

Application and accommodation step-by-step

I. Nomination e-mail + Recruitment Protocol

If you have been selected by your home university to study at the Nicolaus Copernicus University in Toruń (NCU) within the Erasmus+ programme (KA107 project) your home university should send a **nomination e-mail** together with the scan of the **Recruitment Protocol** and **Mobility Capital Statement** at NCU to:

the Department of International Cooperation (DoIC) - **campus TORUŃ**: incoming@erasmus.umk.pl ,
or

Department of Projects and International Cooperation (DoPaIC – **only Faculties: Medicine, Pharmacy Health Sciences**) - **campus BYDGOSZCZ**: erasmus@cm.umk.pl

II. Online application (applying, uploading documents and submitting)

1. Only electronic applications will be accepted, available on: <https://irk.umk.pl/incoming/>

Important! While filling in the application form, please write your correct personal data, especially your permanent address, as it will be copied to your electronic Student ID-card.

2. Uploading documents

Moreover, you will be asked to upload the following documents ONLY in PDF format – PDF creator can be downloaded for free from here <http://sourceforge.net/projects/pdfcreator/>

- the official **Transcript of Records** or last achieved Diploma in English signed and stamped by your university representatives (this is a list of exams you have passed so far at your university, with grades)
- a **Learning agreement** signed and stamped by your university representatives. If you have any questions concerning your study programme at a particular department, please contact our faculty coordinator (Responsible for the agreement) or visit the website Courses <http://www.umk.pl/en/erasmus/courses/>
- a Language proficiency form, downloaded from here: <http://www.umk.pl/en/erasmus/downloads/>

We accept official **proficiency language certificates** or “internal” University proficiency tests (certified by a Language Teacher at your home university). Important! Confirmations by private teachers are not valid. Our Coordinators may additionally wish to check your language competence individually e.g. by an online test or a Skype interview.

- 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)
- a scan of your passport or identification card

Important! Please make sure that your uploaded documents are not upside down.

International students applying for Erasmus+ at NCU should present at least an intermediate level of English (B2).

3. Submitting application – press „SUBMIT” button.

III. Sending the original documents to NCU

The following original documents should be sent **in an envelope by registered post** to the DoIC (Campus Toruń) or to the DoPaIC (Campus Bydgoszcz):

- Application form from NCU (signed and stamped by your home university)

- 2 passport photo (of high quality, size: 3,5 x 4,5 cm)
- Learning agreement (signed and stamped by your home university)
- Mobility capital statement

Addresses:

Campus Toruń:

Department of International Cooperation
 Nicolaus Copernicus University in Toruń
 Gagarina 11
 87-100 Toruń
 Poland

Campus Bydgoszcz (only Faculties: Medicine, Pharmacy, Health Sciences):

Department of Projects and International Cooperation CM
 Collegium Medicum in Bydgoszcz, Poland
 ul. Jagiellońska 13
 87-067 Bydgoszcz

IV. Decision of the NCU (acceptance or rejection)

When our Faculty Coordinators (Responsible for the agreement) 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 DoIC/DoPaIC will also contact you directly and provide with more detailed information.

In July or in December (depending on the semester you are applying at NCU) we will send you by email the **Invitation Letter**. Later you will also receive a pre-arrival **'welcome' package** (by email).

V. Other documents

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://irk.umk.pl/incoming/>

An electronic version of your photo should meet the following **requirements** as photos for new passports: A photo showing your face must be in colour. The background should be clear and not vivid. No hat, dark glasses* or earrings are allowed. The head should be *en face* and it should cover around 70-80 % of the photo. There should be no shadows, dark spots or seal marks on the photograph.

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.

* 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.

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 here: <http://www.java.com/pl/>

2. **Health insurance policy** – by e-mail – a scan of your private insurance including accident insurance and costs of medical treatment; civil liability insurance is recommended. The health insurance should be translated into English (or Polish).

ACCOMMODATION

Students coming within Erasmus+ KA107 have university accommodation guaranteed. You just need to mark your interest in the online application form: <https://irk.umk.pl/incoming/>

Detailed information on living conditions in the student's houses in Toruń is available in our Guide for Visitors: <http://www.umk.pl/en/erasmus/life/guide/accommodation/>

Important! Please read carefully the rules of student dormitories in Toruń.

More detailed information about your dormitory (address) or your roommate or flatmate 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.

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 dormitory. If you are going to arrive late at night, please inform the student house.

You will also be asked to read and sign the Rules of living in student houses that should be respected.

http://www.umk.pl/en/accomodation/students_houses/Regulations_of_Students_Houses.pdf

<http://www.umk.pl/en/erasmus/life/guide/accommodation/rules/>

Important! University rooms are booked only for the dates given in the Invitation Letter.

Contact persons for Erasmus+ applications – Campus Toruń:

Ms Katarzyna Fus

Ms Agnieszka Polewczyńska

Erasmus+ Officers

Department of International Cooperation

incoming@erasmus.umk.pl

tel +48 56 611 4928

Contact persons for Erasmus+ applications – Campus Bydgoszcz:

Ms Paulina Gyrkow

Ms Aleksandra Laskowska

Erasmus+ Officers

Department of Projects International Cooperation

erasmus@cm.umk.pl

tel +48 52 585 36 91, +48 52 585 3337