

WROCLAW UNIVERSITY OF ECONOMICS AND BUSINESS
Bachelor degree studies
The list of documents required from foreign candidates

The documents listed below should be prepared in electronic form to be enclosed in the enrolment system. After being accepted candidate delivers originals in paper form (including photocopies).

Personal documents

1. Passport (page with photo) - photocopy and original available for inspection (or ID card in the case of European Union citizens).

2. Document confirming the right to undertake studies in accordance with the Article 324, section 2 of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2018, item 1668) - *Art. 324 ust. 2 ustawy z 20 lipca 2018 r. Prawo o szkolnictwie wyższym i nauce (Dz. U. 2018 r. poz. 1668)*, for example: Card of the Pole (Karta Polaka), permanent residence card.

3. One photograph on paper (passport/ID format – 3.5 x 4.5 cm) and in electronic form attached to the enrollment system (necessary to issue a student ID card).

4. Two signed declarations (available to download from given websites) confirming :

- having necessary funds for the duration of stay in Poland

1) <http://www.ue.wroc.pl/p/rekrutacja/utrzymanie.pdf>

- having health insurance in Poland

2) http://www.ue.wroc.pl/p/rekrutacja/nfz_oswiadczenie.pdf

5. Valid medical certificate with confirmation that there are no contraindications for the candidate (name, surname, date of birth) to study at the Wrocław University of Economics and Business. The certificate must be issued on the form with: letterhead, readable clinic stamp, readable stamp of doctor and signature. We do not have any template of medical certificate. The certificate issued abroad has to be translated by a sworn translator. Exceptionally, foreigners residing in Poland, can deliver the certificate from Polish doctor, but we cannot recommend any clinic or doctor. The referral letters for medical examination are given to candidates for program in Polish: *Zarządzanie i Inżynieria Produkcji* - Bachelor degree studies only.

Find a sworn translator:

<https://www.arch-bip.ms.gov.pl/pl/rejestry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html>

Education documents:

1. The original of the graduation certificate of secondary education filed along with [apostille](#) or [legalization issued](#) by Polish authority abroad.

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

<https://www.gov.pl/web/diplomacy/polands-missions-abroad>.

2. Sworn translation into Polish of the graduation certificate of secondary education together with [apostille/ legalization](#)

We accept translations into Polish made (or confirmed) by:

- sworn translator from the list of Polish Ministry of Justice:
<https://www.arch-bip.ms.gov.pl/pl/rejestry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html> or
- a person registered as a sworn translator in a EU, OECD or EEA member state, or
- the Consul of the Republic of Poland having jurisdiction with respect to the state in the territory of which or in the education system of which the given certificate was issued, or exceptionally
- a diplomatic representative or consular office of the state in the territory of which, or in the education system of which, the given certificate was issued, accredited in the Republic of Poland.

3. The supplement/ transcript of record of a didactic process (or other document from the candidate's secondary school filed along with [apostille](#) or [legalization](#) issued by Polish authority abroad. The supplement/transcript of record should include the list of didactic courses, the grades from these courses, the number of hours designed for these courses (the list of subjects and the list of received grades).

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

<https://www.gov.pl/web/diplomacy/polands-missions-abroad>

4. Sworn translation into Polish of the supplement/transcript of record, together with [apostille](#) / [legalization](#) (please see point 3), made by person or institution described in point 2.

Please Note

Legalization and apostille are required even if a given country signed an agreement lifting the necessity of an official recognition of foreign certificates and diplomas from a given country.

5. Document with the scale of grades valid in a given country, confirmed by the secondary school that the candidate has completed (in case this scale is not included in secondary school diploma) together **with sworn translation into Polish** (see point 2).

6. Document confirming that the candidate's graduation certificate of secondary education allows him/her to undertake higher education studies in all types of higher education institutions in the country where the secondary education was completed. Such certificate may be issued by the candidate's secondary school authorities or the equivalent of Ministry of Education in a given country.

The certificate is not required if the proper information can be found on the graduation certificate of secondary education and from candidates who obtained IB (International Baccalaureate) Diploma issued by the International Baccalaureate Organization in Geneva or EB (European Baccalaureate) Diploma issued by the European Schools in accordance with the Convention defining the Statute of the European Schools.

7. Sworn translation into Polish of the document described in point 6 made by person or institution described in point 2.

8. Certificate of language proficiency at minimum B2 level.

For studies in Polish:

- Certificate of completion of one year Preparatory Course of Polish language organized by institutions pointed by Ministry of Education and Science or
- Certificate issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or
- Secondary school graduation certificate or university diploma obtained in the education system of the Republic of Poland after completion of the entire cycle of education in Polish.
- In justified cases, the University may recognize another certificate confirming knowledge of Polish at B2 level of language proficiency issued in accordance with the Common European Framework of Reference for Languages (CEFR).

Please note: a Card of the Pole ("Karta Polaka") does not release the candidate from presenting a language certificate.

For studies in English:

- Secondary school-leaving exam at the advanced level of English as a part of the so-called "Polish new matura exam" or
- A document recognized as equivalent to a secondary school-leaving certificate, issued abroad if the language of instruction was English only, or
- International Baccalaureate Diploma and European Baccalaureate Diploma, or
- Diploma confirming the completion of university studies conducted abroad or in the Republic of Poland, if the language of instruction was English only, or
- English language proficiency certificate at minimum B2 level.

Recognized language certificates are:

Cambridge First Certificate in English – B2 (FCE), Test of English as a Foreign Language (TOEFL iBT) min. 75 points, IELTS min. 5.5 points.

Documents regarding fees

- Confirmation of payment of the enrollment fee 85 PLN to the individual account indicated in the system.
- Confirmation of payment of tuition fee for the first semester of studies (a condition for candidates undertaking paid studies).

Documents needed in further stages of enrollment process (the presentation possible after admission to university)

- Certificate with recognition of secondary school diploma issued as administrative decision by "Kurator oświaty" - which is formal confirmation that candidate has got education on high school level in Poland and has got right to continue education process including the right to apply for admission for university studies. More info:

<https://www.gov.pl/web/edukacja/recognition-of-foreign-school-certificates-and-diplomas-in-poland>

https://www.kuratorium.wroclaw.pl/index.php?id_kat=40

Original of this document has to be delivered to student's office until the end of first semester of studies.

Information about certificate above does not concern candidates who obtained their secondary school diplomas in countries from where this secondary school diplomas are recognized by virtue of law:

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

- International Baccalaureate diploma issued by the International Baccalaureate Organization in Geneva or EB
- European Baccalaureate diploma issued by the European Schools in accordance with the Convention on European School Status.

- certificates of secondary education issued abroad covered by bilateral agreements.

<https://www.gov.pl/web/nauka/umowy-dwustronne-dotyczace-uznawalnosci-wyksztalcenia#dowiedz>

<https://traktaty.msz.gov.pl/umowa-1>

- **Photocopy of insurance policy** of an accidents and health insurance policy for the period of education in Poland or the European Health Insurance Card (EHIC) or a document confirming the insurance agreement with the National Health Fund (NFZ) should be provided to the Enrollment Office (or the Student's Office on the day of signing the contract with the University). Original available for inspection.
- **Document confirming legal stay in Poland** (visa, residence card) - photocopy, original available for inspection. Candidate is obliged to provide the document to the Enrollment Office (or the Student's Office on the day of signing the contract with the University).

Please note:

- All original documents that the candidate will finally submit to the University and which have been issued in a language other than Polish (this also applies to documents issued in English) requires sworn translation into Polish (see education documents, point 2.)
- Only during the stage of online enrollment and only for candidates for paid studies, translations into Polish made by a translator other than those mentioned above are allowed.
- Only at the online registration stage, application documents issued in English do not have to be translated into Polish.
- In the case of documents issued in a language other than Polish or English, a translation into Polish or English must be included in the enrollment system. After obtaining a decision on enrollment, the candidate delivers sworn translations into Polish to the University.
- The candidate is required to upload scans of all the originals listed above to the enrollment system in a format and in a quality enabling their verification and evaluation.

In the case of failure to comply obligations mentioned above in terms of enrollment schedule in a specific academic year, decision of an acceptance of the candidate as a student will be reversed.