

DOCUMENTS REQUIRED IN THE RECRUITMENT OF FOREIGNERS AND POLISH CITIZENS HOLDING FOREIGN DOCUMENTS CONFIRMING THE EDUCATION ENTITLING TO START STUDIES AT THE UNIVERSITY SCHOOL OF PHYSICAL EDUCATION IN WROCLAW

Additional documents required from Polish citizens and procedures for candidates applying for studies

1. All Polish citizens are bound by the same recruitment deadlines and procedures.
2. Recognition of educational documents shall be done in accordance with the provisions of the Act of 20 July 2018 – the Law on Higher Education and Science. The documents may be recognised:
 - a. by operation of law,
 - b. on the basis of international agreements,
 - c. through administrative decision.
3. All required documents drawn up in a foreign language have to be translated into Polish by a sworn translator (the list of sworn translators is available on the website of the Ministry of Justice).

In case the translation is made outside Poland, it should be validated by the Polish consul in the country where the document was issued.
4. Documents proving education issued outside of the territory of Poland have to be legalised or bear the Apostille.
5. Recruitment points for all candidates are converted taking into consideration to the educational system of the country in which the document was issued – information concerning the conversion is available in the document "Conversion of points for foreign documents".
6. **The procedure also involves Polish citizens holding an IB or EB diploma.**

Documents required from foreigners and procedures for candidates applying for studies free of charge

1. All foreigners applying for admission to studies free of charge are bound by deadlines and rules are identical to the deadlines and rules for Polish citizens.
2. The on-line recruitment system is launched on 1st of June each year – in that a candidate has to create an on-line account, i.e. register in the on-line recruitment system (IRK). Registration includes:
 - a. Submission of personal data,
 - b. Uploading a photograph in electronic form, complying with the current requirements for issuing ID cards in Poland,
 - c. Indication of the field of studies for which the candidate wants to apply,
 - d. Getting the account number to pay the recruitment fee,
 - e. Downloading a certificate and a referral to an occupational doctor or a doctor authorized to conduct preventive medical examinations, which must then be performed within the territory of Poland,
 - f. Filling in the final examination results being the basis for recruitment and at the same time entitling to take up studies in the country in which the education was provided or grades from a diploma entitling to continue studies at the

second-cycle level, in accordance with the rules of recruitment at the University School of Physical Education in Wrocław.

3. The set of documents to be submitted by the date specified in the schedule includes:
 - a. Application for admission to studies (printout from the individual account - IRK) signed by the candidate;
NOTE! The questionnaire should include an address for correspondence in the Republic of Poland,
 - b. Identity document with a photo for verification,
 - c. Proof of knowledge of the Polish language and a photocopy of the document:
 - Successful completion of a one-year-long preparatory course in Polish,
 - Polish language certificate,
To be eligible for first-cycle or long-cycle studies, a Polish language certificate at B1 level is required. To be eligible for second-cycle studies, a Polish language certificate at B2 level is required.
 - d. A document equivalent to a Polish secondary school leaving examination certificate or a first or second-cycle studies diploma, entitling to start studies within a given form of education in the country in which it was issued along with a photocopy.
NOTE: Documents issued outside the territory of Poland have to be legalised or bear the Apostille.
 - e. An up-to-date certificate (obtained in the last three months) from a doctor of occupational medicine stating that there are no contraindications to studying in the chosen field of studies - a certificate issued by a doctor of occupational medicine or a doctor authorized to conduct preventive examinations in Poland (a form of a referral to a doctor and a printout of the certificate can be downloaded from IRK),
 - f. 1 current photograph complying with the requirements for issuing ID cards in Poland in electronic form (necessary for electronic registration of the candidate),
 - g. In the case of minors undertaking studies, parental consent for recruitment and education must be provided - notarised consent is required.
4. All required documents drawn up in a foreign language have to be translated into Polish by a sworn translator (the list of sworn translators is available on the website of the Ministry of Justice).
In case the translation is made outside Poland, it should be validated by the Polish consul in the country where the document was issued.
5. Information that a candidate has been admitted to studies is equivalent to his/her being entered on the list of admitted students.

Documents required from foreigners and procedures for candidates applying for admission to paid studies

1. All foreigners applying for admission and paying tuition fees are not bound by the recruitment deadlines that apply to Polish citizens, but the rules of recruitment remain unchanged. All of the following recruitment stages (including documents submission) should be completed by 15 September each year.
2. The on-line recruitment system is launched on 1st of June each year – in that a candidate has to create an on-line account, i.e. register in the on-line recruitment system (IRK). Registration includes:
 - a. Submission of personal data,
 - b. Uploading a photograph in electronic form, complying with the current requirements for issuing ID cards in Poland,
 - c. Indication of the field of studies for which the candidate wants to apply,
 - d. Getting the account number to pay the recruitment fee,
 - e. Downloading a certificate and a referral to an occupational doctor or a doctor authorized to conduct preventive medical examinations, which must then be performed within the territory of Poland,
 - f. Filling in the final examination results being the basis for recruitment and at the same time entitling to take up studies in the country in which the education was provided or grades from a diploma entitling to continue studies at the second-cycle level, in accordance with the rules of recruitment at the University School of Physical Education in Wrocław.
3. The set of documents to be submitted by the date specified in the schedule includes:
 - a. Application for admission to studies (printout from the individual account - IRK) signed by the candidate;
NOTE! The questionnaire should include an address for correspondence in the Republic of Poland,
 - b. Identity document with a photo for verification,
 - c. Proof of knowledge of the Polish language and a photocopy of the document:
 - Successful completion of a one-year-long preparatory course in Polish,
 - Polish language certificate,
To be eligible for first-cycle or long-cycle studies, a Polish language certificate at B1 level is required. To be eligible for second-cycle studies, a Polish language certificate at B2 level is required.
 - d. Letter to the JM Rector requesting admission excluding recruitment deadlines,
 - e. A document equivalent to a Polish secondary school leaving examination certificate or a first or second-cycle studies diploma, entitling to start studies within a given form of education in the country in which it was issued along with a photocopy.
NOTE: Documents issued outside the territory of Poland have to be legalised or bear the Apostille.
 - f. An up-to-date certificate (obtained in the last three months) from a doctor of occupational medicine stating that there are no contraindications to studying in the chosen field of studies - a certificate issued by a doctor of occupational medicine or a doctor authorized to conduct preventive examinations in Poland

(a form of a referral to a doctor and a printout of the certificate can be downloaded from IRK),

- g. 1 current photograph complying with the requirements for issuing ID cards in Poland in electronic form (necessary for electronic registration of the candidate),
 - h. In the case of minors undertaking studies, parental consent for recruitment and education must be provided - notarised consent is required.
4. All required documents drawn up in a foreign language have to be translated into Polish by a sworn translator (the list of sworn translators is available on the website of the Ministry of Justice).
- In case the translation is made outside Poland, it should be validated by the Polish consul in the country where the document was issued.
5. Notification of admission is an administrative decision of the Rector and is preceded by the payment of a minimum of one-semester tuition fee.