

FIRST AND SECOND CYCLE STUDIES – ENTRANCE REQUIREMENTS FOR ROEIGNERS (BASIC MODE)

Foreign candidates admitted to studies (freshmen year of first or second cycle studies) as a result of the enrolment procedure should submit the following documents to the Dean's Office of a given Department, according to the [dates chart](#):

Dates:	Studies in Warsaw		
	First cycle studies		Second cycle studies
Tests:	12-17 June 2023		3-8 July 2023
Beginning of IRK registration:	1 May 2023		1 May 2023
End of IRK registration:	31 May 2023		20 June 2023
Payments made until:	31 May 2023		20 June 2023
Submitting additional documents:	According to the guidelines in the chapter EDUCATIONAL OFFER		
Submitting secondary school-leaving certificate until:	10 July 2023	10 July 2023 (for Sound Engineering)	14 July 2023
Submitting complete documents until:		12 July 2023 (for Sound Engineering)	

Please make your payment for the enrolment procedure for studies in Warsaw to the individual bank account given in the IRK system.

Dates:	Studies in Białystok – FCUM BRANCH IN BIAŁYSTOK		
	First cycle studies		Second cycle studies
Tests:	19-24 June 2023		3-8 July 2023
Beginning of IRK registration:	1 May 2023		1 May 2023
End of IRK registration:	31 May 2023		20 June 2023
Payments made until:	31 May 2023		20 June 2023
Submitting additional documents:	According to the guidelines in the chapter EDUCATIONAL OFFER		
Submitting complete documents until:	10 July 2023		14 July 2023

Please make your payment for the enrolment procedure for studies in Białystok to the individual bank account given in the IRK system.

REQUIRED DOCUMENTS:

1. Personal questionnaire generated from the IRK system.
2. School-leaving exam certificate (equivalent issued outside of Poland) — a copy, original available for inspection. If there is no information that the certificate qualifies a candidate for studies in a country of issue, an additional document certifying it is required (a copy, original available for inspection). Such a certificate is issued by educational authorities of a country of issue of the school-leaving exam certificate or by Polish consulate in a country of issue of the school-leaving exam certificate, or accredited on the territory of the Republic of Poland by the diplomatic mission or consular post of the country of issue of the school-leaving exam certificate. The school-leaving exam certificate must also include an apostille or must be earlier authenticated; an apostille can only be obtained in a country of issue of the school-leaving exam certificate. The list of countries in which an apostille can be obtained can be found on the [HCCH](#) organisation website. Authentication is made by Polish diplomatic missions in a country of issue of the school-leaving exam certificate.
3. Translation of the school-leaving exam certificate into Polish language made by:
 - o a translator from the list of [list of certified translators of the Ministry of Justice](#), or
 - o consul of the Republic of Poland relevant for the country of issue of the certificate, or
 - o certified translator from a country within [European Union](#), member state of the [European Free Trade Association \(EFTA\)](#) – party to the agreement on the [European Economic Area \(EEA\)](#) or member state of the [Organisation for Economic Cooperation and Development \(OECD\)](#), or
 - o Poland-accredited diplomatic or consular post of the country in which or as part of the educational system of which the certificate was issued

– a copy, original available for inspection.

4. Nostrification of the school-leaving exam certificate – if required by Polish law. Nostrification is made by the Mazovian Education Office (Mazowieckie Kuratorium Oświaty) or a *kuratorium* competent for the place of residence of a person applying for nostrification. All information concerning the nostrification procedure can be found on the website of the Warsaw Education Office ([Kuratorium Oświaty w Warszawie](#)).

5. CANDIDATES FOR SECOND CYCLE STUDIES

Candidates finishing their first cycle studies in the summer session of the academic year 2019/2020 are required to submit a document certifying that they have completed university studies with its certified translation into Polish. Diploma of completion of first cycle studies should be submitted before the non-negotiable deadline of **14 July 2023**.

The diploma must also include an apostille or must be earlier authenticated; an apostille can only be obtained in a country of issue of the diploma. The list of countries in which an apostille can be obtained can be found on the [HCCH](#) organisation website. Authentication is made by Polish diplomatic missions in a country of issue of the diploma.

6. CANDIDATES FOR SECOND CYCLE STUDIES

Translation of the diploma into Polish language made by:

- a translator from the list of [list of certified translators of the Ministry of Justice](#), or
 - consul of the Republic of Poland relevant for the country of issue of the certificate, or
 - certified translator from a country within [European Union](#), member state of the [European Free Trade Association \(EFTA\)](#) – party to the agreement on the [European Economic Area \(EEA\)](#) or member state of the [Organisation for Economic Cooperation and Development \(OECD\)](#), or
 - Poland-accredited diplomatic or consular post of the country in which or as part of the educational system of which the certificate was issued
- a copy, original available for inspection.
7. Application submitted to a relevant department council to start the diploma nostrification procedure – if required by Polish law.
 - Information on being exempt from the document nostrification requirement can be found on the website of the [Ministry of Science and Higher Education](#).
 8. Medical certificate issued by a specialist in occupational medicine, according to the Minister of Health regulations of 26 August 2019 *on medical exam for candidates for secondary schools and higher education institutions, and professional qualification courses, students at these schools, university-level students, trainees at professional qualification courses and doctoral students* (uniform text, Journal of Laws of 2019, Item 1651). Medical exam requests are issued by the Dean's office of a relevant department.
 9. Two up-to-date photographs (complying with regulations for identity card photographs).
 10. A document certifying that a candidate is entitled to take up and undergo studies according to the rules applicable to Polish citizens (one of the listed below) – a copy (twice enlarged), original available for inspection – if a candidate has one:
 - Karta Polaka (Pole's Card),
 - card of permanent residence in the Republic of Poland,
 - document confirming a refugee status granted in the Republic of Poland,
 - document confirming temporary protection in the Republic of Poland,
 - document confirming the EU long-term residence permission,
 - document confirming the right to permanent residence (in case of candidates who are citizens of EU, EFTA, EEA countries or Swiss Confederation countries, or – in case of candidates who are family members of such a person – document confirming the status of a member of such a family),
 - a certificate confirming a candidate's knowledge of Polish as a foreign language, which is described in Article 11a Section 2 of the Act dated 7 October 1999 *on the Polish language* (Journal of Laws of 2018 Item 931), language proficiency level – at least C1
 11. A written declaration that the candidate shall take out insurance as part of the National Health Fund or present an insurance policy or European Health Insurance Card (EKUZ) straight after beginning their studies – if on the day of document submission a candidate does not have any of the above mentioned proofs of insurance for the whole period of studies.
 12. A document confirming a candidate's knowledge of Polish (one of listed below):
 - certificate issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language,
 - document confirming the completion of a year-long preparation course to take up study in Polish at an institution indicated by the minister of higher education.

Note: if a candidate does not have any of the documents listed above, the Department exam committee may check – as part of the enrolment procedure – whether a candidate's preparation and level of the knowledge of Polish will allow him/her to take up studies taught in Polish.

Candidates for studies with English as the language of tuition are exempt from documenting their knowledge of Polish but they are obliged to present one of the documents listed in Annex 2 to the Ordinance of [President of the Council of Ministers of 16 December 2009](#) on the recruitment process for the civil service.