



SWPS
University

SWPS UNIVERSITY

RECOGNIZES THE FOLLOWING
DOCUMENTS, CONFIRMING COMPLETED
SECONDARY AND UNIVERSITY LEVEL
EDUCATION, THAT WERE ISSUED
BY FOREIGN INSTITUTIONS.



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BELARUS

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- a secondary school/high-school diploma (Атэстат аб агульнай сярэдняй адукацыі),
- a secondary vocational-technical school diploma (Дыплом о профессионально-техническом образовании)
- a secondary school/high-school diploma issued by a school with a specialized profile (Дыплом аб сярэдняй спецыяльнай адукацыі),
- a secondary school/high-school diploma
- a secondary vocational-technical school diploma
- a secondary vocational school diploma

The following documents must be uploaded to the Application Portal:

- a secondary school/high-school diploma
- a grade transcript

Due to the fact that Belarussian diplomas are issued in Belarussian and Russian, it is not necessary to provide certified translations of the documents.

Documents required to undertake graduate studies at SWPS University:

- a Bakalawra diploma (Дыплом бакалўра) up to 2007
- a Master's degree diploma (Дыплом магістра)
- Дыплом аб вышэйшай адукацыі

The following documents must be uploaded to the Application Portal:

- a diploma in Bielarussian/Russian
- a diploma supplement in Bielarussian/Russian
- if the documents are issued in Bielarussian/Russian and a candidate applies to a study program in Polish, such as 'Psychology for holders of Master's degrees', he/she must submit a certified translation of the documents into Polish.



CHINA

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- gaozhong biye zhengshu (高中毕业证书) – secondary school/high-school diploma
- a secondary school/high-school diploma issued by a specialized secondary school (Zhongdeng zhuan ye xuexiao, 中等专业学校)
- a secondary vocational school diploma (Zhiye zhongxue, 职业中学)

and

- gaokao (高考, National College Entrance Examination) or
- chengren gaokao (成人高考 National Adult Higher Education Entrance Examination) or
- baosong (保送, a special recommendation from the school because of extraordinary results)

The following documents must be uploaded to the Application Portal:

- a secondary school/high-school diploma in Chinese or English
- a secondary school/high-school transcript in Chinese or English
- gaokao or its equivalent in Chinese or English
- if the documents have been issued in Chinese, a certified translation into English or Polish is required

Dokumenty uprawniające do podjęcia studiów II stopnia:

- xueshi xuewei (学士学位, Bachelor) a Bachelor's diploma and an academic transcript.
A university diploma, without an academic transcript, is not sufficient for admission to a graduate study program (毕业证书 biye zhengshu)
- shuoshi xuewei (硕士学位, Master) a Master's diploma and an academic transcript.
A university diploma, without an academic transcript, is not sufficient for admission to a graduate study program (毕业证书 biye zhengshu)

The following documents must be uploaded to the Application Portal:

- a university diploma in Chinese or English
- an academic transcript, including grades from all years of study, in Chinese or English
- if the documents have been issued in Chinese, a certified translation into English or Polish is required



DENMARK

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- Studentereksamen (STX)
- Højere Forberedelseseksamen (HF)
- Højere Handelseksamen (HHX)
- Højere Teknisk Eksamen (HTX) and EUX
- International Baccalaureate (IB)

The following documents must be uploaded to the Application Portal:

- a secondary school/high-school diploma in Danish
- if the documents are issued in Danish, a certified translation into Polish or English is required

Documents required to undertake graduate studies at SWPS University:

- A Professionsbachelor/Professional Bachelor's degree diploma
- A Bachelor's degree (BA/BSc) (universiteit) diploma

The following documents must be uploaded to the Application Portal:

- a diploma in Danish or English
- a diploma supplement in Danish or English
- if the documents are issued in Danish, a certified translation into Polish or English is required



FINLAND

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- Ylioppilastutkintotodistus
- Studentexamenbevis
- Matriculation Examination Certificate
- Ammatillinen perustutkinto/ Yrkesinriktad grundexamen – admission to higher education, upon successful completion of matriculation examinations

The following documents must be uploaded to the Application Portal:

- a secondary school/high-school diploma in Finnish or English
- a secondary school/high-school grade transcript in Finnish or English (only if a Matriculation Examination Certificate is not available)
- if the documents have been issued in Finnish, a certified translation into English or Polish is required

Documents required to undertake graduate studies at SWPS University:

- Ammattikorkeakoulututkinto/Yrkehögskoleexamen/Bachelor
- Kandidaatti/Kandidat/Bachelor

The following documents must be uploaded to the Application Portal:

- a diploma in Finnish or English
- a diploma supplement in Finnish or English
- if the documents have been issued in Finnish, a certified translation into English or Polish is required



GERMANY

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- Zeugnis der allgemeinen Hochschulreife

The following documents must be uploaded to the Application Portal:

- a secondary school/high-school diploma
- a grade transcript

Documents required to undertake graduate studies at SWPS University:

- Fachhochschule
- Wissenschaftliche Hochschule

The following documents must be uploaded to the Application Portal:

- a diploma in German
- a diploma supplement in German
- if the documents are issued in German, a certified translation into Polish or English is required



GREAT BRITAIN

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- 1 T Levels
- 3 A-levels
- 2 A-levels + 2 AS-levels z innych przedmiotów niż A-levels
- BTEC Level 3 Diploma lub a BTEC Level 3 Extended Diploma (180 credits)
- Access to Higher Education Diploma
- 4 SQA Highers
- SQA Advanced Higher Level 7

The following documents must be uploaded to the Application Portal:

- Provisional Results or Statement of Results, while awaiting the Final Certificate (required immediately following results day)
- The Final Certificates must be submitted once they are issued by the awarding body

Unless otherwise indicated, all results and documents of applicants must come directly from the examining body or from a school official using an official school email address.

Unless otherwise indicated, all applicant's results and documents must come directly from the examining body or from a school official using an official school email address.

Documents required to undertake graduate studies at SWPS University:

- A Bachelor's (honors) degree diploma
- A Master's degree diploma
- A Master of Philosophy diploma
- A Master's (integrated) degree diploma
- A Master of Arts (ordinary or honors) diploma – Scotland
including an academic transcript, a diploma supplement or a Higher Education Achievement Report (HEAR)
including an academic record (transcript), a Diploma Supplement or a Higher Education Achievement Report (HEAR)

The following documents must be uploaded to the Application Portal:

- a diploma
- including an academic record (transcript), a Diploma Supplement or a Higher Education Achievement Report (HEAR)



INDIA

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- Higher Secondary Certificate (Vocational Higher Secondary Certificate)
- Standard XII (Standard XII Vocational Certificate)

Depending on the issuing institution, the above-noted documents may also be known as: All Indian Senior School Certificate, Indian School Certificate, Senior Secondary Certificate, Certificate of Vocational Education, and they must confirm completion of a 12-year education.

The following documents must be uploaded to the Application Portal:

- a diploma
- a grade transcript, if the grades are not listed on the diploma

Documents required to undertake graduate studies at SWPS University:

- A Bachelor of arts / commerce / science (general, pass diploma or honors/special), minimum Second Class/Division with the minimum score of 55%
- A Bachelor's degree (professional) diploma, at the postgraduate level
- A Bachelor's degree (professional) diploma, obtained upon completion of a 2-year study program
- A Doctor of Medicine diploma, minimum second class/division, minimum result of 55%, including introductory courses in academic work and research.
- A Master's degree diploma (integrated, specialized, MBA or professional) minimum second class/division, with the minimum score of 55%, including introductory courses in academic work and research.
- A Master of Arts / commerce / science diploma, minimum second class/division, with the minimum score of 55% including introductory courses in academic work and research.
- A Master of Philosophy diploma
- A Master of Surgery diploma, minimum second class/division, with the minimum score of 55%, including introductory courses in academic work and research.

The following documents must be uploaded to the Application Portal:

- a diploma
- a grade transcript / grades list



Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- High School Diploma / هم‌ان‌ی‌ه‌ا‌و‌گ ن‌ا‌ی‌ا‌پ ت‌ل‌ا‌ی‌ص‌ح‌ت ه‌رود ه‌ط‌س‌و‌ت‌م
- a certificate confirming completion of a one-year university preparatory course ((peesh daneshgah-ii, ی‌ه‌ا‌گ‌ش‌ن‌ا‌د‌ش‌ی‌پ) and an entry examination (konkur, ی‌س‌ر‌ا‌س‌ر ن‌و‌م‌ز‌آ)

The following documents must be uploaded to the Application Portal:

- a secondary school diploma in Persian or English
- if the documents have been issued in Persian, a certified translation into Polish or English is required

Documents required to undertake graduate studies at SWPS University:

- A Bachelor's degree diploma (Karshenasi, Lisans, ی‌س‌ا‌ن‌ش‌ر‌ا‌ک)
- A Discontinuous Bachelor's degree diploma (Karshenasi napayvasteh, ه‌ت‌س‌و‌ی‌پ‌ا‌ن‌ی‌س‌ا‌ن‌ش‌ر‌ا‌ک)
- A Continuous Master's degree diploma (Karshenasi-arshad payvasteh, ی‌س‌ا‌ن‌ش‌ر‌ا‌ک د‌ش‌ر‌ا‌ه‌ت‌س‌و‌ی‌پ)
- A Specialized Doctorate (Doktura takhsees, ی‌ر‌ت‌ک‌د‌ی‌ص‌ص‌خ‌ت)
- An Associate diploma (Kardani, Fogh Diplom, ی‌ن‌ا‌د‌ر‌ا‌ک) – there is no equivalent to the Associate diploma in the Polish education system, therefore these diplomas are not recognized in Poland. Once a candidate is admitted to an undergraduate program, a Polish university may consider approving some or all courses completed at a university in Iran.

The following documents must be uploaded to the Application Portal:

- a diploma in Persian or English
- an academic transcript in Persian or English
- if the documents have been issued in Persian, a certified translation into Polish or English is required



Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- Diploma di Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore (Diploma di Maturità) issued by Ministero dell'Istruzione, dell'Università e della Ricerca

The following documents must be uploaded to the Application Portal:

- a secondary school/high-school diploma in Italian or English
- a secondary school/high-school grade transcript in Italian or English – Pagelle Scolastiche (academic transcripts)
- if the documents have been issued in Italian, a certified translation into English or Polish is required

Documents required to undertake graduate studies at SWPS University:

- Laurea (abbreviated as L/L3)
- Diploma Accademico di primo Livello – for graduates of art schools
- Diploma Universitario (a diploma issued prior to 1999)

The following documents must be uploaded to the Application Portal:

- a diploma in Italian or English (in Italy original diplomas are issued with a one to two-year delay) Graduates receive certificates (usually in a form of a computer printout) that serve as temporary diplomas until the original documents are issued.
- a diploma supplement in Italian or English
- if the documents have been issued in Italian, a certified translation into English or Polish is required



KAZAKHSTAN

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- Nazarbayev Intellectual Schools (NIS) (general secondary education)
- Жалпы Орта білім туралы аттестат/Аттестат об общем среднем образовании (Certificate of completed general secondary education)

The following documents must be uploaded to the Application Portal:

- a diploma in Kazakh or English
- a grade transcript in Kazakh or English
- if the documents have been issued in Kazakh, a certified translation into English or Polish is required

Documents required to undertake graduate studies at SWPS University:

- Бакалавр дипломы/Диплом бакалавра (Bachelor Diploma)
- Мамаң дипломы/Диплом Специалист (Specialist diploma)

The following documents must be uploaded to the Application Portal:

- a diploma in Kazakh
- a diploma supplement in Kazakh
- if the documents are issued in Kazakh, a certified translation into Polish or English is required



NIGERIA

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- Senior School Certificate issued by the National Examination Council (NECO)
- West African Senior School Certificate wydawane przez West African Examination Council (WAEC)

The following documents must be uploaded to the Application Portal:

- a diploma
- University candidates must provide the serial number and PIN from the scratch-card to confirm authenticity of the documents.

Documents required to undertake graduate studies at SWPS University:

- A Bachelor's degree diploma with a GPA of minimum 3.0 (grading scale 0-5)
- A Doctor of Veterinary Medicine diploma
- A Master's degree diploma
- A Master of Philosophy diploma

The following documents must be uploaded to the Application Portal:

- a diploma
- a grade transcript



NORWAY

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- Vitnemål for Videregående Opplaering (General upper secondary education)
- Vg1+ Vg2 (Vocational education) + Vg3 – Vitnemål for Videregående Opplaering (Supplementary general education)

The following documents must be uploaded to the Application Portal:

- a secondary school/high-school diploma and a grade transcript in Norwegian
- a certified translation of the document into Polish or English

Documents required to undertake graduate studies at SWPS University:

- A Bachelor's degree diploma
- A Master's degree diploma
- A Master of Arts diploma
- A Master of Business Administration (MBA) diploma
- A Master of International Business (MIB) diploma

The following documents must be uploaded to the Application Portal:

- a diploma in Norwegian
- a diploma supplement in Norwegian
- if the documents are issued in Norwegian, a certified translation into Polish or English is required



RUSSIA

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- a secondary school/high-school diploma (Аттестат о среднем общем образовании; known prior to 2015 as Аттестат о среднем (полном) общем образовании)
- a secondary vocational secondary school diploma (Диплом о среднем профессиональном образовании)
- a secondary school/high-school diploma
- a secondary vocational-technical school diploma
- a secondary vocational school diploma

The following documents must be uploaded to the Application Portal:

- a secondary school/high-school diploma
- a grade transcript

Documents required to undertake graduate studies at SWPS University:

- a Bakaławra diploma (Бакалавр)
- a Specialist diploma (Спеціаліст)
- a Master's degree diploma (Магістр)

The following documents must be uploaded to the Application Portal:

- a diploma in Russian
- a diploma supplement in Russian
- if the documents are issued in Russian and a candidate applies to a study program in Polish, such as 'Psychology for holders of Master's degrees', he/she must submit a certified translation of the documents into Polish.



SWEDEN

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- Högskoleförberedande Examen från Gymnasieskolan with vocational courses
- Högskoleförberedande Examen från Gymnasieskolan

The following documents must be uploaded to the Application Portal:

- a secondary school/high-school diploma in Swedish
- a certified translation of the document into Polish or English

Documents required to undertake graduate studies at SWPS University:

- Högskoleexamen/University Diploma
- Kandidatexamen/Bachelor's degree diploma
- Yrkesexamen/Professional degree diploma

The following documents must be uploaded to the Application Portal:

- a diploma in Swedish or English
- a diploma supplement in Swedish or English
- if the documents are issued in Swedish, a certified translation into Polish or English is required



TURKEY

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- Lise Diploması
- Teknik Lise Diploması
- Meslek Lise Diploması

The following documents must be uploaded to the Application Portal:

- a diploma in Turkish or English
- an academic transcript in Turkish or English
- if the documents have been issued in Turkish, a certified translation into English or Polish is required

Documents required to undertake graduate studies at SWPS University:

- Bilim Uzmanlığı Diploması
- Dişhekimliği Lisans Diploması
- Eczacılık Lisans Diploması
- Lisans Diploması
- Tıp Doktorluğu Diploması
- Veterinerlik Yüksek Lisans Diploması
- Yüksek Lisans Diploması

The following documents must be uploaded to the Application Portal:

- a diploma in Turkish or English
- a diploma supplement in Turkish or English
- if the documents have been issued in Turkish, a certified translation into English or Polish is required

Poland does not recognize the Turkish Republic of Northern Cyprus (TRNC) as a country or an international law entity, it does not have diplomatic relations with TRNC, and does not recognize any documents issued by the Republic, including secondary school/high-school diplomas or university diplomas.



UKRAINE

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- a secondary school/high-school diploma (свідоцтво про здобуття повної загальної середньої освіти),
- formerly known as (атестат про повну загальну середню освіту),
- a secondary school/high-school diploma
- a secondary vocational-technical school diploma
- a secondary vocational school diploma

The following documents must be uploaded to the Application Portal:

- a secondary school/high-school diploma
- a grade transcript

Documents required to undertake graduate studies at SWPS University:

- a *Bakawra* diploma (Бакалавр)
- a Specialist diploma (Спеціаліст)
- a Master's degree diploma (Магістр)
- Спеціаліст про перепідготовку

The following documents must be uploaded to the Application Portal:

- a diploma in Ukrainian
- a diploma supplement in Ukrainian
- if the documents are issued in Ukrainian and a candidate applies to a study program in Polish, such as 'Psychology for holders of Master's degrees', he/she must submit a certified translation of the documents into Polish.



Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- High School Diploma (the document may also be entitled 'Secondary Diploma/Certificate' or just 'Diploma')
- High School Equivalency Credential/GED (General Educational Development)

The following documents must be uploaded to the Application Portal:

- a high school diploma
- an academic transcript

or

- an official GED transcript

Documents required to undertake graduate studies at SWPS University:

- A Bachelor's degree diploma
- A Master's degree diploma
- A First professional degree diploma

The following documents must be uploaded to the Application Portal:

- a diploma
- an academic transcript



ZAMBIA

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- A Final Zambian School Certificate
- A General Certificate of Education ,Ordinary Level' (GCE O Levels) issued by the Examinations Council of Zambia
- An IB diploma

The following documents must be uploaded to the Application Portal:

- a certificate in English
- if the documents have been issued in a language other than English, a certified translation into English or Polish is required

Documents required to undertake graduate studies at SWPS University:

- A Bachelor's degree diploma
- A Master's degree diploma

The following documents must be uploaded to the Application Portal:

- a diploma in English
- a diploma supplement in English
- if the documents have been issued in a language other than English, a certified translation into English or Polish is required

INTERNATIONAL BACCALAUREATE (IB)

Documents required to undertake undergraduate or integrated Master's Degree studies at SWPS University:

- An International Baccalaureate Diploma

To be admitted to a university study program, candidates must complete the whole IB Diploma Program and obtain an IB Diploma

RECOGNITION OF FOREIGN DIPLOMAS IN THE PROCESS OF APPLYING TO UNDERGRADUATE PROGRAMS OR FIVE-YEAR INTEGRATED GRADUATE STUDIES IN POLAND

1. Diplomas obtained abroad that do not require nostrification or legalization by Polish institutions

The following diplomas obtained abroad, which are legally recognized in Poland, do not require nostrification or legalization by Polish institutions. These documents may be submitted directly to higher education institutions or employers without the need to obtain an opinion of other institutions or authorities on the territory of Poland.

- secondary school/high-school diplomas obtained in education systems of the member-states of the European Union, the European Free Trade Association – the European Economic Area, and the Organisation for Economic Cooperation and Development, i.e. diplomas or other documents confirming completion of secondary school education, which entitle the holders to apply to higher education institutions in the country where they were issued by schools or education institutions recognized by the country on whose territory and whose education system the school operates.

Currently, this refers to secondary school/high-school diplomas obtained in the following countries: Australia, Austria, Belgium, Bulgaria, Canada, Chile, Croatia, Cyprus, Denmark, Estonia, Finland, France, Great Britain, Greece, Hungary, Ireland, Israel, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Mexico, New Zealand, Portugal, Romania, Slovakia, Slovenia, Sweden, Switzerland, South Korea, Spain, the Czech Republic, the Netherlands, the People's Republic of China, the United States, and Turkey.

- The International Baccalaureate (IB) diplomas issued by the International Baccalaureate (IB) Organization in Geneva.
- The European Baccalaureate (EB) diploma issued by European Schools, according to the Convention defining the status of European Schools, concluded in Luxemburg on 21 June 1994.
- diplomas under international agreements (currently: Belarus, China, and Ukraine).

2. Recognition of completed education by the Chief Education Officer

As the result of administrative procedure, a Chief Education Officer may recognize a foreign diploma as a document confirming primary, middle-level, vocational or secondary education.

The proceedings are conducted by the Chief Education Officer competent for the place of residence of the applicant or, in case the applicant does not have a permanent residence address in Poland, competent for the seat of the school or the higher education institution, where the application will submit the diploma (in Warsaw: CHIEF EDUCATION OFFICER IN WARSAW – address: Aleje Jerozolimskie 32, 00-024 Warsaw; tel.: +48 (0) 22, 551 24 00 ext. 5121; fax: +48 (0) 22 826 64 97; e-mail: kuratorium@kuratorium.waw.pl). A list of all offices of the Chief Education Officer is available [here](#).

RECOGNITION OF FOREIGN DIPLOMAS IN THE PROCESS OF APPLYING TO GRADUATE PROGRAMS IN POLAND

If your diploma entitles you to continue studies at the graduate level in the higher education system where the issuing university operates, it also entitles you to continue education at the graduate level in Poland. The diploma is recognized pursuant to Article 326 sec. 1 and 2 of the Act of 20 July 2018 Law on Higher Education and Science [Dz. U. (Journal of Laws) 2018, item 1668 as amended].

A foreign diploma may also entitle you to further education in Poland pursuant to an international agreement (according to Article 327 sec. 1 of the Law).

If your diploma does not entitle you to education at the graduate level in the country where it was issued, but you still wish to continue your education in Poland, your diploma must undergo a process of nostrification, pursuant to the regulation of the Minister of Science and Higher Education of 28 September 2018 on recognition of higher education diploma from abroad and confirmation of higher education completion on certain level [Dz. U. (Journal of Laws) 1881].

The diploma nostrification procedure may be conducted by any higher education institution rated as scientific category A+, A, or B+ in the discipline related to the application of nostrification (pursuant to Article 327 sec. 4 of the Law).



**SWPS
University**

SWPS UNIVERSITY

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International Admissions office:

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Polish website: www.swps.pl/studia

English website: english.swps.pl/academics

