

## Conditions of admission to study in the form of transfer

Under transfer one shall understand enrollment of the student of another university to the study programme of **the same level in the same or related field of study** provided by the Faculty.

The student may apply for the transfer with the Faculty Dean. The student may not file a request for registration, who at the time of filing the request has his/her study suspended.

The student applies for transfer in writing after fulfilling all the conditions set by his/her university for advancement to the next year of study, but **no later than 15th August** of the given year.

Required documents ( original documents signed and stamped by university ):

- **Request for transfer**
- **Request for recognition of study subjects from previous study**
- **Letter of Authorization**
- **Original transcript** with marks and dates of completion
- **Original syllabus** of completed courses or certified copies
- **Confirmation that** at the time **an applicant is a student** of the respective university
- **Confirmation that** an applicant **has fulfilled all the conditions** stated by current university to continue her/his studies in the next academic year

The above mentioned documents must be officially translated into Slovak or English. If the request for recognition does not contain all the requested documents, it will not be considered.

The **address** for sending **all the required documents**:

*Pavol Jozef Šafárik University in Košice  
Faculty of Medicine  
Study Department – Ing. Mária Spišáková  
Trieda SNP 1  
040 11 Košice  
Slovak Republic*

The Dean shall decide on the student's request within 30 days if its receipt. In case the Dean accepts the student's request, the student will be informed about the date of enrollment and about the subjects whose completion from the previous studies will be validated by the guarantor for passing the study programme concerned.

The student becomes a student of the University on the date of enrollment in the study programme under paragraphs 1 through 5 of this Article and his/her previous study shall be considered abandoned on the date preceding the date of enrollment.

The accepted student is obliged to submit these documents by the enrollment:

- **Medical confirmation** of physical and mental ability to university studies (not older than 3 months) – in English or Slovak language
- **Photocopy of passport/ID card**
- **High School Leaving Certificate** (more information provided on <https://www.upjs.sk/en/faculty-of-medicine/applicants/entrance-examination/>)
- **Birth Certificate** – a notary certified copy with a Slovak or English translation

Futher information will be provided at the enrollment day.