

REQUIRED ADMISSION DOCUMENTS FOR SECOND-CYCLE STUDIES AT ADAM MICKIEWICZ UNIVERSITY IN POZNAŃ, POLAND:

The most important documents that will be needed for recruitment are:

- foreign university diploma along with supplement (or transcript) on the basis on which candidate are eligible to apply to second-cycle studies in the country issuing the document.

The above documents must be apostilled (members of the Hague Convention) or legalized at the Polish Embassy - depending on the country issuing the document.

If the document does not contain information about the scale of grades used on the document, separate information from the University or other document containing these data is also necessary.

- translation of the diploma into Polish/English.

If it is impossible to translate the document into Polish, and the candidate takes up studies in English, the documents can be translated into English. The translation must be performed by a translator accredited by the country issuing the document or, a sworn translator from EU (if a given Member State has the profession of a sworn translator)

Documents issued in English do not need to be translated.

Apostille/legalization

Legalization is an attestation procedure to establish formal conformity of a document with the law of the issuing country or authenticity of signatures and seals affixed on the document.

Foreign education-related documents – secondary school leaving exams and university diplomas obtained abroad must have an apostille attached or be legalized. Without proper attestation attached we will not accept such documents during admission.

APOSTILLE

Apostille is, in short, an attestation that the certificate/diploma you have is authentic, thanks to which it is possible to use it abroad. Apostille which is issued in the form of a seal on the document or a separate document you need to apply in the country issuing the document.

If the country that issued your document is a party to the Hague Convention of 5 October 1961 which abolished the requirement of legalization of foreign official documents (Journal of Laws of 2005, no. 112, item 938), please check [where you need to apply to obtain apostille](#) -

<https://www.hcch.net/en/states/hcch-members>

LEGALIZATION

If the country that issued your document is not a party to the [Hague Convention](#), then legalization is done by the Polish consulate in this country. You need to contact proper diplomatic institution and learn what the process involves.

If candidate have any doubts as regards the recognition of a foreign diploma in Poland, you can apply to NAWA (Polish National Agency of Academic Exchange) by filing an [application for written information](#) concerning the diploma.