

## **Admission requirements of European School of Law and Administration (ESLA)**

In order to start application for admission to European School of Law and Administration and obtain a Polish visa all candidates should collect and submit the following documents:

- 1. 5 passport photographs;**
- 2. Original Application form and Curriculum Vitae;**
- 3. Original of Higher Secondary School (10+2) certificate and document issued by the Ministry of Education or local educational authorities and Ministry of Foreign Affairs which states that Higher Secondary School (10+2) certificate entitles candidate to apply for studies at Bachelor or Master level in the country of issue. All those documents should be translated into Polish language and signed by a sworn translator;**
- 4. Health insurance policy;**
- 5. A photocopy of the Candidate's valid passport;**
- 6. A photocopy of an English test score (if any), for example, TOEFL, IELTS, etc.**
- 7. Medical non-objection certificate;**
- 8. Confirmation of payment of admission and first year tuition fees.**

### **The admission's procedure details:**

#### **1. Legalize necessary documents in the Embassy/at one of the Polish Consular Office.**

ESLA requests legalization of the certificate of higher secondary education, which entitles for taking studies in Poland. It is requested to authorize the mentioned documents in the Ministry of Foreign Affairs and Ministry of Highest Education before submitting to the Polish Embassy (there should be an information proving that the certificate of higher secondary education is to be equal to the Polish one and entitles the holder of it to apply for the university in the country of issue).

**For Bangladeshi Citizens is needed to legalize in Embassy/ at one of the Polish Consular Office (in country where student want to apply for a visa) original or notary proved copy of Certificate, issued by appropriate Central or Local Department of Education subordinate to the Bangladeshi Ministry of Education, proving, that High School Diploma and High School Certificate – enclosed to the Local Department of Education Certificate – entitles the holder of Diploma to apply for the certain specialization at Bangladeshi Universities.**

#### **2. Submitting of all above mentioned documents to one of our associates/authorized representative.**

The scanned versions would be sent to ESLA via e-mail for our acceptance which is a basis to issue letter of acceptance with an Offer for a Master Degree or Bachelor Degree including payment details.

**Attention: Provisional certificates and diplomas shall not be accepted, therefore only the holders of the original certificates or diplomas are eligible to submit their applications.**

#### **3. Payment.**

After receiving an Acceptance Letter from ESLA, a candidate is obliged to pay charges required in an offer to the amount which constitutes a first academic year tuition fee. No bank drafts, checks or credit cards, only a banking transfer into school's account will be accepted.

To make a proper bank transfer, sender should remember to write in a payment details' blank space: his name, surname and nationality. He suppose to keep in mind to add to the transferred money an amount needed to cover banking charges and provisions for transfer. **Only after receiving the confirmation of the receipt of all the fees by ESLA or a guarantee of payment by Asian authorised representative, Polish Border Security Agencies and Polish Embassy are notified that the candidate has fulfilled all the financial requirements.**

#### **4. Applying for Polish visa.**

Only after satisfying all the academic and financial requirements, ESLA issue and send a final confirmation/acceptance letter which makes a candidate eligible to apply for a **student visa (Download Visa Application Form)** of The Republic of Poland.

The candidate or ESLA's Asian representatives should inform school when and where he/she is going to apply for a visa. They should also inform us if there are any requirements from a Polish Consular Office (in country where student want to apply for a visa) to send them copy of any documents delivered beforehand to candidates. If Polish Consulate Department requires any of that copies you supposed to inform us which documents do they need and when we should send it to the Polish Consular Office. You should also give us the address of the Polish Consular Office and inform us if it should be sent via email or fax. Also you should give us an valid email address or fax to which we can send the documents (if needed).

Here below you'll find all requirements and the procedure to apply for a **Student's visa** in Polish Embassy in Delhi.

#### **5. Prior to departure to Poland.**

**Prior to departure to Poland, the candidate prepares all the required original documents together with the translation into Polish by a sworn translator and legalization by the Embassy of The Republic of Poland.** After receiving a Polish visa and before departure of a candidate to Poland, ESLA's overseas representatives check all the documents and sign a statement that the given candidate posses all the required documents. Any missing documentation has to be explained and a time-for-delivery given. In case of any missing documents, the candidate will be awarded the status of „course purchaser”. This status can be held only until the end of the first semester of study (January). In the case of persistent lack of documents, the candidate is removed from the student list.

The successful candidate is obliged to inform ESLA at least seven days before his/her arrival to Poland about the date and time of his/her arrival in order to make all the necessary arrangements (confirmation for airport immigration service – if needed, reservation of place in student hostel – if needed and prepaid according to payment requirements in offer attached to letter of acceptance).

ESLA does not organize picking up from an airport except situation when it is arranged by ESLA's overseas representatives (but this is responsibility of representative not of the school).

### ***Welcome to Poland!***

#### **6. Arrival to Poland**

- **Submission of all the original documents to Mr. Adam Dziadak – Coordinator of International Students' Affairs in ESLA's Registration Office (Warszawa, ul. Grodzieńska 21/29, 1<sup>st</sup> floor, room 8B).**
- **Submitting at ESLA a Polish medical certificate : stating the lack of any preconditions that might prevent a candidate from undertaking the given study programme. The certificate must be written out by any Polish Doctor (Lekarz Pierwszego Kontakt)**
- **Validation („nostrification”) of diploma and provided documents already translated & legalized by the Polish Embassy.**

**After registration in a proper ESLA's Department a candidate receives student's ID Card, student's book, statute of study as well as lectures and classes schedule and becomes an European School of Law and Administration' student.**