



## How to apply?

Air Traffic Administration | Bachelor's Degree  
Academic year 2022/2023

### Polish Candidates

#### REGISTER ONLINE

You can sign up for studies at Łazarski really easily and quickly. Fill out the **recruitment form** and start the application process for studies.

#### CHOOSE YOUR PROGRAM

We prepare our study programs taking into account the current expectations of employers. We constantly update them and subject them to quality control. Thanks to this, you can be sure that you will acquire practical and useful skills.

#### PAY THE RECRUITMENT FEE AND SUBMIT DOCUMENTS

Learn what documents you need to submit and what fees to pay to complete the recruitment process.

#### YOU ARE OUR STUDENT!

Welcome to the group of students of the Lazarski University!



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### International Candidates

#### CHOOSE A FIELD OF STUDY

Registration in the recruitment form is quick and hassle-free. If you are not sure which field of study to choose, contact the Foreign Recruitment Office, we will be happy to help you.

#### REGISTER ONLINE

Register online to create your **Candidate Account**. After activating the account (you will receive an activation link to your e-mail address - check the SPAM folder), fill in all the required fields with your personal data. You can register online only once. If you have made a mistake in your personal data or you have chosen the wrong field of study, please contact the Foreign Recruitment Office.

#### LANGUAGE KNOWLEDGE CHECK

Submit a scan of the certificate confirming your English language proficiency at B2 level, and then make the enrollment fee and tuition. Download the invoice from the "Important Information" section of your Candidate Account. Pay the full invoice amount using the registration number as the payment reference.

**Please note that an annual tuition fee may be required to obtain a visa. Please consult the Polish Embassy or Consulate in your country or region before making the payment.**

#### PHOTO

Upload your photo to the candidate's account (passport-style photo), then print the Personal Questionnaire in color (to be downloaded from the Candidate's Account), put a handwritten signature in the indicated place. Then send the Personal Questionnaire along with the other required documents to the address [recruitment@lazarski.edu.pl](mailto:recruitment@lazarski.edu.pl) no later than August 31, 2022.

#### TRANSFER OF DOCUMENTS

Send all original documents to the Foreign Recruitment Office no later than **August 31, 2022** to the following address:

**Uczelnia Łazarskiego  
Biuro Rekrutacji Zagranicznej  
ul. Świeradowska 43  
02-662 Warszawa, Polska**



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#### DOCUMENT VERIFICATION

After verification of the documents by the Lazarski University, you will receive a document confirming admission to studies, on the basis of which you can apply for a student visa.

**Note: confirm at the nearest Polish consulate how long it takes to obtain a visa and submit the application early enough to be able to come to Warsaw before the end of September. Remember to send us a scan of your visa by e-mail after obtaining it.**

#### WELCOME TO THE LAZARSKI UNIVERSITY!

Remember, we recommend that you come to Poland before the end of September to take part in the Organizational Day for foreign students. Students arriving later than 2 weeks from the commencement of the academic doctrine will not be admitted.