**REQUEST FOR TRANSFERRING FROM ANOTHER HIGHER SCHOOL TO THE UNIVERSITY OF WROCŁAW**

Wrocław, on

Student's name and surname:

Student’s identification number:

Place of residence:

Contact (e-mail address, phone number):

Field of study:

Year of study:

Studies: first-cycle/second-cycle\* full-time/part-time\*

**Dean of the Faculty of Social Sciences of the University of Wrocław**

I hereby request for admitting me to the following field of study:

specialisation:

for semester. So far, I have studied at

in the following field of study:

specialisation:

I declare that I have passed the semester of studies and

have fixed all formalities with the previous higher school.

My grade average is

My request is justified by the following fact(s):

Previous higher school dean’s consent to transfer

I enclose the following documents:

1. Grade average certificate
2. Student status certificate
3. Transcript of records from the previous higher school

Yours sincerely,

(handwritten signature)

Opinion and signature of the institute head

Decision and signature of the Dean

Transition from other universities, including foreign, to study at the University of Wrocław is only possible prior to the start of a semester (year). The application should be submitted at least one month before the start of the semester/academic year.

A student should receive credits for at least 2 semesters at the university he or she is leaving.  Transferring to a different university after successful completion of the first semester is possible only in exceptional circumstances.

\*delete as appropriate