

Thank you for your interest in the courses at our language school.

Here is our email address: sjpdcc@uni.lodz.pl

Recruitment for all courses begins in **May 2024 and the deadline is 31st August 2024** and consists of several stages before your arrival Poland.

BEFORE COMING TO POLAND

- First you have to write an email to us in **May** and say in which course you are interested. Then we will send you a registration form to fill in (remember to write all the details from your passport and the name of the course you want to take)
- Please send back the scan or photo of the filled form to sjpdcc@uni.lodz.pl and please also attach the following documents:
 - **1.** A scan of your passport (page with the photo)
 - **2.** A scan of your secondary school certificate (Atestat, Apostille)
 - **3. A document issued by Ministry of Education which states that you are allowed to study (only Belarus citizens)**
 - **4. The secondary school curriculum (only Belarus citizens)**
 - **5.** A scan of your parents' statement of consent if you are underage (under 18) at the time of your arrival in Poland
- In another email please state the city of the Polish consulate in which you will apply for the visa
- Only then you will receive from us a letter of preliminary acceptance for the course (in English) and a bank account number for the payment of the fee
- After you pay the fee please send us a scan of the bank payment- **deadline is 15th August.**
- When we receive the confirmation from the University Finances that your payment is in our bank account (it usually takes approx. 2 weeks) we will send you a certificate (in Polish) addressed to the Polish Embassy. You need this certificate to apply for a student visa at the Polish consulate. You will also get a document from us confirming the reservation of your accommodation in our student hostel. You should also take this document with you when you go to the Embassy
- If you do not get a visa please read carefully the procedure of the refund

AFTER COMING TO POLAND

- As soon as you arrive, you should come to our school at 16/18 Kopcińskiego Street from 8 am to 2 pm room 2.10 /second floor/
- You should have with you all the **original documents**:
 - secondary school certificate
 - the secondary school certificate legalisation (ask for it at the Embassy or Ministry of Education)
 - **Ministry of Education document with allowance to study**
 - **the secondary school curriculum**
 - parents' statement of consent (if under 18)
 - health certificate stating there are no indications against your participation in the course
 - two photos
 - 60-70 PLN for a student insurance against accidents
- You go to our student hostel at 21/23 Matejki Street any time you want – it is open 24h/7
- Remember you do not have to reserve a place at the hostel. After you pay the fee you automatically get a place at the hostel

If you have any doubts please do not hesitate to write us.