



Admission criteria and required documents

Air Traffic Administration | Bachelor's Degree

Academic year 2022/2023

Polish Candidates

Criteria:

- diploma of completed long-cycle studies, bachelor's degree or equivalent;
- English language on B2 level*;

***admitted documents: international certificate or bachelor's degree diploma**

Required documents:

- application form – printed out in color and signed in the indicated place for the candidate;
- id card or passport – to verify personal data;
- the original or a notarized copy of the bachelor's diploma (or an equivalent document) – to be viewed and copied by an employee of the admissions office;
- confirmation of payment of fees related to the recruitment process;
- oath – completed and legibly signed;
- a document confirming the knowledge of english at the level of min. b2 (in the case of applying to english-language studies);
- **original documents on the basis of which the dean's decision was issued – only in the case of applicants for the transfer procedure, recognition of overlapping subjects or recognition of professional achievements**



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International Candidates

Criteria:

- candidates have to dispose a High School Diploma/Certificate or its equivalent with at least 55% of GPA (Grade Point Average) bearing an Apostille or legalization from Polish Embassy;
- prove the level of English proficiency is at least B2;

Required documents:

- a passport-style photo (3.5 x 4.5) uploaded into your personal account;
- student oath – printed out from candidate's personal account and signed with your full name and surname;
- application form – printed out from candidate's personal account in color and signed with your full name and surname;
- passport scan – to confirm and verify your personal data;
- original high school diploma/certificate with at least 55% of gpa legalized in the polish embassy or apostilled;
- sworn translation of high school diploma/certificate and transcript of grades into polish language;
- eligibility statement or no-objection letter from the ministry of education, stating that the obtained high school diploma/certificate entitles candidate to continue the higher education in the country where the diploma/certificate was issued (if needed);
- language certificate proving the level of language of your instruction is at least b2 (or positive result of skype interview);
- signed commitment to purchase national health fund (nfz) insurance upon arrival;
- **payment confirmation of application fee and first semester tuition fee.**

Nostrification:

Please, consider that according to the Polish Educational Ministry Regulations some foreign students have to receive a Recognition of High School Diploma from the Polish Ministry of Education by the end of the first academic semester. Our University helps students to complete the process (including sending a set of documents on your behalf).



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Nostrification:

However, this is **your obligation** to deliver all the required documents to our office by the end of December 2022:

- original HS diploma apostilled or legalized and transcript of grades for the senior years (last 3-4 years in High School depending on the country);
- original Sworn translation of HS diploma and transcript of grades into Polish language including the translation of apostille or legalization stamps;
- original Eligibility Statement from the Ministry of Education;
- original Sworn translation of Eligibility statement into Polish;
- copy of passport and valid visa;

Please, be kindly informed that failure to deliver the Recognition of your HSD may result in crossing you out from the list of students. In order to check if Nostrification is needed in your case - please, contact Foreign Admissions Department.