

Master Studies – required documents

Personal documents:

1. Passport (page with photo) - photocopy and original available for inspection.
2. ID card with photo (applicable to European Union Citizens) - photocopy and original available for inspection.
3. Document which allows candidate start studies on the basis applicable to Polish nationals (if there is one):
 - Card of the Pole - Karta Polaka - photocopy and original available for inspection or
 - Permanent residence card - photocopy and original available for inspection
4. One photo on paper (ID/passport form 3,5 x 4,5 cm) and in electronic form (.jpg format only), uploaded to the enrolment system, necessary to issue student card.
5. The proof of payment of enrolment fee - 85 PLN or 19 Euro.
6. Two signed declarations on:
 - necessary financial means of subsistence for the duration of stay in Poland
<http://www.ue.wroc.pl/p/rekrutacja/utrzymanie.pdf>
 - agreement with National Health Found (NFZ) to have health care in Poland
http://www.ue.wroc.pl/p/rekrutacja/nfz_oswiadczenie.pdfThe agreement with NFZ may be replaced by a copy of the insurance policy.

7. Valid medical certificate with confirmation that there are no contraindications for the Candidate (name, surname, date of birth) to study at our University. The certificate issued on form with: letterhead, readable clinic stamp, readable stamp of doctor and signature. Certificate issued abroad has to be translated into Polish language by sworn translator from a list of Polish Ministry of Justice. We do not have any template of medical certificate.

Search translator:

<https://www.ms.gov.pl/en/translators/search.html?City=Wroc%C5%82aw&Language=1>

Education documents:

1. **Master's diploma** or at least Bachelor's diploma filed along with **apostille** <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>) or **legalization** issued by Polish authority abroad with translation into Polish.
<https://www.gov.pl/web/diplomacy/polands-missions-abroad>

Acceptable is only sworn translation made by: translator or person registered as sworn translator in European Union Countries or European Free Trade Association Countries - party of European Economic Area agreement or country member of Organization for Economic Cooperation and Development, or made by Consul of the Republic of Poland in country where diploma was issued or accredited in Poland diplomatic representatives or consular office of country where diploma was issued.

Search translator:

<https://www.ms.gov.pl/en/translators/search.html?City=Wroc%C5%82aw&Language=1>

2. Supplement, i.e. transcript of student's grades which includes information on credited or not credited subjects and on the grades he received during the didactic process filed along with **apostille** <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41> or **legalization** issued by Polish authority abroad <https://www.gov.pl/web/diplomacy/polands-missions-abroad> with translation into Polish.

In preliminary enrollment process acceptable is translation into Polish or English done by certified translator (not only sworn translation).

Finally, after admission, acceptable is only sworn translation made by: translator or person registered as sworn translator in European Union Countries or European Free Trade Association Countries - party of European Economic Area agreement or country member of Organization for Economic Cooperation and Development, or made by Consul of the Republic of Poland in country where diploma was issued or accredited in Poland diplomatic representatives or consular office of country where diploma was issued.

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Please notice: 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.

3. Certificate of studies language proficiency: minimum level B2, Polish or English (depends on language of studies).

Accepted English language certificates: First Certificate in English (FCE B2), Test of English as a Foreign Language (TOEFL IBT, score- min. 65), IELTS-min.5.5, TOEIC-min.605).

Separate certificate is not needed from persons who obtained their secondary school diploma or bachelor diploma in country, where needed language (Polish or English, depends on language of studies) is formal language and who was educated in this language.

4. The certificate confirming that the candidate's diploma allows him/her to take up master (second level) studies in the country in where diploma was issued. Such certificate may be issued by University of other institution which issued diploma, or the equivalent of Ministry of Science and Higher Education of the Republic of Poland ("Ministerstwo Nauki i Szkolnictwa Wyższego of the Republic of Poland") in a given country (in that case this document should be translated into Polish by sworn translator).

The certificate is not required if the proper information can be found on the diploma or on the supplement.

Please notice :

In some cases Selection Committee may require to complete the documentation with confirmation issued by Polish National Agency for Academic Exchange NAWA (Narodowa Agencja Wymiany Akademickiej: <https://nawa.gov.pl/en/>).

In some cases special validation of foreign studies and degrees made at Wrocław University of Economics – nostrification ("nostryfikacja") is needed. In this case candidate is obligated to deliver to student's office confirmation of equality of his bachelor/master diploma with relevant Polish bachelor/master diploma not later than the end of first semester of studies. More information you will find at:

<http://www.go-poland.pl/recognition-degrees-0>

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

Documents needed in further stages of enrolment:

- Proof of payment of tuition fee for first semester of studies (the condition of getting acceptance letter for students who will study with tuition fee).
- Photocopy of the insurance policy in case of illness or a personal accident insurance policy for the period of education in Poland or photocopy of a European Health Insurance Card (Europejska Karta Ubezpieczenia Zdrowotnego-EKUZ) or copy of valid agreement with National Health Fund (NFZ).

Please notice

- Candidate is obligated to upload the whole set of necessary documents to enrolment system. Please do not send scans of documents via e-mail. University will not proceed with documents provided in this way.
- Candidate is obligated to deliver to student's office, on the day when student signs the agreement with university, document which confirms his lawful stay in Poland (visa, temporary residence card) - photocopy and original available for inspection.

Candidate has to deliver to Enrolment Office, along the originals of documents, sworn translation into Polish of all demanded documents. The sworn translation into Polish is necessary even though documents are in English language. Candidate has to deliver photocopies of all required documents.

In case of failure to comply obligations mentioned above in terms of enrolment schedule, decision of acceptance candidate as student will be reversed.