

# Documents required from international students for Study in English programme.

## 1. Candidates from EU, OECD, EFTA members\*

(Australia, Austria, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Izrael, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Mexico, Malta, Netherlands, New Zealand, Norway, Portugal, Romania, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Turkey, United Kingdom, USA).

### Bachelor's degree:

- A) A copy (original for insight) of **secondary school certificate** with all final grades, or International Baccalaureate or European Baccalaureate or another document, **entitling to undertake university-level study** in country in which the certificate / document was issued\*\* (sworn translations of the documents into Polish\*\*\*)
- B) **Legalisation or apostille** of above mentioned documents (if applicable)\*\*\*\*
- C) Passport copy, with visa page (original for insight)
- D) Visa copy (if applicable)
- E) **Payment confirmation:** application fee, student ID card, annual tuition
- F) English language certificate, min B2 level
- G) Documents from the Virtual Student's Room - questionnaire, terms and conditions, student's oath, testimony of third parties, an agreement in 2 copies (English, Polish)
- H) 2 front photographs 3,5 / 4,5 cm, without hats or other garment (unless for religious reasons)
- I) **Health certificate** that there are no objections to undertake studies by a foreign candidate (translation of the document if was issued in foreign language), (such certificate can be done in Poland)
- J) **Health insurance** copy (cost of treatment and covering in the event of death need to be included), translation of the document, or European Health Insurance Card (EHIC) copy.

### Master's degree:

- A) Copy (original for insight) of **the higher education diploma (MA, BA, engineer diploma or equivalent**, with a full list of grades obtained during the course of study, **entitling to continue university-level study** in country in which the diploma was issued\*\* (sworn translations of the documents into Polish\*\*\*)
- B) Legalisation or apostille of above mentioned documents (if applicable)\*\*\*\*
- C) Passport copy, with visa page (original for insight)
- D) Visa copy (if applicable)
- E) **English language certificate**, min B2 level
- F) Documents from the Virtual Student's Room - questionnaire, terms and conditions, student's oath, testimony of third parties, an agreement in 2 copies (English, Polish)
- G) 2 front photographs 3,5 / 4,5 cm, without hats or other garment

(unless for religious reasons)

**H) Health certificate** that there are no objections to undertake studies by a foreign candidate (translation of the document if was issued in foreign language), (such certificate can be done in Poland)

**I) Health insurance** copy (cost of treatment and covering in the event of death need to be included), translation of the document, or European Health Insurance Card (EHIC) copy.

## **2. Other candidates (countries not being part of EU, OECD, EFTA) .**

### **Bachelor's degree**

**A)** A copy (original for insight) of **secondary school certificate** with all final grades, or International Baccalaureate or European Baccalaureate or another document, **entitling to undertake university-level study** in country in which the certificate / document was issued\*\* (sworn translations of the documents into Polish\*\*\*).

- legalisation or apostille of above mentioned documents (if applicable)\*\*\*\*

- nostrification of the documents or authentication / confirmation\*\*\*\*\* of level of education in Kuratorium Oświaty w Łodzi\*\* (if necessary)

**B)** Passport copy, with visa page (original for insight)

**C)** Visa copy (if applicable)

**D) English language certificate**, min B2 level

**E)** Documents from the Virtual Student's Room - questionnaire, terms and conditions, student's oath, testimony of third parties, an agreement in 2 copies (English, Polish)

**F)** 2 front photographs 3,5 / 4,5 cm, without hats or other garment (unless for religious reasons)

**G) Health certificate** that there are no objections to undertake studies by a foreign candidate (sworn translation of the document if was issued in foreign language), (such certificate can be done in Poland)

**H) Health insurance** copy (cost of treatment and covering in the event of death need to be included), translation of the document, or European Health Insurance Card (EHIC) copy.

### **Master's degree**

**A)** Copy (original for insight) of **the higher education diploma (MA, BA, engineer diploma or equivalent**, with a full list of grades obtained during the course of study, **entitling to continue university-level study** in country in which the diploma was issued\*\* (sworn translations of the documents into Polish\*\*\*)

- legalisation or apostille of above mentioned documents (if applicable)\*\*\*\*

- nostrification of the documents or authentication / confirmation\*\*\*\*\* of the level of education in the proper authority (if necessary).

**B)** Passport copy, with visa page (original for insight)

**C)** Visa copy (if applicable)

**D) English language certificate**, min B2 level

**E)** Documents from the Virtual Student's Room - questionnaire, terms and conditions, student's oath, testimony of third parties, an agreement in 2 copies (English, Polish)

**F)** 2 front photographs 3,5 / 4,5 cm, without hats or other garment (unless for religious reasons)

**G) Health certificate (if applicable)** that there are no objections to undertake studies by a foreign candidate (translation of the document if was issued in foreign language), (such certificate can be done in Poland)

**H) Health insurance** copy (cost of treatment and covering in the event of death need to be included), (translation of the document), or European Health Insurance Card (EHIC) copy.

## ANNOTATIONS

\* Australia, Austria, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Izrael, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Mexico, Malta, Netherlands, New Zealand, Norway, Portugal, Romania, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Turkey, United Kingdom, USA

- from mentioned countries the **recognition (or nostrification)** of the certificate or a level of education or the right to continue education is **not necessary**, unless the University has doubts

- also certificates issued in countries with which Poland has signed bilateral agreements concerning the recognition of education do not require the recognition (Ukraine, Belarus, China).

Full list of the bilateral agreements can be found at the website of the Ministry of Science and Higher Education:

<http://www.nauka.gov.pl/en/recognition-of-academic-qualifications/legal-acts.html>

If a certificate or other document qualifies the holder to apply for admission to only certain departments (in certain fields of study) in the country of issuance, also in Poland they can apply to the same or similar departments.

**If the international agreements do not provide otherwise, a certificate issued abroad can be recognised by means of administrative decision as a document confirming the following levels of education in Poland: primary, lower secondary, upper secondary, basic vocational or the right to continue education, including the right to continue education at higher education institutions taking into consideration the scope of rights appertaining.**

\*\* If the document do not clearly state that entitles to undertake the university-level study, the document stating so is required. Such proof should be issued or certified by the educational institution which issued the certificate or diploma or by educational authorities of the country which issued the certificate (Education Superintendent). The recognition of the diploma/certificate or the level of education can be done by the official seat of the institution where the applicant is going to submit the certificate, or

- in Łódź: **Kuratorium Oświaty w Łodzi** - address: al. Kościuszki 120a, 90-446 Łódź, email: [kolodz@kuratorium.lodz.pl](mailto:kolodz@kuratorium.lodz.pl)

- by Department of International Cooperation - Ministry of Science and Higher Education, e-mail: [enic-naric@nauka.gov.pl](mailto:enic-naric@nauka.gov.pl)

\*\*\* A sworn translations should be made to Polish, however, the English

translation or original in English is acceptable only for application process. That could be done by a Polish sworn translator registered in any of EU, OECD, EFTA country, or by the Polish consul in the country where the documents were issued, or by the embassy or consulate of the country which issued the documents (the list of Polish **sworn translators** can be found on the website of the Ministry of Justice <https://ms.gov.pl/en/about-the-ministry-of-justice/>).

**\*\*\*\* A Legalisation / authorisation / apostille** of above mentioned documents according with the regulations of the Hague Convention of 5<sup>th</sup> of October, 1961 abolishing the requirement of legalizing foreign public documents.

**Apostille** - is issued by the appropriate institutions in the states that are members of the Organisation. Each country itself designates such institutions. Members of the Hague Convention can be found on the website of the Organisation:

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

**Legalization** - if the country in which the document was issued, is not a part of the Hague Convention of 5<sup>th</sup> of October, 1961, legalization of the documents is made by the Polish consular office in this country.

**\*\*\*\*\* Nostrification / authentication / recognition** - of a foreign degree, which gives access to further studies in the country where it was awarded, gives its holder access to second cycle studies, postgraduate studies, third cycle/doctoral studies or the right to start doctoral proceedings in Poland.

A foreign degree may also be recognised for the purpose of further education on the basis of an international agreement.

**If degree does not give access to further studies in country where it was obtained, and the student still wish to continue education in Poland, he have to confirm his level of education.**

**Nostrification is a procedure** whereby a foreign educational qualification is compared to its Polish equivalent and their equivalence determined. **The competent authorities to conduct the nostrification** procedure are organizational units of higher education institutions authorized to confer an academic degree of a doktor (doctor) in a given field of science or in a given field of art providing education in an area corresponding to a field of study completed abroad.

When a foreign secondary school (maturity) certificate, a higher school degree or other document obtained abroad was being recognized by way of nostrification, the candidate is required to submit a certificate stating its equivalence with the Polish degree, **as soon as possible, but not later than till the end of the first semester of studies.**