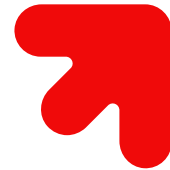




**STUDY WITH US!**

# **ADMISSION GUIDE FOR INTERNATIONAL CANDIDATES**



Welcome! In the admission platform you can find detailed information about recruitment process. If you'd like to apply, please register.



A A A

[Registration/Login](#) [PL](#) | [EN](#)

[Study with us!](#) [Programme catalogue](#) [Schedule](#) [Admission procedure](#) [Useful information](#) [Contact](#)



## STUDY WITH US!

Welcome to the online enrollment platform for the degree studies at the University of Lodz - we are glad you are here!

**Admission for degree studies in 2022/2023 starts in May 2022.**

When becoming a student of the University of Lodz, you will join a university that is diverse - students of over 90 nationalities study with us! Our goal is to educate active citizens who can think critically and understand the complexities of today's world. Through various projects, such



Please register here.



UNIWERSYTET  
ŁÓDZKI



Registration/Login PL | EN

[Study with us!](#)

[Programme catalogue](#)

[Schedule](#)

[Admission procedure](#)

[Useful information](#)

[Contact](#)

## LOGGING IN

### Register!

  
 REGISTER

### Log in!

E-mail adress:\*

Password:\*

Cannot remember the password? [CLICK HERE](#)



Registration will not take you more than 5 minutes

E-mail address:\*

Maximum 255 characters

First name:\*

Last name:\*

**AS IN PASSPORT!**

Survey question

How did you find out about the University of Lodz?:\*

Why did you choose to study at the University of Lodz?:\*

I have acquainted myself with the below information clause and I accept it.

Pursuant to: Article 40 § 4 and with regard to Article 33 § 1 and Article 41 of The Code of Administrative Procedure, I declare that I have been informed about:

- the obligation of appointing a representative for service of process within Poland in case of lack of place of residence or stay on the territory of the Republic of Poland;
- keeping letters addressed to me in my case file with the status of being delivered in case of my failure to appoint my representative for service of process within Poland;
- The representative may be a natural person having the capacity to be a party in legal acts;
- the possibility of submitting a reply to the decision initiating the procedure and providing written explanations;
- the obligation of informing immediately the University about each change of my address as well as of address of the representative for service of process appointed by me, subject to the legal effect of delivery of letters to the current address in cases of neglecting to inform the University about the change of address for service.\*

I have acquainted myself with the below information clause and I accept it.

1. The University of Lodz, based at Narutowicza 68, 90-136 Łódź, is your personal data controller;
2. University of Lodz Data Protection Officer can be contacted at: ul. Narutowicza 68; 90-136 Łódź (correspondence address), or on e-mail: [iod@uni.lodz.pl](mailto:iod@uni.lodz.pl)
3. Personal data provided by you is processed in order to conduct the recruitment for studies/ to the doctoral school at the University of Lodz;
4. Your personal data is processed on the basis of the legal provisions e.g. of Law for the Higher Education and Science Act and internal acts of the University of Lodz;
5. The recipients of Your personal data could be entities authorized on the basis of legal regulations or entities to whom data controller could entrusted data processing on the basis of the agreement;
6. Your personal data will be stored for the period of time that is necessary to achieve the purpose set out in point 3. In the case of:
  - a) candidate resignation of: the participation in the recruitment for studies/to the doctoral school, start studying or refusal to enter to studies/the doctoral school:
    - documents collected during recruitment are returned to candidate;
    - documents submitted during the recruitment to the Doctoral Schools are kept by the Doctoral School for two years from the end of the recruitment;
    - the data collected in the Online Application System (IRK) are deleted;
  - b) getting admitted to studies/the doctoral school – data collected during recruitment are portable to information systems of the University of Lodz;
7. In connection with the processing of your personal data, you have the right to access your personal data, to demand rectification, erasure, or restriction of processing concerning the data subject or to object to processing as well as the right to data portability in justified cases; you have the right to file a complaint with the supervisory body, i.e. the President of the Data Protection Office based in Warsaw, 2, Stawki street.
8. Providing your personal data is voluntary, but it is essential for purposes specified in Part 3.

The processing of your personal data is performed in compliance with the provisions of Art. 6, paragraph 1, point (c), of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (general regulation about personal data protection; reference: Official Journal of the European Union L119) – "GDPR".

\*

 REGISTER

**Make sure to write correct data. First name and last name has to be exactly as in your passport!**

**IMPORTANT!** Please register with an email that you have access to. All the further information about your admission will be sent there as well.



Registration will not take you more than 5 minutes

An activation link was sent to your email address. To complete the activation of your account, follow the instructions contained in the message

**Once you register, you will receive activation link to your email (email might need few minutes to reach you, so please wait patiently before you decide to register again). Please click it and set up your password.**

**Remember – password needs to include a minimum of 2 digits and a minimum of 2 capital letters.**

**Finally, activate account.**

## ACCOUNT ACTIVATION

The minimum password length is 8 characters, including a minimum of 2 digits and a minimum of 2 capital letters

Password:\*

Maximum 255 characters

Repeat Password:\*

Maximum 255 characters

ACTIVATE ACCOUNT →



Manage  
your account

### CANDIDATE'S PANEL

[My data](#) [My applications](#) [Specialities](#) [Messages \(0\)](#) [Tasks list \(2\)](#) [Fees \(0\)](#) [Password](#)

Not all required fields are completed. Fill in the missing fields:

Primary data:

- Phone number:

This is candidate's panel, where all necessary tabs are located. You can always access it by clicking „profile” link in the top right corner of the platform.



## CANDIDATE'S PANEL



My data   My applications   Specialities   Messages (0)   **Tasks list (2)**   Fees (0)   Password

Name

**Title:** New

**admission:**

**Contents:** Complete the My data tab

**Creation date:** 2022-05-12 09:23:26

**Title:** New

**admission:**

**Contents:** Sign up for a programme

**Creation date:** 2022-05-12 09:23:26

In the „tasks list” you can see which tasks are completed, and which still need to be finished.

Let's complete „My data” tab.

My data   My applications   Specialities   Messages (0)   Tasks list (2)   Fees (0)   Password

Not all required fields are completed. Fill in the missing fields:


Primary data:

- Phone number:
- Photos:
- ...

1. We start with uploading a picture which will later be used for your student ID card.

Documents:

- Declaration:



[📎 UPLOAD A PICTURE](#)

Basic information:

First name:\*

Photos:



Photos: \* ⓘ

[📎](#) Drop or click to select file from drive

✕ CANCEL

[📁](#) SAVE



2. Upload picture by either dropping the file or selecting it from drive.

Photos:



3. Once you upload your picture, click „save”.

Photos: \* ⓘ

Sent █████-foto.jpg



✕ CANCEL

[📁](#) SAVE

4. Success! Here's a preview of your photo on student ID card. If you are not happy with it, you can change it.

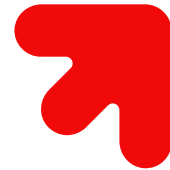


[📎](#) CHANGE PHOTO

This photo is waiting for approval



Please fill in the remaining personal data. Every section has the „edit” button which you should use to edit your personal info.



#### Basic information:

First name:\*

██████████

Second name:


Last name:\*

██████████

Phone number:\*

What language will you study in:\*


English

 EDIT

#### Education :

What country did you graduate from?:\*

In which country was your secondary school-leaving certificate issued?:\*

 EDIT

#### Personal data :

Gender:\*

Nationality:\*

Country issuing passport:\*

Passport number in full:\*

Document expiry date:\*

Do you have a Polish Card?:\*

Do you have documented Polish origin?:\*

Date of birth:\*

Country of birth:\*

Place of birth (town/village):\*

Current Country of Residence:\*

Are you currently in Poland?:\*

On the bases of which document you are in Poland?:

Pesel:

Do you need a place in a student dorm?:\*

Are you a disabled person?:\*

Terms of studying:\*

 EDIT

If your correspondence address is different from the residence address, you can edit it by „unticking” the blue square.

Address for correspondence :

Address for correspondence same as residence address in the country of origin





In the „documents” sections you have to upload:

- **Declaration** – please download template (2 file formats are available), fill it, sign and upload a scan. [If you apply through agency, you will find here additional declaration]
- **Statement of Polish Language test** – only if you plan to study in Polish and you do not have a certificate.

Documents :


Other:

 Drop or click to select file from drive 

Declaration:\*


 DOWNLOAD TEMPLATE - DOCX


 DOWNLOAD TEMPLATE - PDF


 Drop or click to select file from drive



Statement Polish Language test (only for candidates who will studying in Polish):

 DOWNLOAD TEMPLATE - DOCX

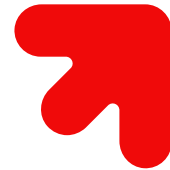
 DOWNLOAD TEMPLATE - PDF

 Drop or click to select file from drive



 CANCEL

 SAVE



My data | My applications | Specialities | Messages (0) | **Tasks list (1)** | Fees (0) | Password

Name

<b>Title:</b>	Ended
<b>admission:</b>	
<b>Contents:</b>	Complete the My data tab
<b>Creation date:</b>	2022-05-12 09:23:26

<b>Title:</b>	New
<b>admission:</b>	
<b>Contents:</b>	Sign up for a programme
<b>Creation date:</b>	2022-05-12 09:23:26

**Remember that you can always go to „Tasks list” tab to see what still needs to be completed.**

**In this example we can see that we need to „sign up for a programme”.**

# CANDIDATE'S PANEL



My data | My applications | **Specialities** | Messages (0) | Tasks list (1) | Fees (0) | Password

LEVEL ▾

FORM ▾

DEPARTMENT ▾

🔍 SELECT

## Business Management

- Faculty of Management
- Poland
- First cycle
- Full-time

Apply now

## Business Management

- Faculty of Management
- Poland
- Second cycle
- Full-time

Apply now

## Computer Science

- Faculty of Mathematics and Computer Science
- Poland
- First cycle
- Full-time

Apply now

## Computer Science

- Faculty of Mathematics and Computer Science
- Poland
- Second cycle
- Full-time

Apply now

## Economics

- Faculty of Economics and Sociology
- Poland
- First cycle
- Full-time

Apply now

## Economics

- Faculty of Economics and Sociology
- Poland
- Second cycle
- Full-time

Apply now

Degrees/programmes are listed in the „Specialities” tab. If you find a degree that you’re interested in, please click „apply now” – you will see details of this particular programme.

Make sure that if you wish to study in English you **browse degrees from the English version of the admission platform**. Polish version doesn’t include degrees in English!



## APPLICATION PREVIEW - ECONOMICS

<< BACK


Faculty of Economics and Sociology

**Study level:**

First cycle

**Form of studies:**

Full-time

APPLY NOW 

**Eligibility rules:**

### Admission procedure

Courses by category	Subjects
<b>1</b> only one of these subject scores is allowed for conversion <b>Obligatory subject</b>	English
<b>2</b> only one of these subject scores is allowed for conversion <b>Obligatory subject</b>	Maths, Geography, History, Civic Science, Information Technology
<b>3</b> these subject scores may boost your application, but are not obligatory	Maths, Geography, History, Civic Science, Information Technology

**Fees:**

2100 EURO

**Recruitment fee:**

85 PLN

On this site you can check all the details of the particular programme. If you wish to apply for it, please click „apply now”.

## APPLICATION - ECONOMICS

### Education


Type of document entitling to start studies:\*

Number of the document entitling to start studies:\*


Date of issue of the document which entitles to apply for studies:\*

### Documents


Language certificate on minimum B2 level: \* 


 Drop or click to select file from drive

Scan of school certificate (if not in Polish or English, attach translation in one scan): \* 

 Drop or click to select file from drive


Scan of Transcript of Records (if not in Polish or English, attach translation in one scan): \* 

 Drop or click to select file from drive


Cover letter (signed): \* 

 Drop or click to select file from drive

Scan of Transcript of Records (if not in Polish or English, attach translation in one scan): \* 

 Drop or click to select file from drive

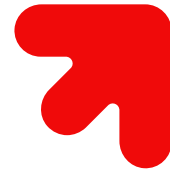
Cover letter (signed): \* 

 Drop or click to select file from drive

APPLY

**Before you apply, please fill in and upload all required data/documents.**






Make sure to generate a personal survey (“My applications” tab -> Show more -> Edit -> Download template), print it out, attach a photo, **sign**, scan and upload at your admission profile.

<p>Dane osobowe zawarte w ankiecie osobowej pochodzą z elektronicznego systemu rekrutacyjnego. Wydruk jest generowany w celu przeprowadzenia postępowania rekrutacyjnego. Personal data included in this application comes from the online enrolment platform. This document is generated for purposes of the recruitment process.</p> <p><b>Jeżeli Pan/Pani reprezentuje kandydata jako agent rekrutacyjny prosimy o kontakt z Biurem Współpracy z Zagranicą Uniwersytetu Łódzkiego e-mail: <a href="mailto:admission@uni.lodz.pl">admission@uni.lodz.pl</a></b> <b>If you are a representative of the candidate you are asked to contact immediately the International Relations Office of the University of Lodz e-mail: <a href="mailto:admission@uni.lodz.pl">admission@uni.lodz.pl</a></b></p>	
<b>Podpis kandydata/Applicant's Own Signature:</b>	<b>Data/Date:</b> 2022-05-18



## CANDIDATE'S PANEL

My data My applications Specialities Messages (1) Tasks list (3) Fees (1) Password

Name: Programme / Specialization: Business Management Payment unapproved yet  
Transfer title: Wniesienie opłaty rekrutacyjnej  
Amount to pay: 85,00 (PLN)  
Amount paid: 0,00 (PLN)  
Date of payment: 2022-07-15 00:00:00  
Confirmation (doc, docx, pdf, jpg, jpeg, png): 

**It's time to pay the admission fee. Please use the option „pay” which allows to pay by credit/debit card.**

**Once the payment is successful, we will approve it within few days – please wait patiently.**

My data My applications Specialities Messages (1) Tasks list (2) Fees (0) Password

Name: Programme / Specialization: Business Management Payment approved  
Transfer title: Wniesienie opłaty rekrutacyjnej  
Amount to pay: 85,00 (PLN)  
Amount paid: 85,00 (PLN)  
Date of payment: 2022-07-15 00:00:00  
Confirmation (doc, docx, pdf, jpg, jpeg, png):



## Business Management

Status:

Date of application:

Not submitted

2022-05-18 11:42

Show less

Priority: 2



SEND APPLICATION

RESIGN



Now you can send your application. Go to „My applications” tab and click „send application”.

**IMPORTANT!** Please **DO NOT** click „Resign” if you are not 100% sure. Once you click „Resign” you cannot apply again for this specific programme (unless you inform us about the mistake you made, but it takes time to open the application for you again).

During application platform might occasionally experience some delays – if you see this symbol, please wait patiently before you refresh the website.

High school / secondary school diploma

Number of the document entitling to start studies:\*

555333111

Date of issue of the document which entitles to apply for studies:\*

2021-05-05

Documents

Language certificate on minimum B2 level: \* ⓘ

Sent language\_certificate.pdf

Scan of school certificate (if not in Polish or English, attach translation in one scan): \* ⓘ

Sent school\_certificate.pdf(121.27 KB)

Scan of Transcript of Records (if not in Polish or English, attach translation in one scan): \* ⓘ

Sent transcript.pdf(164.27 KB)

Cover letter (signed): \* ⓘ

Sent cover\_letter.pdf(164.27 KB)

APPLY

A green arrow points from the text in the previous block to the loading spinner in the 'Scan of school certificate' field.



My data My applications Specialities Messages (1) Tasks list (0) Fees (0) Password

**Business Management**

Priority: 1 ↓ APPLICATION SENT RESIGN

Status: **During the verification**

Date of application: 2022-05-18 11:42

Show more

**Economics**

Priority: 2 ↑ APPLICATION SENT RESIGN

Status: **During the verification**

Date of application: 2022-05-13 15:19

Show more

After sending the application you will see „during the verification” status. Now please relax and wait for the Faculty Coordinator’s decision to be made. It might take up to 15 working days.

**CANDIDATE'S PANEL**

My data My applications Specialities Messages (0) Tasks list (1) Fees (1) Password

**Business Management**

Priority: 1 ↓ APPLICATION SENT RESIGN

Status: **Accepted**

Date of application: 2022-05-18 11:42

Show more

Once the decision is made, you will see it in the „My applications” list.

**Business Management**

Priority: 1 ↓ APPLICATION SENT RESIGN

Status: **Accepted**

Date of application: 2022-05-18 11:42

[Show less](#)

**Informacje**

Document confirming legal stay:\*

Document expiry date:\*

Insurer's name:\*

Document expiry date:\*

[EDIT](#)

**Tasks list**

- Make a payment
- Make a payment Wniesienie opłaty rekrutacyjnej
- Complete the My data tab
- Sign up for a programme
- Submit your application
- Fill in Application form and upload it to the system

If you're accepted for studies, your next step is to make payment of tuition fee. To do so, go to „Fees” tab.



In this tab you can see the amount to pay and your **individual** account number. Once you make the transfer, please upload confirmation of payment.

My data My applications Specialities Messages (0) Tasks list (1) **Fees (1)** Password

**Name:** Programme / Specialization: **Business Management** **Payment approved**

**Transfer title:** Wniesienie opłaty rekrutacyjnej

**Amount to pay:** 85,00 (PLN)

**Amount paid:** 85,00 (PLN)

**Date of payment:** 2022-07-15 00:00:00

**Confirmation (doc, docx, pdf, jpg, jpeg, png):**

**Name:** Programme / Specialization: **Business Management** **Payment unapproved yet**

**Transfer title:** Opłata za studia

**Amount to pay:** 2500,00 (EUR)

**Amount paid:** 0,00 (EUR)

**Date of payment:** 2022-08-10 00:00:00

**Account number:** 6012402092942600000000048

**Confirmation (doc, docx, pdf, jpg, jpeg, png):**

Drop or click to select file from drive

If you need an invoice (aka bank details letter), please ask for it by sending message in the system. Within few days you will see the document in the „My application” tab, when you click „show more”.




**CANDIDATE'S PANEL**

My data | My applications | Specialities | Messages (0) | Tasks list (0) | Fees (0) | Password

**Business Management**

Status: **Accepted**

Date of application: 2022-05-18 11:42

Priority: 1  APPLICATION SENT RESIGN

*Show less*


**Attached files**

Bank Details Letter (invoice) [bank details letter - invoice.pdf](#)

**Tasks list**

- Make a payment Wniesienie opłaty rekrutacyjnej




Name:	Programme / Specialization: <b>Business Management</b> <b>Payment approved</b>
Transfer title:	Tuition fee
Amount to pay:	2500,00 (EUR)
Amount paid:	2500,00 (EUR)
Date of payment:	2022-08-10 00:00:00
Account number:	60124020929426000000000048
Confirmation (doc, docx, pdf, jpg, jpeg, png):	

**When the payment reaches our account, we will approve it and you'll see the amount paid in the „Fees” tab.**

**Within the next days we will prepare your Acceptance letter and upload it to your profile. You can find it in the „My applications” tab, after you click „show more”.**

**Business Management**

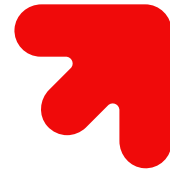
Priority: 1  APPLICATION SENT **RESIGN**

Status: **Accepted**

Date of application: 2022-05-18 11:42

*Show less*

<b>Attached files</b>	<b>Tasks list</b>
Acceptance letter <a href="#">acceptance-letter.pdf</a>	<input checked="" type="checkbox"/> Make a payment



Acceptance letter allows you to apply for student visa. **Please remember that the university cannot influence visa process**, because it's made entirely at the Polish Embassy/Consulate.

After you get your student visa or residence permit, please include information about it in the „information” section.

Additionally, please add information about your health insurance („insurer's name”).

The screenshot shows a user interface for managing an application. At the top, there is a navigation bar with tabs: "My data", "My applications", "Specialities", "Messages (0)", "Tasks list (0)", "Fees (0)", and "Password". The "My applications" tab is active.

The main content area is titled "Business Management". It displays the application status as "Accepted" in a blue box, with a date of application "2022-05-18 11:42". There are buttons for "APPLICATION SENT" and "RESIGN". A "Priority: 1" indicator with a downward arrow is also visible.

Below the status, there is a red bar with the text "Show less".

The interface is divided into two main sections:

- Attached files:** Shows an "Acceptance letter" file named "acceptance-letter.pdf".
- Informacje:** A section highlighted with a green border, containing a form for health insurance information. The fields are:
  - Document confirming legal stay:\*
  - Document expiry date:\*
  - Insurer's name:\*
  - Document expiry date:\*An "EDIT" button is located at the bottom of this section.
- Tasks list:** A list of tasks with checkboxes, all of which are checked:
  - Make a payment Wniesienie opłaty rekrutacyjnej
  - Make a payment Oplata za studia
  - Complete the My data tab
  - Sign up for a programme
  - Submit your application
  - Fill in Application form and upload it to the system



**CONGRATULATIONS! WE ARE WAITING TO  
WELCOME YOU AS A #UNILODZ STUDENT SOON 😊**