**Appendix 3**
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 second cycle studies at**

**Lodz University of Technology**

**§1**

**Stage one in undertaking second 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. **a first-cycle diploma with a transcript of records entitling to undertake higher studies, bearing an Apostille or legalised in the country of its issue,**
6. sworn translation of the certificate into Polish or English,
7. **Candidates who have completed their studies but have not yet received their diplomas may submit an appropriate certificate issued by the Dean's Office (the certificate expires thirty days after its issue);**
8. **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*);
9. **language certificate according to the requirements in the selected field of study;**
10. **portfolio (in case of candidates for the study field: Architecture);**
11. **a copy of the passport;**
12. **confirmation of paying the admission fee;**
13. 'The clause on processing of personal data of candidates for studies, students of all cycles and participants of doctoral studies'.

**§2**

**Stage two in undertaking second 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. **application to the Vice-Rector for Education for admission to studies;**
3. **application form (printed out from the e-recruitment system) with a personal signature;**
4. **first-cycle diploma with a transcript of records entitling to take up to higher studies, bearing an Apostille or legalised in the country of its issue;**
5. sworn translation of the certificate into Polish or English,
6. **Candidates who have completed their studies but have not yet received their diplomas may submit an appropriate certificate of completion of studies issued by the Dean's Office (the certificate expires thirty days after its issue);**
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 undertake 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. **copy of a visa or residence card or other document entitling them to stay in the territory of the Republic of Poland (if already issued);**
9. two photographs, 37x52 mm, bare-headed;
10. **medical certificate stating that there are no contraindications to take 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**.