

Application Guide for Polish Universities

A comprehensive step-by-step guide to help international students navigate the application process for Polish universities.

 Updated: June 2024

application

documentation

requirements

international students

Introduction to University Applications in Poland

Applying to universities in Poland requires careful planning and attention to detail. This guide will walk you through the entire process, from choosing your program to submitting your application and tracking its status.



Always check the specific requirements for your chosen university and program, as they may vary.

Application Timeline

Understanding the application timeline is crucial for a successful application. Most Polish universities have the following general timeline:



Period	Activities
October-January	Research programs and universities
February-April	Prepare documents and language test scores
May-July	Submit applications (main recruitment period)
July-August	Admission decisions and acceptance
September	Enrollment and beginning of studies



Some universities offer a second recruitment round in August-September if spots remain available.

Required Documents

Prepare the following documents in advance to streamline your application process:

ESSENTIAL

Essential Documents

- ✔ Application form
- ✔ Diploma/certificate
- ✔ Transcript of records
- ✔ Language proficiency
- ✔ Passport copy
- ✔ Photographs
- ✔ Application fee

ADDITIONAL

Program-Dependent

- ⊕ Motivation letter
- ⊕ CV/Resume
- ⊕ Portfolio (arts/design)
- ⊕ Recommendation letters
- ⊕ Research proposal (Master's)

Essential Documents

- **Completed application form** (usually filled out online through the university's system)
- **Diploma/certificate** of completed secondary education (for Bachelor's) or higher education (for Master's)
- **Transcript of records** showing all courses completed and grades received
- **Proof of English proficiency** (IELTS, TOEFL, or other accepted certificates)
- **Copy of passport** or ID document
- **Passport-sized photographs** (usually 2-4)
- **Application fee payment confirmation**

Additional Documents (Program-Dependent)

- **Motivation letter** explaining why you're interested in the program
- **CV/Resume** outlining your academic and professional experience
- **Portfolio** (for art, architecture, or design programs)
- **Recommendation letters** from professors or employers
- **Research proposal** (for research-oriented Master's programs)



All documents in languages other than Polish or English must be translated by a sworn translator.

Step-by-Step Application Process

Step 1: Research and Choose Programs

Begin by researching universities and programs in Poland that match your academic interests, budget, and career goals. Consider factors such as:

- Program content and specializations
- University ranking and reputation
- Location and cost of living
- Tuition fees and scholarship opportunities
- Language of instruction (English or Polish)

You can explore available programs on the [MSinPoland program finder](#).

Step 2: Check Eligibility Requirements

Each program has specific entry requirements. Generally, you'll need:

- For Bachelor's: completed secondary education equivalent to Polish matura
- For Master's: Bachelor's degree in a related field
- Minimum GPA (varies by university and program)
- English language proficiency (typically IELTS 6.0+ or TOEFL iBT 80+)

Step 3: Prepare Your Documents

Gather all required documents as listed in the previous section. Ensure all documents are officially translated if they're not in English or Polish.

Step 4: Create an Account on the University's Online System

Most Polish universities use online application systems. Create an account and carefully fill out all required information.

Step 5: Upload Documents and Submit Application

Upload all required documents in the format specified by the university (usually PDF). Double-check everything before submitting.

Step 6: Pay the Application Fee

Most universities charge an application fee ranging from 20 to 50 EUR. Pay using the method indicated by the university.

Step 7: Track Your Application

After submission, monitor your application status through the university's online system and check your email regularly for communications.

Step 8: Respond to Admission Decision

Once you receive your admission decision, follow the university's instructions to confirm your acceptance if admitted.

Language Requirements

Language proficiency is a key requirement for admission to Polish universities. The requirements vary depending on the language of instruction:

For English-taught Programs

- **IELTS:** Typically 6.0-6.5 (Bachelor's) or 6.5-7.0 (Master's)
- **TOEFL iBT:** Typically 80-90 (Bachelor's) or 90-100 (Master's)
- **Cambridge English:** CAE or CPE certificates
- **Other accepted certificates:** PTE Academic, TOEIC (check with specific university)

For Polish-taught Programs

- Certificate of Polish language proficiency (typically B1-B2 level)
- Completion of a preparatory Polish language course
- Some universities offer their own Polish language tests



Native English speakers or students who completed their previous education in English may be exempt from providing English language certificates. Check with your university for exemption policies.

Program-Specific Requirements

Different fields of study may have additional specific requirements:

Medicine & Health Sciences

- Strong background in Biology, Chemistry, and Physics
- Entrance exams in Biology and Chemistry
- Higher language requirements (typically IELTS 6.5+ or TOEFL iBT 90+)
- Medical certificate of good health

Arts & Design

- Comprehensive portfolio demonstrating creative abilities
- Entrance examination to assess creative thinking
- Interview with faculty members

Engineering & Technical Fields

- Strong background in Mathematics and Physics
- Some programs may require entrance exams in Mathematics

Business & Management

- CV highlighting relevant experience
- Motivation letter
- Some programs may require GMAT or GRE scores

Tips for a Successful Application

- **Apply early** to increase your chances of admission and allow time for visa processing
- **Apply to multiple programs** as a backup strategy
- **Personalize your motivation letter** for each program you apply to
- **Follow up** if you haven't received a response within the expected timeframe
- **Prepare for any interviews** that may be part of the admission process
- **Check document requirements carefully** and ensure all translations are properly certified
- **Keep digital copies** of all submitted documents for your reference

Common Application Mistakes to Avoid

- Missing application deadlines
- Submitting incomplete documentation
- Providing low-quality translations
- Neglecting to check eligibility requirements
- Using generic motivation letters
- Applying for programs that don't match your background
- Forgetting to pay the application fee
- Not responding to university communications promptly

After Acceptance: Next Steps

1. **Confirm your acceptance** by following the university's instructions
2. **Pay any required tuition deposit** to secure your place
3. **Apply for a student visa** at the Polish embassy or consulate in your country
4. **Arrange accommodation** (university dormitory or private housing)
5. **Purchase health insurance** valid in Poland
6. **Plan your travel** to arrive before orientation
7. **Attend orientation** and complete registration at the university



Start your visa application process as soon as you receive your acceptance letter, as visa processing can take several weeks.

Need Additional Help?

If you have specific questions about your application, consider:

- Contacting the university's international office directly
- Using our [AI assistant](#) for immediate answers to common questions
- Exploring more resources on [MSinPoland.com](#)
- Joining our [student community](#) to connect with current students

Application Process Steps

The application process for Polish universities typically follows these steps:

1

Choose Your Program and University

Research available programs, admission requirements, and application deadlines. Consider factors like location, tuition fees, and program reputation.

2

Prepare Required Documents

Gather all necessary documents as listed in the previous section. Ensure translations are done by sworn translators if required.

3

Submit Your Application

Complete the online application form through the university's system. Upload all required documents and pay the application fee.

4

Track Your Application

Monitor your application status through the university's online system. Respond promptly to any requests for additional information.

5

Receive Admission Decision

If accepted, you'll receive an official acceptance letter. Follow the instructions to confirm your place and pay any required deposits.

6

Apply for Visa (if applicable)

Non-EU students will need to apply for a student visa. Use your acceptance letter and other required documents for the visa application.

7

Arrange Accommodation

Apply for university dormitories or find private accommodation. Start this process early as housing can be competitive.

8

Complete Enrollment

Arrive in Poland before the semester starts. Complete in-person registration, submit original documents, and attend orientation.



Many universities offer pre-arrival support and orientation programs for international students. Take advantage of these resources!

Online vs. In-Person Applications

Aspect	Online Application	In-Person Application
Convenience	Apply from anywhere in the world	Requires travel to Poland or to a Polish consulate
Document Submission	Digital uploads (scanned copies)	Original documents or certified copies
Processing Time	Usually faster	May take longer due to manual processing
Communication	Email and online messaging systems	Face-to-face interaction
Availability	Available for most universities and programs	Limited availability, especially for international students

Most Polish universities now prefer online applications, especially for international students. However, you will typically need to present original documents during enrollment.

Application Fees and Deadlines

Application fees and deadlines vary by university and program. Here's a general overview:

Application Fees

- Most universities charge an application fee ranging from 20 to 50 EUR
- Some universities may waive the fee for certain scholarship applicants
- Payment methods include bank transfer, credit card, or online payment systems

Application Deadlines

Polish universities typically have the following application periods:

Program Start	Main Application Period	Late Applications (if available)
October (Fall/Winter)	February - July	August - September
February (Spring/Summer)	October - January	January (first two weeks)



Application deadlines for scholarship consideration are often earlier than regular admission deadlines. Check specific scholarship requirements.

Tips for a Successful Application

Application Success Tips

- **Start early** - Begin preparing at least 6 months before your intended start date
- **Research thoroughly** - Compare programs, universities, and cities
- **Check recognition** - Ensure your previous education is recognized in Poland
- **Prepare language certificates** - Take language tests well in advance
- **Follow instructions carefully** - Pay attention to document format requirements
- **Keep copies** - Maintain digital and physical copies of all documents
- **Communicate professionally** - Use formal language in all communications
- **Check regularly** - Monitor your application status and email frequently
- **Have a backup plan** - Apply to multiple programs or universities
- **Seek help if needed** - Contact university international offices for guidance

Common Challenges and Solutions

Document Authentication

Challenge: Getting documents properly authenticated and translated.

Solution: Start the authentication process early. Contact your local Polish consulate for guidance on document legalization. Use only sworn translators for official translations.

Language Requirements

Challenge: Meeting English or Polish language proficiency requirements.

Solution: Take language tests (IELTS, TOEFL, etc.) well in advance. Consider preparatory language courses if your scores are below requirements. Some universities offer conditional admission with mandatory language courses.

Visa Processing

Challenge: Delays in student visa processing.

Solution: Apply for your visa as soon as you receive your acceptance letter. Prepare all required documents in advance. Consider the processing time when planning your travel to Poland.

Recognition of Prior Education

Challenge: Getting your previous education recognized in Poland.

Solution: Check if Poland has an education recognition agreement with your country. If not, you may need to go through a recognition process (nostrification). Contact the university's international office for guidance.

Useful Resources

- [Polish National Agency for Academic Exchange \(NAWA\)](#)
- [Study in Poland - Official Portal](#)
- [Ministry of Foreign Affairs - Visa Information](#)
- [Migration Research Center - University of Warsaw](#)

Conclusion

Applying to Polish universities requires careful planning and attention to detail, but the process is manageable with proper preparation. Start early, follow the guidelines provided by your chosen university, and don't hesitate to reach out to university international offices for assistance.

Poland offers high-quality education at affordable prices, making it an increasingly popular destination for international students. With this guide, you're now equipped with the knowledge to navigate the application process successfully.

Good luck with your applications, and we hope to welcome you to Poland soon!

© 2023 MS in Poland. All rights reserved.

For more information, visit www.msinpoland.com