**Appendix 2**
to the Ordinance No. 29/2020 of the Rector of Lodz University of Technology of 22 May 2020 on admission rules of non-Polish nationals (foreigners) not listed in Article 324(2) of the Act of 20 July 2018 – Law on Higher Education and Science to full-time and part-time studies of first and second cycles at Lodz University Technology.

**List of documents required in the process of undertaking first-cycle studies at**

**Lodz University of Technology**

**§1**

**Stage one in undertaking first-cycle studies**

1. **During the first stage of the process of taking up studies, scans of all required documents should be sent to the following e-mail address:** foreignstudents@info.p.lodz.pl**. If incomplete documents are delivered and sent after the deadline, the application will be rejected.**
2. **List of required documents:**
3. application for admission to studies;
4. **application form (printed out from the e-recruitment system) with a personal signature;**
5. secondary school-leaving certificate or diploma giving the right to undertake university studies bearing an Apostille or legalized in the country of issuance;
6. sworn translation of the certificate into Polish or English;
7. **in the case of foreigners to whom the provisions on nostrification apply** **a certificate should be provided stating that the certificate/diploma entitles them to** **take up second-cycle studies in the country in which it was issued** (*the regulations on nostrification do not apply to citizens of the EU, EEA, OECD, Ukraine, China and Belarus*);
8. **language certificate according to the requirements of the selected field of study**
9. **copy of the passport;**
10. **confirmation of paying the admission fee.**
11. ['The clause on the processing of personal data of candidates for studies, students of all cycles and participants of doctoral studies’](https://rekrutacja.p.lodz.pl/sites/default/files/klauzula_proces_dot._kandydatow_i_studentow_j._polski_www_1.pdf)
12. **In case of candidates who are under 18 years old - consent of parents/legal guardians to undertake studies at Lodz University of Technology.**

**§2**

**Stage two in undertaking first-cycle studies**

1. **In the second stage of the process of taking up studies, the following originals of documents should be submitted to the Student Mobility Section of Lodz University of Technology (90-539 Łódź, ul. Żwirki Street 36). The documents can be delivered in person or by post.**
2. **List of required documents:**
3. **application to the Vice-Rector for Education for admission to studies;**
4. **application form (printed out from the e-recruitment system) with a personal signature;**
5. school-leaving certificate or diploma giving the right to undertake university studies bearing an Apostille or legalized in the country of issuance;
6. sworn translation of the certificate into Polish or English;
7. additionally, in the case of foreigners who are subject to the provisions on nostrification, a certificate stating that the certificate/diploma gives the right to undertake university studies in the country where it was issued should also be submitted (t*he provisions on nostrification do not apply to citizens of the EU, EEA, OECD, Ukraine, China and Belarus*);
8. **copy of a visa or residence card or other document entitling the candidate to stay in the territory of the Republic of Poland (if already issued);**
9. **t**wo photographs, 37x52 mm, bareheaded;
10. medical certificate stating the absence of contraindications for taking up education in the chosen field and mode of education, translated into Polish or English;
11. **confirmation of fee payment for the first semester of studies in the case of admission to degree programmes on a fee basis;**
12. **copy of health insurance valid in the territory of Poland;**
13. ['The clause on the processing of personal data of candidates for studies, students of all cycles and participants of doctoral studies’](https://rekrutacja.p.lodz.pl/sites/default/files/klauzula_proces_dot._kandydatow_i_studentow_j._polski_www_1.pdf) **signed by the candidate**.