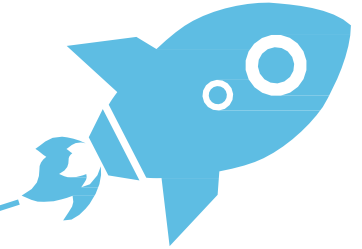


# Erasmus+ Incoming Student Application Guide

By the Department of Staff Development & International Cooperation



Politechnika Świętokrzyska  
Kielce University of Technology



## Step- By- Step

Dear Erasmus+ Student,

KUT is a proud member of the Erasmus+ mobility scheme and have taken part in the programme for many years.

We are glad that you are planning to study at the Kielce University of Technology.

We warmly invite you to read our application instructions for incoming exchange studies.

We wish you fruitful and unforgettable time at KUT and in Kielce!



# 5 Steps Application Process

**STEP 3:** Letter of Acceptance

**STEP 2:** Learning Agreement

**STEP 4:** Arrival in Kielce

**STEP 1:** Application Form online

**STEP 5:** Registration at International Relation Office at KUT



STEP 1

# Please fill in the Application Form online

Please fill the Application Form online <http://erasmus.tu.kielce.pl/en/welcome/how-to-apply/>

Fill in the online application carefully. Remember to use your name as it appears on your Passport/ID Card. After you have filled in the form, please click the "send application" button at the bottom of the page. There is NO need at this stage to send a paper copy of the application.

**You can also apply for student accommodation using the same online application. There is no need to fill in any additional applications for accommodation.**



After you have filled in the online application, you will receive an e-mail message that we've got your application.



STEP 2

# Prepare Learning Agreement for Studies

After completing your registration, we advise all Erasmus+ exchange students to complete the **LEARNING AGREEMENT FOR STUDIES\*** and return it to your Erasmus+ Faculty Coordinator via e-mail.

Please send copy of your LA to us to: [erasmus@tu.kielce.pl](mailto:erasmus@tu.kielce.pl) and to Erasmus + Institutional Coordinator:



Ms Anna Kasztelewicz [akasztelewicz@tu.kielce.pl](mailto:akasztelewicz@tu.kielce.pl)

<http://erasmus.tu.kielce.pl/en/welcome/how-to-apply/>

**\*Learning Agreement (fill the gaps in word file, print, sign and send us – have to be approved by both Universities)**

Kindly note that all documents must be sent before the deadlines listed below.

**30 June** for the Winter semester


**31 December** for the Summer semester

If you need help with choosing courses when filling in your Learning Agreement for Studies, please do not hesitate to contact your [Erasmus + Faculty Coordinator](#).



## STEP 3

# Letter of Acceptance

Wait for your Letter of Acceptance, get more info [on travel possibilities](#), medical insurance and [visa requirements](#). 

After processing of your application documents, you will receive an official Letter of Acceptance provided by an Erasmus + Coordinator. In addition to the Letter of Acceptance, you will receive all other relevant information concerning your studies at the Kielce University Technology including detailed information on your chosen courses.

Visa requirements can be found at: 

<https://go-poland.pl/visa-application>

<http://ec.europa.eu/immigration/>. Please, always check the current

conditions on the web site of the Polish Ministry of Foreign Affairs. If

you need a visa to enter Poland, please note that the visa process can

take up to 2 months.

or





# The big day – your arrival in Kielce

It is absolutely essential that you inform **the Erasmus+ Institutional Coordinator and International Relations Office**

[erasmus@tu.kielce.pl](mailto:erasmus@tu.kielce.pl)

**(Building C Room 4.20 and 4.09)**

in advance about your exact arrival time in Kielce, so that the details about your pick-up can be specified.



**We are also organising an Orientation Day for Erasmus+ Students during the first week of Academic Year.**





KUT runs a **Buddy Programme** which will arrange a Buddy for you. It is necessary to contact them well in advance (at least 3 weeks before arrival).

On your day of arrival, you will be met by the Buddy either at the Kielce Main Railway or Bus Station, depending on your choice. **Our Student Buddies will help you to reach your accommodation, deal with the very first formalities required by the manager of the student dormitory and assist you in finding your way to the International Relations Office**

# Register at the International Relations Office

## Welcome!!

After getting acquainted with your accommodation and getting an idea of your surroundings, you should register at the International Relations Office (IRO) .

**The Staff of the IRO** will provide you with further instructions on how to get a **Student Identification Card, access to the University Library.**

Your Buddy (Student Tutor) will show you around the Campus, Faculty building and its surroundings, and will familiarise you with your new academic environment.