

Questions and answers regarding the obligation to submit information, certificates and statements.

1. Does WUM bear the cost of obtaining certificates by the student?

No. The student is required to obtain the certificates on his/her own and bear the cost of obtaining them.

2. In what form should certificates be delivered to the dean's office?

Documents obtained in electronic form should be sent from the student's address to the dean's office. Be sure to upload all files obtained.

Documents obtained in paper form should be delivered to the dean's office. If the student wishes to keep the original certificate, he/she should deliver a copy to the dean's office and present the original for inspection to be certified as a true copy by a dean's office employee.

3. Should each student submit a statement about having resided in a country other than Poland in the last 20 years?

Yes, each student is required to fill out a statement indicating respectively that he/she has not resided outside of the Republic of Poland or that he/she has resided outside of the Republic of Poland and then provides the names of the countries where he/she has resided.

4. Can the statement of residence in a country other than the Republic of Poland be sent electronically to the dean's office?

Yes, if the statement is signed with a qualified electronic signature. If the statement is signed with a handwritten signature, it should be submitted in the original to the dean's office.

5. How should “residing in a country other than the Republic of Poland during the last 20 years” be interpreted?

By “residing in a country other than the Republic of Poland in the last 20 years” should be considered residence in the territory of a country with the intention of permanent residence. This means that residence in another country under the Erasmus program, scholarship programs, vacations, internships, temporary work abroad, traineeships, government exchanges does not make it necessary to obtain certificates from another country.

6. Should a WUM student currently on an Erasmus exchange, submit the certificate by 31/10/2024 ?

In this case, it is acceptable to submit the certificate immediately after returning from the exchange.

7. What to do if a student has resided on the territory of a country other than the Republic of Poland, e.g. in the UK, Germany, Spain, and does not know what document he or she should apply for in a given country?

We recommend contacting the Embassy of the country in question.

8. What if a student is unable to obtain a certificate due to the political situation in the Country of residence/ citizenship?

The student may make a statement that due to the political situation in the country of residence/ citizenship he/she is unable to obtain the certificate and that he/she will submit it as soon as it becomes possible.

The statement is subject to review by the Dean and if the Dean finds the circumstances plausible and credible, the student shall additionally submit a statement with the following content: "I declare that I have not been legally convicted in any of the aforementioned countries for offenses equivalent to the crimes specified in Chapters XIX and XXV of the Penal Code, nor under Articles 189a and 207 of the Penal Code, or under the Act of July 29, 2005, on Counteracting Drug Addiction. Furthermore, no other ruling has been issued against me stating that I have committed such prohibited acts. I am not under any obligation from a court ruling, another authorized body, or law to comply with a prohibition from holding any or specific positions, practicing any or specific professions, or engaging in activities related to education, upbringing, recreation, healthcare, providing psychological services, spiritual development, engaging in sports, or other interests of minors, or providing care for them. I affirm the truthfulness of the above statement with my own signature. I am aware of the criminal liability for making a false statement."

9. What are the steps to obtain a certificate from the National Criminal Register electronically ?

You can obtain a certificate from the National Criminal Register online after registering on the MS National Criminal Register e-Platform at:

<https://ekrk.ms.gov.pl/ep-web?lang=en>.

Please not that in order to apply to KRK electronically for the certificate, one needs a qualified electronic signature, a trusted signature (podpis zaufany) or an electronic personal signature (podpis osobisty).

10. What steps should be taken to obtain a certificate from the National Criminal Register in paper form ?

You can obtain a certificate from the National Criminal Register in written form at the KRK Information Office at 100 Czerniakowska Street in Warsaw or at an information point (a list of information points is available at:

<https://www.gov.pl/web/krajowy-rejestrkarny/materialy>).

11. How to get information from the Register of Sexual Offenders?

The Register of Sexual Offenders is maintained in an ICT system. Information is obtained online at <https://rps.ms.gov.pl/en-US/Public#/>

Two pieces of information must be obtained: from the Registry with restricted access and from the State Commission Registry. All files obtained should be sent electronically to the dean's office.

12. Should certificates obtained from a country other than the Republic of Poland be translated?

Yes, the certificates should be translated by a sworn translator into Polish or English.