

Applying for Part-time Master Studies

Please notice:

In order to verify Bachelor's diploma, please send the copy of diploma and transcript of records (translated into Polish) to studiainfo@uek.krakow.pl

STEP 1: from 22.06.2015 to 31.07.2015

Submitting documents:

1. Before filling the online application please contact Dział Nauczania (studiainfo@uek.krakow.pl) to convert your grades from the secondary school certificate /undergraduate studies certificate into Polish scale.
2. Online application - filled, printed and signed (will be available on 22nd of June)
3. Confirmation of the **application fee payment**
4. Secondary school certificate (**Legalised, translated**) – original and copy
5. Undergraduate (Bachelor) studies certificate (**Legalised, translated**) – original and copy
6. Transcript of Records for the whole period of Bachelor level studies (**Legalised and translated**) - original and copy
7. Confirmation that Bachelor's Diploma allows to undertake Master's studies in the country of issue
8. Proof of English language competence: **English certificate** (original and copy) or an **on-line test**
9. Copy of passport/ID Card
10. **Medical Certificate** concerning candidate's health
11. 2 photographs (35mm x 45mm)
12. **Personal questionnaire**
13. **Financial Statement**

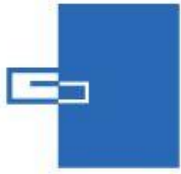
Results (will be posted online) on 05.08.2015

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

STEP 2: student electronic card and student book payment till 31.08.2015

(**More information**)





STEP 3: till 15.10.2015

Tuition fee payment for the first year

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.**

