

Welcome in process of recruitment at AWFIS Gdansk

The candidate applying for the study is obliged to send as soon as possible a scan of all necessary documents to the indicated email address [magdalena.barc@awf.gda.pl](mailto:magdalenabarcs@awf.gda.pl) or alicja.bielska@awf.gda.pl

The original documents/ graduation diploma please bring with you to Poland to room no. 16.

Each document must be translated into English and notarized for compliance with the original in the country of issue of the documents.

For the authenticity of school-leaving certificates, the candidate is required to go to the Polish consulate in their country to confirm the authenticity of school-leaving certificates and other documents together with their legalization.

Required Documents:

- Passport
- Application for enrolment
- Register form
- Photo in jpg / on a CD
- Medical certificate
- Life insurance
- Original secondary school diploma with the school leaving certificate (equivalent to Polish *matura*) / or the original certificate of graduation from undergraduate studies.
- certificate of English at level B2*

* Foreign citizens may be admitted to the studies conducted in English if they meet one of the following conditions:

- 1) they hold a document confirming the knowledge of the English language;
- 2) they have obtained confirmation from GUPES that their preparation and the degree of language fluency in English allow them to enrol in studies in the English language.

In order to enrol in a selected course of study at AWFIS in Gdansk, please follow the guidelines below. Failure to comply with the following conditions will be tantamount to deleting the applicant from the list of applicants for the study.

Please make a payment as soon as possible within two weeks of the tuition for **the first year of your studies in the amount of (2 700 Euro)** to the indicated bank account number. Without the tuition fee, the candidate will not be able to proceed with further recruitment.

CITY BANK HANDLOWY

IBAN: PL 41 1030 1117 0000 0000 8899 5562

SWIFT CODE: CITIPLPX

Proof of payment (transfer scan) should be sent to the indicated email address
[magdalena.barc@awf.gda.pl](mailto:magdalenabarca@awf.gda.pl)

When the fee is shown on University bank account, an individual invitation with the signature of the dean of the faculty for the candidate to obtain a visa for the study will be sent to an email or postal address.

The candidate will bring the complete set of **original documents** referred with him/her. All documents should be translated **into Polish language** by a sworn translators from the list of sworn translators kept by the Minister of Justice or by a foreign translator certified by the Polish Consul.

Please fill in and send back the attachments (scan of the proof of payment for study and accommodation in the dorm) to the indicated email address [magdalena.barc@awf.gda.pl](mailto:magdalenabarca@awf.gda.pl)

ACCOMMODATION IN DORMITORY

There is the dormitory in our University, where candidate have place guaranteed.

Dormitory address: AWFis ul. Kazimierza Górskiego 1, 80-336 Gdańsk, Poland.

Dormitory fee (students campus) **345 PLN** per month (only cash in PLN).