



HOW TO APPLY?

BACHELOR'S DEGREE PROGRAM

YOUR APPLICATION CHECKLIST

STEP 1

Choose Your Program. If you already know which program to apply for, then registration is quick and easy. If you are not sure which program to choose, please consult our educational offers.

STEP 2

Register online through our [electronic enrollment system](#) at Łazarski University.

STEP 3

Pay your application and tuition fees. Once you have registered for your program online you will receive an invoice automatically. Please pay the full amount as stated on your invoice using the invoice number as your reference, and send a confirmation of payment to us along with the required documents listed in Step 4.

STEP 4

Scan and forward the following documents to: recruitment@lazarski.edu.pl with your registration number and nationality as the subject line.

Required documents for Bachelor's Degree Program Applications:

- ✓ By registering online, a printable application form will be made available. The application form should be printed and signed either by the applicant or a guarantor (a guarantor acts as the legal representative of an applicant below the age of 18). The Guarantor must send a copy of his/her passport
- ✓ An international language certificate (TOEFL 87+, IELTS 5.5, FCE- A,B,C) proving your knowledge of English is B2 level or higher Copy of passport (pages with name, surname and expiration date)
- ✓ Copy of your passport (pages with name, surname and expiration date)
- ✓ Scan of original High School Diploma
- ✓ Scan of High School Diploma translated into English or Polish*
- ✓ Scan of original High School Transcript
- ✓ Scan of High School Transcript (this must include the marks obtained during the final examination and an explanation of the marking scale) translated into English or Polish*
- ✓ Scan of High School Diploma with **Legalisation** (from the Polish Consulate or Embassy in the country where the diploma was issued) or an **Apostille**, translated into either Polish or English*
- ✓ Scan of an eligibility statement from your High School or Ministry of Education, indicating that your diploma enables you to proceed to Higher Level Education in the country where the diploma was issued, translated into English or Polish*
- ✓ Confirmation of payment of application and tuition fees

Please note that an international language certificate (TOEFL 87+, IELTS 5.5, FCE- A,B,C) proving your knowledge of English at B2 level or higher is required.

Candidates without a proper language certificate, but with an English proficiency level of B2 or higher, must attend an in-house English language test at the university in September.

Candidates who score below the required B2 level will be enrolled in an English preparatory course with the duration depending on your tested level of English - your tuition fee payment will be transferred to cover the cost of the English Language course. **There will be no refund.**

Students with an English proficiency level below the required B2 level can attend an English preparatory course dependent on their level prior to starting their Bachelor's Degree Program:

- ✓ A0 - A2 — One year English course
- ✓ B1 - B1 — One semester English course
- ✓ B1+ — Two month/one month English course

Test your current level through our self-assessment test: <https://lazarski.net4edu.pl/testy/eng/>

Please also note that Legalisation (from the Polish Consulate or Embassy in the country where the diploma was issued) or an Apostille is required for your application.

Not sure which one to get?

Łazarski University's Admission Team will be able to guide you.

STEP 5

Łazarski University's Admission Team will verify your documents.

After your payment has been confirmed and a positive decision is made regarding your application, then you will be informed and you will receive the necessary documents for your visa application. Please keep us updated once you know the outcome of your visa application.

If your application is not accepted, your tuition fees will be returned to you.

STEP 6

Register online for accommodation

In order to qualify for placement in the apartments / dormitories, please follow the following:

- ✓ Fill out an accommodation form available on the university's website, selecting option 3 'resettlement': <http://form.rekrutacja.lazarski.pl/zakwaterowanie/>.
- ✓ Contact the Accommodation department to clarify accommodation availability.
E-mail: accommodation@lazarski.edu.pl or + 48 22 5435 515.

A receipt/information concerning accommodation at our dormitories/apartment will be provided. Accommodation follows the first serve principle which is subject to availability.

STEP 7

Welcome to Łazarski University!

Please remember that is **very important** that you bring the **original versions of your documents to us**. On arrival all of your documents should be submitted in their **original** form.

YOUR ESSENTIAL DOCUMENTS CHECKLIST

- ✓ 1 passport-style photo (35x45 mm)
- ✓ Printed and signed application form **(original)** [If a candidate is not 18 years old the application form has to be signed by a guarantor, and a copy of the guarantor's passport must be provided]
- ✓ B2 level language certificate **(original)**
- ✓ Copy of your passport (pages with name, surname and expiration date)
- ✓ High School Diploma with the translation* **(original)**
- ✓ High School Transcript with the translation* **(original)**
- ✓ High School Diploma with **Legalisation** (from the Polish Consulate or Embassy in the country where the diploma was issued) or an **Apostille**, with the translation* **(original)**
- ✓ Statement from your High School or Ministry of Education, indicating that your diploma enables you to proceed to Higher Level Education in the country where the diploma was issued with the translation* **(original)**
- ✓ A Medical Certificate, translated into English or Polish* **(original)**. You are also able to obtain this medical certificate at the medical clinic at Łazarski University.

Please note that you do not have the status of a student at Łazarski University until you have submitted the original versions of the required documents at our university and you have signed your agreement with Łazarski University.

Please also note that failure to complete the registration process will result in your expulsion from the University and the curtailment of your visa.