

Applying for Full-time Bachelor Studies

STEP 1: from 22.06.2015 to 05.07.2015

1. Before filling the online application please contact Dział Nauczania (studiainfo@uek.krakow.pl) to convert your grades from the secondary- school certificate into Polish scale.
2. **Online application** - filled, printed and signed (will be available on 23rd of June)
3. **Application fee payment**

Results (will be posted online): on 13. 07.2015

STEP 2: submitting documents: from 15.07.2015 to 18.07.2015

1. Printout of the online application
2. Secondary-school certificate (**legalised, translated and nostrified**) – original and copy
3. Statutory declaration confirming that the secondary-school certificate entitles to apply for admission to university studies of any kind of university studies in the country of issue - from the consulate or relevant ministry (original and copy)
4. **Financial Statement**
5. Proof of English language competence: **English certificate** (original and copy) or an **on-line test**
6. Copy of passport/ID Card
7. **Medical Certificate** concerning candidate's health
8. 2 photographs (35mm x 45mm)
9. **Personal questionnaire**
10. **Parental statement** (underage candidates)

Any incomplete applications will be automatically rejected.

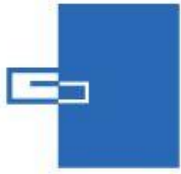
STEP 3: student electronic card and student book payment till 30.08.2015

(For more information please visit **Costs**)

STEP 4: till 15.10.2015

- **tuition fee payment** for the first semester
- submitting documents:





- Copy of health insurance covering entire period of studies in Poland (Recommended: European Insurance Card or insurance in the **National Health Fund**)
- Copy of visa/residence permission (More information: **Małopolski Urząd Wojewódzki w Krakowie**)

Documents should be sent or submitted to:

Dział Nauczania, Uniwersytet Ekonomiczny w Krakowie,
ul. Rakowicka 27, 31-510 Krakow, (Main Building, room 107-108).

In case of any questions regarding recruitment process you may contact the staff via e-mail: **studiainfo@uek.krakow.pl** or telephone: **+48 12 2935628, +48 12 293 5425.**

