

ADMISSIONS SCHEDULE

FOR MSc COURSES STARTING IN OCTOBER

www.msc.puls.edu.pl

email: mscinfo@up.poznan.pl

1. On-line registration for your chosen MSc course (starts in February) closing by the end of MAY.

On-line registration: <https://wu.up.poznan.pl/rekrutacja-eng/>

To start the admission process of the recruitment committee, all candidates must pay nonrefundable enrolment/registration fee of 65 Euro at the registration:

Account number: 90 10901362 0000 0000 3673 4596

Name of the bank: Santander Bank Polska SA, 6 Oddział w Poznaniu

Address: Plac Wolności 15, Poznań

SWIFT code: WBKPPLPP

IBAN: PL 90 10901362 0000 0000 3673 4596

Payment reference: Name and Surname /UID/ name of the MSc course

We do not send invoice for the enrolment.

2. Admission Documents submission (should be uploaded directly to the system, after initial registration) by the end of MAY.

- ✓ The right set of documents needed to enroll for the course is stated on the website, separately for every course you apply to.
- ✓ You will be asked to upload: diploma, transcript of records, CV, passport, language proficiency certificate (unless previous education was conducted in English) directly to the recruitment system,

3. Decision of the Faculty Recruitment Board by 15th of JUNE.

- ✓ After payment of the enrolment fee candidates accepted for the chosen course will be sent an invitation/acceptance letter and invoice for the tuition fee for minimum first semester.
- ✓ You will be asked to choose the tuition fee payment option (in full or in instalments)
- ✓ An invoice for the Tuition Fee payment will be send to you after choosing the payment option, via email.
- ✓ You are obliged to pay the tuition fee accordingly to the dates stated on the invoice to secure your place at the course and start visa procedure, confirmation of admission, accommodation the payment confirmation is necessary for visa application.

4. Payment of Tuition Fee

- ✓ You have to pay your tuition and enrolment fee in order **to confirm your place** at the course – **the deadline will be on the invoice or up to 15th of June**
- ✓ Tuition Fee **500/900/1100/1300 EUR per semester** (depends on the course)
- ✓ If you wish to pay for more than one semester or the total program please contact us at: **mscinfo@up.poznan.pl** and we will send you the invoice accordingly.
- ✓ After we receive your payment, we will send you all documents and confirmations necessary for your visa application
- ✓ To book dormitory accommodation please use the link below, the link is active from July until 31st of August.

<https://www1.up.poznan.pl/formularze/dormitory-registration>