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**Nomination Procedure for Incoming Students**

Dear Partner,

Please find below the information regarding the University of Warsaw nomination and student application procedure for the 2016/2017 academic year.

**NOMINATION BY THE HOME UNIVERSITY**

The nominations should be sent by e-mail to Ms Jolanta Stelmaszczyk, email: [Jolanta.stelmaszczyk@adm.uw.edu.pl](mailto:Jolanta.stelmaszczyk@adm.uw.edu.pl)

Please include following information in the list of your nominated students:

1. Name of your Institution
2. Full name of the student
3. Student’s e-mail address
4. Student’s area of study / ISCED code
5. Student’s duration of stay at the University of Warsaw (first semester, second semester or the whole academic year)

**Application Deadline for the first semester & whole year - May 15th, 2016**

**Application Deadline for the second semester - November 15th, 2016**

**STUDENTS’ APPLICATION ON-LINE**

All students are requested to submit the **online application** at [www.mobility.uw.edu.pl](http://www.mobility.uw.edu.pl/) within the application deadline. Late applications may be subject to rejection.

**STUDENTS’ PAPER DOCUMENTS**

Students are then asked to send the application documents:

* UW Application Form signed by the home university,
* Transcript of Records (in English)
* Motivation letter
* Study plan
* Language Certificate (in English)
* Copy of passport

by post to the following address:

*University of Warsaw*

*International Relations Office*

*Krakowskie Przedmiescie 26/28*

*00-927 Warsaw*

*Poland*

**Language Requirements**

Incoming students are required to have at least a **B2** level of English and/or Polish

(Common European Framework of Reference: Learning, Teaching, Assessment)

Please note that this rule does not apply to students nominated to study languages. They should have at least a B2 level of the language that they will study at the University of Warsaw.

**Academic Offer**

The University of Warsaw course offer is available at [www.informatorects.uw.edu.pl](http://www.informatorects.uw.edu.pl/) or by browsing through the directory at <https://usosweb.uw.edu.pl>

The offer is being updated on a regular basis.

**Each student is entitled to maximum 30 ECTS per semester**.

**Academic Calendar**

The 2016/2017 academic calendar will be available at

<http://bwz.uw.edu.pl/en/incoming-students>

**Please note that the International Relations Office will not be able to confirm study periods other than the ones indicated in the academic calendar (with the exception of PhD students).**

**Accommodation**

The number of places in University dormitories is limited. Places are assigned by the International Relations Office based on the order of receiving students’ applications.

**Additional Information**

More practical information can be found at the IRO website [www.iro.uw.edu.pl](http://www.iro.uw.edu.pl/)

Each student is strongly encouraged to apply for a Mentor ( a local student who can help with the practical matters). The Mentor programme is organized by the Erasmus Student Network UW <http://uw.esn.pl/>

Upon receiving the nominations we will provide the students with the detailed application instructions.

We look forward to welcoming your students at the University of Warsaw.