

REGISTRATION FOR STUDIES OF A MINOR CANDIDATE – TRANSFER PROCEDURE

If, at the stage of personal registration for studies, the candidate is underage according to the Polish law (i.e. under 18), the following options are available:

1. The candidate comes for the personal registration with a legal representative (e.g. parent or legal guardian) – the following documents should be submitted:

- a) identity documents of the candidate and legal representative;
- b) original declaration of the legal representative;
- c) candidate's birth certificate together with a sworn translation into Polish, if necessary;
- d) apostille or legalization to the birth certificate - birth certificates issued in countries of EU member states are exempted from the obligation to attach legalization/apostille.

The recruitment documents necessary for the registration are signed by the underage candidate.

2. The legal representative comes for the personal registration alone – the following documents should be submitted:

- a) original declaration of the legal representative;
- b) candidate's birth certificate together with a sworn translation into Polish, if necessary;
- c) apostille or legalization to the birth certificate - birth certificates issued in countries of EU member states are exempted from the obligation to attach legalization/apostille;
- d) legal representative's identity document.

The recruitment documents necessary for the registration are signed by the legal representative.

3. The candidate comes for the registration alone - the following documents should be submitted:

- a) original declaration of the legal representative with a notarized signature of the legal representative (the legal representative signs the declaration in the presence of a notary);
- b) candidate's birth certificate together with a sworn translation into Polish, if necessary;

- c) apostille or legalization to the birth certificate - birth certificates issued in countries of EU member states are exempted from the obligation to attach legalization/apostille;
- d) candidate's identity document.

The recruitment documents necessary for the registration are signed by the underage candidate.

ATTENTION! If the declaration of the legal representative with the notarized signature of the legal representative is made outside of Poland, additionally the following should be provided:

- sworn translation into Polish of the above-mentioned document
- apostille or legalization for notarial certification.

4. The candidate's attorney comes for the registration - the following documents should be submitted:

a) original declaration of the legal representative with a notarized signature of the legal representative (the legal representative signs the declaration in the presence of a notary);

b) candidate's birth certificate together with a sworn translation into Polish, if necessary;

c) apostille or legalization to the birth certificate - birth certificates issued in countries of EU member states are exempted from the obligation to attach legalization/apostille;

d) attorney's identity document;

e) power of attorney granted to the attorney by the candidate's **legal representative in the form of a notarial act or power of attorney with a notary confirmation of the authenticity of the signature of the legal representative.**

NOTE: The power of attorney should indicate activities that may be performed by the attorney in connection with the recruitment process. The power of attorney must be submitted with a sworn translation into Polish as well as with apostille/legalisation;

f) signed by the attorney: consent to the processing of personal data and information of the personal data administrator.

The recruitment documents necessary for the registration are signed by the attorney.

ATTENTION! If the declaration of the legal representative with the notarized signature of the legal representative is made outside of Poland, additionally the following should be provided:

- sworn translation into Polish of the above-mentioned document
- apostille or legalization for notarial certification.