Kraków, on …………………………. *(date)*

……………………………………………………………

Student’s name and surname

…………………

No. of Student album/register

…………………………………………………………………………………….………

Field of study/study major; form, mode, and semester of studies

…………………………………………………………………………………………….

Address for correspondence

**To the Vice-Rector for Education and Students**

**Cracow University of Economics**

Pursuant to Article 22 section 2 and 3 of the Study Regulations of the Cracow University of Economics, I kindly request permission for **be admitted to a study program by way of transfer** to the Cracow University of Economics starting from semester …………………….. in the academic year 20……../20……..

**from study major**: ………………………………………………………………………………………………….., full-time / part-time / first-cycle / second-cycle / uniform Master’s degree studies, conducted at ………………………………..………………………. *(name of the University)*

**to study major:** ………………………………………………………………………………………….…….., full-time / part-time / first-cycle / second-cycle / uniform Master’s degree studies, conducted within the Institute of ………………………………………………………. at the Cracow University of Economics.

Please be informed that I currently have completed ......... semester of studies, and I am presently enrolled in the …...... semester of studies. At the same time, I declare that I will complete any prerequisites (outstanding due to curricular differences), arising from the study curriculum at the Cracow University of Economics.

Yours sincerely

……………………………………………………….

**Appendices:**

1. Written justification of the request
2. Certificate of student status
3. A photocopy of the secondary school-leaving examination certificate (for transfer to first-cycle studies) or a diploma of completion of Bachelor’s studies (for transfer to second-cycle studies)
4. The list of completed (passed) courses/subjects
5. Confirmation of learning outcomes achieved so far, along with the syllabi of courses completed.

**Appendix 1. Written justification of the request**

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*(date) (signature)*

**Transfer to another study major (from another university)**

Regarding the application of: ……………………………….………….. (*Student’s name and surname*) of: ……………………….. (*date*)

**Information filled in by the staff at the Unit for Teaching Administration:**

APPLICANT MEETS QUALIFICATION CRITERIA YES / NO

……………………………………………………………………….

*(signature of staff member at the Unit for Teaching Administration, CUE)*

**Information filled in by the Dean’s Office staff:**

* The Student has completed his/her first semester of studies YES / NO
* Other………………….…………………………………………………………………………………………………..……………………………….

………………………………………………………………………………………………………………………………………….………………………………..

…………………………………… ………………………………………………………..

(*date*) (*signature and stamp*

*of the Dean’s Office employee)*

**DECISION OF THE DIRECTOR OF THE INSTITUTE**

According to § 13 section 4 of the Study Regulations of the Cracow University of Economics

**I hereby designate the following prerequisites (due to curricular differences):** …………………………………………………………………………………………………………………..………………………………………………………… ………………………………………………………………………………………………………………………………………………………………………..……

**Conditions and deadlines for the completion of the prerequisites:** …………………………………………………………………………………………………………………..………………………………………………………… …………………………………………………………………………………………………………………………………………………………………………………….

…………………………………… …………….... , …………………………………………………..

*(date) (signature and stamp*

*of the Director of the Institute)*

**DECISION OF THE VICE-RECTOR FOR EDUCATION AND STUDENTS**

According to § 13 section 3 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for the transfer from another University to the Cracow University of Economics
* **I DO NOT GRANT MY APPROVAL** for the transfer from another University to the Cracow University of Economics –subject to the followingjustification: …………………………………………………………..………………………………………  
  ……………………………………………………………………………………………………………………………………..……………………………………….

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…………………………………… ………………………………………………………..

(*date*) (*signature and stamp of the Vice-Rector*

*for Education and Students)*