STAY IN LUBLIN

STUDY IN ENGLISH AT KUL





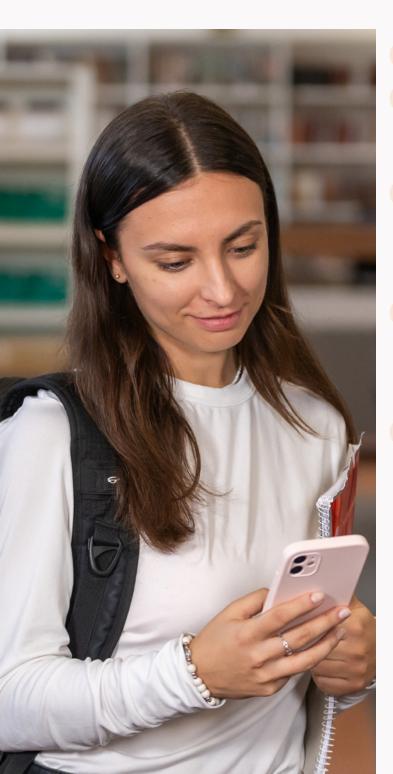
www.kandydat.kul.pl/en

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HOW TO APPLY



Register your application at: https://rekrut.kul.lublin.pl/info.html

- Complete your personal data and information about education
- Upload required documents

Choose your course and confirm the choice

- Pay registration fee
- Your application will be considered and verified by our Admissions Office team
 - If you are qualified for the programme, the online confirmation in the e-Rekrut system is required
 - Wait for a Conditional Offer Letter and pay tuition fees (for applicants on fee-paying basis)
 - Upon receiving Decision of Acceptance submit the original documents no later than 30th September

THE OF REQUIRED DOCUMENTS

O Scan of the data page of your valid international passport;

- O electronic version of your official photo (must meet the criteria for photos required for the purpose of issuing the official documents, eg. passport; in color, with a background that is plain and white, free of shadows and other objects etc.).;
- O scan of the relevant educational documents with full legalization/apostille (Secondary School Diploma/Certificate with Transcript of Records or BA/MA diploma with Transcript of Records/Supplement - *as applicable for the programme*) - a document which allows you to enter higher education institutions in the country where document was issued.

If documents were issued in a language other than English, the official English translation must be also uploaded.

A certificate/diploma should contain information that it allows to take up bachelor /master /second cycle studies in the country where it was issued - if such a statement is not already written on the document, a candidate has to provide also an additional document "eligibility letter" - for example issued by the Ministry of Education.



 scan of a document confirming your English language proficiency at B2 level;

- (for candidates who have such document) scan of a Pole's Card or other document (e.g. a permanent residence card, NAWA decision to grant a scholarship, certificate confirming Polish proficiency as a foreign language at C1 level) which entitles you to study for free;
- (only clergymen) scan of a Letter of Recommendation from the Church authorities.



LEGALIZATION/APOSTILE

The apostille can be issued by designated competent authorities in *a state which is a party to the Hague Convention.*

The list of countries and institutions authorized to issue the Apostille is available here: https:// www.hcch.net/en/instruments/conventions/ authorities1/?cid=41

All educational documents issued in a state, which is not a party to the Hague Convention must be officially legalized.



The legalization of the educational documents can be done by the competent education authorities of the country on which territory or education system the certificate was issued (depends on the country, for example the Ministry of Education). After that, your educational documents must be submitted for the final legalization to the consul of the Republic of Poland at diplomatic or consular mission, competent for the country on which territory or in which education system the certificate was issued. You can search for Poland's missions abroad here: https://www.gov.pl/web/diplomacy/polands-missions-abroad

RECOGNITION

FOREIGN SCHOOL CERTIFICATES, DIPLOMAS OR OTHER EDUCATIONAL DOCUMENTS MAY BE RECOGNIZED IN POLAND AUTOMATICALLY. DOCUMENTS RECOGNIZED BY OPERATION OF LAW IN POLAND:

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Each certificate, diploma or another document issued within the education system of one of EU, EEA or OECD member states that entitles to apply for admission to a higher education program in the state of issuance. This rule concerns the following states: Australia, Austria, Belgium, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Mexico, Netherlands, New Zealand, Norway, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom, USA.

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IB (International Baccalaureate) diplomas issued by the International Baccalaureate Organization in Geneva.

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EB (European Baccalaureate) diplomas issued by the European Schools in accordance with the Convention defining the Statute of the European Schools drawn up in Luxembourg on June 21, 1994. (Dz. U. [the Journal of Laws] for 2005, No. 3, item 10).

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Certificates, diplomas and other documents issued abroad by schools or educational institutions in accordance with the principles laid down in bilateral agreements on mutual diploma recognition (http://www.nauka.gov.pl/ uznawanie-wyksztalcenia/akty-prawne.html). If a certificate or other document entitles to apply for admission only to specific higher education programs in the state of issuance, it shall be recognized as a document giving a right to apply for admission to such higher education programs in Poland which are identical or similar in terms of curriculum. Attention! Foreign certificates and diplomas should be authenticated, that is, stamped with the apostille seal or legalized by the authorities of the state in the education system of which were issued.



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DOCUMENTS RECOGNIZED UNDER ADDITIONAL PROCEEDINGS IN POLAND (RECOGNITION PROCEEDING BY PROVINCE EDUCATION SUPERINTENDENT):

certificate, diploma or other document which is not mentioned above.

Recognition of certificate is done at the Province Education Superintendent (Kuratorium Oświaty) in Lublin.

The body competent with respect to the proceedings for the recognition of a school certificate or other document issued abroad – that is not recognized by operation of law – is the education superintendent (kurator oświaty), having jurisdiction: over the place of residence of the applicant or over the registered office of the institution to which the applicant intends to submit the application or other document issued abroad (if the applicant does not have a place of residence within the territory of the Republic of Poland).

For Lubelskie Voivodship: Kuratorium Oświaty w Lublinie ul. 3 Maja 6, 20-950 Lublin

THE EDUCATION SUPERINTENDENT MAY:

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recognize a foreign school certificate or other document by way of an administrative decision as a document which confirms the completion of primary, lower secondary, basic vocational or upper secondary education and -confirm the entitlement to continue one's education, including the entitlement to apply for admission to a higher education program, taking into account the scope of rights granted in the state of issuance of the certificate or other document.

FOREIGN SCHOOL CERTIFICATES OR DOCUMENTS MAY BE RECOGNIZED IN POLAND ONLY IF THEY ARE RECOGNIZED BY THE STATE WITHIN THE TERRITORY OF WHICH OR IN THE EDUCATION SYSTEM OF WHICH SUCH A SCHOOL OPERATES.

RECOGNITION OF THE SAME CERTIFICATE OBTAINED ABROAD MAY BE DONE ONLY ONCE.

DOCUMENTS REQUIRED IN THE RECOGNITION PROCEEDINGS:

1.Application form

2.Certificate - with apostille or legalized:

- a) original of the certificate or its duplicate or notarized copy with apostille placed on or attached to the document, if the certificate was issued by a state which is a party to the Hague Convention or
- b) legalized original of the certificate or its
 duplicate if the certificate was issued by a state
 which is not a party to the Hague Convention
 (the Convention Abolishing the Requirement
 of Legalization for Foreign Public Documents,
 drawn up in the Hague on October 5, 1961).

3. Documents to be appended if the certificate does not contain information about the course of education:

- a) a list of grades received in the course of examinations required for completing the school or educational institution or the given stage of the educational program;
- b) a list of subjects and other classes completed

in the course of the given stage of education, along with the grades received;

c) information on the completed curriculum pertaining to the contents thereof, the planned duration of tuition as well as the grade scale applied;

d) information on the conferred entitlements to continue education at an appropriate level in the state in the education system of which the given certificate was issued, including the entitlements to apply for admission to a higher education program as well as on the scope of the entitlements in question.

4. The documents mentioned in 3 a-d should be issued or confirmed by the school or educational institution which issued the certificate or by educational authorities of the state on whose territory or in whose educational system the certificate was issued.

BECOMING A STUDENT

Upon the successful completion of the admission procedure, candidates are required to submit original documents and confirm their will to undertake studies, according to the admission schedule available at: www.kandydat.kul.pl/en

The documents should be submitted to the Admissions Office (contact details available on our website: kandydat.kul.pl).

Documents are supposed to be submitted together with Polish sworn translation. Note: The educational certificates should be legalized or have apostille on it.

Moreover the recognition of your Secondary School Certificate is required! The recognition gives you the right to apply for studies at any Polish university.



CERTIFIED TRANSLATION

Every document issued in a language other than Polish should be submitted with sworn translation into Polish. Translation should be done by a Polish sworn translator in Poland or certified by a Polish consul in your country (in case you decide to do a translation in your country). It is admissible to submit the translation upon your arrival to Lublin.

VISA APPLICATION

5 simple steps to get your visa:

FOREIGN SCHOOL CERTIFICATES, DIPLOMAS OR OTHER EDUCATIONAL DOCUMENTS MAY BE RECOGNIZED IN POLAND AUTOMATICALLY. DOCUMENTS RECOGNIZED BY OPERATION OF LAW IN POLAND:

- Find a Polish consulate where you can submit your application. Search engine: http://mfa.gov.pl.
- **2** Read carefully all the information regarding the visa application on the consulate's website and follow all instructions.
- 3 Make an appointment at the consulate. In most cases, you do this through a website: http://www.e-konsulat.gov.pl.
- **4** Prepare the necessary documents:
- O application form,
- O travel document (passport),

O 2 bio-metric photos from the period max. 6 months (dimensions 35x45mm),

O travel medical insurance with an insurance amount of not less than 30,000 EUR or other health insurance for the entire duration of the visa,

O a document confirming accommodation in the territory of the Republic of Poland (a rental agreement, a decision granting a place in a dormitory or another confirming document); the documents must include the monthly accommodation costs, O a document confirming the possession of sufficient funds to support yourself (living costs (776 PLN/month counting all months of the planned stay), accommodation costs in accordance with the document confirming accommodation),

O documents confirming the purpose of the stay:

- a certificate of admission to studies with an annotation on payment for the first semester of studies issued by the host university,
- a secondary school leaving certificate with a transcript of grades, properly legalized or with an Apostille,
- a decision on the recognition of a secondary school leaving certificate abroad as a document confirming the right to apply for admission to higher education in the Republic of Poland; the decision is issued by the Head of the REA competent for the location of the host university.
- **5** Submit all documents including the printed and signed application form and pay the visa fee (135 EUR).

The application takes up to 15 days to be processed.

TEMPORARY RESIDENCE CARD

IN ORDER TO OBTAIN A TEMPORARY RESIDENCE PERMIT, YOU NEED TO GO TO:

Lubelski Urząd Wojewódzki, Wydział Spraw Obywatelskich i Cudzoziemców: **address:** ul. Czechowska 15, 20-072 Lublin **faks:** 81 532-92-05 **e-mail address:** wsoc@lublin.uw.gov.pl

In order to make an appointment at the LUW, please fill in the Contact Form available on the website https://cudzoziemcy.lublin.uw.gov.pl/ pl/kontakt and send this form to the following e-mail address: wsoc@lublin.uw.gov.pl A template of the application for granting a temporary residence permit to a foreigner can be downloaded online from the Regulation of the Minister of Internal Affairs and Administration dated April 17,2019 or in person at the Office's headquarters.



Documents Required:

a) application form filled in polish

b) 4 photographs of a foreigner with dimensions of 35x45 mm, taken no earlier than within
6 months before the date of submitting the application

c) photocopy of the written pages of a valid travel document (original available for inspection), in a particularly justified case, when the foreigner does not have a valid travel document and it is not possible to obtain it, may present another document confirming identity
d) confirmation of payment of stamp duty

NOTE:

A foreigner wearing a headgear in accordance with the rules of his religion may attach to the application a photograph showing him or her in a headgear, as long as the image of the face is fully visible. In such a case, the application is accompanied by a statement of the foreigner on belonging to a religious community.

IMPORTANT:

When submitting an application for a temporary residence permit, a foreigner should submit fingerprints in order to issue a residence card. This is a prerequisite for the proper acceptance of the application and the initiation of proceedings. The above obligation does not apply to foreigners who are under 6 years of age or from whom it is physically impossible to take fingerprints.

IMPORTANT:

Lack of any of the above-mentioned documents will result in the foreigner being called upon to supplement it within a period of not less than 7 days from the delivery of the summons, otherwise the application will not be considered.



Additional documents needed to process the application:

a) A certificate from the university, i.e. a current (not older than one month on the date of submission) certificate of admission to studies or continuation of studies. The certificate should include, among other things: the date of commencement and end of education, the mode of study.

b) Proof of payment of the tuition fee – if the studies are on the fee paying basis, a proof of payment of the tuition fee or a confirmation from the university that there are no arrears with payments should be attached.

c) Documents confirming the possession of health insurance within the meaning of the provisions of the Act of 27 August 2004 on health care benefits financed from public funds or confirmation of coverage by the insurer of treatment costs in the territory of the Republic of Poland:

a policy confirming private health insurance covering the costs of hospitalization in Poland (foreign policy must be provided with a sworn translation into Polish), or agreement concluded with the NFZ and confirmation of payment of the ZUS contribution for the last month (important: documents should confirm the fact of having insurance for at least 6 months following the date of submission, in case of application to the ZUS - current document).

d) A document proving of having sufficient financial resources (not older than one month on the date of submission), e.g.:

- a credit card limit certificate issued by the bank that issued the credit card, issued no earlier than one month before the date of submission of the application, or
- O certificate of possession of funds in a bank or cooperative savings and credit institution established in the territory of the Republic of Poland, issued not earlier than one month before the date of submission of the application or
- O document confirming the award of a national or foreign scholarship or
- O a certificate of employment and earnings, issued not earlier than one month before the date of submission of the application.

IMPORTANT:

The application must also be accompanied by a declaration on the costs of living completed by a foreigner seeking temporary residence.

TAX CHARGES:

A foreigner applies for a temporary residence permit after paying a tax fee of PLN 340. After receiving a temporary residence permit, a foreigner pays a residence card fee of PLN 50. Adding a residence card fee confirmation on the day of application will streamline the process of receiving the card.

LEGALIZING YOUR STAY AFTER 90 DAYS OF CROSSING THE POLISH BORDER IS THE DUTY OF ALL STUDENTS - REGARDLESS OF WHETHER A VISA IS REQUIRED OR NOT. FAILURE TO COMPLY WITH THIS OBLIGATION RISKS DEPORTATION.

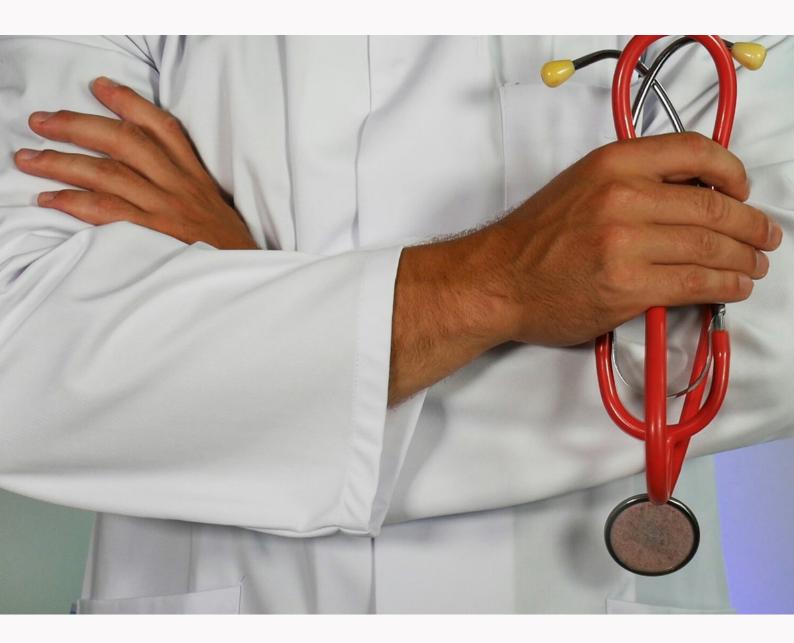
The foreigner submits an application, not later than on the last day of legal residence in the territory of the Republic of Poland, to the voivode competent due to the place of residence of the foreigner.

Temporary residence permits are granted for a period of not more than 3 years.

HEALTH INSURANCE

HEALTH INSURANCE IS MANDATORY FOR ALL STUDENTS FOR THE ENTIRE DURATION OF THEIR STAY IN POLAND. BE AWARE THAT MEDICAL CARE IN POLAND IS NOT FREE OF CHARGE. STUDENTS ARE RECOMMENDED TO BUY MEDICAL INSURANCE IN THEIR HOME COUNTRY OR JUST AFTER THEIR ARRIVAL IN POLAND. NATIONAL HEALTH FUND IN LUBLIN:

https://www.nfz-lublin.pl/adresy_telefony





ACCOMMODATION

The application will be available under the 'accommodation' tab on your e-KUL/e-Rekrut account. The application will only be available to those who are studying or have confirmed their will to study at KUL. Minors may apply for a place in the student residence halls on the basis of a declaration by a parent or legal guardian submitted while applying.

Priority for a place in a student residence hall is determined primarily by eligibility for a social grant including:

O distance from permanent residence;

- financial hardship (based on monthly income per person in the family);
- O orphanhood;
- O disability;
- O single parenting;
- O continuation of accommodation;
- O timely payment of fees in previous years;
- O date of application.

Persons wishing to take advantage of the priority rules for the allocation of a place in student residence hall are required to attach a copy of their disability certificate to their application. Other priority details must be provided in the application.

Please send scans of additional documents (e.g. disability certificate) to kds@kul.pl with the remark "zalacznik name of applicant".

Information on the granting or refusal of a place in dormitory is only given electronically by publishing it on your e-KUL account. Information can also be obtained in person in the student residence hall.

An applicant who has been awarded a bed in a student residence hall is required to confirm acceptance of a place in a student residence hall by paying a booking deposit in the amount of the monthly rent due for the allocated bed by the due date. WHAT DOWE OFFER: **THE COURSE**



Studying Applied Anthropology BA programme:

you acquire wide-ranging knowledge about human beings (in socio-cultural, linguistic, historical, biological, and esp. philosophical dimensions)

you learn how to provide for "good life to the most needy

you choose a specialization: intercultural management or intercultural brokering

you are prepared to work in international and national aid agencies, cultural and social organizations, non-profit and for-profit social agencies whose activities cover the areas of management, research, healthcare, media, education and tourism, government structures (esp. devoted to immigrants and refugees) and research agencies

Applied Anthropology graduates: gain knowledge from a wide spectrum of scientific disciplines regarding humans (global biological anthropology, linguistics, archaeology, and especially social and cultural anthropology, and, in addition, philosophical anthropology) get a degree behind which stand a variety of transferable skills that are highly attractive to employers

The Biotechnology BA programme offers the choice between two specializations:

BIOTECHNOLOGY MEDICAL BIOTECHNOLOGY NUTRITION AND FOOD

Studies prepare for: taking up a job as a: bio technologist, microbiologist, biochemist, geneticist, biologist, laboratory analyst, laboratory technician, quality assurance specialist, specialist for drug registration in industrial research centers that use biotechnology processes, in research, control and diagnostic laboratories, pharmaceutical companies, plant breeding stations, institutions for public economics, environmental protection agencies and departments of natural resources management, etc.

Biotechnology graduates: get a degree behind which stand variety of transferable skills that are highly attractive to employers.

European and International Legal Studies BA programme:

THE STUDIES PREPARE FOR:

work in areas requiring specialist knowledge about European integration or international affairs;

employment in international organizations, including institutions and agencies of the European Union, or other regional and global international organizations;

work at the national level in the local government sector, in particular in the bodies managing European funds or responsible for the implementation of EU law;

work in national and international nongovernmental organizations;

starting own business within the internal market of the European Union;

Graduates can also take up careers within the framework of international and national coop-eration in the field of culture, education, media and journalism, law, business or finance.

BA in Informatics:

provides students with general knowledge of Computer Studies and Information Technology required for professional purposes. The programme offers a choice of specializations in Programming and information processing, Computer graphics and multimedia. Graduates can pursue careers as programmer and developers and architects of advanced IT systems, website designers, computer graphics and game designers, network administrators, IT system administrators. The skills acquired by Informatics graduates will allow them to effectively function as independent IT specialists. They will also be equipped with strong teamwork skills, enabling interdisciplinary cooperation across a number of sectors that rely on IT solutions.

Studying Journalism and Social Communication BA programme:

you gain desk and primary research skills and learn to recognize and adopt principles of journalism ethics you have the knowledge of the leg bases for journalism you learn how to prepare journalist content as per desired form and genre you are trained to create and deploy advertising and promotional materials and strategies and get professional prepared to work in advertising agencies you are able to use ICT tools, techniques and mobile devices for journalistic work and Internet online media research.

Journalism and Social Communication graduates: work as professional journalists or med workers in the press, radio, television and online outlets, as well as in many related professions: public relations specialists (PR agencies), marketing and communication specialists (local government units and agencies), online marketing specialists, media and communication consultants (political institutions, businesses, parliamentary and election campaign offices, or NGOs).



BA Management programme:

STUDIES PREPARE FOR:

- work in various types of organizations, including: in human resources management, marketing, sales, quality and production departments;
- working as a manager of various levels of management in enterprises or other organizations;
- starting and running your own business.

Studying Philosophy BA/MA programmes:

- helps cultivate critical and analytical thinking skills, develops general awareness in various areas of social life;
- teaches skills essential for participation in interdisciplinary projects and in a variety of social roles;
- prepares for working scientific, education cultural and administration institutions.

Philosophy graduates: acquire research skills, including formulating and analyzing research problems, selecting research methods and tools, processing and presenting research results; can prove logical theorems, determine the logical structure of statements (propositions), paraphrase natural language utterances in the languages of various logical systems; get a degree behind which stand variety of transferable skills that are highly attractive to employers.

Biotechnology MA programme

The graduate may take up a job as team member or head of a team working as a: biotechnologist, microbiologist, biochemist, geneticist, biologist, laboratory analyst, laboratory technician, quality assurance specialist, specialist for drug registration in industrial research centers that use biotechnology processes, in research, control and diagnostic laboratories, pharmaceutical companies, plant breeding stations, institutions for public economics, environmental protection agencies and departments of natural resources management, etc.

European Union Law MA programme

Our graduates are prepared to work as a professional staff member at EU institutions and other international organizations as well as local and national government. They serve as leaders of the change in their local communities, helping in promoting the idea of European integration and making the best use of the European funds. The European Union Law program also prepare for work in private enterprises in Poland and throughout Europe (Specialization "Business Law") or to be involved in diplomatic service with the strong focus on protection

International Relations MA programme:

STUDIES PREPARE FOR:

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practicing professions related to the use of interdisciplinary and extended knowledge and skills in the field of social sciences, including sciences of international relations, especially in national institutions (governmental and non-governmental) and international ones as well as state and private enterprises;

independent acquisition and supplementation of advanced knowledge in the field of social sciences in the domain of international relations and science of politics and administration, also in conditions of limited access to knowledge;

organizing work and leading a team;

communication, negotiation and skillful justification of own position and discussing it in Polish and a foreign language;

thinking and acting in an entrepreneurial and prosocial manner.

Human Rights and migration policy (Specialization "Diplomacy").

The course is designed by our highly-qualified academic staff in cooperation with representatives of the administrative staff of the EU institutions, representatives of diplomatic institutions and consulates, lawyers and law advisors. Their presence guarantees that the course programme meets the factual demands as regards education and employability of specialists in the field of EU law.

Licentiate programme in Systematic Theology

The Licentiate Programme in Systematic Theology is a first stage of the four years of Specialized Theological Studies and is aimed to gain the academic title of Licentiate of Sacred Theology, as required by the Pope Francis Apostolic Constitution "Veritatis gaudium". **The programme lasts two years** and fulfils the requirements of the second cycle of studies according to the above mentioned constitution. By the means of complex programme of lectures, conversations and seminars prepares to the final licentiate examination in the field of systematic theology. The title of canonical Licentiate of Sacred Theology acquired therein opens the doors to the next stage of the Specialized Theological Studies

Church licentiate (canonical) – is an academic degree awarded at theological faculties of Catholic universities operating under papal law, being part of the so-called the Roman system of academic degrees. An ecclesiastical licentiate degree is one step higher than a master's degree in theology and having it is a condition for starting a doctoral dissertation.

Recruitment rules:

- 1. THE FOLLOWING MAY APPLY FOR ADMISSION:
- a person who graduated from a faculty of theology and obtained the professional title of Master's degree or Baccalaureate (or equivalent, corresponding to the completion of the first cycle of studies according to Apostolic Constitution "Veritatis gaudium"), with a diploma score of at least 4.0 (or an equivalent of "good" score in the case of a diploma obtained abroad).
- *Qualification on the basis of an examination of dossier.*
- 2. ORDAINED CLERGY PRESENT THE CONSENT OF THEIR SUPERIOR TO PARTICIPATE IN THE PROGRAMME.

Specialized Theological Scholar Course:

After having completed the Licentiate Programme in Systematic Theology (or any analogous form of education at other faculties of theology, ending with the title of Licentiate of Sacred Theology) the candidates to the doctorate in Sacred Theology must complete Specialized Theological Scholar Course. This two years long form of studies is equivalent to the third cycle of studies according to the constitution "Veritatis gaudium" and is aimed to the preparation of doctoral thesis in every discipline in the field of systematic theology (biblical theology, dogmatic theology, moral theology, fundamental theology, ecumenical theology, theology of spirituality and Church history).

The Specialized Theological Scholar Course will consist in the preparation of a doctoral dissertation and participation in the indicated classes. In each of the two years, the course participant will have to participate in a chosen lecture (30 hours in total) and in a seminar (30 hours in total). The academic title of Doctor of Sacred Theology awarded by the Faculty of Theology of the Catholic University of Lublin John Paul II has the full value of a doctoral degree both from the point of view of the law of the Catholic Church and from the point of view of the law of the Polish state, therefore it is valid in the entire Catholic Church, as well as in countries belonging to the European Union and countries that recognize the academic titles and degrees awarded in the European Union.

Recruitment rules:

TO THE SPECIALIZED THEOLOGICAL SCHOLAR COURSE ARE ADMITTED APPLICANTS:

who have a licentiate degree in theology, corresponding to the completion of the second cycle of studies according to the constitution "Veritatis gaudium", with a diploma score of at least 4.0 (or at least equivalent to a good grade in the case of a foreign diploma).

QUALIFICATION ON THE BASIS OF:

• a diploma grade competition.



ADMISSIONS OFFICE KUL

The John Paul II Catholic University of Lublin Collegium Norwidianum building, room CN-004 Al. Racławickie 14, 20-950 Lublin, Poland Contact by phone: +48 81 445 42 16 (for English-speaking candidates) +48 81 445 42 62 (for Russian and Ukrainian-speaking candidates) Contact by e-mail: study@kul.pl Contact by Skype: study-at-kul