

ADMISSION GUIDE

FEBRUARY 2027 | FACULTY IN CRACOW

Akademia WSB

WSB University

IMPORTANT DATES

NOVEMBER 16, 2026

opening of admission

JANUARY 31, 2027

admission closure - for
Candidates outside of Poland

FEBRUARY 22, 2027

start of the semester

MARCH 14, 2027

admission closure - for
Candidates living in Poland

MARCH 15, 2027

expected start date of classes

APRIL 15, 2027

deadline for:
a) registration in the office
b) defer application to 10/2027
c) request a refund

PROGRAMS & PRICES



MASTER STUDIES

admission fee 250€



01 data science

02 human resources management

03 international business

04 logistics management

05 project management

6200€

PSYCHOLOGY

clinical psychology

6200€

PSYCHOLOGY

business psychology

LONG-CYCLE MASTER STUDIES

admission fee 250€



APPLICATION ONLY WITH
DOCUMENTS FROM SECONDARY SCHOOL

OTHER OPTIONS

DĄBROWA GÓRNICZA (MAIN CAMPUS)



BACHELOR'S DEGREE

MASTER'S DEGREE

MEDICINE STUDIES

EXECUTIVE MBA

CLICK HERE

FACULTY IN WARSAW



BACHELOR'S DEGREE

MASTER'S DEGREE

ADMISSION TEAM



LIDIA BOLANOWSKA

RECRUITMENT AND REFUND SPECIALIST

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+48 32 111 01 02

- INVOICES AND PAYMENTS
- ACCEPTANCE DOCUMENTS
- REGISTRATION IN THE OFFICE
- REFUND PROCESS

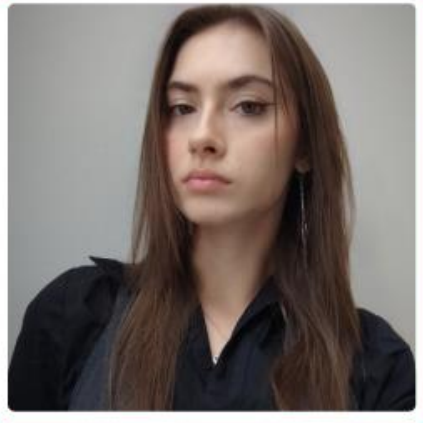


MARTA ŁAZOWSKA

RECRUITMENT COORDINATOR

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+48 32 111 01 00

- VERIFICATION DOCUMENTS
- APPLICATION FOR HIGHER SEMESTERS OF STUDIES
- TRANSFERS FROM-TO ANOTHER WSB UNIVERSITY CAMPUS
- RESUMPTION OF STUDIES
- REGISTRATION IN THE OFFICE
- APPLICATION TRANSFERS
- MOS APPLICATIONS



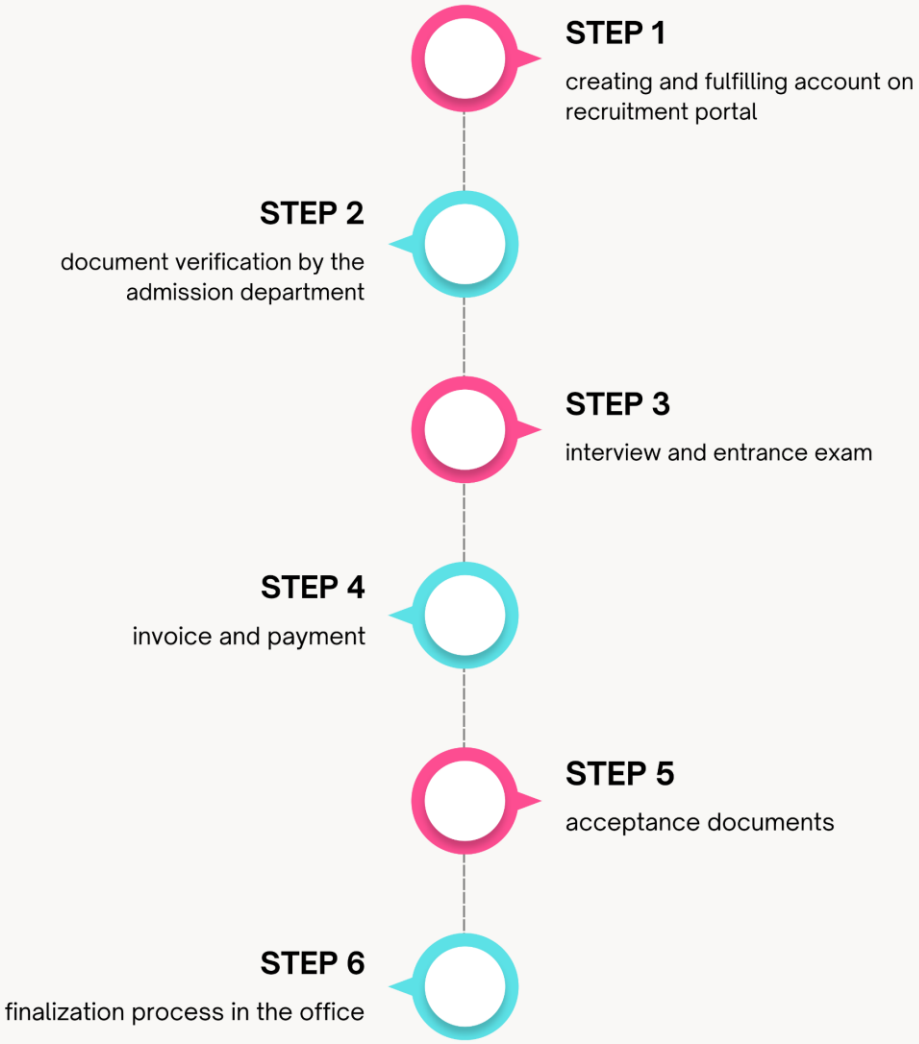
ZUZANNA WOJCIESZAK

RECRUITMENT SPECIALIST

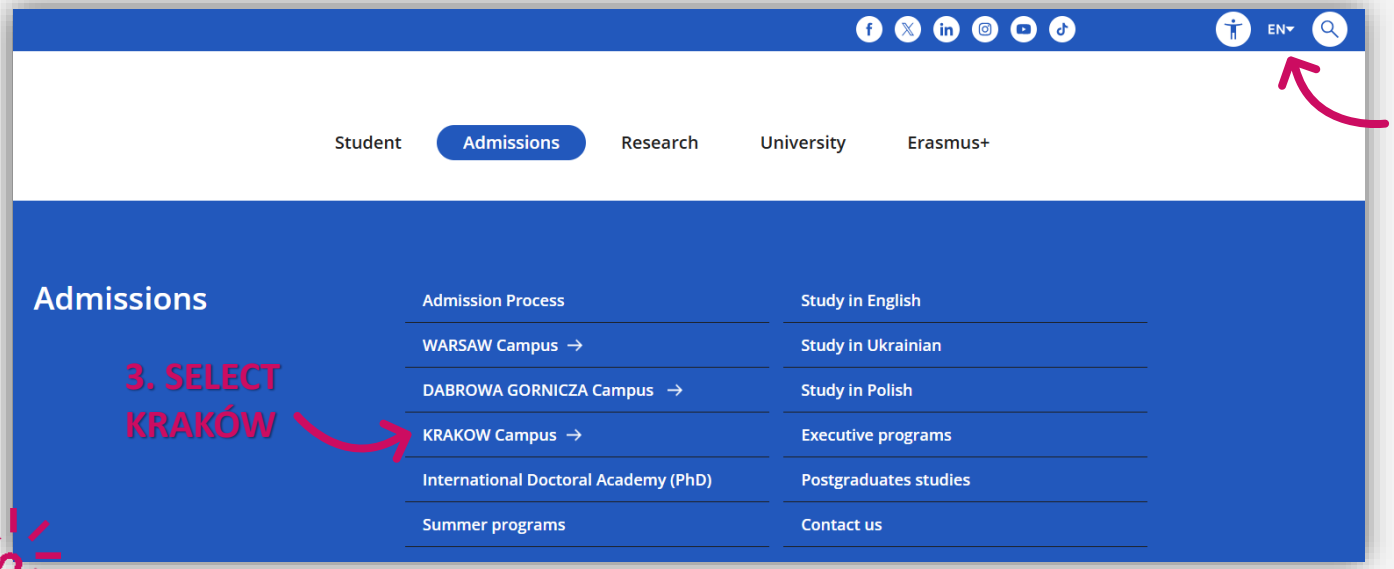
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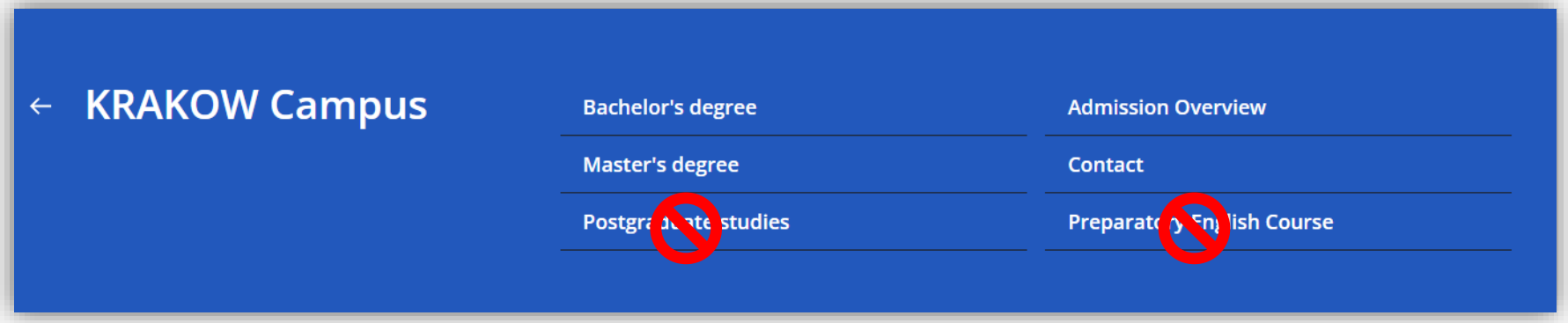
- GENERAL ADMISSION INFORMATION
- INTERVIEWS AND EXAMS
- ADDITIONAL DOCUMENTS
- DHL SHIPPING
- REGISTRATION IN THE OFFICE
- STUDENT ID CARDS

ADMISSION STEPS



FIRST STEP *account*

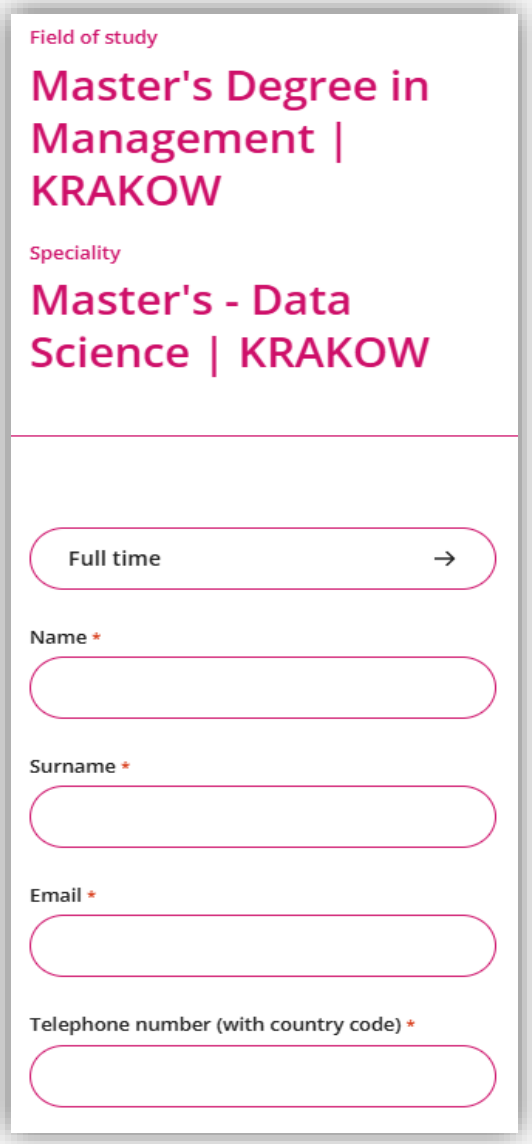


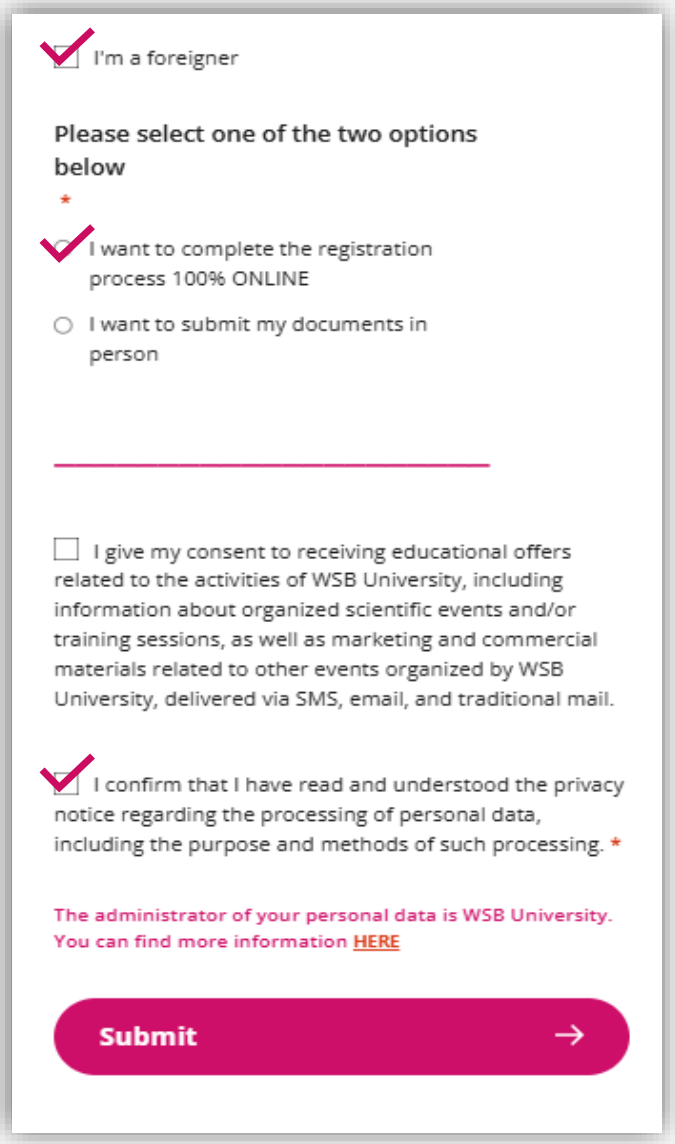






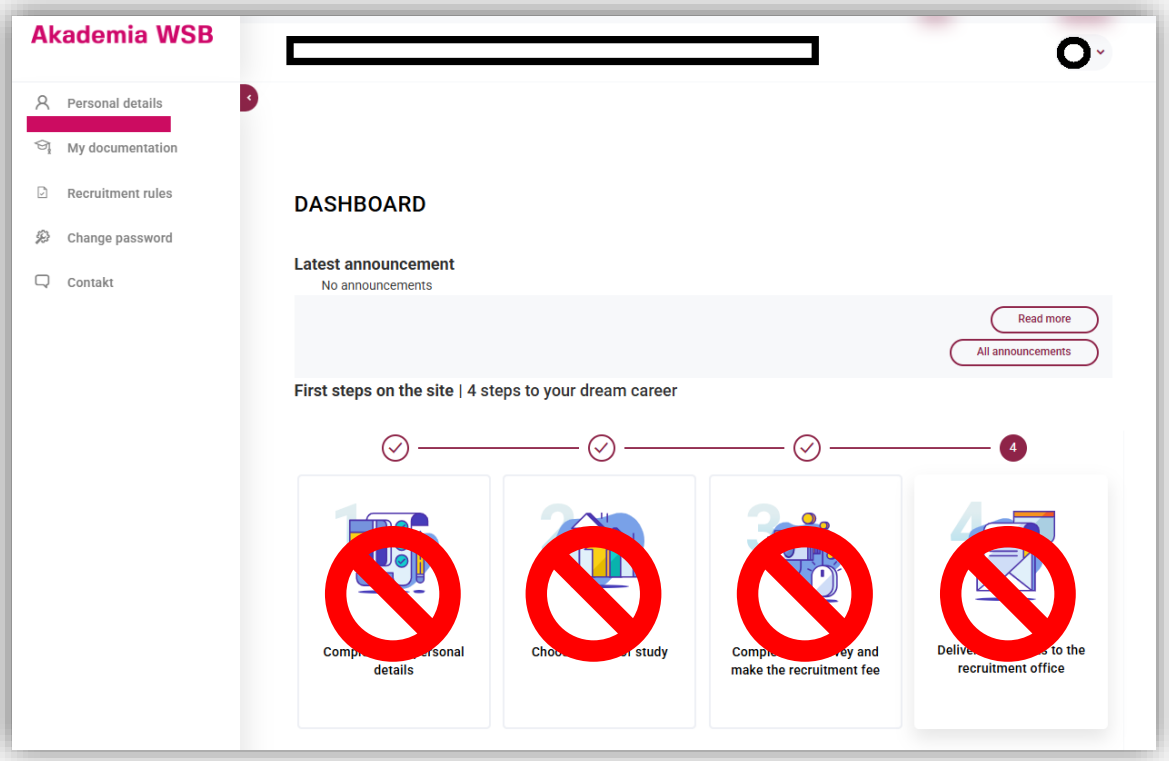
CLICK HERE





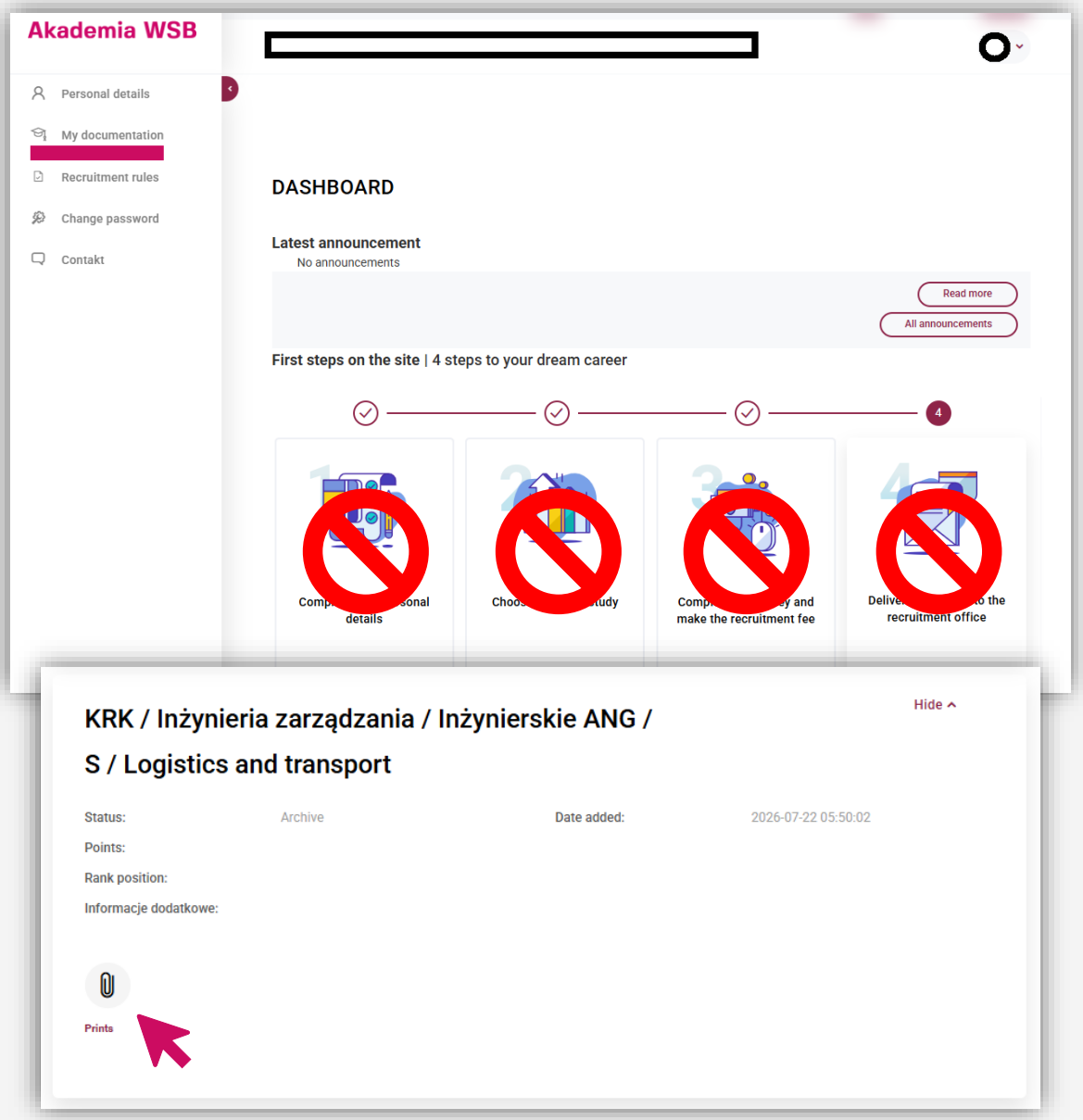
NO ACTIVATION E-MAIL?
INSTEAD OF CREATING ANOTHER ACCOUNT – CONTACT US!

FULFILLING PERSONAL DATA



CLICK HERE TO GO TO THE RECRUITMENT PLATFORM

UPLOADING DOCUMENTS





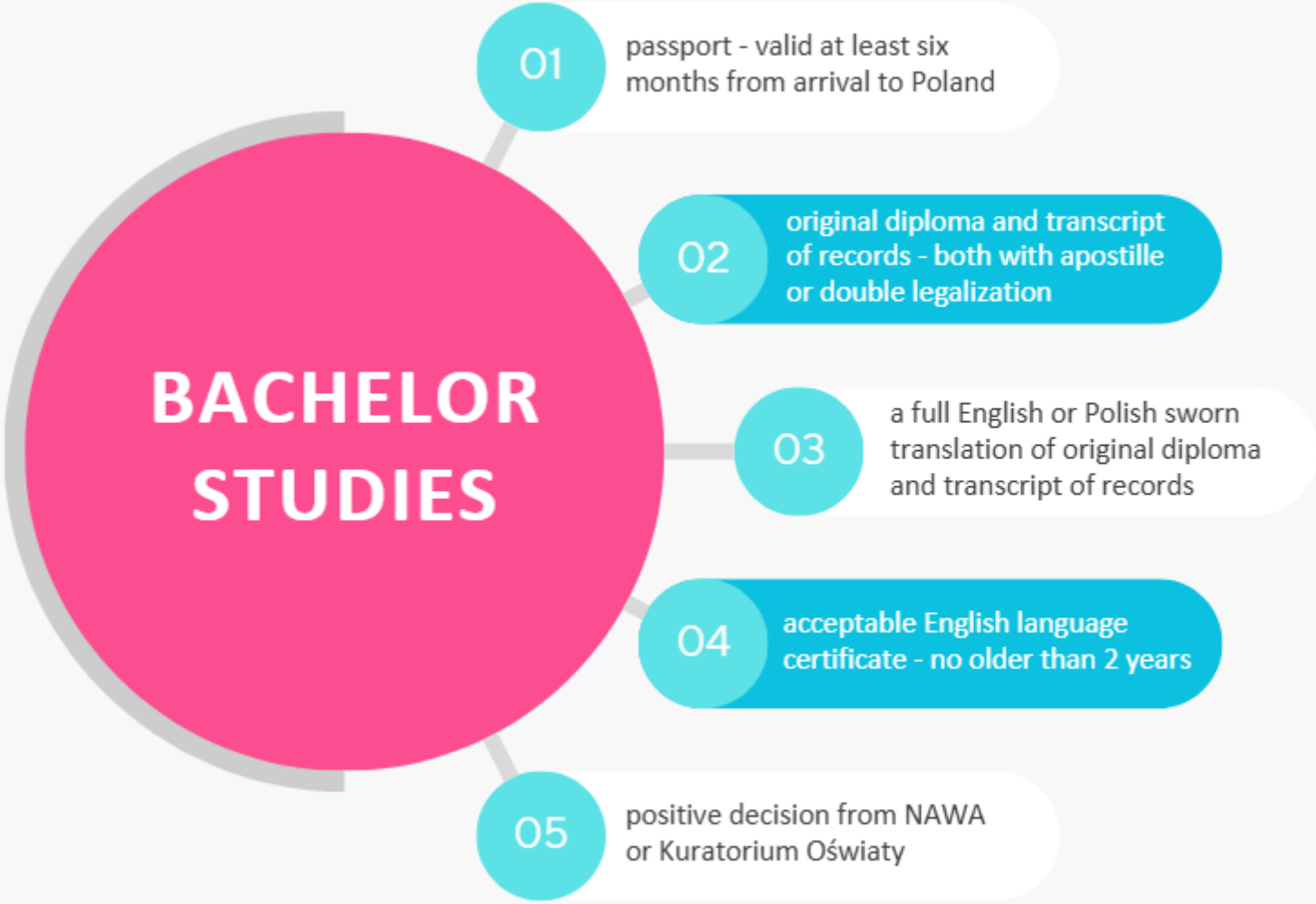
FULFILLING PERSONAL DATA

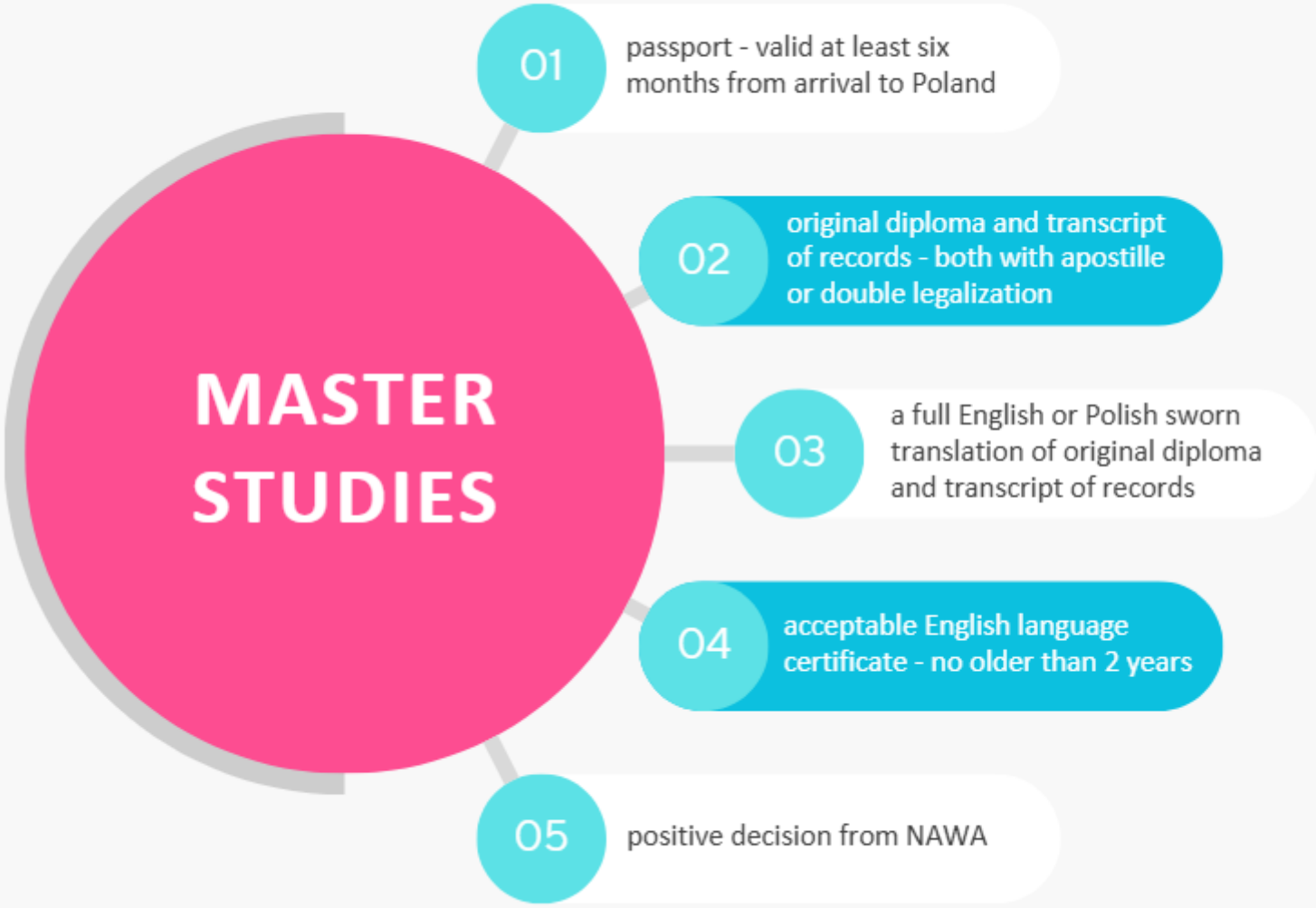
- without special signs or specific languages
- use names exactly as they appear in your passport or other official identity documents
- incorrect completion of personal data may result in the appearance of no available document upload fields
- pay special attention to the personal data that are entered into the system, as they are automatically generated on the admission documents without the possibility of subsequent correction

UPLOADING DOCUMENTS

- if you don’t have enough free slots on your account - combine all of documents in one PDF
- the documents you need to present depend on of the cycle of studies you applied for
- a significant 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 guide

SECOND STEP *documents*




MASTER STUDIES
01
passport - valid at least six months from arrival to Poland
02
original diploma and transcript of records - both with apostille or double legalization
03
a full English or Polish sworn translation of original diploma and transcript of records
04
acceptable English language certificate - no older than 2 years
05
positive decision from NAWA

ACCEPTABLE ENGLISH LANGUAGE CERTIFICATE

IELTS™ English for International Opportunity

telc LANGUAGE TESTS

toefl®

toeic®

Pearson

CAMBRIDGE English

European Consortium for the Certificate of Attainment in Modern Languages ECL

LANGUAGECERT®

MOI MEDIUM OF INSTRUCTION

SPEAKING, READING, WRITING, LISTENING

CLICK HERE TO GO TO THE MINISTRY'S REGULATION (PL)

MINIMUM SCORE: B2

NAWA RECOGNITION

YOU DON'T NEED A DECISION FROM NAWA IF YOUR DOCUMENTS ARE FROM ↓

Poland	EU countries
OECD and EFTA member countries	countries with international agreements with Poland - China and Ukraine

INCORRECT RECOGNITION

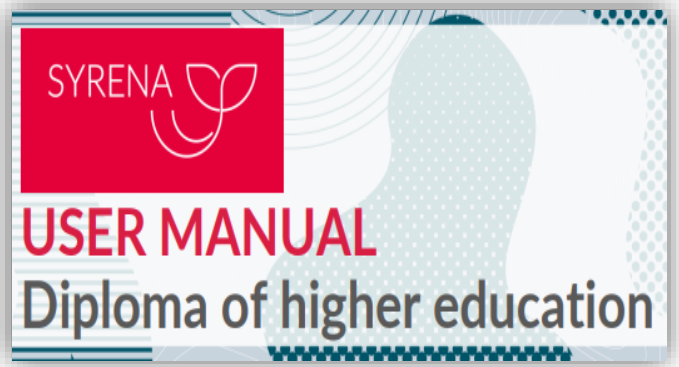


CORRECT RECOGNITION



CLICK TO SEE DETAILED INSTRUCTIONS FOR USING THE SYRENA SYSTEM ↓







APOSTILLE or DOUBLE LEGALIZATION

- apostille - if your country is recognized by Poland a member of the Hague Convention (**see HCCH Members**)
- double legalization – if your country is not a member of the HCCH, your documents need to be legalized: from the Ministry of Foreign Affairs and Polish Embassy of the country where the documents were issued
- apostille or double legalization must be made on the original documents, not on notarized copies or translations - with the exception of certain countries, for example - European Union

SWORN TRANSLATIONS

- if the primary language of the documents is English or documents are in bilingual languages, there is no need to translate them
- if you decide to make a Polish sworn translations, they must be prepared by acceptable by Ministry of Justice sworn translator (**search the sworn translator**)

RECOGNITION FROM NAWA

- all process of recognition you are doing online - documents submitted in paper form will not be returned
- you may wait for the NAWA decision for around 1-3 months
- due to the large amount of applications, the time of processing requests may be prolonged
- the status of the case can be checked independently in the system
- in case if the documents do not require a decision from NAWA, we may still require for bachelor's applications an *eligibility letter* – is 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
- we can proceed you without positive decision from NAWA, but we cannot accept you until you will submit it

GENERAL INFORMATION

- we may require you to submit additional documents if the situation calls for it
- falsified documents will disqualify you from applying to all Campuses in both current and future admissions

THIRD STEP *interview & exam*

01 e-mail notifying you that you have been selected for an interview&exam

02 e-mail with interview&exam details

03 first contact via ZOOM and schedule a meeting time

04 creating an account on the Erasmus platform

05 joining an interview&exam



NO CELL PHONES ALLOWED DURING THE MEETING!

TO JOIN IN THE INTERVIEW & EXAM, YOU MUST USE A LAPTOP, AS YOU'LL NEED TO SHARE YOUR SCREEN AND HAVE YOUR CAMERA TURNED ON AT THE SAME TIME!





GENERAL INFORMATION

▪ a meeting can be postponed only once, but we will move you to the end of waiting lists
▪ cheating during interview&exam will disqualify you from applying to all Campuses in both current and future admissions

▪ you can create your account in Erasmus platform **here**
▪ exam applies to faculty – not a specializations
▪ the exam can be taken only once per semester – if you fail, you cannot retake the same exam, even at a different Campus of WSB University
▪ exam passed in previous admissions cycles is valid for up to one year

▪ graduates of WSB University are exempt from interviews and entrance exams

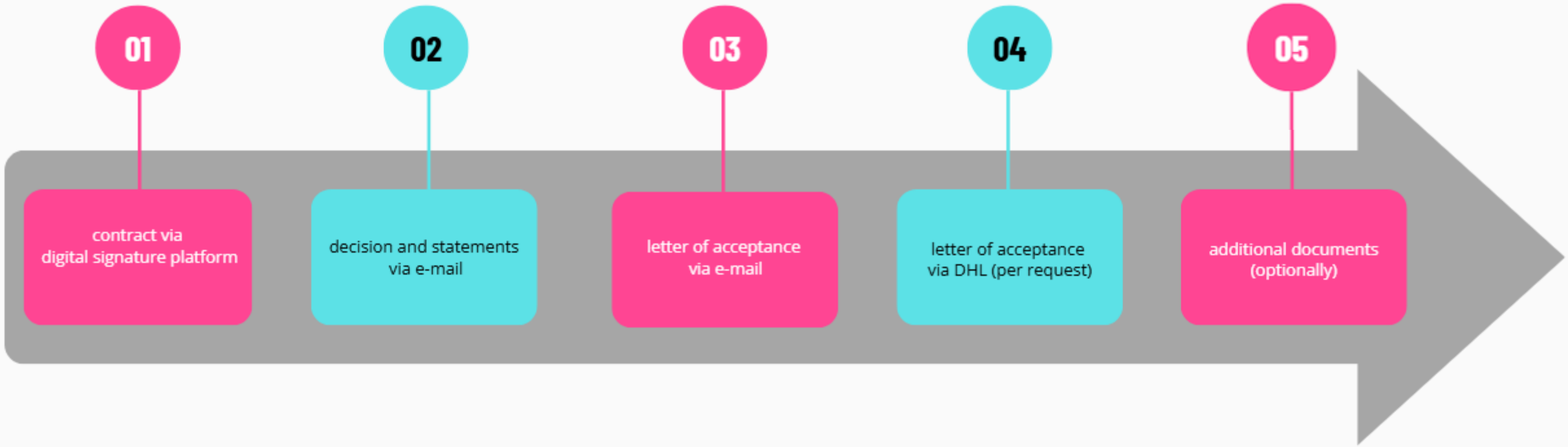
FOURTH STEP *invoice & payment*

WHAT YOU SHOULD KNOW ABOUT THE PAYMENTS

- you cannot receive an full invoice without all the required documents
- semester-based payment is available only to Candidates residing in Poland
- you have 14 days to make the payment, or until the date shown on the invoice
- you cannot pay an invoice after the due date without consulting us
- after making the payment, you have to send to us the confirmation
- once the money arrive to our bank account, we will prepare the necessary documents
- you must pay the full payment to receive acceptance documents
- admission fee is not refundable in any case
- tuition refunds are available in accordance with the guidelines set on the WSBU website
- we reccomend making payments in euro
- to receive an invoice for the semester, we need to see valid visa or TRC for Poland and basis of that document
- payments in polish zloty can be made at our office using a credit card or by phone (no cash!)

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

FIFTH STEP *acceptance documents*





GENERAL INFORMATION

▪ 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
▪ before sending the documents to you, they must be signed by one of Faculty Authorities, 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 and non-working days)

▪ based on the acceptance letter you can apply for a visa at the Embassy *or* residence permit card in Provincial Office if during the admission process, you already possessed a valid long-term legal basis for stay in Poland
▪ if you are living abroad, we can send this document to the address indicated by Candidate via DHL - the shipping costs are borne by the University but only one time
▪ 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 semester – February 22, 2027 it's not possible to receive a student status certificate, even if you complete the registration in the office before this date
▪ please be prudent in directing requests for additional documents, 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

SIX STEP *finalization process in the office*

receive a letter of acceptance

only via e-mail

additionally via post (DHL)

additionally from the office

wait for transfer to student system

- transfers will begin one month before the semester will start (February 22, 2027)
- transferring to the student system will prevent further access to your account on the admissions platform

receive access to student accounts

authenticator

outlook

VIRTUAL UNIVERSITY

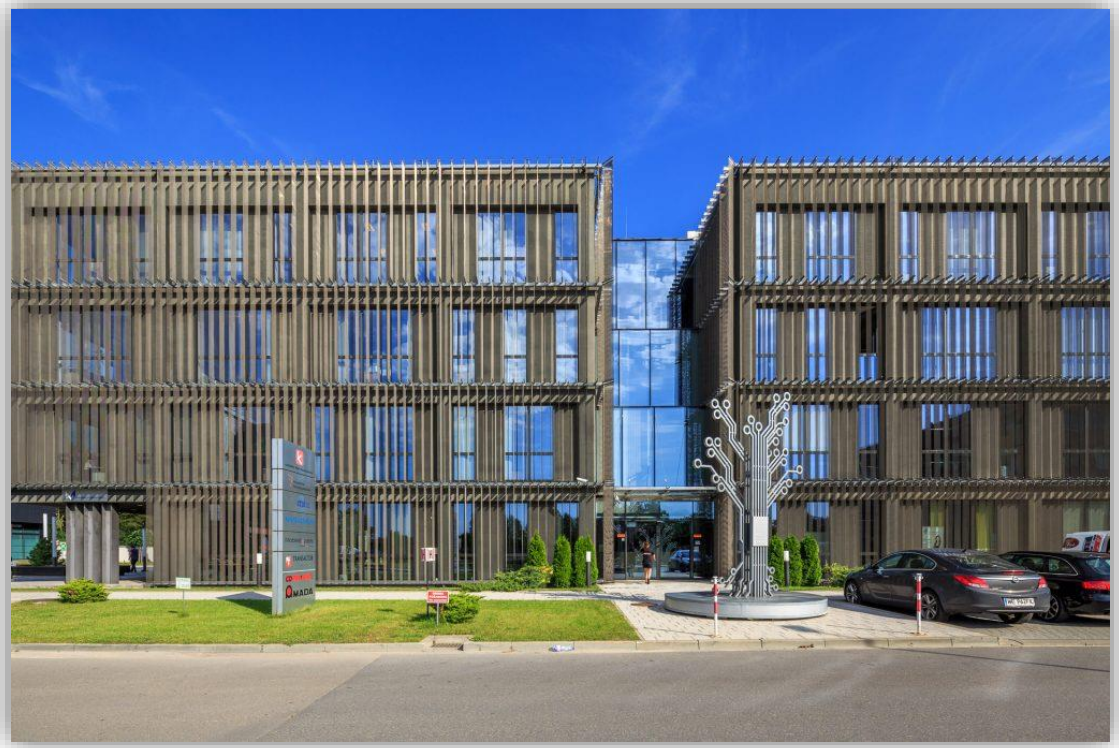
student platform

CLICK HERE

visit our office for final registration

- after receiving access to the students accounts
- registration is not possible without bringing with you all the original documents from **STEP 2**

INTERNATIONAL OFFICE



Życzkowskiego 14 street – 2nd floor, room 104 (Kraków)

Monday – Saturday (8:00 AM - 3:00 PM)

ON-SITE CLASSES



Ułanów 3 street (Kraków)

CLICK HERE



ACCESS TO THE STUDENT ACCOUNTS

▪ access to your student accounts - download outlook and authenthicator applications; firstly log in into outlook account – without active outlook account you cannot log in into Virtual University

▪ it’s important to monitor your private 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 before arrival

REGISTRATION IN THE OFFICE

▪ without registration you cannot receive any student status certificate from Dean’s Office, even if the semester will start

▪ without registration we will not be able to order your student ID card

▪ without registration, after deadline we will remove you from the students list

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

IT DEPARTMENT

▪ phone number: 32 295 93 03

▪ e-mail addresses: pomoc.office365@wsb.edu.pl; pomoc.IT@wsb.edu.pl or pomoc.online@wsb.edu.pl

TRANSFERS & REFUNDS

DEADLINE APRIL 15, 2027

full transfer or refund of your tuition fee

- transfer or refund: possible based on an application submitted by April 15, 2027 at the latest
- transfer: in the new process, you pay the admission fee again and any difference in the tuition increase (if applicable!)
- refund: admission fee is not refundable

SIMPLY NOTIFYING US BEFORE THAT DEADLINE IS NOT ENOUGH - ALL OF THE REQUIRED DOCUMENTS MUST BE CORRECTLY SUBMITTED BY THIS DATE!

reduced transfer or refund of your tuition fee

- transfer: is not possible because without registration you're removed from the students list
- refund: obligatory, as you have been removed from the students list
- your tuition fee is automatically reduced by 30% after April 15, 2027
- refund: admission fee is not refundable

TRANSFER

Ms. Marta Łazowska
mlazowska@wsb.edu.pl

CLICK HERE TO DOWNLOAD THE ATTACHMENTS

REFUND

Mrs. Lidia Bolanowska
lidia.musial@wsb.edu.pl

ACCOMONDATION

BASECAMP

NEXTDOOR

ZEITRAUM
Student Housing

STUDENTSPACE

CLICK ON THE LOGO TO VISIT
THE DORMITORY WEBSITE



THESE ARE PRIVATE, PUBLICLY ACCESSIBLE DORMITORIES
THAT ALSO HOUSE STUDENTS FROM OTHER UNIVERSITIES - NOT JUST WSB UNIVERSITY

WSB UNIVERSITY DOESN'T HAVE EXCLUSIVE RIGHTS
TO THESE DORMITORIES FOR OUR PROSPECTIVE OR CURRENT STUDENTS



GENERAL INFORMATION

- the University collaborates with private dormitories in Cracow
- the dormitory listed in the acceptance letter secures, but doesn't 100% guarantee housing for our current and future students
- securing accommodation is always the responsibility of the current or future students
- the University never acts as an intermediary in concluding agreements between students and student residences
- 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 reccomend securing housing before making your visa appointment

WSB UNIVERSITY FAQ

IS JANUARY 31, 2027 THE DATE BY WHICH I CAN START MY APPLICATION?

No, January 31st is the deadline for paying the invoice issued by the Admission Team.

It is not sufficient to have only started the application or to still be in the enrolment process by that time.

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, Fridays and Saturdays.

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 April 15th, will be removed from the student list for failure to comply with registration requirements.

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.

CAN'T FIND YOUR QUESTION HERE? CHECK THE NEXT PAGE!

WSB UNIVERSITY FAQ

ARE THERE ANY SCHOLARSHIP OR FINANCIAL AID OPPORTUNITIES AVAILABLE?

We don'tofferscholarships for Candidates, but after completing your first semester, you may apply for few different-type scholarships. More details you can find on our website WSB Scholarship Office.

IF THE TUITION FOR ONE YEAR IS A PROMOTIONAL,WHAT WILL IT BE IN SUBSEQUENT YEARS?

Tuition may not change at all, or it may increase only slightly. An increase is not a certainty; however, in the event of a mandatory price increase, the University must be protected, which is why this information is included on the website and on the invoice.

AS A STUDENT AT WSB UNIVERSITY, CAN I WORK WITHOUT AN ADDITIONAL WORK PERMIT?

Yes, our University has received approval from the Ministry of the Interior and Administration, which means it's on the list of institutions whose Students do not need an additional work permit to work while studying.

WHAT DOCUMENTS DO I NEED TO BRING FOR REGISTRATION?

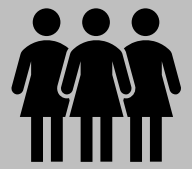
You need to bring to the office all the original documents that you uploaded to the portal, as well as your visa or residence permit valid in Poland. During registration, it's also mandatory to provide a Polish residential address and phone number.

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 semesteror your registration date (if it took place after February 22,2027).

CAN I RECEIVE THE "MLEGITYMACJA" BEFORE PICKING UP THE PHYSICAL STUDENT ID CARD?

Yes. To do so, you must have a PESEL and the mObywatel app, and then contact IT to receive a QR code.
There is no need to order the mLegitymacja through the system, as this automatically invalidates the physical version we are waiting for.



IS YOUR QUESTION STILL NOT LISTED HERE? CLICK ON THE ICON!



IT'S GOOD TO KNOW

THE PROCESS

We aim to process all applications as quickly as possible. However, certain stages take a specific amount of processing time and cannot be accelerated.

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.

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.

VISA AND LEGAL STAY

1. Candidates coming from outside the Schengen Area - valid student visa is mandatory (tourist or Schengen visas are not accepted).
2. Candidates residing in Poland - must provide valid proof of legal stay and active confirmation of its basis (for exmaple - current student status).
3. Candidates living in another EU country holding an EU TRC or long-term visa EU - although such Candidates will be treated as persons from outside Poland, once they present a valid basis for their document authorizing long-term residence in an EU country, they will be able to apply directly for a student TRC in Poland using our documents.

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. If you don't receive an immediate response, please don't multiple your messages. If you do resend a message, we will respond within the specified timeframe from the receipt of the last message.

COMMUNICATION POLICY

1. To ensure we can review every case thoroughly, if you've sent us a message, there's no need to call right after that. Follow-up calls immediately after sending an email don't 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.
2. Since we receive a large number of messages every day, we are unable to identify each candidate based on an anonymous message. Therefore, every message sent to us should follow the proper format, use the correct language, and include personal information (first name, last name, ID) that will allow us to locate the candidate in our system.
3. Empty, anonymous, or poorly worded messages may be considered a a spam and sent to the spam folder instead of our inbox.

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.



SEE YOU SOON

...IN WSB UNIVERSITY!

Akademia WSB

WSB University