

[Main Page \(/en/\)](#) > [International Students \(/en/international-students\)](#) > [Exchange & Erasmus \(/en/international-students/exchange-erasmus\)](#) > [Incoming \(/en/international-students/exchange-erasmus/incoming\)](#) > [Student Exchange Programme \(/en/international-students/exchange-erasmus/incoming/student-exchange-programmes\)](#)

# How to apply

---

## 1. Check for Student Exchange Programme Agreement

Firstly, you should contact International Office at your Home University to make sure there is an inter-institutional agreement between our universities.

## 2. Official nomination from your Home University

Selected candidates have to be nominated by a Home University via e-mail sent to [Barbara Jarosz](#) and including the following data:

- student's name
- student's e-mail address
- period of stay (winter/summer semester/whole academic year)

Later your Home University will receive an email with instruction of how to nominate you in [new online IRC system](#).

## 3. Prepare required documents

The originals of the following documents need to be uploaded in the IRC system:

- Application Form
- Learning Agreement (your study plan, signed and stamped by your departmental coordinator).  
(Courses can be completed on the basis of the list of [Courses in English](#) and the list of [Additional courses](#))
- Transcript of Records (a list of courses taken both with grades and ECTS gained, issued and signed by your university)
- copy of the passport
- verified knowledge of English at minimum of B2 level, according to CEFR
- proof of personal and medical insurance

## 4. Upload the documents before the deadline:

### Nominations:

winter semester and whole academic year: 01.05.

summer semester: 01.11.

### Submitting documents:

winter semester and whole academic year: 15.05.

summer semester: 15.11.

After submitting your application in IRC system we send it to a relevant faculty coordinator for assessment. If your assessment is positive, you will find Acceptance Letter and signed LA in your IRC system. If you need original documents to apply for a visa, please let us know. We will send the original via ordinary post to your Home University.

If you have any questions feel free to contact [Barbara Jarosz](#).