

DOCUMENTS NEEDED UPON RECRUITMENT FOR BACHELOR DEGREE

- **Application Form**

The candidate fills in the APPLICATION FORM - in which he/she clearly states his/her personal data and chooses one of the offered fields of studies.

- **Original school certificates and diplomas (+ Polish sworn translation)**

A certificate confirming their graduation from the high school is required for candidates applying for Bachelor's Degree Studies.

- **Medical certificate (+ Polish sworn translation)**

A medical certificate stating that there are no factors that might prevent the candidate to studying at the chosen major (field of study) is required.

- **Polish sworn translation of all above mentioned documents**

Is valid only when is made by:

- a person who is on the list of sworn translators by Minister of Justice Republic of Poland,
- a person who is registered as a sworn translator in a Member State of the European Union, the Member State of the OECD or EFTA,
- the Consul of the Republic of Poland, of the Member State on whose territory or in which the education system has been issued a certificate/diploma,
- accredited in the Republic of Poland of diplomatic representation or consular post of the State on whose territory or in which the education system has been issued a certificate/diploma.

Translation might be done by arrival to Poland during the first semester. University can help to find a sworn translator in Bydgoszcz.

- **Documents confirming the identity, country of origin and visit status**

A scan of the first page of their passport (i.e. the one having the picture, name, date of birth, etc.). The documents confirming identity, country of origin and a visit status are required upon arriving. Document that certifies the candidate's legal stay on the territory of Poland, i.e. visa or a temporary/permanent residence permit or other document that allows for stay in the Republic of Poland;

- **Health insurance policy**

Upon arrival, the candidate needs to have a health insurance policy valid in Poland.

- **2 passport photographs – can be delivered after the arrival in Poland** (one in electronic form which shall be entered into the Internet registration system (ISAPS) by candidate),
- **Language certificate**

A certificate confirming the candidate's level of English is required. Recognized certificates include:

English Language Certificate.

University of Economics in Bydgoszcz accepts the following English Language certificates:

- First Certificate in English (FCE),
- Certificate in Advanced English (CAE),
- Certificate of Proficiency in English (CPE),
- Business English Certificate (BEC) Vantage,
- Business English Certificate (BEC) Higher,
- Certificate in English for International Business and Trade (CEIBT),
- International English Language Testing System (IELTS) more than 6 points;
- Test of an English as Foreign Language (TOEFL).

Confirmation of payment an Application Fee

The application fee is 300 EUR. It is a not refundable application fee.

Confirmation of payment a Tuition Fee

The tuition fee for the academic year differs with each faculty and the field of studies. The average yearly fee is from 975 EUR to 3500 EUR

Candidate has to send copies (or bring the originals) of the required documents by:

- e-mail: interrecruitment@byd.pl

ATTENTION!

If the candidate is admitted, he/she is obliged to deliver all original documents to the office upon arriving in Poland.

For validation procedure are needed:

- 1) All school certificates/diplomas must be legalized in the country of their origin. If the country of origin is a part of the Hague Convention Abolishing the Requirement for Legalization for Foreign Public Documents, the documents must have an Apostille.

Legalization / Apostille is the official confirmation that a signature, seal or stamp on a public document is genuine.

Legalization or Apostille is required for the application process. Without it, the candidate's educational documents are not valid in Poland. The legalization is done by the Polish Consul, therefore a candidate needs to contact the Polish Embassy in his/her country (or the one that is

appropriate for his/her country). Non-legalized documents will not be accepted and validated in Poland.

If the country, where the document was issued, has signed the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents, legalization is replaced by Apostille attached to the document. The list of countries – members of the Convention along with addresses of authorities issuing Apostille is available on the following website:

http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41

In short, the candidate needs:

- **Apostille** – in the case of documents intended for circulation in states that are parties to the *Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents* (Journal of Laws of 2005, no. 112, item 938); Here is [the list of countries](#) which signed the Hague Convention:
- **Legalization** – in the case of documents intended for circulation in states that are not parties to the Hague Convention of 5 October 1961.

The certificate/diploma should also include information about it giving a candidate the right to study in higher education institutions in the country where it was issued. Such confirmation is to be obtained in Polish Consulate as well or can be issued in the Ministry of Education of the given country.

2) **Transcript of Records (+ Polish sworn translation)**

The candidate is required to present a transcript of records – a grade sheet – showing the academic achievements at school (subjects, grades, credits). It is advisable to include an explanation of how the grading system works in the country the certificate(s) come from (ie. which grades are the best, and which are the poorest) e.g. 6 – excellent, 5- very good, etc. The confirmation of learning content and the planned period of learning on this stage.

The transcript of records needs to be legalized (or bear an Apostille).

3) **Statement proving that the certificate/diploma allows the candidate to study at the university level in their country (+ Polish sworn translation)**

For the process of a validation of foreign studies and degrees, the candidate is also required to provide a statement that their certificates and diplomas allow them to study at the university level in the country they were issued. If such a statement is not already written on the certificate and diploma, the candidate is obliged to visit the Ministry of Education in the country where the documents were issued, a consulate or a diplomatic post of that country in Poland. The statement should also bear the stamp of legalization.

4) **Curriculum of every subject taught in school (+ Polish sworn translation)**

The curriculum of every subject needs to be legalized (or bear an Apostille)