on request).

6. Foreigners of Polish origin according to art. 5 1-3 of the Act of 9 November 2000 on Repatriation (unified text, Journal of Laws of 2014, item 1392, as amended), in addition to the documents listed in § 7, 1 and 5, submit a photocopy of the decision confirming the Polish origin, certified as an original copy by the employees of the University of Ecology and Management and by the consul of the Republic of Poland.

7. Foreigners may apply for studies with the Polish language as a medium of instruction on condition that:

- a) they will successfully complete one-year preparatory Polish language course at units appointed by the minister responsible for higher education, or
- b) they have a Polish language certificate issued by State Commission for the Certification of Proficiency in Polish as a Foreign Language, or
- c) they will obtain a confirmation from the receiving institution, that their knowledge of Polish language enables them to take up studies in Polish language.

8. In cases of:

- a) diplomas or other documents referred to the Art. 93a item 3 of the Act of 7 September 1991 on the Educational System – foreigner holds a decision issued by competent Education Superintendent stating that his or her certificate has been recognized as a valid and entitles the holder of the certificate to apply for higher education in Poland,
- b) diplomas and other documents confirming completion of higher education outside Poland, that should be recognized in the nostrification process, foreigner is obliged to present a document stating that his or her diploma is equivalent to adequate University diploma, issued in Poland by the end of the first semester of studies, or, in justified cases being beyond the foreigner's control, at a later date specified by the Rector of the University or by the supervisor of the research unit different than organizational entity of the University.
- c) receiving a confirmation from the receiving institution that the preparation and the knowledge of the English language allow studying in English language.

9. Foreigners may apply for studies in a foreign language on condition that they hold an appropriate document proving their language skills of the language of instruction, as specified in Annex No 2 to the Regulation of the Prime Minister of 24 January 2007 on the admission procedure in the civil service (Journal of Laws of 2009 No 218, item 1695), subject to the provisions of item 4.

10. Diplomas, certificates and other documents confirming completing secondary school abroad where the classes have been delivered in the language in which the foreigner will be studying may also serve as documents proving their language skills.

11. Documents issued in foreign language shall be submitted with their translation into Polish or English language.

ALL DOCUMENTS SUBMITTED FOR THE STUDY SHOULD BE ORIGINAL OR CONFIRMED NOTARIALLY.