

REQUIRED DOCUMENTS

- 1) In case of application to first (BA) or long-cycle (MA) studies – the original of secondary school (maturity) certificate and transcript of grades, entitling a candidate to undertake university-level study in country in which the certificate / document was issued; (should any external/uniform examination is necessary to pursue university level education in the country of origin, NCU also requires a proof of taking such an examination as it stipulated by the Polish education law). For some countries, a decision on recognition of secondary school certificates is required (please, see [Recognition of certificate or other document obtained in the foreign educational system](#)).
- 2) In case of application to second-cycle (MA) studies – the higher education diploma (MA, BA, engineer diploma or equivalent) and transcript of grades obtained during the course of study, entitling a candidate to continue university-level study in country in which the diploma was issued, or original of the certificate confirming graduation from studies and containing information on level, programme and profile of studies, obtained professional title and result defined in words together with statement, in which candidate undertakes to present the original or certified copy of the higher education diploma within 30 days from the day of its issuance, under pain of removal from the list of students.
- 3) A personal questionnaire, which includes candidate's photo, printed out from candidate's individual registration account in the IRK system and signed by the candidate (available at the candidate's individual registration account in section "Enrollment applications" under the chosen field of study accessible through the link "Documents and further steps");
- 4) A legalisation (authorisation) or apostille (if the document was issued by an institution operating in the educational system in a country that is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, concluded in The Hague, 5 October 1961) of the original of secondary school (maturity) certificate and transcript of grades or the higher education diploma and transcript of grades – depends on the level of studies;
- 5) Original sworn translations into Polish language (or English language if a candidate undertakes studies provided in English) of legalised/signed apostille secondary school (maturity) certificate and transcript of grades or the higher education diploma and transcript of grades (in case of other than sworn translation – translation legalized by the authorised institution in the country where the documents were issued) – depends on the level of studies;
- 6) A document stating that the certificate / diploma entitles to undertake or continue university-level study in country in which the certificate / diploma was issued (with translation into the language of instruction of studies chosen by the candidate. Please check if your diploma entitles you to undertake first-cycle/ long-cycle/second-cycle studies in Poland;

7) Information of NAWA director on recognition of the diploma in Polish education system for graduates of universities outside EU, EFTA, and countries who have signed an agreement on recognition of educational qualifications with Poland. For other graduates from remaining countries an automatic recognition statement generated from NAWA Qualificator System - <https://kwalifikator.nawa.gov.pl/>

8) For studies in English – English Language Proficiency Certificate at minimum B2 level:

- a) Certificates issued by Association of Language Testers in Europe (ALTE) – levels ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), B2 First, C1 Advanced, C2 Proficiency, B2 Business Vantage, C1 Business Higher, Certificate in English for International Business and Trade (CEIBT), Trinity College London: ESOL Skills for Life – poziom B2 (Level 1), C1 (Level 2), Integrated Skills in English (ISE) – poziom B2 (ISE II), C1 (ISE III), C2 (ISE IV), telc GmbH, WBT Weiterbildungs-Testsysteme GmbH: B2 Certificate in English – advantage, B2 Certificate in English for Business Purposes – advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2-C1 Business, telc English B2 Technical, telc English B2–C1 University; telc English C1,
- b) Certificates issued by:
- Educational Testing Service (ETS) : Test of English as a Foreign Language (TOEFL) – co najmniej 87 pkt w wersji Internet-Based Test (iBT); Test of English for International Communication (TOEIC) – min. 70 pts.,
 - European Consortium for the Certificate of Attainment in Modern Languages (ECL) – at least B2,
 - City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute: English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) – level „Communicator”, level „Expert”, level „Mastery”; City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2); City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1); City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2); Spoken English Test (SET) for Business – Stage B level „Communicator”, Stage C level „Expert”, Stage C level „Mastery”; English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2,
 - Edexcel, Pearson Language Tests, Pearson Language Assessments: London Tests of English – London Tests of English – Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),

- Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board: London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism English for tourism Level 2 – „Pass with Credit”, „Pass with Distinction”,
- University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia: International English Language Testing System IELTS – min. band 6 pts,

If language of instruction was English in an institution providing education at a given level, the certificate is not necessary if specified on the document.

8) For studies in Polish – Polish language certificate at a minimum B2 level unless specified otherwise in the qualification criteria in IRK Admission System. Detailed list available in Polish.

9) The University will require an eligibility statement from the document issuing educational institution if in any doubt concerning educational documents.

10) Other documents may be required if specified in the qualification criteria for certain programs.