

Thank you for your interest in the courses at our language school!

Here is our email address: sjpdcc@uni.lodz.pl

Recruitment for 2026 courses begins:

KJP600 – 1st of May to 15th of August

KJP900 – 1st of May to 15th of August

KP850 – 1st of May to 15th of August.

and consists of several stages before your arrival Poland.

BEFORE COMING TO POLAND

- First, you have to write an email to us in May and state which course you are interested in. Then we will send you a registration form to fill in (remember to write all the details of your passport and the name of the course you want to take).

- Please send back the scan or photo of the filled form to sjpdcc@uni.lodz.pl and please also attach the following documents:

- o A scan of your passport (page with the photo).

- o A scan of your secondary school certificate (Atestat, Apostille), recognition of diplomas by NAWA in the SYRENA system* (***KP850 only**).

- o A scan of your parents' statement of consent if you are underage (under 18) at the time of your arrival in Poland along with a copy of your parent passport.

- o If you are in Poland already, a scan of your visa/residence card.

- o Health certificate (you can do the examination with a general practitioner in your country).

- Only then you will receive from us a letter of preliminary acceptance for the course (in English) and a bank account number for the payment of the fee.

- After you pay the fee, please send us a scan of the bank payment to sjpdcc@uni.lodz.pl – payment deadlines:

KJP650, KJP900 and KP850 – 15th of August.

Please settle the fee for the course only. The dormitory fee should be settled after you arrive to Łódź.

- When we receive the confirmation from the University Finances that your payment is in our bank account, we will send you a certificate (in Polish) addressed to the Polish Embassy. You need this

certificate to apply for a visa at the Polish consulate. You will also get a document from us confirming the reservation of your accommodation in our dormitory. You should also take this document with you when you go to the Embassy. **Important: the certificate is valid for one month.**

You can authorise someone to pick up the documents in the admission office (room 2.10). The candidate should send a copy of a passport of the authorised person.

It is also possible to send the documents by a payment on delivery courier. Please inform us if you want to use that option and send us a waybill.

- If you do not get a visa, please read carefully the procedure of the refund.

AFTER COMING TO POLAND

- As soon as you arrive, you should come to our school at 16/18 Kopcińskiego Street from 8 am to 2 pm room 2.10, second floor. You should arrive no sooner than in the last week of September.
- You should have with you all the original documents:
 - o Passport, visa/residency card.
 - o Secondary school certificate* (***KP850 only**).
 - o Secondary school certificate legalisation (ask for it at the Embassy or Ministry of Education)* (***KP850 only**).
 - o Parents' statement of consent (if under 18).
 - o Health certificate stating there are no impediments to your participation in the course (you can do it with a general practitioner in your country).
 - o Two photos.
- Head to our Dormitory no. 14 at 21/23 Matejki Street any time you want – it is open 24/7
- Remember, you do not have to reserve a place at the dormitory. After you pay the fee you automatically get a place at the dormitory.
- You will be able to sign up for general health insurance with National Health Fund (NFZ) as well as for accident insurance. More information upon your arrival.
- Approximate cost of living in Poland for a foreigner is about 400 Euros.

If you have any questions, do not hesitate to write to us.