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WSEI University
Projektowa 4 street, 20-209 Lublin

**QUESTIONNAIRE
FOR CANDIDATES FOR STUDIES CONDUCTED IN ENGLISH**

FIELD OF STUDY:

DEGREE OF STUDY:

MODE OF STUDY:

ACADEMIC YEAR:

2024/2025

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BACHELOR'S				MASTER'S				LONG-CYCLE			
FULL-TIME						PART-TIME					

1. PERSONAL DATA:

First name						Second name					
Surname						Previous surname (if changed)					

2. DATE AND PLACE OF BIRTH:

Year		Month		Day		Place of birth					
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3. PESEL, AND IN CASE OF LACK OF PESEL – THE NAME AND NUMBER OF THE IDENTITY DOCUMENT AND THE NAME OF THE COUNTRY THAT ISSUED IT:

PESEL											
Type of document				Serial number				Country of issuance			

4. SEX, NATIONALITY, COUNTRY OF BIRTH, INFORMATION ABOUT HAVING A POLISH CARD:

Sex		Citizenship				Country of birth				YES [] NO []	
										Polish card	

5. PLACE OF RESIDENCE BEFORE THE START OF STUDIES:

City: []

Village: []

6. ADDRESS:

Street, building number, apartment number											
City/town				Zip code				Postal office			

7. CORRESPONDENCE ADDRESS (IF DIFFERENT FROM ABOVE):

Street, building number, apartment number											
City/town				Zip code				Postal office			

8. CONTACT DETAILS (MANDATORY):

e-mail	Phone number	Phone number

9. DISABILITY*:

Degree of disability	Type of disability

Candidates with a disability certificate, please attach a photocopy of the certificate to your file.

10. HIGH SCHOOL CERTIFICATE – IN THE CASE OF APPLYING FOR UNDERGRADUATE AND UNIFIED MASTER'S DEGREE PROGRAMS:

Certificate reference number	Date of issue	Year of completion
high school name		City/town

11. COMPLETED UNIVERSITY DEGREE - IN CASE OF APPLYING FOR A SECOND DEGREE PROGRAM:

University name		
Field of study		
Specialty completed		
Date of diploma issue	Date of graduation	Diploma reference number

12. PREFERRED LANGUAGES:

	Preferred language

13. WORK EXPERIENCE *:

	form	Place	Position	period
	Employment contract			
	Civil law contract			
	Internship			
	Volunteering			
	Business of your own			
	Other			

14. WILL THE CANDIDATE APPLY FOR WORK EXPERIENCE CREDIT ON THE BASIS OF THE WORK EXPERIENCE *?: YES [] NO []

Lublin, dated.....

signature of candidate

I declare that I am aware of the criminal liability for making an incorrect statement, as defined in Article 233 of the Act of June 6, 1997 of the Criminal Code.

I declare that the data I have provided in the questionnaire are true and up-to-date as of the date of its signature and I undertake to immediately inform WSEI University of any change in them..

Lublin, dated

signature of candidate

* points 9,13 and 14 - data are collected on the basis of the Act of July 20, 2018. - Law on Higher Education and Science (i.e., Journal of Laws of 2023, item 742, as amended), the remaining data points 1-8, 10-12, are collected on the basis of the Regulation of the Minister of Science and Higher Education of September 27, 2018 on studies (i.e., Journal of Laws of 2023, item 2787).

UNIVERSITY EMPLOYEE FILLS IN

No.	List of documents	Applies to	Confirmation of receipt of documents	
			date	signature
1.	Original (for verification) and a copy of the document constituting the basis for applying for studies, e.g. high school diploma;	Polish citizen		
2.	Original (for verification) and a copy of a high school diploma or IB (International Baccalaureate) diploma or EB (European Baccalaureate) diploma or a high school diploma issued abroad entitling the student to apply for higher education in the country of issue;	Foreigner		
3.	An original translation of the high school diploma into Polish, prepared or certified by a sworn translator included in the list of translators kept by the Minister of Justice of the Republic of Poland, a consul of the Republic of Poland serving in the country where the certificate was issued, or with a notary's certification;	Foreigner		
4.	1 current photograph, in accordance with the requirements for issuing identity cards;	Polish citizen Foreigner		
5.	The original (for verification) and a copy of a certificate of legalization of a high school diploma issued abroad from a Polish diplomatic institution operating in the country of issuance of the certificate or from a diplomatic institution of the country issuing the certificate, operating in Poland, with a note that: "the certificate entitles one to apply for admission to higher education in any type of higher education institution in the country of issuance of the certificate.";	Foreigner		
6.	Apostille along with the original (for verification) and a copy of the certificate of nostrification of a high school diploma issued abroad, in a country with which the equivalence of certificates is not regulated by international agreements;	Foreigner		
7.	Certificate of English language proficiency at the B1 level (for undergraduate studies) or at the B2 level (for postgraduate studies) issued by an educational institution stating that English is the language of instruction and examination, or another document certifying English language proficiency as specified in the enrolment resolution;	Foreigner		
8.	Medical certificate stating that the candidate has no contraindications to study (applies to engineering studies and nursing and physiotherapy majors);	Polish citizen Foreigner		
9.	Translation into Polish of the medical certificate (can be regular, with a translator's stamp);	Foreigner		
10.	Identity card (for verification);	Polish citizen		
11.	Passport, residence card or other document authorizing the stay in the territory of the Republic of Poland (for verification));	Foreigner		
12.	A copy of the European Health Insurance Card or a statement by the foreigner that he/she will join the NFZ immediately after the start of education;	Foreigner		
13.	Consent of parents or guardians for the student to study, submit and sign the required documents in the enrollment process and for financial settlements in connection with the study for candidates who are under 18 years of age;	Foreigner		
14.	If the candidate for studies authorizes another person to submit documents and/or represent his interests in the recruitment process - appropriate authorization or power of attorney;	Polish citizen Foreigner		
15.	Polish Card (for verification);	Foreigner		
16.	Certificate of disability;	Polish citizen Foreigner		
17.	Original (for verification) and a copy of the bachelor's degree diploma or other document entitling the student to undertake a second degree program and a supplement;	Polish citizen Foreigner		
18.	Original translation of the Bachelor's degree diploma and of a supplement into Polish made or certified by a sworn translator entered on the list of translators kept by the Minister of Justice of the Republic of Poland, a consul of the Republic of Poland serving in the country where the certificate was issued, or by a notary's certificate;	Foreigner		
19.	In the case of a change of name or surname on any of the documents submitted in the recruitment process - a marriage certificate, a decision of the administration on the change of name or surname or a court decision;	Polish citizen Foreigner		

**INFORMATION ON PERSONAL DATA
(GDPR INFORMATION CLAUSE)**

In fulfillment of the obligation under Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (GDPR), we inform you that:

- 1) The administrator of the personal data provided by you is **WSEI University**, 4 Projektowa Street, 20-209 Lublin, entered in the Register of Non-Public Higher Education Institutions kept by the Ministry of Science and Higher Education under number 196, e-mail address: kancelaria@wsei.lublin.pl (**hereinafter referred to as: WSEI University**).
- 2) WSEI University has appointed a Personal Data Inspector, who can be contacted via e-mail at the following address: iod@wsei.lublin.pl
- 3) Your personal data will be processed by WSEI University in order to carry out the recruitment procedure for studies at WSEI University and, in the case of admission, to document the course of studies (education process).
- 4) The legal basis for the processing of personal data is:
 - a) the need to fulfill the legal obligation of WSEI University as a personal data controller under the law - Article 6(1)(c) of the GDPR, including the Act of July 20, 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended), the provisions of the Ordinance of the Minister of Science and Higher Education of September 27, 2018 on studies (i.e. Journal of Laws of 2023, item 2787), and other generally applicable laws in the field of higher education law, as well as obligations arising from financial regulations concerning the issuance of invoices, maintenance of accounting books and other financial records;
 - b) Necessity to perform a contract or to take action at the request of WSEI University prior to entering into a contract (Article 6(1)(b) of the GDPR) - exercise of rights and obligations under the agreement on the terms and conditions of study and fees for educational services;
 - c) in matters of pursuing and defending against claims arising from its operations, as part of WSEI University's legitimate interest as a personal data controller (Article 6(1)(f) GDPR).
- 5) Provision of personal data is voluntary, but its provision is necessary to carry out the process of recruitment to study at WSEI University and to take up studies.
- 6) In order to ensure the safety and security of individuals and property, video surveillance has been implemented at WSEI University facilities. Accordingly, we also process your image. The legal basis for the processing of your image is Article 6(1)(f) GDPR - the legitimate interest of WSEI University as a personal data controller.
- 7) Your personal data may be accessed by:
 - a) authorized employees of WSEI University;
 - b) service providers who are contractually entrusted with the processing of data for the performance of services provided to WSEI University;
 - c) entities and authorities entitled to receive data under the law.
- 8) WSEI University will keep your data:
 - a) In case of non-admission - for a period of 12 months from the date of completion of recruitment;
 - b) in the case of enrollment - for the duration of the studies (educational process), as well as the period of archiving of the student's file amounting to 50 years from the date of graduation (including the time necessary for the implementation of the concluded agreement on the conditions of study and fees for educational services and the expiration of the statute of limitations for the assertion of claims, included in this period).
- 9) In relation to data processing by WSEI University, you have the right to access the content of your personal data, the right to rectify it, the right to restrict its processing. If your data is processed on the basis of Article 6(1)(f) of the GDPR, you have the right to object to the processing of your personal data.
- 10) If you consider that the processing of your personal data violates the provisions of the EU GDPR regulation, you have the right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection.
- 11) WSEI University does not plan to transfer Contractors' personal data to third countries, i.e. countries outside the European Economic Area. The data will also not be subject to profiling, which means that it will not be the basis for attributing to you in an automated manner certain characteristics, traits, nor will it serve or predict your behavior and preferences. The data will be processed in a partially automated manner in computer systems.

Lublin, on _____, _____
(date and signature of candidate)