



DOCUMENTS ISSUED OUTSIDE POLAND WHICH QUALIFY THE BEARER TO UNDERTAKE STUDIES

I. SCANS/PHOTOGRAPHS REQUIRED AT REGISTRATION

1. For first-cycle and long-cycle studies:

- 1) A document qualifying the bearer to undertake first-cycle or long-cycle studies, specified in Article 93 of the Act on the Education System, bearing appropriate certification in the form of:
 - a) an apostille (if the document was issued by an institution operating within the education system of a state which is party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (Journal of Laws 2005, no. 112, item 938)). The requirement to provide an apostille does not apply to candidates in possession of documents which qualify them to undertake studies, issued in EU, EFTA and OECD member states;
 - b) legalisation – in other cases.
- 2) A supplement/transcript/list of grades and subjects, should information on grades and subjects not feature on the secondary school final examination certificate.
- 3) A certified (sworn) translation of the documents specified in points 1 and 2, with the exception of IB and EB diplomas:
 - a) into Polish – in the case of studies conducted in Polish;
 - b) into Polish or English – in the case of studies conducted in English.
- 4) The decision of the school superintendent regarding the recognition of the certificate (in accordance with Articles 93-93b of the Act of 7 September 1991 on the Education System (uniform text, Journal of Laws 2021, item 1915 with amendments)).
- 5) In the case of candidates applying for studies conducted in Polish who do not have Polish citizenship – one of the documents confirming language fluency in Polish, referred to in Annex 4C.
- 6) In the case of application for studies conducted in English – one of the documents confirming language fluency in English, referred to in Annex 4C.
- 7) In the case of the foreign nationals referred to in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science – a xerox copy, certified as a true copy

by the University of Gdańsk or a notary public, of one of the documents which entitle the bearer to study without paying the tuition fee for education in full-time studies in Polish. Lack of the aforementioned document does not disqualify the candidate from the admissions process but will result in fees being charged for education.

- 8) In the case of other foreign nationals – a xerox copy of the passport, certified as a true copy by the University of Gdańsk or a notary public.
- 9) Candidates undertaking studies as NAWA (Polish National Agency for Academic Exchange) scholars are additionally required to enter the NAWA Director's decision on awarding a scholarship/exemption from tuition fees into the IRK system.

2. For second-cycle studies:

- 1) A diploma of higher education qualifying the bearer to continue their education under the terms specified in Article 326 of the Act – Law on Higher Education and Science, bearing appropriate certification in the form of:
 - a) an apostille (if the document was issued by an institution operating within the education system of a state which is party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (Journal of Laws 2005, no. 112, item 938)). The requirement to provide an apostille does not apply to candidates in possession of documents issued in EU, EFTA and OECD member states which qualify them to undertake studies;
 - b) legalisation – in other cases.
- 2) A student's grade book or a supplement/transcript/ list of grades and subjects.
- 3) A certified (sworn) translation of the documents specified in points 1 and 2:
 - a) into Polish – in the case of studies conducted in Polish;
 - b) into Polish or English – in the case of studies conducted in English.
- 4) In the case of candidates applying for studies conducted in Polish who do not hold Polish citizenship – one of the documents confirming language fluency in Polish, referred to in Annex 4C.
- 5) In the case of application for studies conducted in English – one of the documents confirming language fluency in English, referred to in Annex 4C.
- 6) In the case of the foreign nationals referred to in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science – a xerox copy, certified as a true copy by the University of Gdańsk or a notary public, of one of the documents which entitle the bearer to study without paying the tuition fee for education in full-time studies in Polish. Lack of the aforementioned document does not disqualify the candidate from the admissions process but will result in fees being charged for education.
- 7) In the case of other foreign nationals – a xerox copy of the passport, certified as a true copy by the University of Gdańsk or a notary public.
- 8) Candidates undertaking studies as NAWA (Polish National Agency for Academic Exchange) scholars are additionally required to enter the NAWA Director's decision on awarding the scholarship/exemption from tuition fees into the IRK system.

II. DOCUMENTS IN PAPER FORM

1. For first-cycle and long-cycle studies:

- 1) A personal questionnaire, generated and printed via the IRK system and bearing a hand-written signature.
- 2) An original or a notarised copy of a document qualifying the bearer to undertake first-cycle or long-cycle studies, specified in Article 93 of the Act on the Education System, bearing appropriate certification in the form of:
 - a) an apostille (if the document was issued by an institution operating within the education system of a state which is party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (Journal of Laws 2005, no. 112, item 938)). The requirement to provide an apostille does not apply to candidates in possession of documents issued in EU, EFTA and OECD member states which qualify them to undertake studies;
 - b) legalisation – in other cases.

A candidate who took the International Baccalaureate in 2023 and is awaiting the issue of a diploma should submit a certificate of the results of the International Baccalaureate (issued by the IB Foundation Office in Geneva or the school in which education was completed), qualifying him/her to be issued with a diploma. The copy of the diploma (with the original available for review) should be subsequently submitted to the appropriate dean's office no later than by 1 October 2023.

- 3) An original or a notarised copy of a supplement/transcript/list of grades and subjects, should information on grades and subjects not feature on the secondary school final examination certificate.
- 4) A certified (sworn) translation of the documents specified in points 1 and 2, with the exception of IB and EB diplomas:
 - a) into Polish – in the case of studies conducted in Polish;
 - b) into Polish or English – in the case of studies conducted in English.
- 5) The decision of the school superintendent regarding the recognition of the certificate (in accordance with Articles 93-93b of the Act of 7 September 1991 on the Education System (uniform text, Journal of Laws 2021, item 1915 with amendments)).
- 6) In the case of candidates applying for studies conducted in Polish who do not hold Polish citizenship – one of the documents confirming language fluency in Polish, referred to in Annex 4C.
- 7) In the case of application for studies conducted in English – one of the documents confirming language fluency in English, referred to in Annex 4C.
- 8) In the case of the foreign nationals referred to in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science – a xerox copy, certified as a true copy by the University of Gdańsk or a notary public, of one of the documents which entitle the bearer to study without paying the tuition fee for education in full-time studies in Polish. Lack of the aforementioned document does not disqualify the candidate from the admissions process but will result in fees being charged for education.

- 9) In the case of other foreign nationals – a xerox copy of the passport, certified as a true copy by the University of Gdańsk or a notary public.
- 10) A current colour photograph, 35 mm x 45 mm in size (an ID or passport photograph).
- 11) Candidates undertaking studies as NAWA (Polish National Agency for Academic Exchange) scholars are additionally required to submit the NAWA Director's decision on awarding a scholarship/exemption from tuition fees.

2. For second-cycle studies:

- 1) A personal questionnaire, generated and printed via the IRK system and bearing a hand-written signature.
- 2) An original or a notarised copy of a diploma of higher education qualifying the bearer to continue their education under the terms specified in Article 326 of the Act – Law on Higher Education and Science, bearing appropriate certification in the form of:
 - a) an apostille (if the document was issued by an institution operating within the education system of a state which is party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (Journal of Laws 2005, no. 112, item 938)). The requirement to provide an apostille does not apply to candidates in possession of documents issued in EU, EFTA and OECD member states which qualify them to undertake studies;
 - b) legalisation – in other cases.
- 3) An original or a notarised copy of a student's grade book or a supplement/transcript/list of grades and subjects.
- 4) A certified (sworn) translation of the documents specified in points 1 and 2:
 - a) into Polish – in the case of studies conducted in Polish;
 - b) into Polish or English – in the case of studies conducted in English.
- 5) In the case of candidates applying for studies conducted in Polish who do not hold Polish citizenship – one of the documents confirming language fluency in Polish, referred to in Annex 4C.
- 6) In the case of application for studies conducted in English – one of the documents confirming language fluency in English, referred to in Annex 4C.
- 7) In the case of the foreign nationals referred to in Article 324 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science – a xerox copy, certified as a true copy by the University of Gdańsk or a notary public, of one of the documents which entitle the bearer to study without paying the tuition fee for education in full-time studies in Polish. Lack of the aforementioned document does not disqualify the candidate from the admissions process but will result in fees being charged for education.
- 8) In the case of other foreign nationals – a xerox copy of the passport, certified as a true copy by the University of Gdańsk or a notary public.
- 9) A current colour photograph, 35 mm x 45 mm in size (an ID or passport photograph).
- 10) Candidates undertaking studies as NAWA (Polish National Agency for Academic Exchange) scholars are additionally required to submit the NAWA Director's decision on awarding the scholarship/exemption from tuition fees.