

Applying for Part-time Bachelor Studies

STEP 1: submitting documents: from 22.06.2015 to 31.07.2015

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 22rd of June)
3. **Application fee payment**
4. Secondary-school certificate (**Legalised, translated and nostrified**) – original and copy
5. 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)
6. **Financial Statement**
7. Proof of English language competence: **English certificate** (original and copy) or an **on-line test**
8. Copy of passport/ID Card
9. **Medical Certificate** concerning candidate's health
10. 2 photographs (35mm x 45mm)
11. **Personal questionnaire**
12. **Parental statement** (underage candidates)

Results (will be posted online) in 05.08.2015

Confirmation of undertaking the studies (in the on-line system) till 30.08.2015

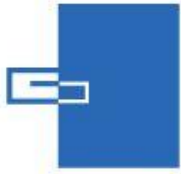
STEP 2: student electronic card and student book payment till 30.08.2015

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

STEP 3: 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 permit (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.**

