



## INCOMING PROCESS AT KU

1. **Nominations** from partner Universities should reach KU incoming students coordinator by email to [incoming@alk.edu.pl](mailto:incoming@alk.edu.pl) or [mgodlewski@kozminski.edu.pl](mailto:mgodlewski@kozminski.edu.pl) by:

Fall semester & Full Year – deadline: 1<sup>st</sup> of May

Spring semester – deadline: 1<sup>st</sup> of December

2. KU incoming students coordinator will contact your students directly -> welcome email & information about **admission process** (FREE of charge for Exchange Erasmus+ students)
3. Incoming students are requested to upload/send documents by:

Fall semester & Full Year – deadline: 1<sup>st</sup> of June

Spring semester – deadline: 1<sup>st</sup> of January

The set of documents from the incoming students to be uploaded in online application (coordinator will provide the link):

- ✓ copy of the ID/passport;
- ✓ copy of the medical insurance (in case of EU citizen - please submit European Health Insurance Card);
- ✓ passport size picture in JPG file;
- ✓ transcript of students records;
- ✓ copy of the Certificate of English B2 (or FCE, LCCE 2) unless the student studies at the English track or English is a native language.

**MANDATORY step to be done by the students:** sending the application form (which is to be downloaded from the system at the end of online admission) - signed by hand and scanned to [incoming@kozminski.edu.pl](mailto:incoming@kozminski.edu.pl)

4. Preparation and delivery (via email) of **Letter of acceptance** by the Incoming students coordinator takes place only when the admission process is successfully completed by the students
5. All the academic aspects are to be discussed separately from admission process and directly with students in accordance to the organizational process at KU (at latest 2 months before beginning of the term).
6. **List of courses** – available online at <https://www.kozminski.edu.pl/incoming/> (however changes in the offer can be still made)



## 7. Buddy program

- help with looking for the accommodation in Warsaw;
- possible airport pick-up;
- showing around the city etc.

PARTICIPATION in the program is only possible after applying  
(Buddies are not appointed automatically)

## 8. Around 2-4 weeks before the beginning of the semester: students receive **individual logins and passwords to KU online systems**

**!!! MANDATORY REGISTRATION FOR COURSES is held during last 2 weeks before beginning of the semester !!!**

Through the systems students have access to:

- ✓ Online registration for the courses;
  - ✓ Schedules of the courses;
  - ✓ Courses' materials and syllabis;
  - ✓ Contact data of the professors;
  - ✓ KU email box etc.
- } after the registration

## 9. Selection of courses: Student + outgoing Coordinator (from home University) -> submission of **Learning Agreement (Part Before the Mobility)**

Official deadline for submission of Learning Agreement at KU is the end of the first month of the semester

## 10. Orientation Week

- is held during the last week before first official day of the semester;
- organized together with ESN Kozminski;
- presence during the event – recommended;
- starts on Tuesday, ends on Sunday.

## 11. II round of registration for the courses

- is held during the 30 days after the beginning of semester;
- possibility of making changes in the courses selection (changes need to be approved by the home university firstly);
- after the registration is over = no more changes are possible.

## 12. Submission of the part **During the Mobility** of LA

Deadline: 2 weeks after the registration for the courses is finished.

### Contact details – website

[www.kozminski.edu.pl/incoming](http://www.kozminski.edu.pl/incoming)

**Emails to Incoming Coordinators**

Nominations & admission:

[mgodlewski@kozminski.edu.pl](mailto:mgodlewski@kozminski.edu.pl)

Academic aspects; E+ documents etc.:

[aryniewicz@kozminski.edu.pl](mailto:aryniewicz@kozminski.edu.pl)