



Incoming Students 2014/2015

1. On-line Application Form

Submitting the on-line Application Form <http://www.mobility.uw.edu.pl> is obligatory. The first time the website is accessed a new account should be created.

In the Personal Information section the correct Permanent Address in the required format has to be provided as it will appear on the UW Electronic Student Card and will be used in all the future correspondence.

2. Necessary Documents

The online [Application Form](#) should be printed and signed by the student and the Coordinator at the student's home institution.

The following documents should be sent together with the Application Form to the International Relations Office of the University of Warsaw by post:

[Transcript of Records](#) from studies so far or the last achieved diploma,

[Language Certificate](#) proving the knowledge of the language in which the student wishes to study at the University of Warsaw.

In case the student does not have any internationally recognized language certificate the following form can be used http://www.bwz.uw.edu.pl/en/?page_id=1280

The required documents should be sent to the following postal address:

University of Warsaw
International Relations Office
Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland

[Electronic Photo](#) - Every exchange student will receive an Electronic Student Card and therefore each student is asked to provide us with an **electronic version of his/her photo**. It can be uploaded in the online application or sent by email to the IRO.

The photo should show a person without any head cover (except for individuals who wear head cover for religious reasons), any sunglasses or other dark glasses (except for individuals with visual impairments). The head

International Relations Office
Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland
tel. +48 22 55 24 070 , fax. +48 22 55 24 011
klementyna.kielak@adm.uw.edu.pl www.bwz.uw.edu.pl

should be turned a little bit left so that the left ear is shown (the ear should be uncovered). There should be no shadows, dark spots or seal marks on the photograph.
The photo should be in a JPG format (300*375 pixels).

3. Application Deadlines

First semester and the whole academic year – **May 15th, 2014**

Second semester– **November 15th, 2014**

Applications submitted after the deadlines may be subject to rejection!

4. 2014/2015 Academic Calendar

Available at http://www.bwz.uw.edu.pl/en/?page_id=1280

Please note that the IRO UW will not be able to confirm study periods other than the ones indicated in the academic calendar (with the exception of PhD students).

5. Courses

The University of Warsaw course offer is available at www.informatorects.uw.edu.pl or at <https://usosweb.uw.edu.pl> . It is being updated on a regular basis.

Please note that courses are subject to change and/or cancellation.

6. ECTS Points

Each student is allowed to take courses worth up to 30 ECTS per semester (60 ECTS for the whole academic year). Permission to take additional ECTS may be granted by the Vice Rector in special cases.

7. Structure of the University of Warsaw

Please, consult <http://arch.uw.edu.pl/en/> for an overview of the structure of the University of Warsaw.

8. Language Requirements

All incoming students must have at least a **B2** level of English and/or Polish.

Students coming to the University of Warsaw to study languages have to have at least a B2 level of the language that they are going to study.

9. Accommodation

The University of Warsaw has a very limited number of places in student houses available for exchange students. Places in student houses will be assigned based on the order of receiving the Application Documents. The International Relations Office will do its best to help students find accommodation.

10. Learning Agreement

Every incoming student must provide the University of Warsaw with his/her Learning Agreement before the start of the mobility, which has to be signed by the coordinator at the student's home university. It is possible to make changes to the Learning Agreement after the start of the semester.

11. Erasmus Student Network University of Warsaw (ESN UW)

ESN is a student organization that supports student mobility. It works to improve (the social and practical) integration of exchange students. It offers the Mentor and Tandem programmes, organizes trips, parties and events for international and local students. For more information go to www.uw.esn.pl
All incoming students are strongly encouraged to take part in the Mentor program.

We would like to remind you that in accordance with the university statute of June 21, 2006 the official English name of our institution is the University of Warsaw.

We look forward to welcoming you at the University of Warsaw!