

APPLICATION PROCEDURE
FOR INCOMING STUDENTS TO
ACADEMY OF BUSINESS AND HEALTH SCIENCES IN LODZ
ACADEMIC YEAR 2018/2019

STEP 1

An electronic version of the documents listed below should be sent directly to the Institutional Erasmus+ Programme Coordinator at the Academy of Business and Health Sciences in Lodz - Wojciech Welskop, PhD at w.welskop@medyk.edu.pl by Erasmus student home coordinator:

- **Application Form**
- **CV - English version** (you can use *Europass CV* form)
- **ID card** (*EU member states*) / **Scan of valid passport** (*other countries*)
- **Transcript of Records** from previous years of studies

STEP 2

1. Both Erasmus student and their home coordinator should prepare the study programme for the given semester, i. e. **Learning Agreement**, and sent its electronic version to the Institutional Erasmus+ Programme Coordinator at the Academy of Business and Health Sciences in Lodz.
2. List of courses to choose from available for Erasmus for incoming students can be found at our website.
3. After that, the home coordinator is requested to send **two original copies of LA** including all requirements (*signatures and university stamp*) to the Institutional Erasmus+ Programme Coordinator at the Academy of Business and Health Sciences in Lodz:

Wojciech Welskop, PhD
Wyższa Szkoła Biznesu i Nauk o Zdrowiu
ul. Piotrkowska 278
90-361 Łódź
Poland



Erasmus+



WYŻSZA SZKOŁA
Biznesu i Nauk o Zdrowiu w Łodzi

STEP 3

Once all the documents are verified, a **letter of acceptance** is sent to the successful Erasmus student by the Institutional Erasmus+ Programme Coordinator of the Academy of Business and Health Sciences in Lodz.

STEP 4

Every incoming Erasmus student must inform the Institutional Erasmus+ Programme Coordinator of the Academy of Business and Health Sciences in Lodz about **details of their arrival** to Lodz (date, time and place) by sending **Arrival Form** to the Academy of Business and Health Sciences in Lodz Institutional Erasmus+ Programme Coordinator e-mail at least 5 days before planned arrival.