

Step by step procedure (extended version)

1. **Find the right course for you** If you are not sure which course at Collegium Civitas would suit you best please visit our website: [academic offer](#)

2. **Fill in an [online application form](#)**

Please make sure that the personal data and secondary school information that you entered into the online application form are the same as in your passport and secondary school leaving certificate (equivalent of the Polish Matura certificate). **Please make sure you enter a correct email address.** If you enter an incorrect email address, you will not be able to register for classes in September.

Top tips for completing your online application form

- In the first and second section of the application, you apply for either an undergraduate (Bachelor) degree or a graduate (Master) degree; in addition you have to **choose the name of the faculty, mode and specialization.**
- In the third to sixth section you **give your personal details** (names, surname, passport details, permanent address, correspondence address) and information about the qualifications you hold (secondary school education).
- In the seventh section you are asked to **sign the declarations** (for example that you agree to have your personal data processed during the admissions procedure at Collegium Civitas in accordance with the Act about Personal Details Protection).
- In the eighth section you **give your English language competence details.** Remember that Candidates applying on the terms applicable to Polish citizens are expected to submit either their Matura English result or any certificate of English proficiency. Candidates applying on different terms than applicable to Polish citizens must send a certificate of English proficiency unless they have finished their education in English. Here is a list of [tests and passing scores](#) that we accept.
- In the ninth section you will be asked to **give your email address** (obligatory) and telephone number (highly recommended).
- In the tenth section you will find a survey. This part is optional.
- In the eleventh section you **create your password** to your on-line admissions platform. The password must have a minimum of 7 characters; including at least 1 non-alphanumeric character (like @, \$, ~). For example: Faculty1@
- In the last section, **summary**, make sure that all fields have been correctly filled in and then **press "Confirm data"**.
- After that you can log into the on-line admissions platform by providing your login and password. Use your registration/candidate number as your login (login is automatically generated by the system after the application process has been successfully completed and is then sent to your email address).

3. **Pay the application fee.**

The application fee can be paid via the electronic payment system PayU. In order to make a payment, you should log into the [on-line admissions platform](#)

The application fee can also be paid via a bank transfer.

Bank details for bank transfers:

Collegium Civitas, Plac Defilad 1, 00-901 Warsaw, Poland

Bank: Alior Bank SA; Bank's address: ul. Łopuszańska 38D, 02-232 Warsaw, Poland

account number: 95 2490 0005 0000 4600 1851 0196

SWIFT: ALBPPLPW

IBAN: PL 95 2490 0005 0000 4600 1851 0196

Title: name surname registration number (example: Anna Kowalska 24511)

4. Submit your application as early as possible

You have to send the application form and required documents by regular post (candidates residing in Poland) or via email (international candidates). Check out the [list of documents](#) which you need to submit to apply.

Address: Collegium Civitas

Admissions Office

Pałac Kultury i Nauki (Palace of Culture and Science),

12th floor, room 1210

Plac Defilad 1

00-901 Warsaw

Poland

Email address: admissions@civitas.edu.pl

The Admissions Office confirms receipt of application via email.

5. Outcome of the assessment.

Within 2 weeks you will receive information concerning the outcome of your application through the Collegium Civitas on-line admissions platform. Please note that in special circumstances the assessment can take longer than 2 weeks.

6. Payment of the entry and tuition fee.

The entry and tuition fee can be paid via the electronic payment system PayU. In order to make a payment, you should log into the [on-line admissions platform](#)

Send an email with confirmation of payment to the Admissions Office at admissions@civitas.edu.pl

The entry and tuition fee can also be paid via a bank transfer.

Bank details for bank transfers:

Collegium Civitas, Plac Defilad 1, 00-901 Warsaw, Poland

Bank: Alior Bank SA; Bank's address: ul. Łopuszańska 38D, 02-232 Warsaw, Poland

account number: 95 2490 0005 0000 4600 1851 0196

SWIFT: ALBPPLPW

IBAN: PL 95 2490 0005 0000 4600 1851 0196

Title: name surname registration number (example: Anna Kowalska 24511)

7. Reception of the official Acceptance Letter.

We will issue a final Acceptance Letter as soon as your payment is confirmed. The letter will be sent to you by post.

8. Arrival in Warsaw.

Once in Warsaw, please bring the originals of your application documents. Do not forget to bring all originals of the documents to the Admissions Office as well as 2 passport photos ([sample](#)). Should you fail to do so, you will not be allowed to begin your studies.

FAQ

What happens to my application?

The Admissions Committee verify your application to decide whether or not to offer you a place. The Admissions Committee will:

- look carefully at your academic record, proof of English proficiency and
- decide if we need to interview you.

They may also ask your high school to verify the authenticity of your documents. Admission to a degree programme is made on the basis that you have accurately and truthfully presented all the relevant facts in your application. Collegium Civitas retains the right to withdraw an offer of a place or terminate your registration if it subsequently comes to light that the information you provided in support of your application was inaccurate or incomplete or a misrepresentation of your academic and other achievements.

What are the entry requirements?

1. Matura (or equivalent secondary school leaving certificate) scores

As well as the Polish matriculation exam Matura, we accept a wide variety of qualifications. Grades obtained as result of the Matura, International Baccalaureate, International A-Level, or other foreign secondary school leaving certificate will be converted into qualifying points.

Candidates with Polish Matura:

Admission is based on the results of the Matura in three written subjects chosen by the candidate. Candidates who have reached the minimum level of 145 points will be admitted to Bachelor studies.

Points calculator:

- 1% at the basic level = 1 point
- 1% at the advanced level = 1.5 points

Candidates with International Baccalaureate:

Points calculator:

Basic level:

- 1 = 0 points
- 2 = 20 points
- 3 = 40 points
- 4 = 60 points
- 5 = 75 points
- 6 = 90 points
- 7 = 100 points

Advanced level:

- 1 = 0 points
- 2 = 30 points
- 3 = 60 points
- 4 = 90 points
- 5 = 112.5 points
- 6 = 135 points
- 7 = 150 points

Grades obtained as result of a foreign secondary school leaving certificate are also converted into qualifying points. Generally we accept candidates with an overall qualification of at least 60%.

2. English language entry requirements

You will need to demonstrate an adequate level of English that will enable you to benefit fully from your course.

Candidates applying on the terms applicable to Polish citizens are expected to submit either their Matura English result or any certificate of English proficiency.

Candidates applying on different terms than applicable to Polish citizens must send a certificate of English proficiency unless they have finished their education in English. Here is a list of [tests and passing scores](#) that we accept.

3. Application package

International candidates applying for Undergraduate (Bachelor) programmes are expected to send the completed application package.

What happens if I need an interview?

Some candidates may be invited for an interview. You may be asked to be interviewed over Skype (camera is obligatory). We will ask you for the username and one or two people usually interview you. They will want to assess if you have the intellectual capability, knowledge and passion to benefit from your chosen course.

How will I know if I get an offer?

We will let you know via our [on-line admissions platform](#). If we offer you a place, we will also send you a message with a University Student Agreement. It is therefore important to make sure we have your correct contact details.

Remember that:

- most offers are conditional;
- you must reply to Collegium Civitas by the specified deadline (usually it is 14 days).

What is the difference between a conditional and an unconditional offer?

If we make you a conditional offer you must fulfil certain criteria before you can be accepted on to the course (for example payment of entry and tuition fee, return of the signed University Student Agreement or sending a scanned copy of your visa).