

# **ADMISSION PROCESS**

# **Akademia WSB**

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# **WSB University**

## **CRACOW CAMPUS**

**FEBRUARY 2026**

# IMPORTANT DATES

## 1. START OF ADMISSION

November 17<sup>th</sup> 2025

## 2. END OF ADMISSION

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

## 3. START OF SUMMER SEMESTER

February 23<sup>rd</sup> 2026

## 4. DEADLINE TO DEFER APPLICATION

April 15<sup>th</sup> 2026

## 5. DEADLINE FOR REFUND APPLICATION

April 15<sup>th</sup> 2026

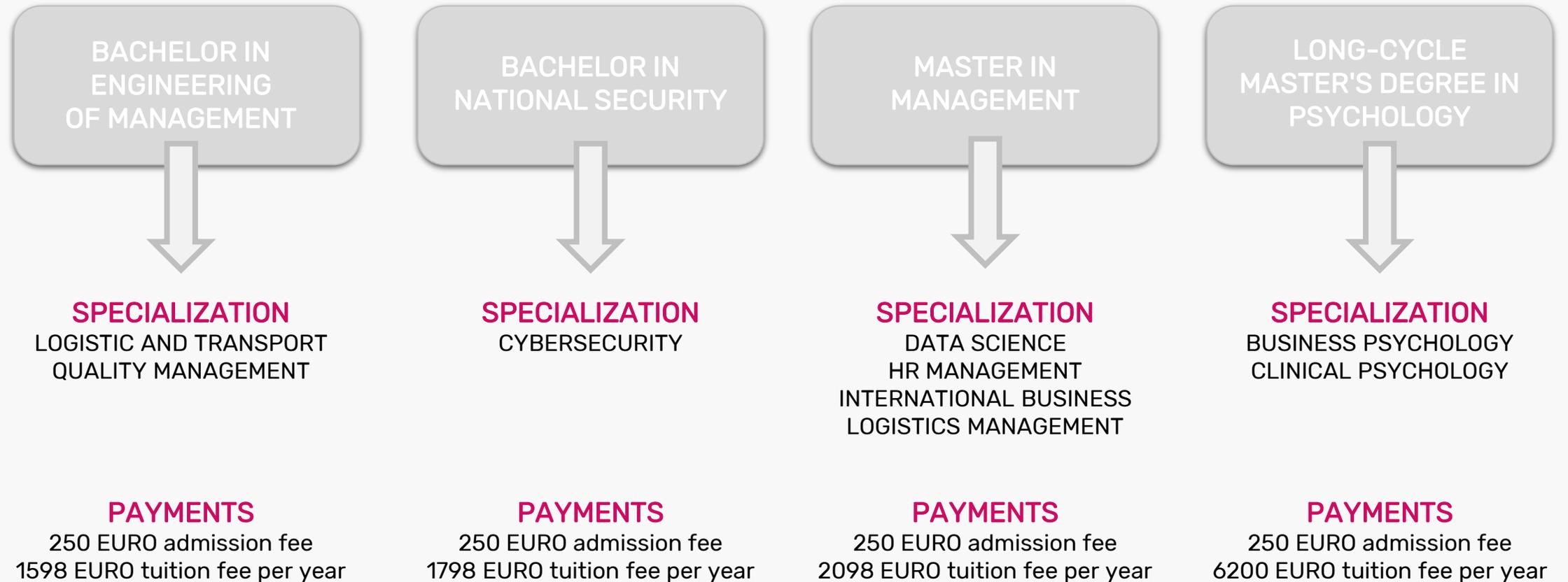
## 6. DEADLINE FOR REGISTRATION IN OFFICE

April 15<sup>th</sup> 2026

*\*Candidates living abroad should complete their admission process, that is - receive an acceptance letter by January 31st 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 STEPS



 **WORKING HOURS OF ADMISSION OFFICE**   
Monday - Saturday 8:00 AM - 4:00 PM

# FIRST STEP



WSB University EN **1**

Student **Admissions** 2 Research University Erasmus+

← Admissions

Admission Process Study in Polish

NEW!!! WARSAW Campus → Study in Russian

DABROWA GORNICZA Ca Bachelor's degree

**KRAKOW Campus** 3 Master's degree

International Doctoral Ac Postgraduate studies

Study in Ukrainian



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

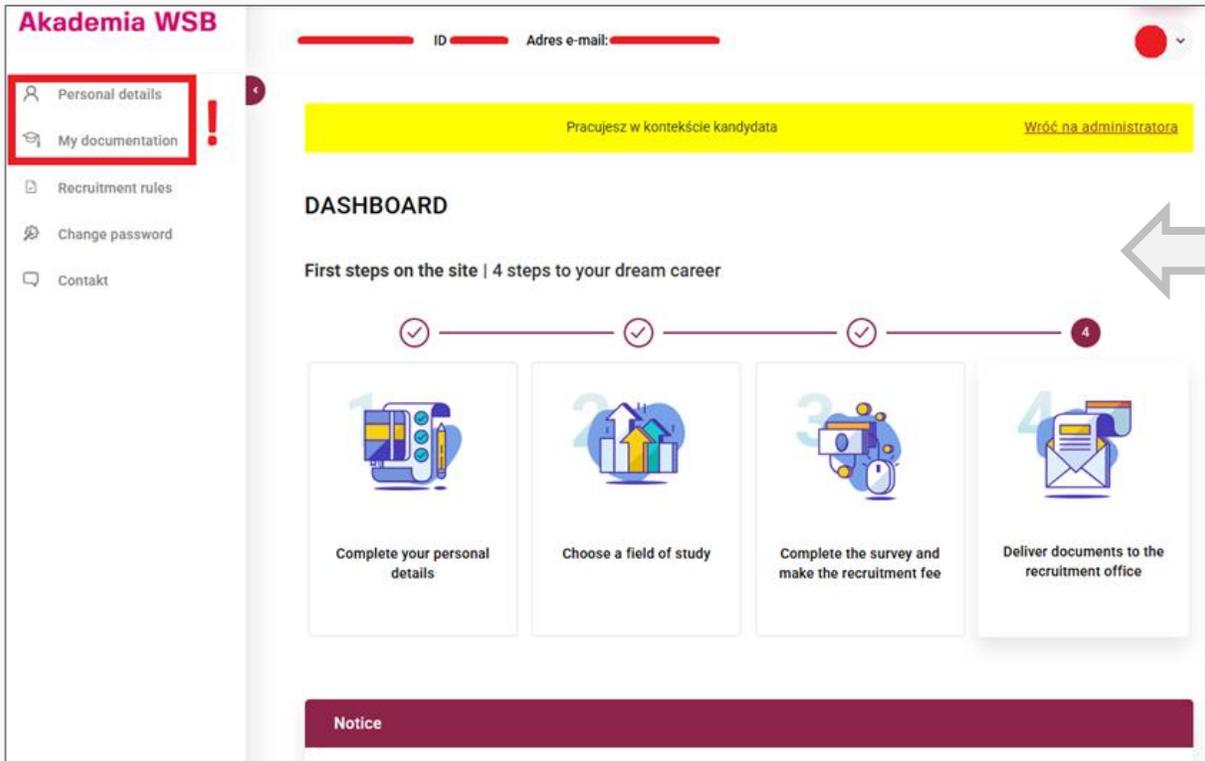


LONG-CYCLE MASTER'S DEGREE IN PSYCHOLOGY | KRAKOW **2 specialities**

- 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,
- in accordance with the data on the passport or other based documents,
- incorrect completion of personal data may result in the appearance of no available document uploads.

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.



# 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.

*If 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.

*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. Sworn translation of your original diploma, transcript of records and eligibility letter.

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

### MASTER'S DEGREE PROGRAM

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

*If 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. 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. Decision from NAWA.
7. Active visa or a residence permit card on Polish territory - optionally.

# ↓ ACCEPTABLE ENGLISH LANGUAGE CERTIFICATES ↓

Remember, possession of a certificate doesn't imply acceptance it  
- 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.

# ↓ 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).



### 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. Starting from July 1<sup>st</sup> 2025, **in order to come to Poland for studies, Candidates will be required to obtain only a student visa**, and it will no longer be possible to apply for studies on a tourist or Schengen visa.
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 WITH A DOMAIN OTHER THAN  
[@wsb.edu.pl](mailto:@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.

AGREEMENT AND  
DECISION SIGNED BY  
DEAN OF CAMPUS

LETTER OF  
ACCEPTANCE SIGNED  
BY DEAN OF CAMPUS

ADDITIONAL  
DOCUMENTATION  
PER REQUEST

### 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 – February 23rd 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

- when **you arrive in Poland**, you should bring to the office all the original documents that you uploaded to the portal, as well as your visa and 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 pick it up within 14 days of the date of registration.
- you have time for that until the **April 15th 2026**, otherwise lack of registration in office may influence on your studies and stay in Poland because of the regular verifications of the University's Students from the polish authorities side.
- after received the letter of acceptance, registration in our office it's only one of few times when you should still contact with Admission Office, not Dean's Office. When **you completing your registration**, you are already a full Student, so all requests etc. 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 are not yet in Poland.

## 1. FULL TRANSFER OR REFUND OF TUITION FEE

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

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

## 2. PARTIAL TRANSFER OR REFUND OF TUITION FEE

- if you transfer your studies **after April 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/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 APRIL 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

- 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, with an admission document or a document confirming active student status, you can receive a **special discount or offer**.
- please note that accommodation is a necessary requirement when applying for a student visa, so it is important to find it before making an appointment at the Embassy.

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.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.

[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.

<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.

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

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

# FREQUENTLY ASKED QUESTIONS

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

No, January 31<sup>st</sup> is the date by which you should be admitted to the WSB University. This means that you should be officially admitted by this date, and not just start, or be in the process of enrollment.

## **IF I LIVE IN POLAND, CAN I FINISH MY APPLICATION AFTER JANUARY 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, 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 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 to pay in PLN will be depend on currency of euro on pay day.

## **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, room 104.

## **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 order and within 14 working days of the start of the academic year or the date of registration you will be able to collect it.

# MORE QUESTIONS?

feel free to ask

MARTA ŁAZOWSKA



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

- VERIFICATION DOCUMENTS
- INVOICES AND PAYMENTS
- ACCEPTANCE DOCUMENTS
- APPLICATION POSTPONING
- TRANSFERS FROM 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
- PREPARATORY ENGLISH COURSE
- DHL SHIPPING
- ADDITIONAL DOCUMENTS
- REFUND PROCESS

HUBERT RACZYŃSKI



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

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