

## REQUIRED DOCUMENTS

- 1) In case of application to first (BA) or long-cycle (MA) studies – the original of secondary school (maturity) certificate and transcript of grades, entitling a candidate to undertake university-level study in country in which the certificate / document was issued; ( should any external/uniform examination is necessary to pursue university level education in the country of origin, NCU also requires a proof of taking such an examination as it stipulated by the Polish education law). For some countries, a decision on recognition of secondary school certificates is required ( please, see <http://www.bip.kuratorium.bydgoszcz.pl/?cid=62> )
- 2) If case a secondary school certificate requires recognition in Polish system, a decision on recognition is required. If a candidate does not possess a decision at the time of application via IRK Admission System, a statement of commitment to submit the decision is required.
- 3) In case of application to second-cycle (MA) studies – the higher education diploma (MA, BA, engineer diploma or equivalent) and transcript of grades obtained during the course of study, entitling a candidate to continue university-level study in country in which the diploma was issued, or original of the certificate confirming graduation from studies and containing information on level, programme and profile of studies, obtained professional title and result defined in words together with statement, in which candidate undertakes to present the original or certified copy of the higher education diploma within 30 days from the day of its issuance, under pain of removal from the list of students;
- 4) A personal questionnaire, which includes candidate's photo, printed out from candidate's individual registration account in the IRK system and signed by the candidate (available at the candidate's individual registration account in section "Enrollment applications" under the chosen field of study accessible through the link "Documents and further steps");
- 5) A legalisation (authorisation) or apostille (if the document was issued by an institution operating in the educational system in a country that is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, concluded in The Hague, 5 October 1961) of the original of secondary school (maturity) certificate and transcript of grades or the higher education diploma and transcript of grades – depends on the level of studies;
- 6) Original sworn translations into Polish language (or English language if a candidate undertakes studies provided in English) of legalised/signed apostille secondary school (maturity) certificate and transcript of grades or the higher education diploma and transcript of grades (in case of other than sworn translation – translation legalized by the authorised institution in the country where the documents were issued) – depends on the level of studies;
- 7) A document stating that the certificate / diploma entitles to undertake or continue university-level study in country in which the certificate / diploma was issued (with

translation into the language of instruction of studies chosen by the candidate. Please check if your diploma entitles you to undertake first-cycle/ long-cycle/second-cycle studies in Poland;

8) Recognition Statement obtainable from NAWA website:  
<https://kwalifikator.nawa.gov.pl/>

9) For studies in English – English Language Proficiency Certificate at minimum B2 level:

- IELTS (B2 min. 5.5 • C1 min. 7 • C2 min. 8.5)
- B2 First (A/B/C)
- C1 Advanced (A/B/C)
- C2 Proficiency (A/B/C)
- TOEFL (B2 min. 72 • C1-C2, min. 95 for iBT)
- The European Language Certificate (TELC) min B2
- PTE Academic min 51 pkt
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If language of instruction was English in an institution providing education at a given level, the certificate is not necessary if specified on the document.

10) For studies in Polish – Polish language certificate at a minimum B1 level unless specified otherwise in the qualification criteria in IRK Admission System

11) The University will require an eligibility statement from the document issuing educational institution if in any doubt concerning educational documents.

12) Other documents may be required if specified in the qualification criteria for certain programs.