

# **ADMISSION PROCESS**

# **Akademia WSB**

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# **WSB University**

## **CRACOW CAMPUS**

**October 2026**

# IMPORTANT DATES

## 1. START OF ADMISSION

April 13<sup>th</sup> 2026

## 2. END OF ADMISSION

August 31<sup>st</sup> 2026\*

## 3. START OF WINTER SEMESTER

October 1<sup>st</sup> 2026

## 4. DEADLINE TO DEFER APPLICATION

November 15<sup>th</sup> 2026

## 5. DEADLINE FOR REFUND APPLICATION

November 15<sup>th</sup> 2026

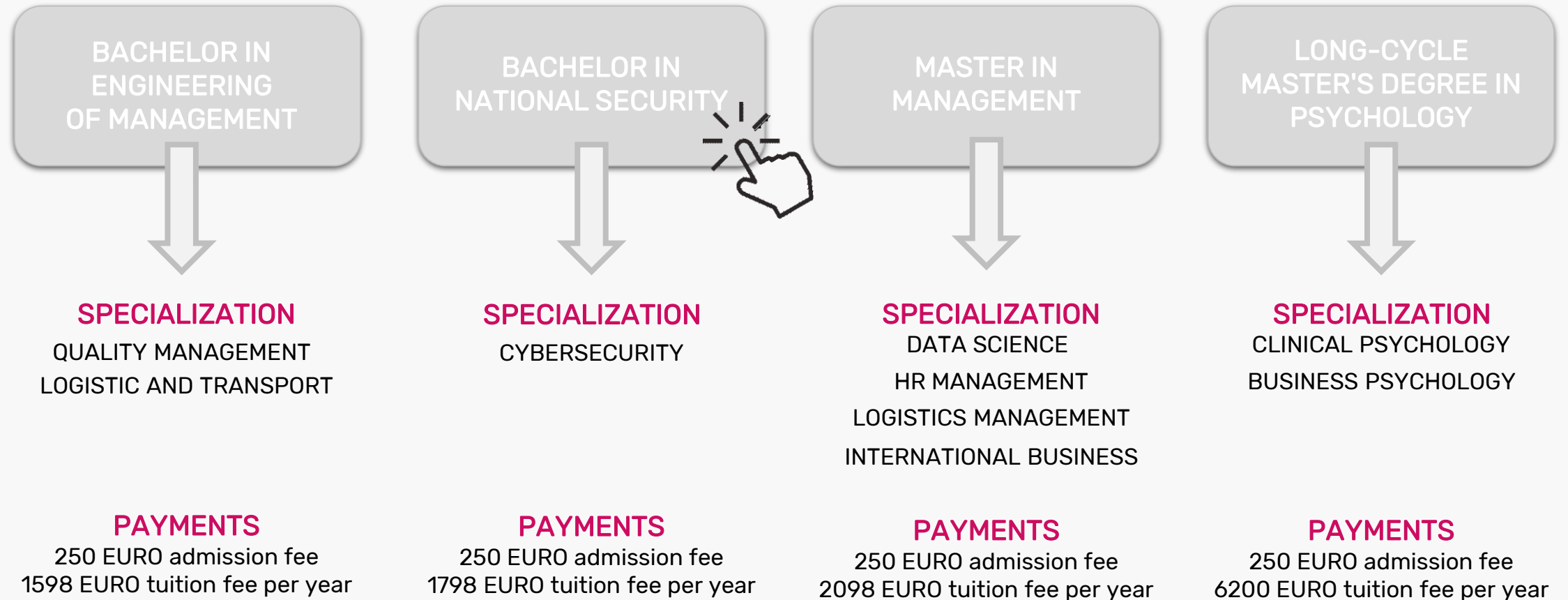
## 6. DEADLINE FOR REGISTRATION IN OFFICE

November 15<sup>th</sup> 2026

*\*Candidates living abroad should complete most of their admission process, that is – paying the invoice from WSBU by August 31<sup>st</sup> 2026.*

*\*Candidates living in Poland have an extended application period, no later than the first classes of the semester.*

# AVAILABLE FIELDS OF STUDY



*Candidates living abroad are obligated to pay for one year of study without exceptions.  
Candidates living in Poland, upon presentation of a valid proof of legal stay, can have the option to pay only for the first semester of study.*

# ADMISSION TEAM

# CONTACT INFORMATION

MARTA ŁAZOWSKA

[mlazowska@wsb.edu.pl](mailto:mlazowska@wsb.edu.pl)  
+32 111 01 00

- VERIFICATION DOCUMENTS
- ACCEPTANCE DOCUMENTS
- APPLICATION POSTPONING
- TRANSFERS FROM/TO DĄBROWA GÓRNICZA OR WARSAW CAMPUS

LIDIA MUSIAŁ

[lidia.musial@wsb.edu.pl](mailto:lidia.musial@wsb.edu.pl)  
+32 111 01 02

- GENERAL INFORMATION ABOUT ADMISSION PROCESS
- INTERVIEWS AND EXAMS
- INVOICES AND PAYMENTS
- REFUND PROCESS

HUBERT RACZYŃSKI

[hraczynski@wsb.edu.pl](mailto:hraczynski@wsb.edu.pl)  
+32 111 01 03

- POSTGRADUATE STUDIES
- APPLICATION FOR HIGHER SEMESTER
- DHL SHIPPING
- ADDITIONAL DOCUMENTS
- PREPARATORY ENGLISH COURSE
- REGISTRATION IN THE OFFICE
- STUDENT ID CARDS

 WORKING HOURS OF ADMISSION OFFICE 

Monday - Saturday 8:00 AM - 4:00 PM

# ADMISSION STEPS

1

CREATE AND COMPLETE  
YOUR CANDIDATE  
ACCOUNT



2

WAIT FOR  
VERIFICATION  
PROCESS OF YOUR  
DOCUMENTS



FIND OUT  
MORE



3

RECEIVE AN INVITATION  
FOR INTERVIEW AND  
EXAM



PLEASE NOTE



EACH STEP MAY TAKE  
3-4 WORKING DAYS

4

RECEIVE AND PAY  
THE INVOICE

5

RECEIVE AND SIGN  
DOCUMENTS FROM  
WSBU

6

REGISTER AT THE OFFICE  
UPON ARRIVAL IN  
POLAND

# FIRST STEP



WSB University

Student Admissions Research University Erasmus+

← Admissions

Admission Process

WARSAW Campus →

DABROWA GORNICZA Campus →

KRAKOW Campus →

International Doctoral Academy (PhD)

Summer programs

Contact us

Study in English

- Bachelor's degree
- Master's degree
- Postgraduate studies

1 2 3



Choose a study program for you

- I cycle studies →
- KRAKÓW →
- Degree →
- Study mode →
- Field of study →

Search field of studies

## Bachelor's degree



BACHELOR'S DEGREE IN ENGINEERING OF MANAGEMENT | ... 2 specialities

Bachelor's - Logistics and Transport | KRAKOW More

Bachelor's - Quality Management | KRAKOW More

BACHELOR'S DEGREE IN NATIONAL SECURITY | KRAKOW 1 speciality

Bachelor's - Cybersecurity | KRAKOW More

Choose a study program for you

- II cycle studies →
- KRAKÓW →
- Degree →
- Study mode →
- Field of study →

Search field of studies

## Master's degree



LONG-CYCLE MASTER'S DEGREE IN PSYCHOLOGY | KRAKOW 2 specialities

LONG-CYCLE MASTER'S - BUSINESS PSYCHOLOGY | KRAKOW More

LONG-CYCLE MASTER'S - CLINICAL PSYCHOLOGY | KRAKOW More

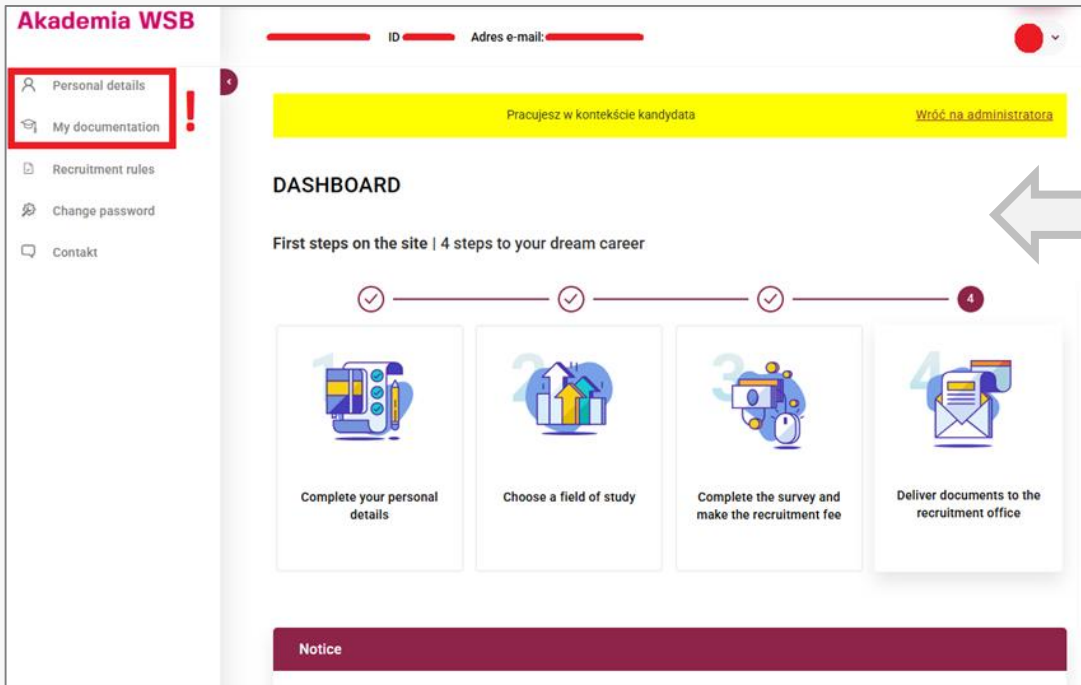
MASTER'S DEGREE IN MANAGEMENT | KRAKOW 4 specialities

MASTER'S - DATA SCIENCE | KRAKOW More

MASTER'S - HUMAN RESOURCES MANAGEMENT | KRAKOW More

MASTER'S - INTERNATIONAL BUSINESS | KRAKOW More

MASTER'S - LOGISTICS MANAGEMENT | KRAKOW More



## FULFILL ALL PERSONAL DATA:

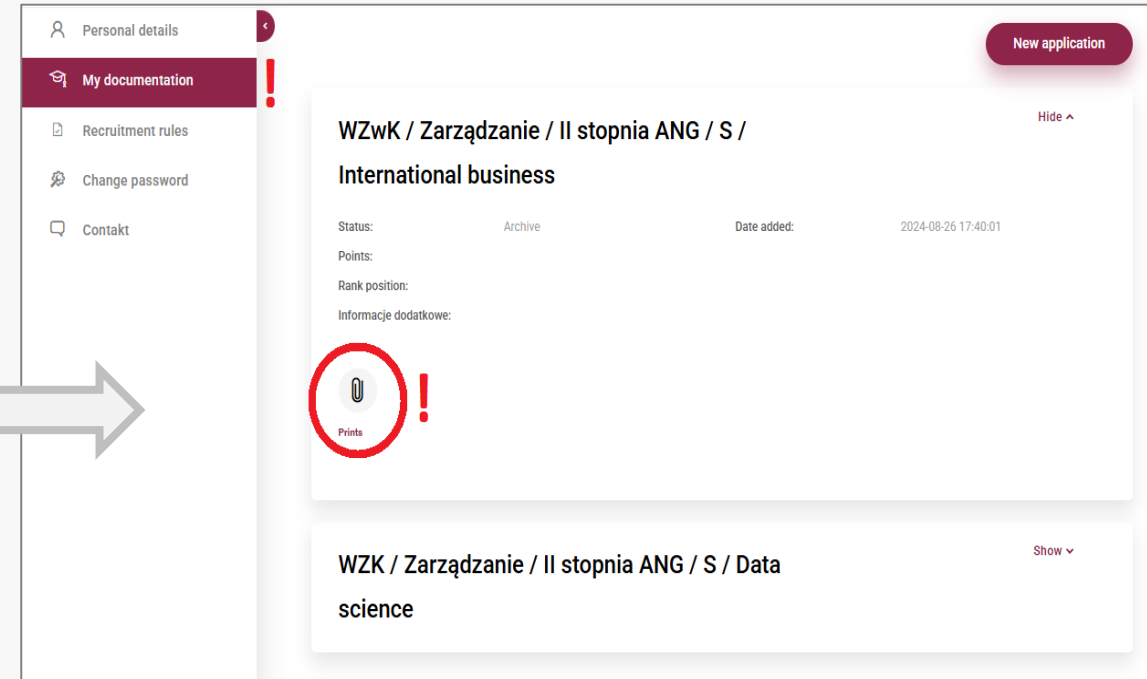
- without special signs or specific languages,
- use names exactly as they appear in your passport or other official identity documents,
- incorrect completion of personal data may result in the appearance of no available document upload fields.

Please pay special attention to the personal data that are entered into the system, as **they are automatically generated on the admission documents** without the possibility of subsequent correction.

## UPLOAD SCANS OF DOCUMENTS ON YOUR PROFILE:

- if you don't have enough free slots on your account, you can combine all of documents in one PDF,
- the documents you need to present depend on of the cycle of studies you applied for.

Lack of complete documentation prevents you from proceeding to the next stage of recruitment, so **we recommend that you carefully review the list of required documents** in SECOND STEP of this guidebook.



**LOG IN HERE** → <https://wr.wsb.edu.pl/Login.aspx>

# SECOND STEP

## ↓ LIST OF REQUIRED DOCUMENTS ↓

We would like to remind you that the lack of complete documentation prevents you from proceeding to the next stage of admission, which is the interview and examinations.  
The exception at this step is the decision of recognition by the national academic exchange agency (NAWA).

### BACHELOR'S DEGREE PROGRAM

1. Passport - valid for at least six more months.

2. Original secondary school diploma with apostille or legalization on it.

*Apostille - if your country is recognised by Poland a member of the Hague Convention (see [HCCH Members](#)).*

*Legalization - if your country is not a member of the HCCH, your documents need to be legalized, it should be double legalization - from the Ministry of Foreign Affairs and Polish Embassy of the country where the documents were issued..*

3. Original transcript of records - if it's attached to the diploma.

4. Eligibility Letter - for non-EU diplomas that do not require NAWA recognition (e.g. Turkey)

*It's a letter of recommendation issued by the previous educational unit confirming that the obtained diploma entitles its holder to undertake studies in the country where the diploma was issued.*

5. A full sworn translation of your original diploma, transcript of records and eligibility letter (if required) including all signatures and stamps on them.

*If the primary language of the documents is English, there is no need to translate them.*

6. English language certificate - no older than 2 years.

*List of acceptable language certificates you will find below.*

7. Decision from Board Of Education (Kuratorium Oświaty) or positive decision from NAWA.

8. Active visa or a residence permit card on Polish territory - optionally.

*The University may request proof of your legal stay (e.g., a student visa/TRC student status certificate issued within the last 14 days).*

*EU citizens do not require any additional documents beyond a national ID card to stay and study in Poland.*

# SECOND STEP

## ↓ LIST OF REQUIRED DOCUMENTS ↓

We would like to remind you that the lack of complete documentation prevents you from proceeding to the next stage of admission, which is the interview and examinations.  
The exception at this step is the decision of recognition by the national academic exchange agency (NAWA).

### MASTER'S DEGREE PROGRAM

1. Passport - valid for at least six more months.
2. Original Bachelor's diploma with apostille or legalization on it.

*Apostille - if your country is recognised by Poland a member of the Hague Convention (see [HCCH Members](#)).*

*Legalization - if your country is not a member of the HCCH, your documents need to be legalized, it should be double legalization - from the Ministry of Foreign Affairs and Polish Embassy of the country where the documents were issued.*

3. Original transcript of records attached to the diploma.
4. A full sworn translation of your original diploma and transcript of records.

*If the primary language of the documents is English, there is no need to translate them.*

5. English language certificate - no older than 2 years.

*List of acceptable language certificates you will find below.*

6. Positive decision from NAWA.
7. Active visa or a residence permit card on Polish territory - optionally.

*The University may request proof of your legal stay (e.g., a student visa/TRC student status certificate issued within the last 14 days).*

*EU citizens do not require any additional documents beyond a national ID card to stay and study in Poland.*

# ↓ ACCEPTABLE ENGLISH LANGUAGE CERTIFICATES ↓

Remember, possession of a certificate doesn't guarantee admission  
- the level of English must be at least B2.

## ENGLISH LANGUAGE CERTIFICATES

1. University of Cambridge, ESOL Examinations
2. International English Language Testing System (IELTS)
3. Trinity College London
4. Test of English as a Foreign Language (TOEFL)
5. Test of English for International Communication (TOEIC)
6. Pearson Assessment English
7. LanguageCert (PeopleCert Qualifications (PCQ))
8. London Chamber of Commerce and Industry Examinations (LCCI)
9. European Consortium for the Certificate of Attainment in Modern Languages (ECL)
10. Telc GmbH, WBT Weiterbildungs-Testsysteme GmbH

**THE FULL NAMES OF THE CERTIFICATES CAN BE FOUND IN THE  
REGULATION BELOW:**

<https://dziennikustaw.gov.pl/D2025000104501.pdf>

## DOCUMENTS TREATED AS AN EQUIVALENT

1. For first-cycle studies (Bachelor's applications)
  - International Baccalaureate Diploma with regard to the primary language **or/and** European Baccalaureate Diploma with regard to the first (L1) or second (L2) language.
2. For first and second-cycle studies (Bachelor's and Master's applications)
  - a diploma of completion of first-cycle, second-cycle issued by a higher education institution operating within the higher education and science system of the Republic of Poland **or** by a foreign higher education institution, which includes information on the language of instruction of the studies. If the diploma does not contain such information, it must be accompanied by a diploma supplement or certificate indicating the language of instruction.
3. For second-cycle studies (Master's applications)
  - a diploma of completion of first-cycle or second-cycle studies in the field of philology in English language, issued by a higher education institution operating within the higher education and science system of the Republic of Poland **or** by a foreign higher education institution, accompanied by a diploma supplement or a certificate confirming that the number of class hours in the given foreign language amounted to at least 500.

**IMPORTANT:** EU citizens are not required to provide English language certificate.  
Citizenship will be verified based on a valid passport.

# ↓ RECOGNITION BY NAWA ↓

Remember, without positive decision from NAWA we will not be able to accept your application and continue your admission process.

## DIPLOMAS EXEMPT FROM RECOGNITION BY NAWA MUST ORIGINATE EXCLUSIVELY FROM:

1. EU, OECD and EFTA countries.
2. Countries with international agreements with Poland - China and Ukraine,
3. Polish secondary schools and higher education institutions.

## INFORMATION ABOUT RECOGNITION PROCESS YOU CAN FIND ON THE WEBSITE:

1. Secondary School Certificate (Bachelor's Candidates)

<https://nawa.gov.pl/en/recognition/how-to-obtain-a-recognition-statement/secondary-school-certificate>

2. Diploma of Higher Education (Master's Candidates)

<https://nawa.gov.pl/en/recognition/how-to-obtain-a-recognition-statement/diploma-of-higher-education>

## IMPORTANT INFORMATION:

- your documents must be recognized in the **SYRENA** system, not in the **KWALIFIKATOR** system.
- all process of recognition you're doing online.
- documents submitted to NAWA in paper form will not be returned, regardless of the date the application was sent to NAWA.
- you may wait for the NAWA decision **for around 1-3 months** (approximately 60 days).
- due to the large amount of applications for recognition statements on foreign diplomas the time of processing requests may be prolonged and exceed the period of 60 days.
- for applications submitted via the SYRENA system - the status of the case can be checked independently in the system.

# THIRD STEP

## ↓ INTERVIEW AND EXAM ↓

We would like to remind you that the lack of complete documentation prevents you from proceeding to this step of admission process.

The exception at this step is the decision of recognition by the national academic exchange agency (NAWA).

1

A MEETING CAN BE  
POSTPONED ONLY  
ONCE

2

EXAM APPLIES TO  
FACULTY, NOT  
SPECIALITY

3

THE EXAM CAN BE  
TAKEN ONLY ONCE  
PER SEMESTER

### IF YOUR DOCUMENTS HAVE PASSED VERIFICATION, YOU RECEIVE AN EMAIL CONTAINING:

- information about the pre-qualification of your documents, which will mean that you can start the recognition process in the NAWA system,
- information about the creation of an account that you will use during the interview and exams (online),
- all necessary information regarding your online meeting with the admission officer.

### STEPS OF MEETING WITH THE ADMISSION OFFICER:

- interview,
- entrance knowledge exam\*.

*\*if you're a citizen of Ukraine, you're automatically exempted from taking the entrance knowledge test*

# FOURTH STEP

## ↓ INVOICE AND PAYMENT ↓

Please, don't make any payments yourself without receiving an invoice from us first.

### BASIC INFORMATION

- when you pass the online meeting with an admissions officer and provide the missing decision from NAWA- or, in the case of Bachelor's studies also an acceptable decision from the Board of Education, we will send you an invoice for payment.
- the invoice currently covers **250 EUR** of a non-refundable admission fee and **1598 EUR** or **2098 EUR** or **6200 EUR** of refundable\* tuition fee for the year - depending on the studies you apply to. You have a maximum of **14 days** to pay the invoice.

\*based on a scan of the refusal of the visa application presented within 14 days from the date of issuance of the decision in approximately time

- after making the payment, please send the confirmation to your contact person at WSB University. This helps us locate it in the system.
- once the payment is confirmed, we'll prepare the necessary documents. This may take some time, depending on when you pay and how fast the banks process the transfer.

### WE WOULD LIKE TO REMIND YOU

1. Candidates living abroad are obligated to pay for one year of study without exceptions. Candidates living in Poland, upon presentation of a valid proof of legal stay, can have the option to pay only for the first semester of study.
2. As of July 1<sup>st</sup>, 2025, **Candidates must obtain a student visa to study in Poland**. It will no longer be possible to apply using a tourist/Schengen visa or a TRC from another EU country.
3. If the transfer is made in a currency other than the euro, expect the possibility that you will receive a lower amount than you sent. This is due to currency conversion fees and/or the fluctuating euro exchange rate.
4. We recommend **making transfers directly in euro**. This is because the amount that entitles us to receive the documents is the one that will actually be credited to our account. In case of underpayment, you will have to pay the missing amount, which may delay your admission process.

**NEVER PAY INVOICES FOR STUDIES AT WSBU  
RECEIVED FROM E-MAIL ADDRESSES OUTSIDE THE DOMAIN @wsb.edu.pl**

# FIFTH STEP

## ↓ ADMISSION DOCUMENTS ↓

We would like to remind you to pay special attention to the personal data that are entered into the system, as they are automatically generated on the admission documents without the possibility of subsequent correction.

### BASIC INFORMATION

- the documents you will receive from us are an agreement and decision, followed by letter of acceptance.
- before sending the documents to you, they must be signed by one of our Dean, so **our receipt of your payment doesn't mean that the documents will be sent immediately.**
- the relatively long time for receiving the contract and decision after receiving the payment is 3-4 working days (excluding weekends).
- based on the acceptance letter you can apply for a visa at the Embassy or residence permit card in Provincial Office.
- if you're living abroad, **we can send this document to the address indicated by the applicant via DHL** - the shipping costs are borne by the University but **only one time**. If you're living in Poland or directly in Kraków, you can collect your letter of acceptance from our office on Życzkowskiego 14 street in Krakowski Park Technologiczny building.

### WE WOULD LIKE TO REMIND YOU

- we issue the letter of acceptance only once and **it's not possible** to change your personal information on it.
- after receiving the letter of acceptance, until the start of the academic year - October 1<sup>st</sup> 2026, it's not possible to receive a student status certificate, even if you complete the registration in the office.
- please be prudent in directing requests for **additional documents** such as pre-confirmation or extension letter, as the documents in question are only valid for one month. We recommend requesting them at a safe interval from your visit to the Embassy.



# SIXTH STEP

## ↓ ACCESS TO STUDENT'S PLATFORMS AND REGISTRATION IN THE OFFICE ↓

Remember, that after the registration you have to contact our University's employees using your student e-mail address exclusively.

### STUDENT'S PLATFORMS ACCESS

- after obtaining the letter of acceptance, **in reasonable period of time**, you will be transferred to the Dean's Office system and will receive instructions on your private e-mail for logging into the student account.
- after log in, you will be able to follow and check the class schedule on your student account - **VIRTUAL UNIVERSITY PORTAL**. You should also register for your student email - **OUTLOOK** @student.wsb.edu.pl using the same login details.
- therefore, **it's important** to monitor your e-mail and log in to your student accounts, because even if you're abroad and apply for a visa after the start of the semester, you're obligated to participate in online classes.
- also with the letter of acceptance, you receive **PDF-s with all important information** needed by every Candidate who has been accepted to our University as a prospective Student.

#### VIRTUAL UNIVERSITY

website to login: <https://wu.wsb.edu.pl>

login: e-mail in WSB domain

password: the one you use to login to WSB University e-mail

#### OFFICE 365 / OUTLOOK

WSB domain [name.surname@student.wsb.edu.pl](mailto:name.surname@student.wsb.edu.pl)

### REGISTRATION IN THE OFFICE

- start date: September 1<sup>st</sup> .Please visit the office upon **your arrival in Poland** and provide the following: originals of all documents uploaded to the portal, your visa, and proof of health insurance valid in Poland
- after registration, your application will be formalized and **your student ID card** will be ordered - you will be able to collect it within 2-3 weeks from the date of registration, or within 2-3 weeks after October 1<sup>st</sup> if you register before the beginning of the semester.
- you have time for that until the **November 15<sup>th</sup> 2026**, otherwise the lack of registration at the office may affect your studies and your stay in Poland due to regular verifications of the University's Students conducted by the Polish authorities.
- after receiving the letter of acceptance, registration in our office is one of the few remaining occasions when you should still contact the Admissions Office rather than the Dean's Office. Once **you complete your registration**, you become a full Student, and all further requests or matters should be directed to the Dean's Office staff.

#### IT DEPARTMENT

phone: 32 295 93 03

[pomoc.office365@wsb.edu.pl](mailto:pomoc.office365@wsb.edu.pl)

[pomoc.IT@wsb.edu.pl](mailto:pomoc.IT@wsb.edu.pl)

[pomoc.online@wsb.edu.pl](mailto:pomoc.online@wsb.edu.pl)

#### DEAN'S OFFICE STAFF

<https://wsb.edu.pl/en/student/international-deans-office/international-dean-s-office-team-in-krakow>

# DEFERALLS & REFUNDS

Please, remember that classes are held both on campus and online. Access details for online classes will be sent to your private email address by the IT department before the semester begins. Attending online classes is mandatory, even if you have not yet arrived in Poland.

## 1. FULL TRANSFER OR REFUND OF TUITION FEE

Full transfer of your tuition fee from winter semester 2026 to the summer semester 2027 is possible based on an application submitted **by November 15<sup>th</sup> 2026 at the latest!**

- you must submit an appropriate application to withdraw from your studies by November 15<sup>th</sup> 2026 at the latest if you wish to transfer your application. A full tuition transfer will only be processed **if all of the required documents are submitted by this date.**
- please bear in mind that the deferral process can only be initiated once the Candidate's / Student's submission of the appropriate application. Therefore, **only notifying us of your intention to request a defer of your application is not sufficient.**
- the required application must be signed, correctly filled out, and submitted with all necessary information **by the deadline.** After the deadline, deferring your application will no longer be possible.

## 2. PARTIAL TRANSFER OR REFUND OF TUITION FEE

- if you transfer your studies **after November 15<sup>th</sup> 2026** - the funds for the first semester will be reduced by the duration of the semester. Fees for a given month are charged **after every 5<sup>th</sup> of a given month.**

THE DOCUMENTS NEEDED TO APPLY FOR A DEFER OR REFUND CAN BE FOUND UNDER THE LINK:

<https://wsb.edu.pl/en/admissions/admission-process/financial-matters/refunds>

THE PERSONS RESPONSIBLE IN FACULTY IN KRAKÓW FOR:

- TRANSFER: Marta Łazowska ([mlazowska@wsb.edu.pl](mailto:mlazowska@wsb.edu.pl))
- REFUND: Lidia Musiał ([lidia.musial@wsb.edu.pl](mailto:lidia.musial@wsb.edu.pl))

**IF YOU DON'T APPLY FOR A TUITION FEE REFUND OR TRANSFER YOUR APPLICATION BY NOVEMBER 15<sup>TH</sup> 2026 (INCLUSIVE) AND AT THE SAME TIME FAIL TO APPEAR FOR REGISTRATION AT THE OFFICE, YOU WILL BE REMOVED FROM THE STUDENT LIST WITHOUT THE POSSIBILITY OF APPEAL, AND YOUR TUITION FEE REFUND WILL BE AUTOMATICALLY REDUCED BY 30%.**

# ACCOMMODATION

## BASIC INFORMATION

- securing accommodation is always the responsibility of the Candidate and/or Student, never the University.
- the University **never acts** as an intermediary in concluding agreements between Candidates/Students and student residences.
- WSB University cooperates with private student residences where, by presenting an admission document or document confirming active student status, you can receive a **special discount or offer**.
- please note that proof of accommodation is required for student visa applications, so we strongly recommend securing housing before making your Embassy appointment.

The logo for Basecamp, featuring the word "BASECAMP" in a bold, black, sans-serif font. The letter "A" is stylized with a white triangle inside it. The logo is centered within a white circular background.

BASECAMP

The logo for Nextdoor, featuring the word "NEXTDOOR" in a bold, black, sans-serif font. The letters "D", "O", and "O" are each contained within a black square. The logo is centered within a white circular background.

NEXTDOOR

[www.nextdoor-housing.pl/en](http://www.nextdoor-housing.pl/en)

The logo for Zeitraum, featuring a blue square with a white hourglass symbol inside. Below the square, the word "ZEITRAUM" is written in a bold, blue, sans-serif font, and "Student Housing" is written in a smaller, blue, sans-serif font below it. The logo is centered within a white circular background.

ZEITRAUM  
Student Housing

<https://students.zeitraum.re/en>

The logo for Studentspace, featuring the word "STUDENTSPACE" in a bold, yellow, sans-serif font. The logo is centered within a dark blue circular background.

STUDENTSPACE

<https://www.studentspace.pl/akademiki-krakow/wita-stwosza-a>

<https://www.basecampstudent.com/student/krakow>

# FREQUENTLY ASKED QUESTIONS

## **IS AUGUST 31<sup>ST</sup> THE DATE BY WHICH I CAN START MY APPLICATION?**

No, August 31<sup>st</sup> is the deadline for paying the invoice issued by the Admission Team. This means that by this date you must have successfully completed the admission process, including document verification and passing both the entrance exam and the interview. It is not sufficient to have only started the application or to still be in the enrollment process by that time.

## **IF I LIVE IN POLAND, CAN I FINISH MY APPLICATION AFTER AUGUST 31<sup>ST</sup>, IF SO, BY WHEN?**

Yes, for those living in Poland as a result of not having to make a visa appointment at the Embassy, the deadline for admission is extended, but the application must be finished one week before first classes started.

## **THE STUDIES ON YOUR UNIVERSITY ARE FULL-TIME OR PART-TIME?**

The studies offered by the WSB University for foreign students are full-time studies.

## **WHICH DAYS THE CLASSES TAKE PLACE?**

Classes for first-cycle students are conducted during a week, classes for second-cycle students are conducted mostly on Thursdays and Fridays.

## **WHETHER CLASSES ARE CONDUCTED ONLY ONLINE?**

Classes are held both offline and online, in line with full-time studies.

## **CAN I STUDY MY FIRST SEMESTER ONLINE FROM MY COUNTRY?**

There is no possibility to study online for the first semester, because each accepted Candidate who doesn't show up for registration in the office by November 15<sup>th</sup> 2026, will be removed from the student list for failure to comply with registration requirements.

## **CAN I PAY THE INVOICE IN PLN?**

Yes, there is a possibility to pay your invoice in PLN but only in our office by card. The total amount in PLN will depend on the EUR exchange rate on the day of payment.

## **WHEN DO I GET ACCESS TO MY STUDENT ACCOUNT AND SCHEDULE?**

You will receive access to your student account relatively soon after receiving your letter of acceptance, and the schedule will appear one to two weeks before your first classes.

## **CAN I PAY IN INSTALLMENTS?**

Candidates living abroad must pay for the entire academic year. Candidates living in Poland, upon presenting valid proof of legal stay, may have the option to pay for one semester.

## **ARE THERE ANY SCHOLARSHIP OR FINANCIAL AID OPPORTUNITIES AVAILABLE?**

Yes, after completing your first semester, you may apply for few different-type scholarships. More details you can find on our website WSB Scholarship Office.

## **WHAT IS THE ADDRESS OF THE INTERNATIONAL OFFICE WHERE I CAN MAKE THE FINAL REGISTRATION?**

Our office is located in the Krakowski Park Technologiczny building, at Życzkowskiego 14 street - floor 2<sup>nd</sup>, room 104. WSB Scholarship Office

## **WHAT DOCUMENTS DO I NEED TO BRING FOR REGISTRATION?**

You need to bring to the office all the original documents that you uploaded to the portal, as well as your visa or residence permit card and health insurance valid in Poland. During registration, it's also mandatory to provide a Polish residential address and phone number.

## **WHEN MY STUDENT ID CARD WILL BE READY?**

After completing registration your Student ID card will be ordered. You will be able to collect it within 2-3 weeks of the start of the academic year or your registration date.

# GOOD TO KNOW

## WORKING HOURS OF ADMISSION OFFICE

Monday - Saturday 8:00 AM - 4:00 PM

- **OUR RESPONSE** - our average response time is 2–3 working days. Please note that during holiday seasons or peak periods, it may take slightly longer. We appreciate your patience.
- **THE PROCESS** - we aim to process all applications as quickly as possible. However, certain stages (such as issuing documents and obtaining signatures) take a specific amount of processing time and cannot be accelerated.
- **COMMUNICATION POLICY** - to ensure we can review every case thoroughly, please wait for an email response before calling. Follow-up calls immediately after sending an email do not speed up the process and may delay our review of your inquiry. Avoiding calling immediately after emailing allows us to focus on reviewing your case and providing an accurate response.
- **OFFICIAL RULES ONLY** - our admission requirements must comply with current laws and regulations set by the Ministry of Science and Higher Education, as well as our internal University policies. These rules are updated regularly (even every semester). Information provided by friends or family may be outdated, which could result in the preparation of incorrect documents and unnecessary expenses; please kindly always refer to our official guidelines for the most current rules and requirements.
- **STICK TO ONE CONTACT** - if you are already in touch with a specific Admission Officer, if it's possible, please continue communicating with them directly. Contacting multiple staff members at the same time causes administrative confusion and delays our ability to assist you effectively. If the person you have contacted is currently on holiday, please feel free to reach out to another member of the Admissions Office.
- **INTERNAL FORWARDING** - if your inquiry requires the attention of another department or staff member, rest assured we will forward your email to the appropriate person.
- **VISA AND LEGAL STAY** - Candidates coming from abroad: a valid student visa is mandatory (Tourist, Schengen, or TRCs from other EU countries are not accepted). Candidates residing in Poland: must provide valid proof of legal stay and active confirmation of its basis (e.g., current student or employment status)
- **TERMS AND REGULATIONS** – we reserve the right to amend admission requirements in response to changes in national law or internal University regulations during the application period. All recruitment requirements are strictly subject to change.

# MORE QUESTIONS?

feel free to ask

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- VERIFICATION DOCUMENTS
- ACCEPTANCE DOCUMENTS
- APPLICATION POSTPONING
- TRANSFERS FROM/TO DĄBROWA GÓRNICZA OR WARSAW CAMPUS

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- GENERAL INFORMATION ABOUT ADMISSION PROCESS
- INTERVIEWS AND EXAMS
- INVOICES AND PAYMENTS
- REFUND PROCESS

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- POSTGRADUATE STUDIES
- APPLICATION FOR HIGHER SEMESTER OF STUDIES
- DHL SHIPPING
- ADDITIONAL DOCUMENTS
- PREPARATORY ENGLISH COURSE
- REGISTRATION IN THE OFFICE
- STUDENT ID CARDS