



# HOW TO APPLY?

## BACHELOR'S DEGREE IN AVIATION LAW AND PROFESSIONAL PILOT LICENCE

### YOUR APPLICATION CHECKLIST

#### STEP 1

Register online to create your personal account on our [Admissions Platform](#). After activating your account please fill in all the required fields with your personal information. Please note that candidates should be at least 18 years old to be able to apply to this programme.

#### STEP 2

Get a First-Class Medical Certificate approved by the European Union Aviation Safety Agency (EASA). Initial Class 1 aero-medical examination can be performed only at the Aero-medical Centre (AeMC) certified to perform class 1 aero-medical examinations in one of the following countries: *Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland*. Candidates who would like to take the medical examination in Poland should inform Admissions Office no later than 31.07.2024 and to be able to arrive in Warsaw before 16.09.2024.

#### STEP 3

Prove your English proficiency at B2 level at least and pass Mathematics and Physics provided to you by the Admissions Office on a separately agreed date and time with the score of at least 75%. Candidates may prove their English proficiency by taking a Skype interview on previously agreed date and time. To get an appointment for Skype interview or assessment for Mathematics and Physics tests - please contact Admissions Office on [recruitment@lazarski.edu.pl](mailto:recruitment@lazarski.edu.pl). The deadline is 31.08.2024.

#### STEP 4

Send scans of all the required documents as in the list below to our email address. After the documents are positively verified, the next step is to pay the application and tuition fees. Download your invoice from the main panel on your candidate's account. Please pay the full amount as stated on your invoice using your registration number as a payment reference (online payment is also available on your account).

- ✓ First-Class Medical Certificate issued by Aero-medical Center approved by the European Union Aviation Safety Agency (EASA) (signed by its holder in the indicated field).
- ✓ Printed in color and signed with full name and surname Application Form.
- ✓ B2 level language certificate or positive result of a Skype interview.
- ✓ High School Diploma with Legalisation (from the Polish Consulate or Embassy in the country where the diploma was issued) or an Apostille, with their **sworn** translation into Polish.
- ✓ High School Transcript and Legalisation (from the Polish Consulate or Embassy in the country where the diploma was issued) or an Apostille, with their **sworn** translation into Polish.
- ✓ Eligibility Statement from the Ministry of Education with the sworn translation into Polish, indicating that your diploma entitles you to proceed to Higher Education level in the country where the diploma was issued (if needed).

- ✓ Payment confirmation of application fee and first semester tuition fee.
- ✓ Signed commitment to purchase National Health Fund (NFZ) insurance upon arrival.
- ✓ Signed electronic agreement on the conditions of studies.

## STEP 5

After the documents are approved by our admissions team, collect the complete set and send it by post, courier or deliver it in person to our Admissions Office no later than **31.08.2024** in order to be admitted to studies.

**Correspondence address:  
Admissions Department  
Lazarski University  
Świeradowska str. 43  
02-662 Warsaw, Poland**

## STEP 6

After our team verifies the received original documents, you will get an acceptance letter to apply for student visa. Please check with your closest Polish Consulate how long it will take you to get a visa and apply early enough to be able to arrive in Warsaw before the end of September.

## STEP 7

### **Welcome to Lazarski University!**

Please remember that it is **very important** to arrive in Warsaw the latest **16.09.2024** to finalize the remaining formalities (such as: submitting an application to Aviation Authority, together with the notarial copy of your passport and entry visa).

## Accommodation in Warsaw

In order to qualify for placement in the accommodation offered by Lazarski University, please:

Fill out an accommodation form available on the university's website: <https://form.lazarski.pl/en/accommodation/>.

To check the availability of accommodation options, please contact us at:

E-mail: [accommodation@lazarski.edu.pl](mailto:accommodation@lazarski.edu.pl) or + 48 22 5435 515.

Accommodation follows the first-come-first-served principle which is subject to availability!

Reservation of places applies only to individuals admitted to the studies.

## NOSTRIFICATION

Please, consider that according to the Polish Educational Ministry Regulations some foreign students have to receive a Recognition of High School Diploma from the Polish Ministry of Education by the end of the first academic semester.

Our University helps students to complete the process (including sending a set of documents on your behalf). However, this is your obligation to deliver all the required documents to our office by the end of December 2024:

- ✓ Original HS diploma apostilled or legalized and transcript of grades for the senior years (last 3-4 years in High School depending on the country).
- ✓ Original Sworn translation of HS diploma and transcript of grades into Polish language including the translation of apostille or legalization stamps.
- ✓ Original Eligibility Statement from the Ministry of Education.
- ✓ Original Sworn translation of Eligibility statement into Polish.
- ✓ Copy of passport and valid visa.
- ✓ Form of Curriculum (with period of study and grading scale information) from the school.

Please, be kindly informed that failure to deliver the Recognition of your HSD may result in crossing you out from the list of students.

In order to check if Nostrification is needed please contact Admissions Office.

### **Dear Candidate,**

If you are applying with the help of the educational agency – please, make sure that they have an official and legal right to represent our University. You can always ask your agency for a representation certificate or to confirm this information with the Admission Team.

### **Dear Agent,**

If you want to enroll a candidate for studies but do not have a cooperation agreement signed with us – please, contact our Manager to discuss possible cooperation. Please, remember that you are not allowed to enroll and represent students without official cooperation with us.