

## ADMISSION DOCUMENTS SET – REQUIRED DOCUMENTS FOR ACADEMIC YEAR 2019/2020

Candidates applying for an admission to any of the English-based master degree programme\*\*\* offered by the Poznan University of Life Sciences must submit the following set of documents:

### 1. When applying:

- ✓ A copy of your **PASSPORT** bio page
- ✓ **Student Application Form:** request the form via email from the International Student Advisor; a scan of the application form is required to be signed by the candidate on the 2<sup>nd</sup> page
- ✓ **CV:** a standard CV has to include your personal data, work experience and education
- ✓ **Copy of Bachelor's Diploma:** from an applicable field of studies\*, (an official translation of the document has to be included if a language of the document is different than English)
- ✓ **Copy of the Final Exams Result Transcript** this supplement should accompany your Bachelor's Diploma. Transcript of records\* (specification including the subject taken, number of hours and grades) entitling to undertake master degree programme on the country of its issuing
- ✓ **Copy of document confirming the knowledge of English** proof of English language proficiency: certificates at level B2 or higher (e.g., FCE, TOFEL, TOEIC, IELTS), unless the previous education was conducted in English (candidate has completed a secondary or post-secondary school program in English) or a statement from the partner University (which has cooperation agreement with PULS) confirming students language skills.

### 2. After decision of admission at PULS (only for fee-paying students):

- ✓ **tuition fee payment** – chose between two options\*\*\*\*:  
In four instalments, before each semester starts: 1<sup>st</sup> semester - till July 15<sup>th</sup> 2019, 2<sup>nd</sup> semester - till February 10<sup>th</sup> 2020, 3<sup>rd</sup> semester - till September 1<sup>st</sup> 2020, 4<sup>th</sup> semester – till February 8<sup>th</sup> 2021.  
In advance, for full course (3/4 semesters) before beginning studies, until July 15<sup>th</sup> 2019.
- ✓ **Confirmation of bank transfer** of the tuition fee\*\* (after the decision of admission). Enrolment fee comes together on the invoice with the first instalment of Tuition Fee.
- ✓ **Accommodation reservation in Student Halls of Residence at PULS** – submit filled and signed Accommodation Agreement to International Student Advisor after tuition fee payment deadline.

### 3. When coming to Poland:

- ✓ **Copy of document confirming an insurance:**
  - Foreigners from the EU member or EFTA member are obliged to present The European Health Insurance Card, issued in the country of origin,
  - Foreigners from countries other than EU member of EFTA member are obliged to have an insurance policy for travel, against sickness and accident valid for at least 3 month after arriving to Poland or longer, than sign an agreement on voluntary health insurance in Narodowy Fundusz Zdrowia (the Polish National Health Fund).
- ✓ **You are obliged to bring all the required (scanned before) original documents**, 4 passport photograph with you and submit them to the Office of Studies and Student Affairs. International Student Advisor will collect all the needed documents to your file.

### 4. After arrival:

- ✓ Sign an education contract with the University
- ✓ After 3 months you are **obliged** to possess a polish health insurance for the whole duration of your course – recommended to sign an agreement on voluntary health insurance with National Health Fund
- ✓ Before your visa expire – apply for Temporary Residence Card

All the forms, documents required to submit will be provided by the International Student Advisor or you can download them from the website: <http://msc-bsc.puls.edu.pl/>

\*All documents must be issued in English or have a certified translation to English.

\*\* The enrolment fee is non-refundable. Poznan University of Life Sciences ensure to return the Tuition Fee paid by the student, when Visa application will be rejected or the student will not get the Visa, within one month from sending to us the letter of resignation.

\*\*\* All lectures, classes and seminars are conducted in English.

\*\*\*\* **Tuition Fee and Accommodation Fees payments can be only made by the bank transfer and only in EURO. Poznań University of Life Sciences do not accept payments in cash at all.**

Please send the complete set of documents in a PDF format to:

[mscinfo@up.poznan.pl](mailto:mscinfo@up.poznan.pl)

Adam Fuchs  
International Student Advisor