The University College of Enterprise and Administration in Lublin NR ALBUMU **………………..**
20-150 Lublin, Bursaki str. 12
 tel. 81 452 94 10, fax. 81 452 94 13
e-mail: rekrutacja@wspa.pl

# Application form

I am hereby asking for admission to the Master’s degree program

in the field of …………………………..

in the full-time mode for the academic year 2023/2024, winter/summer semester

PESEL …………………………..

## PERSONAL QUESTIONNAIRE

**DANE PERSONALNE**(personal data)

|  |  |
| --- | --- |
| Surname  | Names  |
| Gender | Date of birth  |
| Country of birth | Place of birth |
| Parents’ names  | Citizenship |
| Nationality | Number of passport |
| Country of issue  | Date of expiration  |
| Embassy of applying for a visa  |

**CONTACT DETAILS**

**PERMANENT ADDRESS CORRESPONDENCE ADDRESS**

|  |  |
| --- | --- |
| Street  | Street  |
| House number Apartment number  | House number Apartment number  |
| Postcode City (city/village | Postcode City (city/village |
| Country  | Country  |
| Phone number  | e-mail  |

**EDUCATIONAL INFORMATION**

|  |
| --- |
| Full name of school |
| City/town/village  |
| Country  |
| Number of secondary school leaving certificate |
| Date of issue |

|  |
| --- |
| Name of graduated university |
| City | Number of certificate  |
| Faculty  | Date of graduation |
| Program | Type of awarded degree |

 *I confirm the authenticity of the data contained in the application and the personal questionnaire by my signature*

 Date ……….............................. Candidate's signature ……….....................

|  |  |
| --- | --- |
| **Attachments:** | **Tick the appropriate** |
| Original secondary school leaving certificate with apostille |  |
| Original certified translation of secondary school leaving certificate into Polish or English |  |
| Copy of passport |  |
| Medical certificate stating that there are no contraindications against undertaking studies |  |
| Certificate of English language proficiency or any other document confirming your knowledge of English |  |
| Original or a certified copy of the undergraduate diploma, with a certified translation into Polish/English |  |

***I declare that I have read the Regulations of Studies at the University College of Entreprise and Administration in Lublin.***

**Authorisation to process personal data**

 I hereby give consent for my personal data to be processed by **The College of Enterprise and Administration in Lublin with seat
in 20-150 Lublin ul. Bursaki 12** in order to conduct a recruitment process.

 I also declare that I provide you with my personal data completely voluntarily. I was informed about of my right to access these data and possibility to correct them, and also about the right to withdraw the authorization to process these data subject to the College is not bound to process personal data, which results from generally applicable law.

 ………………………………………………………………..

 (date, candidate's signature)

**INFORMATIVE CLAUSE CONCERNING DATA COLLECTION IN RECRUITMENT PROCESS**

 In accordance to Article 13(1) of the Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016 on the protection
of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) of 27 April 2016 I wish to inform that:

1. Your personal data administrator is The College of Enterprise and Administration in Lublin with seat in 20 – 150 Lublin ul. Bursaki 12*;*
2. data protection supervisor in The College of Enterprise and Administration in Lublin is Ms Dominika Cichosz, e-mail iodo@wspa.pl;
3. Your personal data will be processed in order to carry out a recruitment process point (a, b, f) of Article 6(1) of Regulation 2016/679 of the European Parliament and Council;
4. The College of Enterprise and Administration in Lublin with seat in 20 – 150 Lublin ul. Bursaki 12 will be processing the following elements
of personal data: a) name/s and surname, maiden name; b) date and place of birth; c) father's and mother's name; d) passport, number and
series, country of issue, expiry date; e) permanent adress, telephone number, e-mail; e) correspondence adress; f) nationality, citizenship;
g) passport, number and series, expiry date; h) high school i) secondary school leaving certificate number, date of issue.
5. Your personal data will not be transferred to other entities and institutions;
6. Your personal data will not be transferred to a third country/international organization;
7. Your personal data will be stored until the end of the recruitment process;
8. You are entitled to access the content of your data and their correction, transfer, notifying objection, deletion, limitation of processing, withdrawal of approval in any moment without an impact on compliance with processing right (if processing takes place according to an approval), which was made according to an approval before its withdrawal;
9. You are entitled to lodge a complaint to the President of National Data Protection Agency ul. Stawki 2, 00-193 Warszawa, when You consider the data processing related to You violating the provisions of General Data Protection Regulation of 27 April 2016;
10. providing Your personal data is a condition of the initiation of a recruitment process in The College of Enterprise and Administration in Lublin. You are obliged to provide them, otherwise the recruitment process in The College of Enterprise and Administration in Lublin will be suspended;
11. Your data will not be processed in an automated process including profiling.

 I have read the informative clause

 ………………………………………………………………..

 (date, candidate's signature)