



Application procedures - undergraduate

Online application is open from 1st May to 31st July

Link to apply:	Link will be published on our website: https://iro.pk.edu.pl when admission will start
Create an account:	When you will go to our recruitment portal, you will be asked to create an account and fill in the application form. Please read all the information which will show up in the recruitment portal
Your account:	In the last step of creating an account, you will receive UID number and password - please write it down because you will need it to log in to recruitment portal
Uploading documents:	Upload all of the required documents to your application until 31st July. When admission will close, you will not be able to upload any more documents and your application will be denied.
Formal documents:	<ul style="list-style-type: none">• passport photo taken on light background (it cannot be your selfie, group photo, photo with buildings/nature in the background). Photo cannot be blurred or cropped• scan of passport (page with personal information)• if you are already in Poland - visa/residence card• if you have - Pole's Chart (Karta Polaka)• signed application form which will be available to download from your account after your photo will be accepted. You have to print it

out, sign and upload to the system

- if you are NAWA scholar - decision regarding scholarship

Educational documents:

- high school diploma or other document issued abroad which qualify to undertake bachelor studies in the country of issue
- transcript of records/supplement to diploma together with legend of marks (grades from the highest to the lowest which you can obtain in your educational system - not grades you obtained but all the grades possible to get)
- Apostille or legalization on high school diploma and transcript:
 - Apostille is applicable for: <https://www.hcch.net/en/states/hcch-members>
 - other countries: legalization issued by Polish Embassy/Consulate
- eligibility statement - confirmation that your high school diploma allows to undertake bachelor studies in the country of issue - issued by the school or proper ministry in the country where you finished high school
- recognition of certificate issued abroad issued by Kuratorium Oświaty in Poland - it's applicable for countries with which Poland has not signed an agreement confirming the equivalence of the candidate's certificate with the certificate issued in Poland. Candidate needs to deliver recognition until end of first semester. Detailed information and required documents are here: <https://kuratorium.krakow.pl/category/sprawy-zalatwiane-w-urzedzie/nostryfikacja/>

Additional educational documents:

Belarus - results obtained in the CT exam, with particular emphasis on the exam result in mathematics. Results of exams taken up to 5 years back are accepted. Where candidates are unable to present the original copy of their CT exam due to the current political situation in their country, the grades on the high school diploma from Belarus are taken into account in the recruitment process, with particular emphasis on the mathematics score, which are then converted to the basic level of the Polish matura exam.

Ukraine - results obtained in the ZNO exam, with particular emphasis on the exam result in mathematics. Results of exams taken up to 5 years back are accepted. Due to the armed conflict in the territory of Ukraine, the requirement to present results from the ZNO exam does not apply to

candidates who completed secondary school in 2022 or later. These candidates are obliged to present results from the NMT exam (Национальный мультипредметный тест), with particular emphasis on the score in mathematics. The NMT results are converted to the basic level of the Polish matura exam.

Russia - results obtained in the JeGE Uniform State Examination (ЕГЭ), with particular emphasis on the result of the exam in mathematics. Results from exams taken up to 5 years back are accepted.

USA - results obtained in the SAT Subject Test or ACT, with particular emphasis on the result of the exam in mathematics.

Turkiye - results obtained on the Yükseköğretim Kurumları Sınavı (YKS) exam, with particular emphasis on the result of the exam in mathematics.

Kazakhstan - results obtained in the uniform national test Единое национальное тестирование (ЕНТ), with particular emphasis on the result of the exam in mathematics. Results from exams taken up to 5 years back are accepted.

Vietnam - results obtained in the national examination Kỳ thi trung học phổ thông quốc gia, with particular emphasis on the result of the exam in mathematics.

Nigeria - results obtained in the Unified Tertiary Matriculation Examination (UTME), with particular emphasis on the result of the exam in mathematics.

Spain - results obtained on one of the following examinations: Prueba de Acceso a la Universidad (PAU) – Selectividad, Evaluación de Bachillerato para el Acceso a la Universidad (EBAU) or Evaluación para el Acceso a la Universidad (EVAU), with particular emphasis on the result of the exam in mathematics.

Candidates holding a high school diploma from a country not listed above, where admission to a study programme requires presentation of results obtained in an additional exam, are required to present these results, with particular emphasis on the score in mathematics, during the recruitment stage for a study programme at CUT

English certificate:

- list of English certificates together with minimum scores you can find here: <https://iro.pk.edu.pl/documents-certifying-knowledge-of-the-english-language/>

	<ul style="list-style-type: none"> • if you don't have required certificate, you can pass our online English exam: <ul style="list-style-type: none"> ○ exam consists of the written part (listening, reading, grammar and lexical part) and the oral part (checking communication skills) ○ the exam takes place six times a year: between 16-22 January, 7-13 February, 20-25 May, 23-30 June, 16-22 August and 20-25 November ○ cost of exam is 50EUR/220PLN ○ before paying the exam fee, you need to send an e-mail to the CUT International Relations Office to inform about your intention to take the English language examination at SJO CUT: iro@pk.edu.pl
<p>Entrance exam:</p>	<p>If there will be any entrance exam, this information will be published on our website.</p>
<p>Additional documents:</p>	<p>Until end of first semester you will have to deliver Polish sworn translation of all your recruitment documents. Translation has to be made by one of the translator accepted by the Polish Ministry of Justice: https://arch-bip.ms.gov.pl/pl/rejstry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html</p> <p>The requirement to present a sworn translation into Polish does not apply to documents issued in English submitted by candidates who are not subject to the obligation of delivering recognition of certificate issued abroad by Kuratorium Oświaty.</p>
<p>Fees:</p>	<ul style="list-style-type: none"> • application fee - 20EUR/85PLN, 35EUR/150PLN • student ID card - 5EUR/22PLN • tuition fee - depends on the programe
<p>Dormitory:</p>	<p>If you want to reserve place in our dormitory, you have to choose that option while filling application form. Number of places is limited and we cannot guarantee that you will get a place. Rooms are single or double with shared bathroom.</p>

Health insurance on the territory of Poland:

You need to have a health insurance valid on the territory of Poland:

- health insurance or the European Health Insurance Card for the given academic year, or
- you have public health insurance within the meaning of the provisions of the Act of 27th August 2004 on health care services financed from public funds (J. of L. of 2022, item 2561, as amended), or
- you have a confirmation from the insurer that the medical costs incurred in the territory of the Republic of Poland will be covered up to 30,000 euros, valid for the planned period of the foreign national's stay in the territory of the Republic of Poland, including all expenses that may arise during the stay in this territory due to the need for return travel for medical reasons, urgent medical assistance, emergency hospital treatment, or death, in which the insurer undertakes to cover the costs of health care services provided directly to the insured by the entity providing such services, based on an invoice issued by this entity.

Recruitment process

Uploading all required documents:

You need to upload to your online recruitment account all required documents until end of recruitment process. Next to the each document you will be able to see if it's accepted or not. If there will be any missing document, we will contact with you before recruitment process will finish. It's very important to write in the application form correct e-mail address so we will be able to contact with you.

Application status:

You will be able to see changing application status on your recruitment account. Below you can find explanation of them:

- **missing documents** - your application is incomplete. You will be informed about documents which you still must upload

	<ul style="list-style-type: none"> • documents submitted successfully- your application is completed, you uploaded all required documents on time • denied - your application has been rejected • accepted- you were accepted to chosen field of study • application submitted - automatic status assigned after creating a recruitment account • withdrawal - you resigned from taking part in the recruitment process • application under processing - you uploaded all of the required documents and your application is currently under the consideration by the Dean of chosen faculty
<p>Contact person:</p>	<ul style="list-style-type: none"> • Faculty of Architecture, Faculty of Electrical and Computer Engineering, Faculty of Chemical Engineering and Technology: Anna Dębska anna.debska@pk.edu.pl, +48 12 628 30 44 • Faculty of Environmental Engineering and Energy, Faculty of Mechanical Engineering: Kinga Nałęcz-Nieniewska kinga.nalecz-nieniewska@pk.edu.pl, +48 12 628 29 19 • Faculty of Civil Engineering, Faculty of Materials Engineering and Physics, Faculty of Computer Science and Telecommunications: Agnieszka Piekarz agnieszka.piekarz@pk.edu.pl, +48 12 628 20 09
<p>Recruitment process:</p>	<p>When your application status will be changed to: application under processing, you have to wait for the decision if you will be accepted to chosen field of study. Your application will be checked in terms of formality by the employees of the International Relations Office (IRO) and content by the Dean. If you will fulfill all the requirements, you will be accepted and your application status will be changed to: accepted. You will be informed about it via e-mail.</p>
<p>Application status: accepted</p>	<p>After you will confirm that you want to undertake chosen field of study, you will receive scan of acceptance letter which you can pick up from our office in person. Sending the certificate by courier is at your expense.</p>
<p>Dormitory:</p>	<p>If you have chosen in the application form that you want to reserve a room in one of our dormitory, you will be informed via e-mail when you can move in. You will pay for your stay after arrival. If a deposit is required</p>

	prior to your arrival, you will be informed.
Tuition fee	You have to pay tuition fee for the first semester of study before semester will start. Confirmation of payment you have to send to the person in charge of recruitment process to the Faculty which you have chosen.
Originals of your documents	After arrival, you need to bring to the International Relations Office originals of all your recruitment documents. After that, you will receive statement on matriculation and you will be officially a student of the Cracow University of Technology!



**Cracow University
of Technology**