

.....
Full name of Candidate Student

.....
Passport number

.....
Country of origin

STATEMENT BY THE FOREIGN CITIZEN

about reading the information about the process for recognition of certificate obtained abroad and all documents required by Education Superintendent.

I hereby state that I have been informed about the procedures for recognition of certificate necessary to undertake studies.

I. *If I authorise a worker of WSEiZ to submit documents on my behalf, I am obliged to provide all required by Education Superintendent documents, to answer to questions and requests sent by a University worker through e-mails regarding documents necessary for recognition by Education Superintendent and to supplement them if necessary within the time limit specified by the worker of WSEiZ.

I am aware that in case if Candidate/Student fails to submit requested documents before I may be crossed out of the list of students after that date and WSEiZ is obliged to inform about that fact border guards and other entities according to the rules of law.

II. *If I as a Candidate/Student contact the Office of Education in Warsaw on my own I will present a attestation from the Education Superintendent about recognition of my certificate before I am aware that after that date I may be crossed out of the list of students after that date and WSEiZ is obliged to inform about that fact border guards and other entities according to the rules of law.

Adress:
The Office of Education in Warsaw
Al. Jerozolimskie 32; 00-024 Warsaw;
contact number: 22 551 24 00, fax 22 826 64 97

**Circle the correct option*

Warsaw, date

.....
Legible signature of a Candidate

PROCEDURE OF RECOGNITION OF CERTIFICATE OBTAINED ABROAD AND THE INFORMATION ABOUT DOCUMENTS REQUIRED BY EDUCATION SUPERINTENDENT FOR RECOGNITION

- I. Education Superintendent is the entity which conducts the procedures for recognition of certificate or other document and confirms education or rights to continue education obtained in foreign educational system.
- II. Documents that need to be submitted to the Office of Education in order to recognize or confirm education or eligibility to continue education:

1. Application form for recognition of a certificate or other document

2. Original certificate or its duplicate legalised by:

- 1) Polish consul in the country where certificate was issued or in the country in which educational system a school operates;
- 2) educational authorities in the country where a certificate was issued or in the country in which educational system a school operates;
- 3) an embassy or consulate of the country where certificate was issued or in the country in which educational system a school operates located in Poland or in other EU, EFTA or OECD country;
- 4) if a certificate was issued by a country – party to the Hague Convention of 5th October 1961 Abolishing the Requirement for Legalisation for Foreign Public Documents, an original certificate, its duplicate or a notarial copy with an Apostille placed on it or attached to any of those documents must be submitted.

3. If on the certificate there is no information about the course/process of education the following documents must be attached:

- 1) transcript of grades obtained during the final exam which enables completing school or a certain level of education;
- 2) a list of subjects taught with grades;
- 3) information about the number of years studied, grading scale;
- 4) information concerning the right to continue education at the next level in the country in which educational system a school operates, including the right to apply to higher education institution and the scope of rights appertaining;

The aforementioned documents should be issued or certified by the school or educational institution which issued the certificate or they should be certified by educational authorities of the country which issued the certificate or in which system of education the school operates.

If the certificate or other document is not sufficient to recognise or confirm the level of education or the right to continue education, the Education Superintendent can ask for additional documents e.g. information concerning curriculum (its content) or arrange an interview in order to assess the level of education of the applicant. The Education Superintendent determines the scope of the interview. The applicant bears the costs of the interview.

4. Translation into Polish of all documents presented in a foreign language done by:

- 1) a Polish sworn translator, or
- 2) a sworn translator registered in any of EU, EFTA or OECD country, or
- 3) a Polish consul in the country where the certificate was issued, or
- 4) an embassy or consulate of the country which issued the certificate or in which educational system the school operates located on the territory of Poland;

If it is impossible to have the documents translated by any of the above mentioned persons, the School Superintendent may accept translation done by other reliable entity.

5. A copy of an ID document (ID card, passport, residence card).

6. A letter of authorisation from the certificate holder if documents shall be submitted by an WSEiZ worker on behalf of the owner of the certificate.

III. If the certificate or other document is not sufficient to recognise or confirm the level of education or the right to continue education, the Education Superintendent can arrange an interview in order to assess the level of education of the applicant. The Education Superintendent determines the scope of the interview. The applicant bears the costs of the interview.

Legal basis: Article 93 and Article 93 a-h of Polish Education Act of 7th September 1991 (t.j. Dz.U. z 2019 r. poz. 1481 ze zm.) and a Decree of the Minister of National Education (rozporządzenie Ministra Edukacji Narodowej z dnia 27 marca 2015 roku w sprawie postępowania w celu uznania albo potwierdzenia wykształcenia lub uprawnień do kontynuacji nauki uzyskanych w zagranicznym systemie oświaty (Dz. U. z 2015 poz. 447 ze zm.).