

The following information is required by the University in order to process your application:

Your country of citizenship:

Place of Birth:

Your passport:

Country:	Series:	Number:	Valid until:
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Financial support: Self-reliance: Reliance on parents or legal guardians:

Current residency (type): Metropolitan: Countryside:

Permanent residency in Poland? Yes: No:

3. EDUCATION/DEGREES OBTAINED (all fields have to be filled in)

Secondary / High School:

Name of School:

Address:

Country:

Year of Graduation:

BA degree or a BA degree equivalent, post-secondary degrees (to be filled in by MA program candidates only):

Name of School:

Address:

Country:

Year of Graduation:

Field of Studies:

Degree Obtained (if none, then indicate the number of years completed):

4. PROOF OF PROFICIENCY IN ENGLISH:

For prospective students from Poland (citizens and long-term residents): opt for one of the alternatives (tick one box):

sending to Collegium Civitas my scores gained in one of the following tests: TOEFL, TOEIC, IELTS, CAE, CPE, City&Guilds, ESOL, or International Baccalaureate. Find out what are the passing scores at www.civitas.edu.pl → English version → Admissions --> Passing scores.

sending to Collegium Civitas some other proof of English proficiency and a 600-word essay on one of the topics presented at www.civitas.edu.pl → English version → Admissions → Essay Topics.

declaring the readiness to come up for an interview at Collegium Civitas, in Warsaw, Poland.

For international candidates:

Some candidates may be exempt from submitting their proofs of proficiency in English. To find out more, visit www.civitas.edu.pl/english → Admissions → exemptions from submitting proof of good command of English.

Candidates from **English speaking countries** that are not exempt from submitting their proof of proficiency in English (see the point above) are required to send to Collegium Civitas a 600-word essay on one of the topics listed at www.civitas.edu.pl/english → Admissions → essay topics (the essay has to be sent by email as an attachment).

All other candidates are supposed to send the results of English language tests specified at www.civitas.edu.pl/english → Admissions → English language tests and scores.

5. CHECK LIST / ATTACHMENTS (Please make sure that you attach all of the documents listed below):

- A Cover Letter (describe why you would like to study at Collegium Civitas)
- A letter of recommendation (from your teacher, professor whose course you attended, etc.) Please note that the referee must be somebody who knows you in an academic context, and who is qualified to comment on your suitability for your chosen area/course of study, or someone who knows you in a relevant work context. Character or personal references are UNACCEPTABLE, as are references submitted via email or fax.
- Curriculum Vitae (Resume)
- A copy of the High School Diploma with a copy of the high-school transcript with the grading scale. It should be legalized at the Polish Embassy in the candidate's country unless the candidate comes from a country with which Poland has an agreement about recognition of diplomas. Find more at www.civitas.edu.pl/english → Admissions → Exemptions from Legalization
- A copy of the BA or MA Diploma with a copy of the transcript with the grading scale (only for candidates applying to a 2-year MA Program). It should be legalized at the Polish Embassy in the candidate's country unless the candidate comes from a country with which Poland has an agreement about recognition of diplomas. Find more at www.civitas.edu.pl/english → Admissions → Exemptions from Legalization
- A copy of your passport or official Polish ID
- A copy of a certificate of good health from your physician
- Receipt of payment of **the Application Fee of 250 PLN** (if you are a **citizen or resident of Poland**, you have to pay 100 PLN) paid to Collegium Civitas, Plac Defilad 1, 00-901 Warsaw, Poland
Bank Pekao S.A.; Bank's address: Plac Defilad 1, 00-901 Warsaw, Poland
account number: PL45 1240 6247 1111 0000 4980 2379 SWIFT: PKOPPLPW
- Proof of Proficiency in English as required above

6. DECLARATION

The statements on this form are to the best of my knowledge and belief correct. I understand that any offer of a place as a student of Collegium Civitas that I may receive from the University will be based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn. I understand that the information supplied on this form will be retained by the University and will be used for the purpose of processing my application. In the event that my application is successful I understand that the information will form part of my student record.

Signed.....

Date.....