



# How to apply properly

STEP BY STEP TUTORIAL



## Full list of documents and steps:

<https://international.tu.kielce.pl/main/study/required-documents/>



### 1. All Candidates applying at the Kielce University of Technology are required to provide the following documents:

- Eligibility statement
- Secondary school diploma
- Transcript of grades
- Language confirmation
- Acceptable language confirmation
- Application letter
- Passport
- Questionnaire for foreigners
- Candidate's statement

### 2. After visa appointment and before arrival:

- Secondary school diploma
- Health insurance

### 3. After arrival:

- Final verification of the documents
- Recognition of the diploma
- Health insurance



## Open admission portal

[https://irk.usos.tu.kielce.pl/en-gb/offer/S1\\_2024-2025\\_CDZ/registration/](https://irk.usos.tu.kielce.pl/en-gb/offer/S1_2024-2025_CDZ/registration/)

## Review the admission procedures carefully

## Choose the course you're interested in

make sure that the language of instruction is correct.

If you are foreign Candidate, you will be requested to provide the relevant language confirmation.

(for courses in English : English certificate)

(for courses in Polish: Polish certificate)

## Click sign up

**Phase 1 (08.04.2024 08:00 – 31.08.2024 23:59)**



Active phases in other registrations:

- [TEST] Recruitment for full-time first cycle (Bachelor) study programmes 2024/2025 for foreigners  
Phase 1 (04.04.2024 11:22 – 08.04.2024 23:59)

# STEP 3 AND 4 LOGIN/CREATING ACCOUNT



## If you don't have an account (you are new Candidate)

Click CREATE AN ACCOUNT

## If you already have an account, choose login.

Please do not duplicate accounts.

If you forgot your password, there is an option to reset password.

If system runs in Polish, change the language into English in the top right corner.



Politechnika Świętokrzyska  
Kielce University of Technology

REGISTRATION  
FIRST CYCLE STUDIES FOREIGNERS

News Offer Units Registration

Login

Email address  0 / 100

Password

[forgot password](#)  
[create an account](#)

Read the information, agree in 2 indicated spaces and click continue...

## Personal data processing information

Information for candidates for studies at Kielce University of Technology

According to article 13 of the Regulation (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), we inform that:

1. The controller of your personal data is Kielce University of Technology located in Kielce, Poland (25-314), al. Tysiąclecia Państwa Polskiego 7, hereinafter also referred to as 'the University'.
2. The data protection officer at Kielce University of Technology can be contacted at the phone number: +48 41 3424367 or by email: [iod@tu.kielce.pl](mailto:iod@tu.kielce.pl).
3. Your personal data will be processed in order to conduct the admission procedure according to article 6 section 1 point c and e of the Regulation (EU) 2016/679 (RODO) of 27 April 2016 in accordance with § 15 section 1 point 1 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws 2018, item 1861, as amended) on the terms established by the resolution of the University Senate on the conditions and procedure of recruitment for studies commencing in a given academic year, issued pursuant to Art. 70 section 1 of the Law on Higher Education and Science (Journal of Laws of 2021, item 478, consolidated text)
4. The recipients of your personal data may be entities or bodies authorized under the provisions of law.
5. Candidates' personal data will be kept for a period of 6 months from the end of the recruitment.
6. You have the right to: request access to your personal data from the controller, the right to rectify, delete or limit processing, the right to object to the processing, as well as the right to transfer data.
7. You have the right to lodge a complaint with the President of the Personal Data Protection Office when it is justified that your personal data is processed by the controller contrary to the Regulation (EU) 2016/679 (RODO) of 27 April 2016.
8. Providing personal data is voluntary, but necessary to achieve the purpose referred to in point 3.
9. Your personal data will not be subject to automatic decision making or profiling.

I have read and accept the above information

**Consent to the processing of personal data**

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 and in accordance with the above information clause attached to this consent, I consent to the processing of my personal data for the purpose of university recruitment.

I agree

## STEP 5 CREATE AN ACCOUNT




Type your VALID email address  
and set up the password.  
Click CREATE AN ACCOUNT

Create an account

Email address  18 / 100


Password

Confirm password



You will receive an activation link  
into your email.  
Go to your mailbox.

Zaloguj się

 Wiadomość z linkiem aktywacyjnym została wysłana na adres:

Adres e-mail  0 / 100

Hasło

[nie pamiętam hasła](#)

[utwórz konto](#)

In the email received from  
usosadm@tu.kielce.pl  
click the link.



Politechnika Świętokrzyska  
Kielce University of Technology

### Witamy w serwisie IRK Politechniki Świętokrzyskiej!

Twoje konto zostało utworzone i będziesz mógł z niego korzystać po aktywacji. Aby aktywować konto, wejdź w poniższy adres:

<https://irk.usos.tu.kielce.pl/auth/activate/29717aee-d538-4337-aaf6-700370f92b0e/>

Kiedy Twoje konto będzie aktywne, będziesz mógł się zalogować.

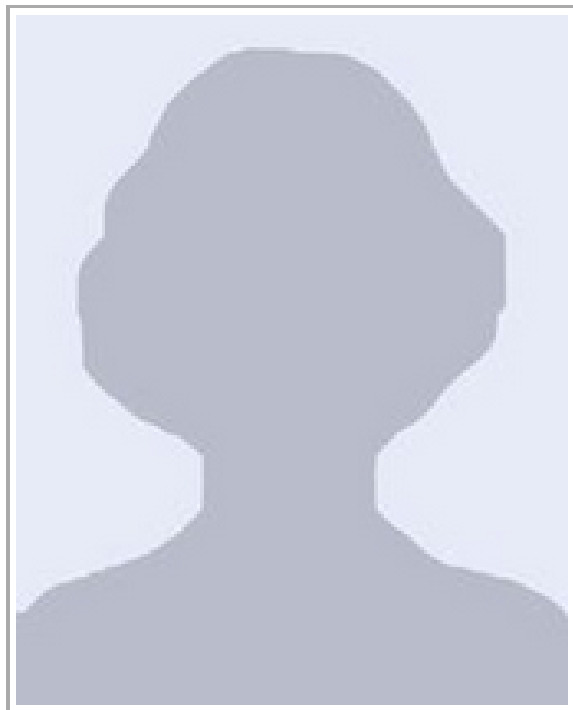
Dziękujemy za wybór naszej uczelni!



You account has been activated. You can login now.  
This is how your account looks like.

### My account

- Account settings
- Personal forms
- Enrollment applications
- Payments
- Messages
- Notifications
- Clauses and consents
- Help



- Change e-mail address
- Change password
- Delete the account

#### Identification data

**E-mail:**

**IRK identifier:** 23910

After time specified by applicable regulations, registrations are archived and candidates' data deleted from the system. If you do not wish to lose access to your account, you can indicate you want to keep it in the form below.

I want to keep my account in the system for future registrations. [Save](#)

#### Login methods

Email ✓

#### Notification settings

Preferred notifications language: Polski

- Inform about new messages via email
- Inform about new notifications via email

[Save](#)

**You can switch into English.**

**It's safe to keep it active, in case of applying in future.**





You will be requested to fill out all of the bookmarks.  
Let's start with the second bookmark **PERSONAL FORMS**



The screenshot shows a user interface for 'My account'. At the top, there's a navigation bar with several tabs: 'Account settings', 'Personal forms', 'Enrollment applications', 'Payments', 'Messages', 'Notifications', 'Clauses and consents', and 'Help'. The 'Personal forms' tab is selected and highlighted. Below this, the 'Personal forms' section is displayed with five sub-items, each with an icon and a label: 'Basic personal data' (person icon), 'Address and contact information' (location pin icon), 'Photo' (camera icon), 'Education' (graduation cap icon), and 'Additional personal information' (ID card icon). The labels for these sub-items are in a reddish-pink color.



## STEP 8 PERSONAL FORMS - BASIC PERSONAL DATA →



All of the spaces \*(asterisk) are required to be filled out. Once filled out, click **save**.

Remember to write your personal data as mentioned in your passport.

It's essential to make it correct, to avoid troubles in embassies or at the airports.

### Personal forms

Basic personal data | Address and contact information | Photo | Education | Additional

#### Basic personal data

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university system. Names (such as first names, surnames, city names) are written with a capital letter. Only the first letter should be capital transcription instead. If you have double surname, there should be no spaces around the hyphen. For example: J

\* - Fields marked with asterisk symbol are required. Save

First name *	Patrycja	8 / 40
Second name *	Karolina	8 / 40
	<input type="checkbox"/> I don't have a middle name	
Surname *	Kowalska	8 / 40
PESEL number		0 / 11
	The PESEL number is required for Polish citizens.	
Gender *	female	▼
Date of birth *	19.11.1999	📅
Place of birth *	Boston	6 / 60
Country of birth *	United States of America	▼
I have Polish citizenship *	no	▼
Citizenship *	Australia	▼

➔ Save



Read all of the available options and choose the correct one.  
(Usually it is the last one)

Once chosen, click **save**.

### Personal forms

Basic personal data | International candidate | Address and contact information | Photo | Education | Additional personal information

#### International candidate

This form concerns only candidates without Polish citizenship.

\* - Fields marked with asterisk symbol are required.

**Foreigner's status in Poland \***

- I use temporary protection on the territory of Poland
- I have been granted subsidiary protection in the territory of Poland
- I hold the valid Card of the Pole
- I hold a long-term residence permit of the EU in the territory of Poland
- I hold a permanent residence permit (settlement permit) in the territory of Poland
- I hold refugee status granted by the Republic of Poland
- I am a citizen of the European Union (EU) or European Free Trade Association (EFTA) country or member of his/her family, residing in the territory of Poland ?
- I hold at least C1 level certificate in Polish language issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language
- I hold the formal decision on Polish origin
- I am a spouse, child or parent of the Polish citizen and I live in the territory of Poland
- I am the holder of a visa
- I have been granted a temporary residence permit pursuant to some special circumstances ?

do not meet any of the conditions mentioned above

Save

→ Save



Fill out your residence address and phone number.

Remember to type full address, in case of sending documents for your visa appointment, so they don't get lost.

### Personal forms

Basic personal data | International candidate | **Address and contact information** | Photo | Edu

#### Address and contact information

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems and p (such as city and street names) are written with a capital letter. Only the first letter should be capital, not all of them. Do n instead.

\* - Fields marked with asterisk symbol are required. Save

#### Contact information

**Email address** educationprospects05@yahoo.com 30 / 254  
In order to set a new address, go to the [email address change page](#).

**Phone number \*** +48 41 342 47 89 9 / 20

**Alternative phone number** +48 41 342 47 88 9 / 20

#### Address of residence

**Country \*** Poland

**Postal code \*** 25-314 5 / 6

**Town \*** Kielce 0 / 60

**Town size \*** city

**Street** al. Tysiąclecia PP 18 / 80  
If your address does not contain a street name, please leave this field empty.

**Building number \*** 7 1 / 20

**Apartment number** 409 3 / 20

#### Address for correspondence

**Address for correspondence different than the primary address**

Save

# STEP 11 PERSONAL FORMS - PHOTO



Choose a picture of you in high quality, on the light background, with your face visible. All of the requirements are listed in the bookmark. Cropp it as shown on the right side and save it.

### Photo cropping

Use the picture cropping tool to obtain the correct ratio (4:5).

Crop the photo so that face takes about 75% of the frame. The picture should cover the silhouette from top of the head to the upper part of shoulders and it should show the whole face. As a hint, a model outline indicating the required proportions has been applied to the image. The cropped photo will be automatically resized to the minimum required dimensions. In case of a mistake, you will be able to crop the original photo again.

PHOTO PROPORTIONS EXAMPLE

Return

Save

Photo changes have been saved successfully.

### Photo

Photo requirements and a link to the page with examples are at the bottom of the site. Remember that an incorrect or poor-quality photo will not be accepted by the administration.

Save

Photo Now: admission office.jpg Delete  
Change:  Nie wybrano pliku.  
Maximal picture size is 5 MB.

Profile picture privacy settings

- Everyone can see my photo.
- My photo can be seen only by people who are logged in.
- My photo can be seen only by people who attend the same classes as I.
- My photo can be seen only by me (and the recruitment commission).

This setting will apply in USOSweb after admission.

Current picture

Ratios  OK

Photo cropping  Crop the picture

Electronic Student ID Card preview  Show preview  
The ELS is issued only for first and second degree studies.

Electronic Doctoral Candidate ID Card preview  Show preview  
The ELD is issued only for students in doctoral schools.

Current picture status  Pending  
Your photo has to be accepted by the recruitment committee. It can take up to several days.

Status isn't changed automatically, administrator checks it and accepts or rejects, so it can take a few minutes.

# STEP 12 PERSONAL FORMS - EDUCATION



Basic personal data | International candidate | Address and contact information | Photo | Education | Additional

### Education

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems and printed on university issue (such as school names, city names) are written with a capital letter. Only the first letter should be capital, not all of them. Do not enter Cyrillic or Chinese transcription instead. Do not put spaces or any other punctuation in document numbers.

\* - Fields marked with asterisk symbol are required.

#### High school

High school type *	Secondary school
High school name *	Queen Anna School
High school city *	Boston
High school country *	United States of America

#### Kielce University of Technology

Student number

Student number *at the Kielce University of Technology* (if you are or were a student).

Depending on applications you want to create, you need to add respective certificates concerning your education or other qualifications. In some cases, you might need to fill in the missing data before printing the documents.

#### Documents

**Secondary education** You can add information about your matura exam or equivalent documents below.

<b>Secondary school certificate</b>	Document year: 2023
<input checked="" type="checkbox"/>	Document number: 123456
	Date of issue: 22.03.2023
	Issuing institution name: High School
	Place of issue: Boston
	Country of issue: United States of America
	<a href="#">edit</a> <a href="#">delete</a>

[+ Add a document](#)

Fill out the ID mentioned in your secondary school diploma (the same number as indicated in your eligibility statement).

YOU MUST FILL OUT THIS SECTION TOO, OTHERWISE LATER YOU WILL GET THAT NOTIFICATION

## Documents and further steps

To print this document there is missing: number of the document entitling to undertake studies.



Fill out the section with a document which is going to be used for travel. Remember that the document has to be valid in the day of registration. If it expires before your arrival, change it and notify us in the system.

### Personal forms

- Basic personal data
- International candidate
- Address and contact information
- Photo
- Education
- Additional personal information

#### Additional personal information

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems and printed on university issued documents. In Polish, proper names (such as first names, city names) are written with a capital letter. Only the first letter should be capital, not all of them. Do not enter Cyrillic or Chinese characters, use Latin transcription instead. Do not put spaces or any other punctuation marks in document numbers.

\* - Fields marked with asterisk symbol are required.

[Save](#)

#### Identification document

Document type *	passport	▼
Document series and number *	US097824	8 / 20
	* This value must contain only uppercase letters and digits.	
Document expiration date *	21 . 05 . 2032	📅
Country in which the document has been issued *	Belgium	▼

[Save](#)



### My account

- Account settings
- Personal forms
- Enrollment applications**
- Payments
- Messages
- Notifications
- Clauses and consents
- Help

**Enrollment applications**  
You have no registration applications. [Go to the offer.](#) ←

You can set up offer in English only, not to get confused.

### Offer

Filters (1) Only with active phase 🔍 Filter G ↗

**Groups of studies**

- Full-time first cycle (Bachelor) study programme
- First cycle studies in English

**Organizational units**

Available units ?

- Faculty of Civil Engineering and Architecture
- Faculty of Electrical Engineering, Automatic Control and Robotics
- Faculty of Environmental Engineering, Geodesy and Surveying
- Faculty of Management and Computer Modelling
- Faculty of Mechatronics and Mechanical Engineering

Selected units ?

**C**

- Civil Engineering (1)
- Computer Science (1)

**E**

- Environmental Engineering (1)

**M**

- Management and Production Engineering (1)
- Mechanical Engineering (1)

Once you choose a course, choose also the diploma which entitles you to study.


**New application**  
[S1\_2024-2025\_CDZ] Recruitment for full-time first cycle (Bachelor) study programmes 2024/2025 for foreigners (open)  
[M-MBM-EN-ST1] Mechanical Engineering - full-time first cycle (Bachelor) study programme in English – Phase 1

Please select your document entitling you to undertake studies. It will be associated with this application.

Since you are not a Polish citizen, you have to determine your source of financing.

🔴 Qualification criteria for this phase

<b>Document entitling to undertake studies</b>	Secondary school certificate nr (?) issued on (?).(?).2023 by (?)
<b>Source of education financing</b>	I will pay for studies on my own (provided that studies are payable)
	<input checked="" type="checkbox"/> I undertake studies on a fee-paying basis. I declare that I have acquainted myself with the amount of tuition fee for the chosen field of study.

[← Return](#)  [→ Continue](#)

**Application has been created, but it is not over yet.**

**Mechanical Engineering - full-time first cycle (Bachelor) study programme in English**

✔ You have successfully created a recruitment application. Go to the page [My account → Enrollment applications](#) to view the list of additional forms and/or documents that need to be printed and submitted.

**i** Within the specified deadlines remember to:

- [pay the application fee.](#)
- [fill out the forms with additional information.](#)

Now let's follow these steps



This is your **individual** bank account number, save it, as it will be required in future.

You will use it also for the tuition fee payments during studies.

Account settings Personal forms Enrollment applications **Payments** Messages Notifications Clauses and consents Help

Payments


Remember to set priorities for your payments: [Set priorities](#)

On this page you can view a summary of financial operations on your IRK account. If the system has been configured to support payments in more than one currency, your payments will be divided into separate tables in regard to these currencies. Your account deposits have positive value in the *Amount* column, while charges have a negative value. If an application has not been paid on time or a refund has been made, the payment will be displayed with grey background and its amount will not be calculated into the sum that is displayed above the table.

Euro (EUR) Sum: **-€20.00**

ID	Description	Status	Payment deadline	Amount
51429	Recruitment fee in "Recruitment for full-time first cycle (Bachelor) study programmes 2024/2025 for foreigners": ◦ [M-MBM-EN-ST1] Mechanical Engineering - full-time first cycle (Bachelor) study programme in English <small>Created: 08.04.2024 13:32</small>	🕒	31.08.2024 23:59 ? 02.09.2024 23:59 ?	<b>-€20.00</b>

**Your personal bank account for transfers:**

Kielce University of Technology  
PL4  ←

- Bank name: Bank Pekao SA  
ul. Sienkiewicza 18, 25-301 Kielce
- SWIFT: PKOPPLPW
- Recipient's name: Politechnika Swietokrzyska, al. Tysiaclecia Panstwa Polskiego 7, 25-314 Kielce, Poland
- Payment title: Name Surname

# STEP 17 FILL OUT THE FORMS WITH ADDITIONAL INFORMATION.






Account settings Personal forms Enrollment applications Payments Messages Notifications Clauses and consents Help

Enrollment applications

[S1\_2024-2025\_CDZ] Recruitment for full-time first cycle (Bachelor) study programmes 2024/2025 (open) for foreigners Academic year 2024/2025

Description

[M-MBM-EN-ST1] Mechanical Engineering - full-time first cycle (Bachelor) study programme in English				
Phase 1 ( ✘ withdraw ) 08.04.2024 - 31.08.2024 🔗 Qualification criteria	Recruitment fee €20.00 🕒 pending ➔ Payments	Score ---	Qualification status --- The results will be visible: 31.08.2024 23:59	Decision ---
Document entitling to undertake studies	Secondary school certificate nr (?) issued on (?).(?).2023 by (?)			
Source of education financing	I will pay for studies on my own (provided that studies are payable) I undertake studies on a fee-paying basis. I declare that I have acquainted myself with the amount of tuition fee for the chosen field of study.			
Additional information	Please provide additional information in order to complete registration. 🕒 [STEP 1] Required documents for registration (required)  🕒 [STEP 2] Required documents after qualification (required)			
	 Documents and further steps 			

this is how your application looks like at the beginning.

to complete it, we will reach **[STEP 1] REQUIRED DOCUMENTS FOR REGISTRATION (REQUIRED)**

To complete STEP 1, some of the documents are in the section below **DOCUMENTS AND FURTHER STEPS** let's go to this bookmark now.

*STEP 2, will be done after you obtain visa and legalization/apostille.*

# STEP 18 DOWNLOAD THE REQUIRED DOCUMENTS



### Documents and further steps

**Information concerning this registration**

**General information**

**Required Documents:**

- secondary school certificate containing a transcript of marks – in the original language and sworn translation into English or Polish
- Legalization/Apostille of the originally issued diploma and transcript of marks
- valid passport (pages with photo and personal data)
- visa (if required and obtained)
- language confirmation (not necessary for citizens of English-speaking countries)
- health insurance (before arrival at KUT)

Required documents (from the IRK system)

- eligibility statement – a confirmation
- signed application letter
- personal questionnaire
- after arrival statement
- candidate's statement

Candidates for master's degree are required to attach also:

- Bachelor's diploma which entitles you to apply for a master degree in country where bachelor diploma was awarded

**Required documents**

Documents to download	
After arrival requirements	Download
Application letter	Download
Candidate's statement	Download
Eligibility statement	Download
Formularz zgody studenta	Download
Personal questionnaire for foreigners	Download



### [STEP 1] Required documents for registration

Recruitment for full-time first cycle (Bachelor) study programmes 2024/2025 for foreigners  
Mechanical Engineering - full-time first cycle (Bachelor) study programme in English

**Data has been saved.**

Within the specified deadlines remember to:

- pay the application fee,
- fill out the forms with additional information.

Please upload the required documents here.

\* - Fields marked with asterisk symbol are required.

**Signed application letter \*** Now: doc (1) (1).pdf  
Change: Przeglądaj... Nie wybrano pliku.  
Application scan in Polish for candidates applying studies in Polish or application scan in English for candidates applying studies in English. The document should be downloaded from My account -> Enrollment applications -> Documents and further steps -> Application letter

**Eligibility statement \*** Now: Eligibility statement (44).pdf  
Change: Przeglądaj... Nie wybrano pliku.  
The document can be downloaded in the My Account tab -> Enrollment applications -> Documents and further steps -> Eligibility statement.

**Scan of the certificate/ diploma \*** Now: Secondary school certificate.pdf  
Change: Przeglądaj... Nie wybrano pliku.  
Scans of original certificates or diplomas along with legalization or nostrification documents - translated into Polish, unless these documents have been issued in original in English. If the copies of the original certificates or diplomas are not notarized, they are certified by a member of the faculty admissions committee on the basis of the original documents presented.

**Passport scan \*** Now: PASSEPORT (1).pdf  
Change: Przeglądaj... Nie wybrano pliku.  
Passport scan

**Personal questionnaire scan \*** Now: Questionnaire .pdf  
Change: Przeglądaj... Nie wybrano pliku.  
Scan of a signed personal questionnaire. The survey can be downloaded in the My Account tab -> Enrollment applications -> Documents and further steps -> Personal questionnaire for foreigners

**Document confirming the knowledge of the language \*** Now: english-language.pdf  
Change: Przeglądaj... Nie wybrano pliku.  
Document confirming the knowledge of the Polish language for candidates applying studies in Polish or English for candidates applying studies in English

**Signed declaration regarding financial arrears and the completed field of study \*** Now: WhatsApp Image 2024-04-01 at 3.38.18 PM.jpeg  
Change: Przeglądaj... Nie wybrano pliku.  
The declaration should be downloaded from My account -> Enrollment applications -> Documents and further steps -> Candidate's statement

**Signed voluntary declaration of consent to the processing of personal data and sharing the image** Now: originl.pdf  Delete  
Change: Przeglądaj... Nie wybrano pliku.  
The declaration should be downloaded from My account -> Enrollment applications -> Documents and further steps -> Student consent form

**Place in the student dormitory \*** Yes  
Are you interested in a place in a student dormitory?

**After arrival requirements \*** Now: after arrival requirements.pdf  
Change: Przeglądaj... Nie wybrano pliku.  
The declaration should be downloaded from My account -> Enrollment applications -> Documents and further steps -> After arrival requirements

Save and return Save

1. download ALL of these documents in English,
2. sign them
3. attach them in the STEP 1.

**UPLOAD ALL OF THE REQUIRED DOCUMENTS HERE**



## My account

**i** Within the specified deadlines remember to:

- [pay the application fee,](#)
- [fill out the forms with additional information.](#)

- Account settings
- Personal forms
- Enrollment applications
- Payments
- Messages
- Notifications
- Clauses and consents
- Help

### Enrollment applications

[S1\_2024-2025\_CDZ] Recruitment for full-time first cycle (Bachelor) study programmes 2024/2025 (open) for foreigners

Academic year 2024/2025

Description

[M-MBM-EN-ST1] Mechanical Engineering - full-time first cycle (Bachelor) study programme in English				
<b>Phase 1 ( ✘ withdraw )</b> 08.04.2024 - 31.08.2024 🔴 Qualification criteria	Recruitment fee €0.00 ✅ paid	Score ---	Qualification status --- The results will be visible: 31.08.2024 23:59	Decision ---
Document entitling to undertake studies	Secondary school certificate nr 123456 issued on 22.03.2023 by High School			
Source of education financing	I will pay for studies on my own (provided that studies are payable) I undertake studies on a fee-paying basis. I declare that I have acquainted myself with the amount of tuition fee for the chosen field of study.			
Additional information	Please provide additional information in order to complete registration. ✅ [STEP 1] Required documents for registration (filled out) ⚠️ [STEP 2] Required documents after qualification (required)			
📄 Documents and further steps				

THIS IS HOW CORRECT APPLICATION LOOKS LIKE

- step 1 is fully completed
- recruitment fee is paid

Right now, you should wait for the response. If your documents matches the criteria,

within 2 weeks you will receive the **pre-acceptance letter**.


# COMMON MISTAKES AND HOW TO SOLVE THEM

## Mechanical Engineering - full-time first cycle (Bachelor) study programme in English

 You need to fill out personal data forms: [Education](#).

fill out bookmark **education**  
in your **personal forms**

## Mechanical Engineering - full-time first cycle (Bachelor) study programme in English







 Your education certificates and/or exams are not enough to create this application. Please read the qualification criteria and fill in your exams in the [Education](#) form.

fill out bookmark **education**  
in your **personal forms**

## Documents and further steps

 To print this document there is missing: number of the document entitling to undertake studies.

fill out bookmark **education**  
in your **personal forms**

Phase 1 (  withdraw ) 08.04.2024 - 31.08.2024  Qualification criteria	Recruitment fee €20.00  pending  Payments	Score ---	Qualification status --- The results will be visible: 31.08.2024 23:59	Decision ---
Document entitling to undertake studies	Secondary school certificate nr 123456 issued on 22.03.2023 by High School			
Source of education financing	I will pay for studies on my own (provided that studies are payable) I undertake studies on a fee-paying basis. I declare that I have acquainted myself with the amount of tuition fee for the chosen field of study.			
Additional information	Please provide additional information in order to complete registration.  [STEP 1] Required documents for registration (filled out)  [STEP 2] Required documents after qualification (required)			

incomplete application.  
Fill out step 1



# CONGRATULATIONS!

If you obtained the pre-acceptance letter, you can pay the tuition fee now.




**Please note, international transfers take up to a week time.**

## AFTER THE TUITION FEE PAYMENT

within a week after registered payment, you will receive the acceptance documents required for the visa appointment.

Once you obtain your visa and legalization/apostille upload it in STEP 2

This is how future 1st year student's completed application looks like.

Description 				
<b>[E-INF-EN-ST1] Computer Science - full-time first cycle (Bachelor) study programme in English</b>				
Phase 1  edit 04.04.2024 - 08.04.2024 <a href="#">Qualification criteria</a> <a href="#">Application history</a>	Recruitment fee €0.00 ✓ paid	Score ---	Qualification status ✓ qualified	Decision ---
Document entitling to undertake studies	Secondary school certificate nr W3F6Jkde issued on 21.07.2021 by Kielce			
Source of education financing	I will pay for studies on my own (provided that studies are payable) I undertake studies on a fee-paying basis. I declare that I have acquainted myself with the amount of tuition fee for the chosen field of study.			
Additional information	Please provide additional information in order to complete registration. ✓ [STEP 1] Required documents for registration (filled out) ✓ [STEP 2] Required documents after qualification (filled out)			
 Documents and further steps				