

# INSTRUCTION TO THE APPLICATION DOCUMENTS



POZNAŃ UNIVERSITY  
OF ECONOMICS  
AND BUSINESS

1. After receiving an e-mail with the applicant code please go to the website <https://incoming.ue.poznan.pl/> and click **SIGN IN!** Choose your Home University and apply for a **RIGHT MOBILITY TYPE AND PERIOD** (autumn/spring/full year).

2. Sign in with the applicant code given to you in e-mail. Please **WRITE DOWN YOUR CODE**, as you need it every time you want to log in to the system.

3. Fulfill the **APPLICATION FORM**. You need to fill in the following information:

- "Profile" – please provide your personal information. You also need to upload a **FORMAL PHOTO** of yourself.
- Digital photo (part of the application form) should be up-to-date, undamaged, in colour, 236 x 295 pixels, resolution 300 dpi, format ".jpg" or ".tif" with no compression, with good focus and clearly showing the eyes and face from the top of the head to the top of the shoulders, so it occupies 70-80% of the photograph. **PLEASE PAY ATTENTION TO PHOTO REQUIREMENTS!**
- "Contacts" – contact details of yourself and emergency contact details.
- "Home university" – here you need to provide information about your current home university, studies and contact details of the coordinator at your home university.
- "Other" – accommodation preference, mentor request, additional information and requests (eg. **PREFERRED DORMITORY OR ROOMMATE**).

"Mobility", "References" and "Motivation" part is not required from exchange students.

After everything is completed in the profile, please, go back to the part "Priorities" tab and "click on **"CREATE A STUDY PLAN"**. You will see a list of subjects taught in English. Please pay attention **FOR WHICH SEMESTER COURSE IS OFFERED**. You can take only subjects for



your period of stay.

Once you have completed fulfilling the application click on **"SUBMIT APPLICATION"**. After that you will be able to print the application form in order to collect the required signatures.

4. "Documents" – upload/submit all the compulsory documents:

- **TRANSCRIPT OF RECORDS** - list of courses with ECTS points from **ALL YEARS OF STUDY** completed before application (English version prepared by a home university or English translation confirmed by a sworn translator).

Please remember that Master students are required to upload transcripts from their Bachelor studies, even if completed at different university.

Transcripts in different language version than English will be **AUTOMATICALLY REJECTED**.

- signed **APPLICATION FORM**. The document should be signed by you and a representative of your University.





When you fulfill and submit application form online, please print the document and upload signed version to the system.

- signed **LEARNING AGREEMENT**. On the basis of the submitted study plan you should prepare your Learning Agreement. If you need a LA form, please let me know. LA should be signed by you and your home coordinator.

You can also upload Learning Agreement on the form of your home university, however please check if the courses on study plan are identical to the ones on your Learning Agreement. Please **DO NOT FULFILL** the faculty and responsible person in the receiving institution in LA form. This information will be completed after your acceptance on a certain programme at our University.

After being accepted at our University, Learning Agreement will be signed by our ECTS Coordinator and upload again to your profile (in July/August - if you apply for the autumn semester, or December/January- in case you apply for the spring term).

Remember that courses in study plan have to be **IDENTICAL AS ON YOUR LA**.

- "Checklist" – please indicate that you have

uploaded/resolved all the tasks in the checklist.

5. You have time to fulfill the application form and upload the documents till **15<sup>TH</sup> OF JUNE / 15<sup>TH</sup> NOVEMBER**.

6. If you have submitted the application but wish to make changes before the deadline, you can re-submit the application form, however please remember that the uploaded signed version of application form has to be identical to the one in the system.

7. The decision of admission will be made within 4 weeks after the application deadline.

## CONTACT PERSON FOR INCOMING EXCHANGE STUDENTS

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Incoming Coordinator

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