

# ADMISSION TO NCU STEP-BY-STEP

## IRK REGISTRATION

1. To be able to sign up for admission to a programme, you first need to have a candidate's account in the system. **Go to IRK website and create the account.**  
Please, use an email address which you check regularly. After you create your account, you will receive an email with an activation link. Click on the link to activate your account.
2. After activating your account, log into the system and **fill out the forms with your personal data and education history.** Forms are available in the “Personal forms” tab in your account.
3. **Sign up for a programme.** Find the “Studies” link in the blue menu bar on the right – it will take you to a page listing programmes offered by NCU. Choose a programme you would like to apply to and click on the green “Sign up” button in the programme card.
4. **Fill out additional information** required in the sign up form and **upload the required documents** – they are listed at the end of this instruction.
5. When you complete the sign up process, you can find your application in the “Applications” tab in your account.
6. **Pay the application fee.** Applications will be assessed in the admission process only after the due application fee has been paid. These fees have to be paid within the application deadline. The amount due and the bank account details for transfers are available in the “Payments” tab in your account.
7. Wait for any comments from the Department of Recruitment and Student Affairs. If the documentation is complete and admission fee is paid, your application will be reviewed by the Faculty.
8. **If necessary,** the Faculty will ask you for an **interview** or take a **practical exam.** Information about the detail of the interview/exam will be sent to the eligible candidates at least two days prior to the exam date via the “Messages” tab in the individual candidate’s account.
9. **Check the results.** Admission results will be published in the system on the day specified in the admission schedule. Log into your account and check your result in the “Applications” tab.
10. Enrol into the programme. If you find “**qualified for admission**” status in the “Applications” tab, **congratulations!** This means that your application was successful and you are now invited to enrol to NCU.

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## REQUIRED DOCUMENTS

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Documents in foreign languages must be **translated into Polish or English** by a sworn translator. All documents have to be uploaded in the IRK system. If we have doubts whether the certificate or diploma allows you to undertake studies, we require a **confirmation from school or university by which the diploma was issued**.

#### I. Full-time Bachelor studies (1st cycle) and long-cycle studies:

- ✓ Candidate must provide a **certificate of completing secondary education** in the country of origin entitling him/her to undertake university level education with transcript of records containing grades and the names of subjects. Certificate must be affixed with **apostille\* or legalized** and **translated** into Polish or English by a sworn translator\*\*. If we encounter any doubts concerning the certificate, candidate has to provide a written confirmation that his/her certificate allows him/her to undertake studies (it can be received at the Ministry of Foreign Affairs or Consulate).
  - ✓ Confirmation of **health insurance and accident insurance** (e.g. European Health Insurance Card).
  - ✓ **Copy of an ID (e.g. passport)**. Candidate will be obliged to show original document mentioned above along with visa (if applicable)
  - ✓ **Health certificate** stating that there are no objections to undertake studies by a candidate (if required by the Faculty)
  - ✓ Candidates who are not 18 by 1<sup>st</sup> October 2021, must provide a “**CONSENT OF PARENTS/LEGAL GUARDIANS TO UNDERTAKE STUDIES BY A MINOR AT NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ /RYDYGIER COLLEGIUM MEDICUM IN BYDGOSZCZ**” (see the form in IRK system)
- **For studies in English:**
    - a) **Certificate of proficiency in English** language at least at **B2** level. If you do not have the document from the list below but own other certificate, the Faculty is allowed to ask for an interview verifying language skills. Accepted documents:
    - b) Confirmation on the certificate that the only medium of instruction during secondary education was English
    - c) International Baccalaureate Diploma
    - d) European Baccalaureate
    - e) B2 First/C1 Advanced/C2 Proficiency
    - f) TOEFL iBT - at least 72 points, TOEFL CBT at least 180 points
    - g) IELTS – 5.5 and above
  - **For studies in Polish:**
    - a) **Certificate of proficiency in Polish** language at least at **B1** level. If you do not have the document, the Faculty is allowed to ask for an interview verifying language skills.

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## II. Full-time Master studies (2nd cycle):

- ✓ Candidate must provide a **diploma** issued in the country of origin entitling him/her to undertake university level education with supplement containing grades and names of subjects. Diploma must be affixed with **apostille\*** or **legalized** and **translated** into Polish or English by a sworn translator\*\*. If we encounter any doubts concerning the diploma, candidate has to provide a written confirmation that his/her diploma allows him/her to undertake studies (it can be received at the Ministry of Foreign Affairs or Consulate).
- ✓ **Confirmation of medical expenses and accident insurance** (e.g. European Health Insurance Card).
- ✓ **Copy of an ID** (e.g. passport). Candidate will be obliged to show original document mentioned above.
- ✓ **Health certificate** stating that there are no objections to undertake studies by a candidate (if required by the Faculty).
- **For studies in English**
  - ✓ **Certificate of proficiency in English** language at least at **B2** level. If you do not have a document from the list below, but own other certificate, the Faculty is allowed to ask for an interview verifying language skills. Accepted documents:
    - a) A diploma in English Languages
    - b) Confirmation that the medium of instruction during studies was English
    - c) International Baccalaureate Diploma
    - d) European Baccalaureate
    - e) B2 First/C1 Advanced/C2 Proficiency
    - f) TOEFL iBT - at least 72 points, TOEFL CBT at least 180 points
    - g) IELTS – 5.5 and above
- **For studies in Polish**
  - a) Certificate of proficiency in Polish language at least at B1 level. If you do not have the document, the Faculty is allowed to ask for an interview verifying language skills.

Admission to studies takes place AFTER PROVIDING ORIGINAL DOCUMENTS BY 24<sup>TH</sup> SEPTEMBER 2021.

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## APOSTILLE/LEGALIZATION

\* Apostille is attached to your original document to verify it is legitimate and authentic.

\*\*Legalization of diploma is the certification of a document's formal conformity with the law binding in the place of its issue or of the authenticity of the seals and signatures placed on the document. Legalization of educational documents may thus be significant for determining the country within whose education system a document was issued and whether it is necessary to verify the documents' authenticity. In some countries, such as Poland, the internal laws oblige a qualification holder to legalize their document before taking it abroad. Legalization of a document by the relevant authorities in the country in which it was issued increases its credibility.

### **CERTIFICATES MAY BE LEGALISED (OR RECEIVE AN APOSTILLE) BY:**

- a) the consul of the Republic of Poland having jurisdiction with respect to the state in the territory of which, or in the education system of which, the given certificate was issued, or
- b) the educational authority of the state in the territory of which, or in the education system of which, the given certificate was issued, or
- c) a diplomatic representation or consular office of the state in the territory of which, or in the education system of which, the given certificate was issued, accredited in the Republic of Poland or in any EU, OECD or EEA member state, where the said certificates or documents confer an entitlement to apply for admission to a higher education programme in the states in question.

<https://www.gov.pl/web/diplomacy/certification-of-documents>