



PROCEDURA

rekrutacji studentów na wyjazdy w ramach umowy Akademii Pomorskiej z Winona State University

§1

CEL I ZAKRES PROCEDURY

Procedura określa zasady kwalifikacji oraz realizacji mobilności studentów Akademii Pomorskiej w Słupsku (AP) w ramach umowy AP z Winona State University, zwanej dalej Uczelnią Partnerską.

§2

WYMOGI FORMALNE

1. O stypendium zagraniczne w ramach umowy mogą ubiegać się studenci, którzy spełniają następujące warunki:

- 1) są zarejestrowani na studiach stacjonarnych/niestacjonarnych, pierwszego lub drugiego stopnia,
- 2) są obywatelami Polski lub posiadają prawo stałego pobytu na terenie Polski bądź status uchodźcy,
- 3) są studentami kierunku, który zgodnie z ustaleniami z Uczelnią Partnerską jest akceptowany w danym roku akademickim. Informacja o akceptowanych kierunkach jest podana do wiadomości studentów w każdym procesie rekrutacyjnym (plakaty, ulotki, EHMS, Biuro ds. Nauki)
- 4) w momencie wyjazdu na stypendium nie przebywają na urlopie dziekańskim,
- 5) w momencie wyjazdu na stypendium nie zalegają z żadnymi zobowiązaniami wobec AP.

2. Wyjazd stypendialny w ramach programu Umowy wynosi jeden semestr lub cały rok akademicki.

3. Oceny kandydatów na wyjazd dokonuje Komisja Rekrutacyjna.
4. W skład Komisji Rekrutacyjnej wchodzi:
 - 1) Prorektor ds. Nauki,
 - 2) Kierownik Biura ds. Nauki,
 - 3) Pracownik Biura ds. Nauki.
5. Rekrutacja na semestr letni trwa od 30 września, natomiast rekrutacja na semestr zimowy trwa do 30 czerwca. Wymagane dokumenty należy złożyć w Biurze ds. Nauki (ul. Boh. Westerplatte 64, gab. 426).

§3

ZASADY KWALIFIKACJI

Podstawowymi kryteriami kwalifikacji są:

1. Znajomość języka obcego:

- 1) W pierwszej kolejności promowana jest znajomość języka obcego, w którym prowadzone są zajęcia w uczelni partnerskiej, w stopniu umożliwiającym studia.

Należy udokumentować znajomość ww. język poprzez:

- a) kopie certyfikatów, dyplomów / zaświadczeń od lektora:

A1 – 1 pkt

A2 – 3 pkt.

B1 – 4,5 pkt.

B2 – 5,5 pkt.

C1 – 7 pkt.

- b) studenci kierunku filologia, którzy wyjeżdżają do uczelni, na której język wykładowy jest zgodny z językiem specjalności kandydata (6 pkt).

- c) ocena z egzaminu lub ocena z ostatniego roku nauki jęz. obcego, na kierunku innym, niż w pkt. 1b:

3,0 – 3 pkt.

4,0 – 4 pkt.

5,0 – 5 pkt.



- 2) W drugiej kolejności brana pod uwagę jest znajomość jęz. angielskiego, o ile nie dotyczy pkt. 1.1 (punktowana na takich samych zasadach jak powyżej)
 - 3) Średnia ocen za ostatni rok akademicki:
 - 3,00 – 3,24 – 3 pkt.
 - 3,25 – 3,74 – 3,5 pkt.
 - 3,75 – 4,24 – 4 pkt.
 - 4,25 – 4,74 – 4,5 pkt.
 - 4,75 – 5,0 – 5 pkt.
 - 4) Działalność w AP (członkostwo w kołach naukowych, uczestnictwo w sesjach naukowych, promocja Uczelni i in.) (1-5 pkt.).
2. Komisja Rekrutacyjna zastrzega sobie możliwość przeprowadzenia rozmów kwalifikacyjnych z wybranymi kandydatami.
 3. Ostatecznym warunkiem uczestnictwa w Programie jest zatwierdzenie kandydatury studenta przez uczelnię przyjmującą, która dokonuje akceptacji dokumentów przesłanych przez Biuro ds. Nauki.
 4. Z zakwalifikowanymi studentami zostaje zawarta pisemna umowa.
 5. Zakwaterowanie, podróż, opłaty rekrutacyjne oraz opłaty związane z wiza nie są finansowane. Student może wyjechać na studia lub szkolenie za granicą na okres nieprzekraczający 12 miesięcy w każdym cyklu studiów (licencjackich, magisterskich, doktoranckich).
 6. Po ukończeniu danego okresu studiów za granicą, student zobowiązany jest:
 - 1) dostarczyć zaświadczenie potwierdzające odbycie studiów w okresie objętym umową pomiędzy uczelnią a studentem (*Confirmation of Stay*),
 - 2) dostarczyć dokument o uzyskanych wynikach (*Transcript of Records*),
 7. AP zobowiązuje się do uznania okresu studiów w uczelni partnerskiej pod warunkiem zrealizowania przez studenta programu uzgodnionego przed wyjazdem w dokumencie "Porozumienie o Programie Zajęć" (*Learning Agreement*).



International Student Application Instructions

1. Apply Online and Complete the Paper Application

www.winona.edu/internationalservices

2. Pay the \$20 Non-Refundable Application Fee (pay online with credit card, with personal check or money order, payable to Winona State University)

3. Academic Records

High school & first year students submit your official high school transcript. An official English translation is required to accompany the transcript if the transcript is not issued in English by the school. (Students who have already completed high school, including university transfer applicants, should be sure to have final high school transcript submitted showing the graduation date. Also provide a detailed explanation of any educational gaps.)

Transfer Students submit official transcripts from all colleges/universities attended. If you have **fewer than 24 semester credits** completed, you must also submit your final high school transcript. A minimum of 2.4 GPA is required for admission. Before any possible transfer credit maybe awarded, all transcripts or academic records from universities outside the U.S. must be evaluated by a recognized outside agency as confirmation of the courses taken and grades earned. For a list of recognized evaluation services, please visit www.naces.org/

Admission to the University is the First Step.

Some degree programs may have additional standards for entrance into the major after you are enrolled at WSU. These include College of Business and College of Education degrees; and Nursing, Social Work, and Athletic Training majors.

Advanced Placement (AP)

WSU will give undergraduate course credit for scores of 3 or higher on Advanced Placement exams.

International Baccalaureate (IB)

Students who are enrolled in International Baccalaureate programs will be given credit for higher level examinations. A student will receive 3 or more course credits for scores of 4 or higher on individual Higher Level IB exams. Students who earn an IB diploma will be granted 6 undergraduate course credits for scores of 4 or higher on each Higher Level IB exam; and 2 undergraduate course credits for scores of 4 or higher on each Standard Level IB exam.

4. Submit One of the Following English Language Proficiency Exam Results if your native language is not English.

Test of English as a Foreign Language TOEFL	Undergraduate	Graduate
Paper-based TOEFL	520	577
Internet-based TOEFL	68	90
International English Language Testing System IELTS	5.5	6.5
SAT (Critical Reading and Math only)	1060	NA
ACT	21	NA

*WSU school code for TOEFL is 6680. ACT school code is 2162.

5. All Documents Must be Received Before the Application Deadline

Fall Intake	July 1
Spring Intake	November 1
Summer	May 1

6. Documents Required for Issuing an I-20

- An official bank statement or verification of deposit** certified and signed by a bank official. The amount certified must be equal to the estimated amount for one academic year. All documents must be dated within the past six (6) months of the application date.
- A copy of your passport or birth certificate**
- If you are currently in the U.S. on a non-immigrant visa other than F-1 visa, you must send a copy of your passport with the visa page.
- If you are in the US with an F-1 visa, fill out the Transfer Recommendation form. (www.winona.edu/internationalservices/F-1.asp) and email it to bfaris@winona.edu to transfer your SEVIS record

7. Conditional Admission

Students who meet all admission requirements except for the English language proficiency requirement, may be conditionally admitted to the university and must enroll in the English Language Center at Winona State University. Students who successfully complete the English Language Center program are admitted to WSU.

8. Applying to English Language Center

To apply for ELC send, a completed application form; a non-refundable application fee of \$20 U.S. dollars; photocopy of your passport; original bank statement(s), an official high school or college transcript/diploma and a record of two semesters of English courses at either high school or college to the address below. For more information, please see www.winona.edu/elc/

9. Graduate Admission

All graduate applicants must apply online at www.winona.edu/gradstudies/how-to-apply.asp

And submit all required document to the Graduate Studies Office. To receive an-I-20 form, complete pages 3 & 4 of the International application and send a copy of your passport and an original bank statement to International Services.

10. Send your Application Packet to:

Winona State University International Services
Kryzsko Commons 233
175 West Mark Street
Winona, Minnesota 55987, U.S.A.

11. Apply for Housing Online at www.winona.edu/housing/

To learn about off-campus housing options, visit www.winona.edu/housing/off-campus-housing.asp

12. Health Insurance and Immunization Requirements

You are required by Minnesota State law to enroll in the University Health Insurance. This annual premium is due and payable upon your arrival on campus.

You must also complete the immunization form at www.winona.edu/healthservices/immunizations.asp and submit to International Services.



Scholarships, Fees and Expenses

1. Cross-Cultural Scholarship (CCS)

The Cross-Cultural Scholarship is available to all international students who qualify for admission to Winona State University. CCS is equivalent to the difference between the resident rate of tuition and the non-resident rate of tuition. You will automatically receive the scholarship when you enroll as an International student at Winona State University. To maintain the scholarship you must meet the following requirements:

1. Maintain a valid F-1 or J-1 Immigration Status
2. Complete (3) Cross-Cultural Outreach projects during the academic year, starting in the fall and ending in the spring semester. These projects are called Minor Projects (2) and Major Project (1), for a total of three (3)
3. Maintain a cumulative GPA of 2.50
4. Maximum length of scholarship is 9 semesters

2. Presidential Honor Scholarship

The Presidential Honor Scholarship is awarded only to first-year students coming to WSU directly from high school in recognition of academic excellence. The initial award is based on the student's SAT, ACT, TOEFL, or IELTS score.

SAT (Critical Reading & Math)	ACT	TOEFL (Paper)	TOEFL (Internet)	IELTS	Annual Award (Estimated Value)
1470	32	630	113	8.0	US \$3,500
1320	28	600	105	7.5	US \$2,500
1290	27	587	100	7.0	US \$1,500
1260	27	577	96	—	US \$1,000

The PHS scholarship is renewable if students meet the following requirements:

1. Be a full-time student (complete a minimum of 12 credits per semester)
2. Maintain a 3.50 cumulative grade point average at the end of each academic year
3. Live on-campus in WSU residence halls during their freshman year

Estimate of Annual Expenses

For International Students Academic Year 2017-2018

	UNDERGRADUATE	GRADUATE	ESL
Tuition with Cross Cultural Scholarship	\$7,377 (Based on 12-18 credits)	\$6,987 (Based on 9 credits)	\$4,500** (Per Semester)
Fees	\$1,032	\$516	\$400 (Per Semester)
Digital Life & Learning	\$970	—	Optional
Room & Board (Based on double-room occupancy and 10 meals per week (includes \$190 Kryzsko Kash))	\$8,730	\$8,730	\$4,635 (per semester) \$8,730 (2 semesters)
International Orientation (One Time Only)	\$150	\$150	—
Insurance Premium	\$1,465	\$1,465	\$1,465
COST AT WSU (Academic Year Only)	\$19,724	\$17,848	\$19,995

OTHER EXPENSES

Books and Supplies	\$900	\$900	\$400 (per semester)
Personal Expenses	\$2,000	\$2,000	\$800 (per semester)
Transportation	\$640	\$640	\$200 (per semester)
ESTIMATED BUDGET (Academic Year Only)	\$23,264	\$21,388	\$22,795

* WSU Rochester tuition may differ from these figures; **\$2,700 Summer Session; \$900 additional fee for TOEFL prep course

NOTE: The above breakdown is an estimate. Many students are able to live comfortably within these guidelines while others may need additional funds for clothing, entertainment, transportation, travels, etc.



International Student Application for Admission

1. Choose one of the options below:

Undergraduate

- First year (no previous college/university attendance)
- Transfer from U.S. college/university
- Transfer from foreign college/university
- Conditional Admission (for students who do not meet English requirements)

Graduate

- Financial Document

Other Admission

- ESL Training
- Study Abroad Only Exchange (WSU international partner universities only)

2. Desired Enrollment Date

- Summer (For ESL Only) Fall (August) Spring (January) Year: _____

3. Desired Field/Major of Study _____ Campus planning to attend: Winona Campus Rochester Campus

4. Name (as written on your passport)

Last Name/Family Name	First Name/Given Name	Middle Name
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5. Other names on your academic records

Last Name/Family Name	First Name/Given Name	Middle Name
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6. Date of Birth (mm) _____ (dd) _____ (yyyy) _____ Gender Male Female

7. Permanent Address (home country) Please list a physical address, not a P.O. Box

Number and Street	Apartment	City
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State/Province	Postal Code	Country
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8. Mailing Address (If different than home country. All mail and documents will be sent to this address.)

Number and Street	Apartment	City
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State/Province	Postal Code	Country
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9. E-mail _____ **Telephone(s)** Home _____ Cell/Mobile _____

10. Educational Background

List all educational institutions you have attended or plan to attend before entering Winona State University. **Failure to list all institutions attended is considered fraud and is sufficient grounds for canceling your application or for immediate dismissal.**

High School or Secondary School attended

Name of School	City/State/Country	Year of Graduation
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Name of School	City/State/Country	Year of Graduation
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College or University attended

Name of College/University	City/State/Country	From (date)	To (date)	Degree earned <input type="checkbox"/> yes <input type="checkbox"/> no
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Name of College/University	City/State/Country	From (date)	To (date)	Degree earned <input type="checkbox"/> yes <input type="checkbox"/> no
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***For additional space, please use separate sheet**



11. Test Scores I have taken the following tests:

TOEFL (Paper) Score _____ Date Taken _____ TOEFL (Internet) Score _____ Date Taken _____
 IELTS Score _____ Date Taken _____ SAT Score _____ Date Taken _____ ACT Score _____ Date Taken _____

I plan to take the following tests: TOEFL (Paper) Date _____ TOEFL (Internet) Date _____ IELTS Date _____ SAT Date _____ ACT Date _____

12. Country of Citizenship _____
 Country of Birth (Where You Were Born) _____ Country of Citizenship _____

13. Do You Have a Student Visa? Yes No
 If yes, please indicate type: Student (F1) Exchange visitor (J1) Other _____

14. Funding Source(s)

• **Personal Savings**

Bank Name _____ City/State _____ Country _____ USD

• **Financial Support from Family Member(s) or Sponsor (signature required below)**

Last Name (Family/Surname) _____ Middle Name _____ First Name (Given Personal Name) _____
 Relationship _____ U.S.\$ _____

I accept the financial responsibility of _____ for the entire duration of his / her study at WSU.
 Student's Name _____

Signature of Sponsor: _____ Date: _____

• **Financial Support from Government Agency, Private Foundation, University or Business**

Name of Agency, Foundation, etc. _____ U.S.\$ _____

Enclose a signed and certified award letter. This letter must be dated within the past six (6) months of the application date and must state that you have already been approved to receive the support to study at Winona State University. The letter should include the amount of the award or the specific expenses that will be paid by the award.

15. Dependent Information I plan to bring a dependent(s) with me I plan to come alone


\$5,000 additional financial certification is required for the first dependent and \$3,000 for each dependent thereafter, if dependents will join you. If you are planning to bring dependent(s) with you, send a copy of dependent's passport, and complete the information below:

Name	Relationship	Country of Birth	Date of Birth

Signature of Applicant: _____ Date: _____

- 16. Checklist**
- Completed Application Form
 - Application Fee: \$20 USD
 - Academic Records (High School Certificate, College Transcripts)
 - Bank Statement
 - Financial Support Signed by Sponsor
 - Official TOEFL/IELTS Scores Sent Directly to WSU
 - Photocopy of Passport

Send Your Completed Documents to:
Winona State University International Services
 Kryzsko Commons 233
 175 West Mark Street
 Winona, MN 55987, U.S.A.

For More Information:
Web: www.winona.edu/internationalservices
Email: is@winona.edu
 www.facebook.com/WSUInternationalServicesOFFICE

This application and other application documents become the property of Winona State University. You should arrange for Winona State University to receive official transcripts of all academic work completed in the United States and certified true copies of originals of academic work completed in a foreign country. Documents must be dated and stamped. Records should list the subjects studied and grades or other evidence that each individual subject was completed to the satisfaction of the authorities in charge. Records should also include certified copies of any diplomas or other certificates received. All records must be in English. If official document language is other than English, a certified translation is required along with the original document. Since certificates and records filed for examination are not ordinarily returned, you should send certified/official attested photocopies of documents which cannot be easily replaced. UNCERTIFIED PHOTOCOPIES ARE NOT ACCEPTABLE. A DETAILED DESCRIPTION OF ALL POST-SECONDARY COURSE WORK MUST ACCOMPANY THIS APPLICATION.