



# POLONIA UNIVERSITY



## HOW TO APPLY AT POLONIA UNIVERSITY

### Complete this Application Form and submit along with copies of the following documents:

- Official high school diploma (for BBA programmes) and/or university diploma (for MBA programmes). Legalised Certificates and English translation thereof needed.
- Official certified high school transcript (for BBA programmes) and/or university transcript (for MBA programmes). This includes official transcripts for all high schools and universities attended. Legalised certificates and English translation thereof needed.
- TOEFL or other official English placement exam results (If your previous schooling has not been in English or Non-Native English speakers).
- Copy of your passport
- CV/Resume with one digital picture
- Motivation letter (Max 250 words)
- Medical Attestation
- Proof of Payment of the Registration Fee

### Students in need of a student visa for on-ground studies must also submit the following documents, required by the Polish authorities, in addition to those listed above:

- Bank Statements/Guarantee showing the financial capabilities for the student to afford payment for food (600-800 EUR per month) and Health Insurance (NFZ: 200 EUR per year)
- A valid certificate of good conduct (validity less than 3 months)

### Admission

Upon receipt of the complete application file, admission department will review and provide a letter of acceptance together with an invoice.

### Letter of Acceptance for applying for the VISA

Upon receipt of invoice payment, student signs the contract with the University and received letter of Acceptance from Polonia University to apply for a Student Visa.



**Personal information**

Family name:			
Given name(s):			
Maiden name(s):			
Gender:	Male	Female	
Permanent mailing address:	Street:	N°:	
	Zip:	City:	Country:
Tel.:	Cell:		
E-mail:			
Date of birth:			
City of birth:			
Country of birth:			
Country(ies) of citizenship:			

**Passport information**

Country of passport:	
Passport number:	
Place of issue:	
Date of issue:	
Expiration date:	

**Educational Background: your last degree**

High School/University Name:	
City/Country:	
Type of Studies:	
Field of Study:	
Specialty:	



### English Placement Test Results

All non-native English speaker participants are required to provide proof of English Language Ability through an official English Placement Test before they register. TOEFL (minimum score of 550 paper based, computer based: 213, internet 79-80), IELTS (6.5) or TOEIC (690) or an equivalent score from another official English Language Exam will be accepted if it is less than 2 years old and has been received directly from the appropriate issuing body before registration.

Toefl – Results:	<input type="text"/>	IELTS – Results:	<input type="text"/>	
Toeic – Results:	<input type="text"/>	Others. Specify:	<input type="text"/>	Results: <input type="text"/>

### Applying for (please specify one)

- Bachelor Programme – Business Administration (BBA 3 years / 180 ECTS)
- Master Programme – Business Administration (MBA 2 years / 120 ECTS)
- Bachelor Programme – Nursing (BScN 3 years / 180 ECTS)
- Master Programme – Nursing (MScN 2 years / 120 ECTS)
- Master Programme Medicine – Physiotherapy (MScPT 5 years / 300 ECTS)

### Other information

Do you need a VISA? Yes  No

Do you have any physical disabilities, illnesses, severe allergies, problems with vision or hearing or other health problems?  
Please explain and attach relevant evaluations (if available).



**Enrollment Agreement for Graduate and Undergraduate Programmes**

**Payment of tuition and other educational fees**

Tuition and fees for each course or programme in which the student enrolls must be paid in advance of the programme. Students are responsible for payment of all fees incurred in procuring their passports, student entry visas and student residence permits.

**Refund policy:**

If a student is incapable of commencing on the intended term of studies, due to causes beyond his/her control, such as medically recorded illness, social unrest or natural disasters in the country of residence or visa refusal, the above amount is completely refundable (minus administrative costs amounting to 350 EUR) or deferrable to a later term of studies within a one calendar year, according to the student's desire, as long as the student informs Polonia University before the date of intended commencement.

**SUBMISSION OF TRANSCRIPTS/TRANSFER OF CREDIT** It is your responsibility to ensure that all high school and postsecondary transcripts are mailed from the official translator of non-English documents directly to the Admissions Office of Polonia University.

**I certify that the foregoing information is true and complete to the best of my knowledge and I fully realize that omission or falsification of this information will be considered sufficient reason for rejection of this application or for dismissal.**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Applicant:

Signature of Agent: