

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ (PL TORUN01)

ERASMUS APPLICATION PROCEDURE 2018/20189

DEADLINES		
	1st June	1st semester and one year students
	1st November	2nd semester students

STEPS	APPLICATION		Additional comments	Checklist
I.	Nomination email from home university	If you have been selected by your home university to study at the Nicolaus Copernicus University within the ERASMUS+ programme, your home university should send an e-mail with your nomination to our office (incoming@erasmus.umk.pl)	Important! Without any nomination email, we cannot proceed with your application.	<input type="checkbox"/>
II.	Online application	Applying - only electronic applications www.irk.umk.pl/incoming/2018/	Important! While filling in the application form, please write your correct personal data, especially your permanent address (together with a postal code), as it will be copied to your electronic Student ID-card.	<input type="checkbox"/>
		Uploading documents 1) an official Transcript of Records in English signed and stamped by your university (this is a list of exams you have passed so far at your university, with grades) 2) a Learning agreement signed and stamped by your university (if you have questions concerning your study programme at a particular department, please contact our faculty coordinator www.umk.pl/en/erasmus/coordinators/list/ or visit the website www.umk.pl/en/erasmus/courses/) 3) a Language proficiency form (downloaded from the website www.umk.pl/en/erasmus/downloads/) 4) a printed version of the Application form with all necessary stamps and signatures from your university (it can be signed by your Faculty Coordinator or Erasmus Officer) 5) a scan of your passport or identification card	Important! ONLY in PDF format (PDF creator can be downloaded for free from sourceforge.net/projects/pdfcreator/) Please make sure that your uploaded documents are not upside down. Important! International students applying for Erasmus at NCU should present at least an intermediate level of English (B2).	<input type="checkbox"/>
		Submitting application	Please press the button "Submit" in the online application.	<input type="checkbox"/>

III.	<p>Sending original documents to NCU</p>	<p>Please send the following documents in an envelope by registered post:</p> <p>1) the original application form (signed and stamped by your home institution)</p> <p>2) 2 passport photos (of high quality, size: 3,5 cm x 4,5 cm)</p> <p>optionally the original learning agreement (signed and stamped by your home institution)</p>	<p>Toruń Campus: International Programmes Office Nicolaus Copernicus University Gagarina 11, 87-100 Toruń, Poland OR Collegium Medicum-Bydgoszcz Campus: International Programmes Office Nicolaus Copernicus University Collegium Medicum in Bydgoszcz Marie Curie-Skłodowskiej 9, 85-067 Bydgoszcz Poland</p>	<input type="checkbox"/>
IV.	<p>Decision of the NCU (acceptance or rejection)</p>	<p>When our Faculty Coordinators make the final decision regarding your admission and the courses you have selected at NCU, you will receive the information in the online system. The IPO in Toruń or in Bydgoszcz will also contact you directly and provide you with more detailed information.</p>	<p>In July or in December (depending on the semester you are applying at NCU) you will also receive a pre-arrival `welcome` package (by email). Later, we will send you by e-mail the invitation letter (the Confirmation of acceptance).</p>	<input type="checkbox"/>
V.	<p>Other documents</p>	<p>1) Electronic photo (on-line) When you are accepted at our university, you will be asked to upload an electronic photo in the online system https://www.irk.umk.pl/incoming/2018/ An electronic version of your photo should meet the following requirements as photos to Polish ID or passport: A photo showing your face must be in colour. The background should be white. No hat, dark glasses* or earrings are allowed. The head should be en face and it should cover 70-80 % of the photo. An electronic photo should have the size of at least 400 x 500 pixels, allowing to print a 2 cm x 2,5 cm photograph of good quality. It should be in a JPG format, with maximum size of 1 MB.</p> <p>2) Health insurance (by email) You should also send us by email a scan of the European Health Insurance Card or of private insurance (the latter one should be translated into English)</p>	<p><i>* A person with an eye defect may attach a photograph showing him/her in dark glasses, or a person covering his/her head according to his/her religious belief may attach a photo with his/her head covered.</i></p> <p>In order to adjust the photo to the requirements of our Polish student ID-card, you will need the Java programme which can be downloaded from the website: www.java.com</p>	<input type="checkbox"/>

STEPS	ACCOMMODATION		Additional comments	Checklist
I.	Online application	If you are interested in university accommodation, please mark it in the online application form www.irk.umk.pl/incoming/2017/	The NCU cannot guarantee a place in our Student's Houses for every Erasmus student. Usually, we are able to accommodate about 90-100 students mainly in single rooms. Since the number of rooms is limited, we follow the rule "first come, first served". In Torun, Erasmus students usually receive accommodation in Student's Houses no 10 and no 11 (Bielany Campus) and no 2 (Center Campus). More information is available at www.umk.pl/en/erasmus/life/guide/accommodation/ .	<input type="checkbox"/>
II.	Decision	After you are accepted at NCU, we check the availability of rooms in the student houses and inform you about the decision (in July or in December depending on the semester you are applying at our university). More detailed information about your Student's House (address) is sent to you by email about a month before your arrival.	We try to follow your preferences regarding a room (single/double) or roommates/flatmates (an international student/a student from your country) which you mark in the application form; however, due to a limited number of rooms, this is not always possible. We appeal for your understanding.	<input type="checkbox"/>
III.	Arrival at NCU	The information about the exact room number is given to you upon arrival at NCU dormitory. The keys to your room will be waiting for you at the reception in the Student's House. If you are going to arrive late at night, please inform the Student's House Manager about it.	You will be also asked to read and sign the Rules of living in Student's Houses that should be respected www.umk.pl/en/erasmus/life/guide/accommodation/rules/ . Here is the full version of those rules www.umk.pl/en/accomodation/students_houses/Regulations_of_Students_Houses.pdf . Important! University rooms are booked only for the dates given in the invitation letter (Confirmation of acceptance)!	<input type="checkbox"/>

ERASMUS CONTACT PERSONS:

For students coming to Torun Campus:	For students coming to Bydgoszcz Campus (Collegium Medicum):
<p>Ms Katarzyna Fus</p> <p>International Programmes Officers incoming@erasmus.umk.pl tel +48 56 611 4928 fax +48 56 611 4929</p>	<p>Ms Paulina GYRKOW</p> <p>International Programmes Officer erasmus@cm.umk.pl tel +48 52 585 36 91 fax +48 52 585 36 97</p>