

ORDINANCE No. 9/2026
of the Rector of the University of Wrocław
of 29 January 2026

**on the introduction of the Procedure for registration of candidates in the system
of the online registration of foreigners and organisation of the admission
process for the first year of first-cycle studies and second-cycle studies
conducted in English at the University of Wrocław, starting in the academic year
2026/2027**

Pursuant to Article 23, sections 1 and 2 of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), § 8, section 4 of the Resolution No. 84/2025 of the Senate of the University of Wrocław of 25 June 2025 on the rules and procedures for Polish citizens and foreigners for studies at the University of Wrocław starting in the academic year 2026/2027 (as amended), it is ordered as follows:

§ 1. *The Procedure for registration of candidates who are foreigners in the system of the Internet Candidate Registration (IRC) and organisation of the admission process for the first year of first-cycle and second-cycle studies conducted in the English language at the University of Wrocław, starting in the academic year 2026/2027, hereinafter referred to as the "Admission Procedure", is introduced and constitutes an Appendix to this ordinance.*

§ 2. Supervision of the implementation of this ordinance is entrusted to the Vice-Rector for Teaching.

§ 3. The ordinance shall come into effect as of the date of signature.

prof. dr hab. Robert Olkiewicz
R E C T O R

On the introduction of the Procedure for registration of candidates who are foreigners in the system of the Internet Candidate Registration (IRC) and organisation of the admission process for the first year of first-cycle studies and second-cycle studies conducted in English at the University of Wrocław, starting in the academic year 2026/2027

I. ADMISSION OF FOREIGNERS FOR STUDIES CONDUCTED IN ENGLISH

GENERAL PROVISIONS

§ 1

1. This Registration Procedure specifies:
 - 1) conditions, procedure and method of admission;
 - 2) admission timetable;
2. The terms used in the Registration Procedure have the following meanings:
 - 1) law on the Education System – Law of 7 September 1991 on the Education System (Journal of Laws of 2025, item 881, as amended);
 - 2) law – Law of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2024, item 1571, as amended);
 - 3) candidate – a person applying for admission to a university;
 - 4) University – University of Wrocław;
 - 5) Rector – the Rector or a person authorised by him;
 - 6) unit – the unit in which the studies are conducted;
 - 7) BRS – Student Admissions Office;
 - 8) Faculty Coordinator (FC) – the coordinator of the English language programmes offered in the Faculty appointed by the Dean;
 - 9) Course Coordinator (CC) – the coordinator of the English language programme appointed by the Dean;
 - 10) foreigner – a person without Polish citizenship;
 - 11) IB diploma – IB diploma (International Baccalaureate diploma issued by the International Baccalaureate Organisation in Geneva), referred to in Article 93(1)(2) of the Act on the Education System;
 - 12) EB diploma – European Baccalaureate diploma, issued by European Schools in accordance with the Convention drawn up in Luxembourg on 21 June 1994 on the Statute of European Schools (Journal of Laws of 2005, No. 3, item 10), referred to in Article 93(1)(3) of the Act on the Education System;
 - 13) foreign baccalaureate – a foreign examination confirmed by a certificate or other document recognised in the Republic of Poland as entitling to apply for admission to higher education in accordance with Article 93, section 1, point 1, sections 2-4 and Article 93a of the Law on the Educational System (other than IB and EB diplomas);
 - 14) foreign diploma – a diploma that entitles to education in a second-cycle studies under the rules described in Article 326 of the Law;
 - 15) legalisation – the form of legalising documents by means of an apostille or consular legalisation;
 - 16) system – electronic system of candidate online registration available through the website www.irka.uni.wroc.pl along with the Internet Candidate Registration application – a module supporting the admission process, available through the website www.international-applications.uni.wroc.pl;
 - 17) individual candidate account – an individual candidate account in the system, in which information related to the process of registration, candidate qualification for studies and the administrative decision (including personal data of the candidate,

information about the fields of study chosen by the candidate, the results of the admission procedure) is stored;

- 18) registration fee – the fee for conducting the admission process;
 - 19) USOS - University Study-Oriented System;
 - 20) ELS – Electronic Student Legitimation.
3. Candidate for first-cycle studies, long-cycle studies and second-cycle studies are required to register in the system.
 4. The system can be accessed through the website www.international-applications.uni.wroc.pl on the dates specified in the admission schedule.
 5. Admission of foreigners to the first year of first-cycle studies and second-cycle studies conducted in English is conducted by the Faculty Coordinator through registration in the system, which is described in §2 - §14.
 6. Candidates with Polish citizenship are recruited under the rules applicable to Polish citizens regardless of whether they also hold other citizenships.
 7. The candidate creates a single, individual account in the system, in which he/she provides the required personal and contact details as well as other data required for the admission process, including the data required to determine the qualification result indicated in § 6 and 7.
 8. The timetable of admission of foreigners for studies conducted in the English language is specified in Appendix No. 1 to this Admission Procedure.
 9. A candidate for studies who is a person with disabilities or special needs may request that the admission process be adapted in accordance with a separate regulation.

REGISTRATION OF CANDIDATES IN THE SYSTEM

§ 2

In order to register in the system, the candidate:

- 1) creates an individual candidate account in the system using an email address;
- 2) makes a choice of fields of study/specialisation;
- 3) fills in and validates the personal data form;
- 4) fills in and approves the forms and statements included in the system: general clauses and consents, confirmation of lack of Polish citizenship, insurance statement;
- 5) uploads a scan, together with a list of the grades, of the legalised secondary school leaving certificate, diploma or certificate of completion of a first-cycle, second-cycle or long-cycle studies;
- 6) includes a document confirming the foreigner's eligibility to undertake studies;
- 7) includes written information about the document entitling the candidate to undertake studies, issued by the Director of NAWA, or a decision on the recognition of the certificate (applies to candidates applying for admission on the basis of a document not listed in Article 326(1) and Article 326a(1) of the Act on Higher Education and Science);
- 8) includes confirmation of payment of the fees referred to in § 5, section 1;
- 9) uploads a photo file to the ELS in accordance with the requirements indicated in the system. If the photograph is rejected, the candidate reattaches a correct photograph file within 14 days from the date of receipt on the individual account in the system of information about the reason for rejection.
- 10) submits a document confirming proficiency in English at the level required for the chosen field of study, in accordance with the provisions of § 10 of Resolution No. 84/ 2025 of the Senate of the University of Wrocław of 25 June 2025 on the rules and procedure for the admission of Polish citizens and foreigners for studies at the University of Wrocław beginning in the academic year 2026/2027 (as amended);
- 11) attaches a photocopy of his/her passport or other document proving the identity of the candidate for studies;
- 12) attaches scans of the statement of parents/legal guardians (applies to minor candidates).

§ 3

1. The registration shall be considered binding if the candidate:
 - 1) enters all the necessary data correctly and selects the field of study/specialisation;
 - 2) pays the registration fee referred to in § 5, section 1, subject to § 5, section 6.
2. The candidate will bear the consequences of filling in the fields of the online forms incorrectly, not filling them in or providing false information.
3. The candidate is obliged to keep the password to his/her individual account confidential.
4. The University is not responsible for the consequences of sharing this password with third parties, in particular for changes to records authorised by this password. The University is not responsible for the consequences of creating accounts on behalf of candidates through third parties.
5. The University is not responsible for the inability to register or make changes due to network failures beyond the control of the University or periodic overloading of the University's servers.

§ 4

1. The candidate's individual account is used for:
 - 1) the candidate's performance of the activities referred to in § 2;
 - 2) choosing and changing fields of study/specialisations and forms of study;
 - 3) providing the candidate with information relating to the admission process;
 - 4) delivering in electronic form administrative decisions on admission or refusal of admission to studies in the manner indicated in § 9.
2. The candidate's individual account is the only source of information on the successive stages of the procedure and on the results of his/her enrolment, in particular his/her admission.
3. Messages posted to a candidate's individual account are considered to be communicated and announced in a binding manner.

FEES

§ 5

1. The fee for the admission process is EUR 18, except in the case of an entrance examination, when the fee is EUR 22. The fee for ELS is EUR 5. The fees are converted according to the exchange rate announced by the President of the Public Procurement Office in the Announcement on current EU thresholds, their equivalent in PLN, the equivalent in PLN of amounts expressed in EUR, and the average exchange rate of the PLN against the EUR, which is the basis for converting the value of public contracts or competitions in the year of payment (information on the exchange rate of the Polish zloty is also available on the University's Public Information Bulletin website: <https://bip.uni.wroc.pl/516/sredni-kurs.html>).
2. The fee for the first year of study is payable in euros and includes an administrative fee of EUR 200.
3. The fees referred to in sections 1 and 2 should be paid into the University's foreign currency account: SWIFT code: WBKPPLPPXXX, IBAN PL 57 1090 2398 0000 0001 0899 3964.
4. The fees referred to in sections 1 and 2 may be paid by bank transfer, credit card or via the online payment gateway available in the student admission system.
5. Bank charges are covered by the candidate.
6. The candidate will not be considered in the admission process if the fee is not paid or is paid after the deadline (the date of receipt by the University's account is decisive), subject to sections 7 and 8.
7. If, due to currency conversion or bank charges, the enrolment fee paid is lower than the required amount but exceeds EUR 15, the candidate should pay the difference to the required amount together with the tuition fee for the first year of study. If, due to currency conversion or bank charges, the application fee paid is less than EUR 15, the candidate should pay the difference to the required amount immediately after receiving information from the Faculty Coordinator.

8. If, due to currency conversion or bank charges, the tuition fee paid for the first year of study is lower than the amount required, and the difference between the amount required and the amount paid does not exceed EUR 150, the candidate should pay the outstanding amount immediately upon arrival. If, due to currency conversion or bank charges, the fee paid is less than the amount required and the difference between the amount required and the amount paid exceeds EUR 150, the candidate should pay the outstanding amount immediately after receiving information from the Faculty Coordinator.
9. Candidates applying for a scholarship from the International Visegrad Fund are not required to pay the application fee or tuition fees. If a scholarship is not awarded after the results of the International Visegrad Fund have been announced, the Faculty Coordinator will contact candidates who have not received a scholarship to ask whether they wish to undertake studies on a fee-paying basis. If the candidate maintains their declaration to commence studies, the Faculty Coordinator will draw up a new Letter of Offer with full payment, and the fee referred to in section 1 will be added to the tuition fee.
10. A candidate may apply for a refund of the registration fee by 15 October 2026, in the case of:
 - 1) unjustified payment of a fee – fee shall be reimbursed, less EUR 10.00 for handling costs incurred by the University (e.g. bank charges, commissions, costs related to the return of funds);
 - 2) not starting the field of study – in which case the fee is refunded in full.
11. Refund of the fee is made on completion of the admission on the basis of the 'Fee Refund Form' which is available in the candidate's individual account on the IRC system. A model of the 'Fee Refund Form' is set out in the Appendix No. 2 to this Registration Procedure. The candidate attaches a scan of the signed form to the system in the candidate's individual account.
12. The Faculty Coordinator considers the validity of the request, attaches the documents (fee refund form, letter to the Finance Department, confirmation of the transaction and supporting documents confirming entitlement to the refund) to the EZD system, approves the refund form and the letter to the Finance Department, submits to the Dean and then to the Vice-Rector for Teaching for approval. Once the required approvals have been received, it forwards the documents via EZD to the Finance Department for processing of the return.
13. The refund of tuition fees for the first year of study is governed by a separate order of the Rector.

STAGES OF THE ADMISSION PROCEDURE. CANDIDATE STATUS IN THE SYSTEM

§ 6

1. The admission procedure in the form of a written or oral entrance examination for first-cycle studies is conducted for foreigners who, from 1 July 2025, apply for admission to studies conducted in English on the basis of an education document not listed in Article 326a(1) of the Act on Higher Education and Science. The admission procedure takes into account the results of the entrance examination, conducted in the form of an oral examination (interview) or a written examination (essay).
2. In the case referred to in section 1:
 - a) if the results of the oral examination (interview) are taken into account in the admission process, the candidate will receive information about the place, date and time of the interview from the Faculty Coordinator or Programme Coordinator via the system; failure to take the examination on the appointed date results in a score of zero (0) points;
 - b) if the admission process includes a written examination (essay), the candidate will receive information via the system about the examination requirements and the place and date of the examination; failure to take the examination, including failure to submit the essay by the deadline, will result in a score of zero (0) points.

3. The entrance examination referred to in section 1 shall be conducted by examiners appointed by the dean of the relevant faculty.
4. The written examination is assessed within 2 working days of the candidate submitting their essay in the admission system.
5. Information about admission to the programme (educational offer – *Letter of Offer*) is provided:
 - a) for fields of study where the ranking of admission points is not decisive – within 14 days from the date of sending the required documents referred to in § 7 by the candidate in the system;
 - b) for fields of study where the ranking of admission points is decisive – in the system, within the time limit specified in the admission schedule.
6. Confirmation of admission to the programme (*Admission Letter*) is issued in the system immediately after the fee for the first year of study has been credited.
7. The candidate receives to his/her individual account in the system information about the result of his/her qualification procedure, which means:
 - 1) **a non-qualified candidate** is a candidate who has not paid the registration fee within the required time limit or has not met the conditions specified in the admission rules for a given field of study;
 - 2) **a qualified candidate** is a candidate who has received a *Letter of Offer* and has been placed on the list of candidates qualified for admission to the field of study;
 - 3) **an admitted candidate** is a candidate for first-cycle or second-cycle studies who, after the admission process, has been accepted for studies and has paid the fee for the first year of studies. This status is the basis for entering the candidate into the USOS system;
 - 4) **a non-admitted candidate** is a candidate who:
 - a) failed to submit the required documents by the deadline specified in the admission timetable or
 - b) failed the entrance examination or
 - c) failed to attend the admission procedure (entrance examination),
 - d) failed to pay the fee for the first year of study,
 - e) received a negative evaluation from the Faculty Coordinator;
 - 5) **the field of study has not been launched** – the field of study has not been launched due to insufficient candidates. The candidate is entitled to a refund of the registration fee in accordance with § 5, section 10, point 2;
 - 6) **a resigned candidate** – a candidate who, having been admitted, resigns from undertaking a field of study on the basis of a written declaration, a specimen of which is attached as **Appendix No. 3** to this Registration Procedure.
8. A foreigner admitted to studies is required to provide a delivery address in the Republic of Poland or another European Union Member State, or to appoint a representative or representative for deliveries in the Republic of Poland.

LIST OF REQUIRED DOCUMENTS

§ 7

1. Candidates for first- and second-cycle studies who have received *confirmation of their admission (Admission Letter)* are required to submit the following documents to the location indicated on the website <https://international.uni.wroc.pl/en/%20admission-full-degree-studies/contact/deans-office-contact> for their chosen field of study within the deadlines specified in the admission schedule:
 - 1) a photocopy, together with the original for inspection or a notarised copy, of a certified secondary school leaving certificate (applies to candidates for first-cycle studies);
 - 2) a photocopy, together with the original for inspection or a notarised copy, of a legalised diploma (applies to candidates for second-cycle studies) or other document entitling them to apply for admission to studies, together with a list of grades, subject to section 2;

- 3) translation into Polish or English of the documents referred to in points 1 and 2, the originals of which are issued in a language other than Polish or English, performed by:
 - a) a person entered in the register of sworn translators by the Minister of Justice [Lista tłumaczy przysięgłych / Tłumacze przysięgli / Rejestry i ewidencje / Biuletyn Informacji Publicznej \(ms.gov.pl\)](#) or
 - b) a person registered as a sworn translator in a Member State of the European Union, a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area or a Member State of the Organisation for Economic Cooperation and Development (OECD), or
 - c) the consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the certificate was issued [Polskie przedstawicielstwa na świecie – Ministerstwo Spraw Zagranicznych – Portal Gov.pl \(www.gov.pl\)](#), or
 - d) a diplomatic representation or consular post accredited in the Republic of Poland of a country on whose territory or in whose educational system the document was issued [Misje dyplomatyczne, urzędy konsularne i organizacje międzynarodowe w Polsce – Ministerstwo Spraw Zagranicznych – Portal Gov.pl \(www.gov.pl\)](#);
 - e) an official English translator from a country where there is no access to a Polish sworn translator (or translators listed in point 3(a)-(d));
 - 4) a document confirming proficiency in English at the required level, if applicable. In the case of a certificate that is not issued in paper form, it will be sufficient to present an electronic version of the document together with a printout;
 - 5) a printed application form from the system, signed by the candidate, together with a statement confirming that they do not hold Polish citizenship, confirmation that they have read the GDPR clause, a statement confirming that they have read the model contract, and a statement regarding health insurance for the period of study in Poland;
 - 6) a photocopy of your visa/residence permit for the Republic of Poland;
 - 7) consent-declaration of parents/legal guardians for a minor to undertake studies at the University of Wrocław (applies to underage candidates). A template of the declaration is provided in Appendix No. 4 to this Registration Procedure;
 - 8) In the event of a discrepancy in personal data between the documents specified in points 1 and 2a point 5 (e.g. change of surname), a certificate of change of personal data is additionally required for inspection.
2. Candidates for first-cycle studies who hold a secondary school leaving certificate (not applicable to IB and EB diplomas) or a diploma issued in:
 - 1) other country than Member States of the European Union, Member States of the Organisation for Economic Cooperation and Development (OECD), Member States of the European Free Trade Association (EFTA), i.e.: Australia, Austria, Belgium, Bulgaria, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, Ireland, Iceland, Israel, Japan, Canada, Colombia, South Korea, Costa Rica, Liechtenstein, Lithuania, Luxembourg, Latvia, Malta, Mexico, the Netherlands, Germany, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Switzerland, Sweden, Turkey, the USA, Hungary, Great Britain, Italy;
 - 2) countries with which the Republic of Poland does not have international agreements on mutual recognition of certificates and diplomas (a list of international agreements concluded by the Republic of Poland can be found on the website of the Ministry of Science and Higher Education, i.e.: China, Libya, Ukraine),are required, in addition to the documents listed in section 1, to submit an administrative decision issued by the competent Superintendent of Education recognising the certificate/ diploma or other document issued abroad as a document entitling them to apply for admission to higher education in the Republic of Poland, or

written information about this document issued by the director of NAWA confirming the right to apply for admission to studies.

3. Candidates for second-cycle studies who hold a diploma issued in:
 - 1) a country other than the Member States of the European Union, the Member States of the Organisation for Economic Co-operation and Development (OECD), the Member States of the European Free Trade Association (EFTA), i.e. Australia, Austria, Belgium, Bulgaria, Chile, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, Ireland, Iceland, Israel, Japan, Canada, Colombia, South Korea, Costa Rica, Liechtenstein, Lithuania, Luxembourg, Latvia, Malta, Mexico, the Netherlands, Germany, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Switzerland, Sweden, Turkey, the USA, Hungary, the United Kingdom, Italy;
 - 2) countries with which the Republic of Poland has not concluded international agreements on mutual recognition of certificates and diplomas (a list of international agreements concluded by the Republic of Poland can be found on the website of the Ministry of Science and Higher Education: China, Libya, Ukraine)

- are required, in addition to the documents listed in section 1, to submit written information about this document issued by the director of NAWA confirming their eligibility to apply for admission to studies.
4. It is possible to admit a candidate to studies without the requirement to submit legalisation, due to objective difficulties in obtaining certification. The candidate shall indicate the above circumstance in the application. The final decision in this matter shall be made by the Rector.
5. All documents specified in sections 1–3, together with notarised copies or originals for inspection, should be submitted to the location indicated by the Faculty Coordinator immediately upon the candidate's arrival, but no later than the date specified in the admission schedule, either in person or by post or courier (the date of receipt by the University shall be decisive). The submission of documents is governed by the provisions in the tab available in the candidate's individual application, after completing the arrival details (Arrival status).
6. If documents are submitted by post or courier, a notarised copy of the required documents is required.
7. Failure to comply with the obligation to submit documents in accordance with the above-mentioned rules will result in the candidate not being admitted to the studies, subject to section 8.
8. In the event of a justified inability of a foreigner to submit original documents or their notarised copies within the time limit specified in the schedule:
 - 1) a consular-legalised or apostille-certified certificate or other document issued abroad entitling the holder to apply for admission to studies, together with any supplement to that document, if it forms an integral part thereof (applies to candidates for first-cycle studies), and the translation referred to in § 7(1)(1)
 - 2) a consular-legalised or apostille-certified diploma or other document issued abroad entitling the holder to apply for admission to studies (applies to candidates for second-cycle studies) and the translation referred to in § 7(1)(2);
 - 3) an administrative decision issued by the competent Superintendent of Education recognising a certificate or other document issued abroad as a document entitling the holder to apply for admission to higher education, or written information about a document entitling the holder to undertake higher education issued by the director of NAWA confirming the right to apply for admission to higher education;
 - 4) set of documents specified in § 7 sections 1 and 2 (applies to candidates for first-cycle studies and long-cycle studies);
 - 5) set of documents specified in § 7 sections 1 and 3 (applies to candidates for second-cycle studies)

- the electronic version of these documents attached to the system will be taken into account, and any positive decision on admission to studies will be conditional, specifying the deadlines for submitting the originals of the required documents or their notarised photocopies. The candidate is required to submit a request to the

dean within the deadline for submitting documents for permission to submit the above documents in paper form at a later date, stating the reason for the inability to submit the documents in paper form directly. The dean's consent is equivalent to the faculty's obligation to provide students who receive conditional decisions with full access to educational services. The conditional decision is the basis for entering the candidate's data into the USOS.

9. A candidate for whom the visa application process extends beyond 31 October 2026 for reasons beyond their control, and who has not received a conditional decision, may apply to the Rector, via the Faculty Coordinator, for permission to extend the arrival date, indicating the expected date of receipt of the visa. The application must be accompanied by a confirmation of the visa application registration with an appointment date. Arrival cannot take place later than 15 November 2026.

§ 8

1. If the minimum enrolment limit specified in the relevant Rector's ordinance is not met, the Rector, at the request of the dean, decides not to open a field of study/specialisation, subject to section 2.
2. The Rector may suspend admission to a field of study and decide not to open it if the admission data collected shows that the minimum enrolment limit is unlikely to be reached. The Rector shall consult with the Faculty Coordinator or his/her deputy before making a decision. The opinion is given within three working days.
3. The Rector, upon a reasoned request of the candidate, may agree to restore the deadline for registration in the system and submission of documents.

ADMISSION OR REFUSAL DECISIONS

§ 9

1. Decisions on enrolment or refusal of enrolment are affixed by the Rector with a qualified electronic signature and delivered using the system – with an Official Certificate of Receipt (UPO).
2. In order to include the decision made in electronic form in the student's personal file, the Faculty Coordinator or the Course Coordinator of the English-language field of study shall make a printout of it from the system and affix his/her own signature indicating the date of signature.

REQUEST FOR RECONSIDERATION

§ 10

1. A candidate who is a foreigner is entitled to appeal against a decision to refuse admission:
 - 1) the right to apply to the Rector for reconsideration. An application is submitted to the Faculty Coordinator within 14 days of the date of delivery of the decision, or
 - 2) a complaint to the Provincial Administrative Court - without the need to apply to the Rector for reconsideration. The complaint shall be submitted to the Student Admissions Office within 30 days from the date of delivery of the decision.
2. The Rector's decision issued as a result of examining the application referred to in section 1 point 1 may be appealed against to the Voivodeship Administrative Court. The complaint shall be submitted to the Student Admissions Office within 30 days from the date of delivery of the decision.

COORDINATORS OF ENGLISH-LANGUAGE PROGRAMMES (Faculty Coordinators and Course Coordinators)

§ 11

1. The Dean shall appoint in writing:
 - 1) The Faculty Coordinator and his/her deputy;

- 2) Course Coordinator (or Coordinators);
 - 3) Faculty Examiners.
2. The list of persons referred to in section 1 or information about the change of the coordinator, together with the telephone and e-mail address and a copy of the authorisation to process personal data shall be forwarded immediately to the Student Admissions Office.

TASKS OF FACULTY COORDINATORS AND COURSE COORDINATORS IN HANDLING CANDIDATES FOR STUDIES IN ENGLISH

§ 12

1. In terms of dealing with candidates who are foreigners admitted to study in English,
the Faculty Coordinator:
 - 1) provides candidates with admission consultations via email and in person;
 - 2) formally checks the candidate's application;
 - 3) verifies that the required fees have been received in the University's bank account;
 - 4) accepts the photograph for the ELS no later than 14 working days after it has been uploaded to the system by the candidate;
 - 5) verifies that the certificate or diploma presented confers the right to apply for admission to studies based on the provisions indicated in Article 93 of the Education System Act and in Article 326 of the Act;
 - 6) verifies the transcript of marks and the compatibility of education with the admission rules;
 - 7) verifies a document proving English language skills;
 - 8) forwards the candidate's application via the system to the Course Coordinator for a merit-based assessment;
 - 9) in the event of a positive assessment by the Course Coordinator, the Faculty Coordinator provides the candidate with a Letter of Offer signed by the Dean in the system. In the case of a negative assessment, the Course Coordinator attaches the refusal in the system and generates a template for the non-admission decision in the system. The Dean may authorise the Faculty Coordinator to sign the *Letter of Offer*;
 - 10) supports the candidate in the registration procedure;
 - 11) verifies the receipt of the required tuition fees for the first year of study into the University's bank account;
 - 12) provides answers to the Border Guard in relation to visa consultations;
 - 13) makes the signed admission certificate and *Admission Letter* available on the system;
 - 14) generates a model decision and makes available for delivery signed by the Rector decisions on admission or refusal of admission;
 - 15) upon receiving a complete set of documents from a candidate, referred to in § 7, sections 1 and 2, and upon delivery of the decision to a candidate accepted for studies, exports the candidate's data to the USOS system and has the ELS printed, subject to § 7, section 7, last sentence;
 - 16) is obliged to provide the Faculty Admission Committee with information on a candidate of Polish citizenship who is interested in studying a field of study/specialisation conducted in English;
 - 17) is obliged to provide the Student Admissions Office with information on the number of candidates accepted for studies in English after the end of each intake (including candidates accepted on the basis of Polish citizenship);
 - 18) continuously cooperates with the Course Coordinator, the Faculty Admission Committee and the Student Admissions Office;
 - 19) carries out the fee refund procedure in the IRC and EZD systems.
2. In terms of dealing with candidates who are foreigners admitted to study in English,
the Course Coordinator:
 - 1) provides candidates for studies with admission advice via email;
 - 2) makes a substantive assessment of the application within 7 days of receipt;

- 3) enters into the system the result of the admission procedure and of the admission interviews/examinations, together with the place on the ranking list;
- 4) provides a written justification for a negative assessment of the merits;
- 5) continuously cooperates with the Faculty Coordinator and the Student Admissions Office, in particular with regard to the preparation of statistics for reports, confirmation of students' participation in classes, and other day-to-day activities concerning studies in English;
- 6) provides the Faculty Coordinator and the Student Admissions Office with information about the agreed replacement for his/her absence at least 7 days in advance;
- 7) informs the Student Admissions Office of changes concerning the field of study/specialisation in question (in particular the change of the Course Coordinator);
- 8) organises information meetings to provide a timetable of courses, information on the rules of study and the University's Rules and Regulations;
- 9) forwards to the Faculty Coordinator and the Student Admissions Office recommendations on whether or not to launch the field of study/specialisation by the closing date for receipt of missing documents specified in the timetable;
- 10) designates and provides the Faculty Coordinator with information on the times and location of consultations for candidates and students on English-language programmes;
- 11) continuously cooperates with the Faculty Coordinator, the Faculty Admission Committee and the Student Admissions Office.

II. PROCESSING OF PERSONAL DATA

§ 14

Purposes and legal basis for processing

1. Your personal data will be processed in connection with your participation in the admission process. The processing of your personal data is necessary for the fulfillment of legal obligations incumbent on the Administrator in connection with the performance of tasks set forth, among others, in the Act of 20 July 2018 - Law on Higher Education and Science, executive acts issued on its basis and internal executive acts of the University of Wrocław (Article 6, section 1, letter c of the GDPR) in connection with the fact that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of authority vested in the Administrator (Article 6, section 1, letter e of the GDPR).
2. Your data may be processed for the purpose of concluding a contract for the organisation of studies (Article 6, section 1, letter b of the GDPR).
3. Your personal data may also be processed on the basis of the controller's legitimate interest, which is the right to establish, assert and defend claims (Article 6, section 1, letter f of the GDPR).
4. Your data will also be processed for statistical purposes in order for the university to fulfill its reporting obligations in connection with the provisions of the Public Statistics Act of 29 June 1995 and the provisions of the Act of 20 July 2018 - Law on Higher Education and Science (Article 6, section 1, letter c of the GDPR).
5. Data will be processed in the IRC system for the duration of the student admission process and for a period of 24 months thereafter. When applicable, your personal data will be processed for the period necessary to establish, assert and defend claims. If you have given your consent to be informed about future admissions, your personal data will be processed for this purpose until you revoke your consent.
6. In the case of admission, your personal data will be recorded in the USOS system (University Study-Oriented System) and will also be processed for the purpose of

documenting the course of your studies under the provisions of the Law on Higher Education and Science and its implementing acts for the duration of your studies, and then for archival purposes, in accordance with applicable laws (as of today: for a period of 50 years).

Data recipients

1. Only authorised employees or associates of the Administrator, including members of admission committees, who process your data in connection with the university admission process, will have access to your personal data.
2. Recipients of your personal data may also be entities to which the Administrator orders the performance of certain activities that involve the processing of personal data. In order to ensure the highest possible standard of personal data protection, a personal data processing entrustment agreement will be signed with such entities.
3. In addition, recipients of your personal data may be entities and institutions authorised to access them under the law.

Obligation to provide data and the consequence of not providing data

Providing personal data is necessary to the extent that the obligation to process it by the Controller results from legal provisions or is indispensable for the admission process. Failure to provide the required personal data will prevent you from participating in the admission process. Providing other data that is not necessary for participation in the admission process for studies is voluntary.

Additional information

1. A summary of the processed data is presented in the IRC system when the user logs in.
2. Decisions will not be taken by automated means and data will not be subject to profiling.
3. Personal data may be processed through other systems supporting the admission process as designated by the University's IT units. It is the responsibility of those authorised to process data to encrypt the hard drives of mobile devices, secure files with passwords, possibly transfer files between administrators using the SharePoint platform, Teams or network drives, ensure adequate security and confidentiality of the processed data and, once the admission process is complete, to delete the processed candidate data from the systems supporting the process (excluding the IRC system).
4. Documentation from the admission process in the paper version of candidates admitted and not admitted is stored according to the archival category of files indicated in the Uniform Material List of Files of the University of Wrocław.
5. Information on the processing of personal data is posted on the IRC system.

**ADMISSION TIMETABLE OF FOREIGNERS FOR STUDIES CONDUCTED IN THE
ENGLISH LANGUAGE STARTING IN THE ACADEMIC YEAR 2026/2027 – FIRST-CYCLE,
SECOND-CYCLE STUDIES - FULL-TIME AND PART-TIME**

No.	Stages of the admission procedure for the academic year 2026/2027	fields of study	dates
1.	Commencement of admission of foreigners in the Online Registration of Candidates – IRK system for the year 2026/2027	2.02.2026	
2.	Final day for submitting applications and paying registration fees (date of receipt into the UWr account)	BIOTECHNOLOGY	24.07.2026
		MEDICAL BIOTECHNOLOGY	31.08.2026
		Other fields of study:	31.07.2026
3.	Completion of the acceptance of missing documents in the system	BIOTECHNOLOGY	No later than 2 weeks after receiving information about deficiencies, but no later than 31.07.2026
		MEDICAL BIOTECHNOLOGY	
		Other fields of study:	No later than 2 weeks after receiving information about deficiencies, but no later than 4.09.2026
4.	Admission process – interviews	BIOTECHNOLOGY	conducted continuously until 7.08.2026
		MEDICAL BIOTECHNOLOGY	
		CHEMISTRY	conducted continuously until 11.09.2026
5.	Announcement of admission list	BIOTECHNOLOGY	up to 14 days from the date of submitting a complete set of documents to the system, but no later than 14.08.2026
		MEDICAL BIOTECHNOLOGY	
		Other fields of study:	up to 14 days from the date of submitting the complete set of documents to the system, but no later than 14.09.2026
6.	Final date for payment of the tuition fee (date of receipt into the UWr account)	4 weeks after receipt of the "Letter of Offer", but no later than 18.09.2026	
7.	Final date for submission of original documents or notarised copies (not for people who have received conditional decisions)	immediately after the student's arrival, but no later than 30.10.2026	

FORMULARZ ZWROTU OPŁATY/ FEE REFUND FORM

Numer aplikacji
*Application
Number*

Dane osobowe / Personal Data

Imię <i>First name</i>		Obywatelstwo <i>Nationality</i>	
Nazwisko <i>Family name</i>		Płeć <i>Gender</i>	
Data i miejsce urodzenia <i>Date and place of birth</i>		Numer paszportu <i>Passport number</i>	
Telefon/telefon komórkowy <i>Phone / Mobile</i>		Email	
Adres <i>Address</i>			

Żądany zwrot / Refund Requested

Zwrot	Opłata rejestracyjna / Czesne	Okres nauki / rok <i>Teaching period / year</i>	
Powody zwrotu <i>Reason for refund</i>			
Kwota żądanego zwrotu <i>Amount of refund requested</i>			

Metoda zwrotu / Refund Method

Nazwa banku <i>Bank Name</i>	
Adres banku <i>Bank address</i>	
Numer konta (IBAN) <i>Account number (IBAN)</i>	
Numer BIC/SWIFT <i>BIC/SWIFT number</i>	
Posiadacz konta <i>Account holder</i>	
Adres posiadacza konta <i>Account holder address</i>	

Podpis wnioskodawcy / Applicant's signature

Podpis Rektora / Rector's signature

.....
(city) (date)

Name and surname

**Faculty ...
University of Wrocław
pl. Uniwersytecki 1 50-137
Wrocław**

WITHDRAWAL FROM STUDIES

I declare that I am resigning from undertaking the first-cycle/second-cycle/long-cycle studies* in the field of study in the full-time / part-time (extramural/evening*) form in the academic year 2026/2027.

.....
(legible signature)

*delete as appropriate

CONSENT OF PARENTS/LEGAL GUARDIANS FOR A MINOR TO STUDY AT THE UNIVERSITY OF WROCLAW

(Please complete legibly in CAPITAL LETTERS)

In the case of parental responsibility being exercised by one parent or legal guardian, only Statement II (below) must be submitted. In the case of parental authority being exercised by both parents, Statement II is not required.

.....
City, date

I. STATEMENT

consent of parents/legal guardians

I consent to my minor child/ward under my legal guardianship* taking up studies and entering into a contract with the University of Wrocław.*

Personal data of a minor:

Name and surname
Date and place of birth.....
Holder of identity card/passport

I declare that I am familiar with the admission rules and the conditions of studying at the University of Wrocław. I am aware that studying at university may involve paying fees for educational services.

In accordance with Article 13 of the General Data Protection Regulation (EU) 2016/679 of 27 April 2016 (GDPR) we inform you that:

1. The administrator of your personal data is the University of Wrocław based in Wrocław, pl. Uniwersytecki 1, 50-137 Wrocław.
2. Your personal data will be processed due to the obligation to give your consent, for a minor to study, which is required by law (Art. 6 (1)(c) GDPR).
3. Without your declaration, the minor will not be allowed to take up studies. The statement will be kept for the time indicated by the law for the retention of student records.
4. In accordance with the provisions of the GDPR, you have the right of access to your data, the possibility to correct and restrict the processing of your data, as well as the right to lodge a complaint with the President of the Data Protection Authority.
5. The controller has appointed a Data Protection Officer who can be contacted via email: IOD@uwr.edu.pl or by mail to: pl. Uniwersytecki 1, 50-137 Wrocław.
6. The DPO can be contacted on all matters relating to the processing of your personal data by the University of Wrocław and your exercise of rights related to the processing of your personal data.
7. Personal data will only be processed by authorised persons and those supporting the admission and teaching process.

.....
Name and surname name of mother/legal guardian

.....
Name and surname of father/legal guardian

.....
ID card series and number
or passport

.....
ID card series and number
or passport

.....
Signature of mother/legal guardian

.....
Signature of father/legal guardian

* * a minor is defined as a person **under the age of 18**

.....
City, date

II. STATEMENT**

consent of a single parent/legal guardian

I consent to my minor child/ward under my legal guardianship* taking up studies and entering into a contract with the University of Wrocław.*

Personal data of a minor:

Name and surname.....
Date and place of birth.....
Holder of identity card/passport.....

I declare that I am familiar with the admission rules and the conditions of studying at the University of Wrocław. I am aware that studying at university may involve paying fees for educational services.

In accordance with Article 13 of the General Data Protection Regulation (EU) 2016/679 of 27 April 2016 (GDPR) we inform you that:

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7. Personal data will only be processed by authorised persons and those supporting the admission and teaching process.

.....
Name and surname of mother/father/legal guardian

.....
ID card series and number or passport

.....
Signature of mother/father/legal guardian

* a minor is defined as a person **under the age of 18**

** ** Pursuant to Article 233 § 1 of the Penal Code, whoever, while giving testimony intended to serve as evidence in court proceedings or other proceedings conducted pursuant to the Act, gives false testimony or conceals the truth shall be subject to a penalty of deprivation of liberty for a term of between 6 months and 8 years.