



Documents required from the international students.

1. Candidates from EU, OECD, EFTA members* (look annotations)

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

Before arrival

Bachelor's degree:

- A) Scanned copy of the **secondary school leaving certificate** with all final grades, or International Baccalaureate or European Baccalaureate or another document, **entitling to undertake the university-level education** in the country of the certificate / document was issued. **
- B) Passport photocopy
- C) Payment confirmation (fees according to Offer letter)
- D) English language certificate, min. B2 level or equivalent (if applicable)
- E) scan of the photography (like for passport) (you can also upload it when filling out the recruitment form).
- F) Visa copy or Residence permit (if applicable)

Master's degree:

- A) Scanned copy of the **higher education diploma (MA, BA, engineer's diploma or equivalent)** with all final grades obtained during the course of study, **entitling to continue the university-level education** in the country of the diploma was issued
- B) **Passport** photocopy
- C) **Payment confirmation** (fees according to Offer letter)
- D) **English language certificate**, min. B2 level or equivalent (if applicable)
- E) scan of the photography or photograph (3,5/4,5 cm) (like for passport) (you can also upload it when filling out the recruitment form)
- F) Visa copy or Residence permit (if applicable)

After arrival

- A) **Present all documents in originals, sign the study agreement and other admission documents**





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

Before arrival

Bachelor's degree

A) Copy of the **secondary school leaving certificate** with all final grades, or International Baccalaureate or European Baccalaureate or another document, **entitling to undertake the university-level education** in the country of the certificate / document was issued ***

B) Confirmation of result and eligibility for admission to higher institution issued by a competent authority in your country, for example. ministry of education. **

- **legalisation or apostille** of the above mentioned documents**** (look annotations)

C) **Passport photocopy**

D) **Payment confirmation** (according to the Offer letter)

E) **English language certificate**, min. B2 level or equivalent

F) Scan of the photography (like for passport)(you can also upload it when filling out the recruitment form)

G) **Visa copy or Residence permit** (if applicable)

Master's degree

A) Copy of the **higher education diploma (MA, BA, engineer diploma or equivalent)**, with all final grades (transcript) obtained during the course of study, **entitling to continue the university-level education** in the country of the diploma was issued

B) Confirmation of result and eligibility for admission to higher institution issued by a competent authority in your country, for example. ministry of education.

- **legalisation or apostille** of the above mentioned documents****

C) **Passport photocopy**

D) **Payment confirmation**: application fee, student ID card, annual tuition

E) **English language certificate**, min B2 level or equivalent

F) Scan of the photography (like for passport)(you can also upload it when filling out the recruitment form)

G) **Visa copy or Residence permit** (if applicable)

After arrival

A) **Present all documents in originals, sign the study agreement and other admission documents.**

B) **Recognition** / confirmation of the level of education by the Education Office in Poland (Kuratorium Oświaty) *****





ANNOTATIONS

* **Australia, Austria, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Israel, 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 the countries mentioned above the **recognition (or nostrification)** of a certificate or a level of education or the right to continue education is **not necessary**,

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

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.

** Translations education certificates should be made to Polish by a sworn translator, however, the English translation or original in English is acceptable for the application process.

A sworn translator is a person of public trust, which is registered in the Ministry of Justice in the Republic of Poland and has a permission to make translations of official documents and perform certification of these translations.

Such translation can be done also by a translator at the Polish Consulate in your country.

*** The secondary school leaving certificate has to clearly state, that entitles to undertake the university-level education. Such proof should be issued or certified by the educational institution which released the certificate / diploma or by the educational authorities of the country which issued the certificate or in which system of education the school operates.

**** **Legalisation / apostille** of above mentioned documents according with the regulations of the Hague Convention of 5th 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





Akademia Humanistyczno-Ekonomiczna w Łodzi University of Humanities and Economics in Lodz

Convention of 5th of October, 1961, legalisation of the documents is made by the Polish consular office in this country.

******* The recognition** of a certificate or the level of education is done by the Education Office in Poland (Kuratorium Oświaty) appropriate for the place of residence of the Applicant, and if there is no such place, for the official seat of the institution, where the Applicant is going to submit the certificate:

- in Łódź: **Kuratorium Oświaty w Łodzi** – address: al. Kościuszki 120a, 90-446 Łódź, more information email: kolodz@kuratorium.lodz.pl

Candidates for GRAPHICS studies should also present a medical certificate with the note: there are no contraindications to undertake studies.

It is obligatory to submit a certificate of recognition until the end of the first semester of studies.

We appreciate if you could send this document before starting studies.

If you have any questions concerning the required documents feel free to contact the Centre of International Studies: study@ahelodz.pl.

