Hello dear candidate!

Thank you for choosing WSBU as your home far away from home. The international family of WSB University is constantly growing and having one more family member added is a joy to us all.
So welcome and we hope to see you here on campus with us soon!

In order to make your application procedure as easy as possible we have created the following check list. Please use it to keep track of your admission process and later on of your arrival to Poland.

Please do not forget that your admission officer is always there to help you! Your mentor is the person who will have the application interview with you so in case of any inquiries throughout this guide make sure to write to them.

Good luck!

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* Step one. Documents.

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| **No.** | **List of required documents:** | **Check** |
| 1. | International passport. |  |
| 2. |  High School Diploma/Attestat or your College Diploma with its transcript of records for application to BA degree, or,BA or MA Diploma for application to MA degree with its transcript of records attached; |  |
| 3. |  Translation of the above mentioned documents together with their stamps via a sworn translator into English or Polish;  |  |
| 4. | **Filled in Validation Certificate for applicants to BA degree (can be found on wsb.edu.pl/en/admissions);** |  |
| 5. | **Apostille or Double Legalisation depending on your country of origin.** |  |

In order to begin your admission process kindly collect the following documents:

After gathering all of these documents please proceed to step two.

* Step two. Registration.

Please follow the instructions below in order to successfully finish your online application. It is preferred to do the registration via a PC or Laptop while using Google Chrome as your browser. Please note that only one application per candidate is accepted. Several applications will not enhance your chances of admission! If you have accidently created more than one application please notify your admission officer or plato@wsb.edu.pl and the unused applications will be deleted.

All documents must be scanned in colour and added in bulks, meaning diploma must be joined together with your transcript of records and translation, etc.

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| **No.** | **Procedure:** | **Check** |
| 1. | Go to admissions.wsb.edu.pl and create a profile by pressing “Become an Applicant” afterwards Log in into your application portal. |  |
| 2. | Choose the program of your studies by clicking “Courses”, “More info” and then “Join”. |  |
| 3. | Fill in your profile by pressing “Edit profile” on the right upper side of the page. Remember that PLACE is your country of birth. In the Address section do not write the word “street, house, flat, etc.” Just names and numbers. In the Phone number section make sure to write out your numbers **without** any spaces in-between. Make sure to fill in all sections even if it is the same number.  |  |
| 4. | Now Edit the Language section by pressing “Language – Edit Languages” Please make sure to fill in all subsections! |  |
| 5. | **Fill in the Education section by pressing “Edit education”. Remember levels are:****Secondary Education with Awarded degree – High School Diploma;****First Cycle of Studies with Awarded degree – Bachelor’s degree;****Second Cycle of studies with awarded degree – Master’s degree.****Your School name should be entered in English!**  |  |
| 6. | **In the document section upload the following documents:*** **Passport;**
* **High School or BA Diploma and it’s translation and Legalisation/Apostille;**
* **Validation certificate in case of application with High school diploma can be added to Other documents.**
* **Personal Data questionnaire (can be found: https://wsb.edu.pl/en/admissions/admission-process/documents)**

**Insurance and Proof of Payment should be left empty.**  |  |
| 7. | **If you are applying with the help of an Agency or an Agent or have any other requests (like mentioning disability etc.) please mention this in the “Additional Information” section.** |  |

Now it’s time to register on our official website admissions.wsb.edu.pl

You are Done! Congratulation!

Now our Admission Officers will do the initial pre-screening of your application which will include the Validity of your Diploma, its proper translation, legalisation and other, as well as qualification in case of mandatory average grades.

Please log into your profile from time to time to see if any “Comments” appeared. If yes, make sure to follow those comments.

If everything was done correctly and your application passed its screening you will be invited for the interview by one of our Admission Officers.

* Step three. The Interview.

The Interview is an integral part of the application process and is a decisive factor of your acceptance.

The Interview usually takes no more than 15-20 minutes and will is conducted via Zoom. Please remember that the platform has to be under your name and surname. Aka your profile on Zoom has to have your credentials in order to be accepted.

The interview will be conducted via Video Call and for it we ask you to be in a quiet room with good internet connection. Earphones or headphones are required in order to have the best sound quality and to hear the questions asked by the interviewer.

Any help from others (such as friends and/or family) will result in immediate disqualification and it will not be permitted to have the interview again.

The interview will focus on the following qualities of the candidates:

- Erudition;

- General knowledge;

- Character and personality;

- Experience, both academic and professional;

- Other,

The general questions may include:

- Date of birth;

- Your hobbies, likes and dislikes;

- Your plans for the future;

- Previous experience, if any, in the chosen field, etc.

The interviewer will also confirm whether the candidate is eligible for studies in term of language proficiency. Please remember that Grammar, Speaking and Vocabulary will be checked during the short conversation. The minimum level needed for acceptance to WSBU is **B2**. For more information you can contact your admission officer or aczernecka@wsb.edu.pl

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| **No.** | **Procedure:** | **Check** |
| 1**.**  | **The Interview.** |  |

Your results will be mailed to you in the next several working days. Please be patient while your application is being analysed for the last time.

If your application did not pass the previously mentioned steps then this will be the end of your process.
All candidates have the right to rebuke the official decision, for that please write to your admission officer.

* Step four. Payment, Learning Agreement and Visa application.

Congratulations! You are almost done with your enrolment to WSBU.

Your next actions should look the following way:

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| **No.** | **Procedure:** | **Check** |
| 1. | Payment. After the successful interview you will receive your official Invoice for payment. Use it to pay for your studies via your local Bank filial or Mobile Bank.Please be careful during the payment and follow the instructions mentioned on the invoice. |  |
| 2. | Upload your Proof of Payment (the Check from the bank) in the appropriate section in your admission profile and let your admission officer know that payment was done by sending the said document as attachment. Do not forget to mention your application ID! |  |
| 3. | Your documents will be forwarded to the Dean’s office where the remaining procedures will commence. After several days (the time required to do proper data transfer) you will receive a draft copy of your Learning Agreement and the Official Decision signed by the Officials of WSB University. Print them out and sign them, afterwards send them back as scans to the Dean’s office. |  |
| 4. | Your letters of acceptance (used for visa application) will be prepared in the following 7-10 days. Once you will receive them as scans kindly check that no mistakes are present. If none are made, confirm this by sending us your **full postal address.** It should include:* Name and surname of the receiver;
* Flat number;
* House number;
* City;
* Province;
* Country;
* ZIP Code;
* Phone number of the Receiver.

Your Letters of acceptance will be sent to the address provided via DHL hence please make sure that no mistakes are made in the postal address.  |  |
| 5. | Now wait for your Letters of Acceptance and apply for Visa! How to apply for a Polish National Visa you can find out from the Polish consulate in your home country. Be careful with your documents and make sure that you do not give away the originals of:* Diploma and its translation;
* Certificate of validation;
* Insurance.

These should be provided to them only as copies as you will need to provide the originals to the University staff members upon your arrival to Poland. |  |

Now you can obtain your Insurance. Make sure to check the requirements of the Polish Embassy regarding this document. After securing it please do not forget to upload it into the system as well!

If you have followed the instructions provided above you should have a full set of needed documents for your National Visa application.

In case of subsequent Visa refusal please contact your admission officer for further support and consult.

Good luck! Poland awaits you!

* Step five. Arrival to Poland.

If you are here it means you have successfully received your Visa, congratulations! Your final step would be your arrival to Poland and finalisation of your WSBU application.

The finalisation should look the following way:

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| **No.** | **Procedure:** | **Check** |
| 1. | After the receival of your national Visa it is time to book your tickets to Poland. After doing so please notify your admission officer on the dates of your arrival. |  |
| 2. | If you would like to live in one of the dormitories provided by the WSB University now is the time to book it! Please write to your mentor and inquire whether there are still available places left. Please remember that until you will receive your visa and will have the confirmed arrival date we are unable to reserve accommodation for you. |  |
| 3. | **On your way to Poland please do not forget to take all of your original documents plus a physical photo for your student ID. Please double or triple check that you have everything with yourself as otherwise your registration on campus will not be complete and you will not receive your official student status!**  |  |
| 4. | After your arrival to Poland you have up to 3 days to show up on campus to complete your registration and your stay in Poland. Take all of your documents and come to your respected campus.If you have applied to Dabrowa Gornicza then you should visit the room **218** of the main campus.If you have applied to Krakow you should visit the Reception. You will finalise your enrolment on the spot.  |  |

And that is it! You did it!

Welcome to the International family of WSB University.

Soon you will start receiving invitations for your Admin meetings, make sure to participate in those to find out all necessary information about your studies at WSB University.

If you will find yourself lost on something during your studies you are always welcomed to write to your admission officers – we are here to help you even if it means giving you a different room number ☺