



## DETAILED INSTRUCTIONS

### SEMESTER EXCHANGE

#### Step 1: Online registration (electronic)

No.	Document	Explanation	Additional information / links
1	Registration in the PU e-admission system		<a href="https://ehms.upsl.edu.pl/e-rekrutacja/standard/">https://ehms.upsl.edu.pl/e-rekrutacja/standard/</a>
2	Selection of studies	Selection of the mode: <ul style="list-style-type: none"><li>• "Registration for semester exchange"</li></ul>	
3	Completing data online	Entering personal data and uploading an ID photo to the candidate's profile.	





**Step 2: Preparation of documents (in electronic form)**

No.	Document	Explanation	Additional information/ links
1	<b>Personal questionnaire (scan)</b>	The personal questionnaire must include the candidate's signature and photo.	The questionnaire should be printed from the candidate's profile after completing personal data.
2	<b>Foreign passport (scan)</b>		
3	<b>Completed dormitory reservation form</b>		





### Step 3: Submission of documents (electronic form)

LP	Document	Explanation	Additional information/ links
1	<b>Documents required for admission (Step 2)</b>	Scans of the documents must be sent by e-mail: <ul style="list-style-type: none"><li>• <a href="mailto:international@upsl.edu.pl">international@upsl.edu.pl</a></li></ul>	
2	<b>Deadline for submitting documents electronically</b>	<ul style="list-style-type: none"><li>• By the end of June of the current year (for winter semester).</li><li>• By the end of December of the current year (for summer semester).</li></ul>	





**Step 4: After being admitted**

No.	Document	Explanation	Additional information/ links
1	<b>Application for a place in a student dormitory</b>	The application must be submitted electronically via the <i>Virtual Dean's Office</i> .	<a href="https://ehms.upsl.edu.pl/standard/">https://ehms.upsl.edu.pl/standard/</a>
2	<b>Issuance of an invitation and certificate for a visa application</b>		
3	<b>Visa requirements</b>	You must familiarize yourself with the current rules for entry into the territory of the Republic of Poland.	





### Step 5: After arrival in Poland

No.	Document	Explanation	Additional information/ links
1	<b>Originals of the documents listed above (Step 2)</b>	The original documents must be submitted to the <i>Office for Development and Cooperation</i> .	
2	<b>Student ID card fee</b>	The fee for a student ID card is <b>22 PLN</b> .	The bank account number will appear in the candidate's profile (Payments tab) after admission.
3	<b>Residence registration (Meldunek) / PESEL</b>	To obtain residence registration and a PESEL number, a foreign student must go with a foreign passport and residence document to the Town Hall for registration.	<a href="#">Urząd Miejski Słupsk - Sprawy</a>

