

Akademia WSB

Dąbrowa Górnicza, Kraków, Cieszyn, Żywiec, Olkusz, Gliwice, Tychy

WSB University

Admission Guide Dąbrowa Górnicza Campus

Start of the Admission Nov 18, 2024

End of the Admission Jan 31, 2025

Start of the Academic Year Feb 22, 2025

Bachelor's in Applied Sciences

all faculties conducted in English,
Russian languages

250 euro admission fee

899 euro tuition fee per semester*

Master's in Applied Sciences

all faculties conducted in English,
Russian languages

250 euro admission fee

999 euro tuition fee per semester*

PREPARATORY YEAR OF ENGLISH COURSE



150 EURO admission fee + 699 EURO per semester*

*full year payment required in advance

English faculties (hybrid mode)

Management I-cycle (Bachelor's degree)

Digital
Marketing and
Sales
Management

Business
Management

Psychology in
Business

Management II-cycle (Master's degree)

International
Business*

Project
Management*

Computer Science I-cycle (Bachelor's degree)

Mobile and Cloud
Computing

Security and
Continuity of IT

Computer Science II-cycle (Master's degree)

Data Scientist*

Multimedia
Technologies

Artificial
Intelligence
Applications

English in Management II-cycle (Master's degree)

English in e-
business

Intercultural
Business
Communication

International Relations I-cycle (Bachelor's degree)

International Business,
Trade and Marketing

Financial Management and Accounting II-cycle (Master's degree)

*Predisposition test required

English Preparatory Course

The candidates who do not prove a **B2** language level will be offered participation in the English preparatory course. The minimum language level required is **A2**.

The course will last a year and will be fully online. **You cannot apply for a visa on this basis.** After finishing the course, you will be accepted to the chosen faculty and will be able to come to Poland.

How to register?

For studies in **Dąbrowa Górnicza**, follow the links:

English:

<https://wsb.edu.pl/en/admissions/study-in-english>

Ukrainian:

<https://wsb.edu.pl/en/admissions/study-in-ukrainian>

Russian:

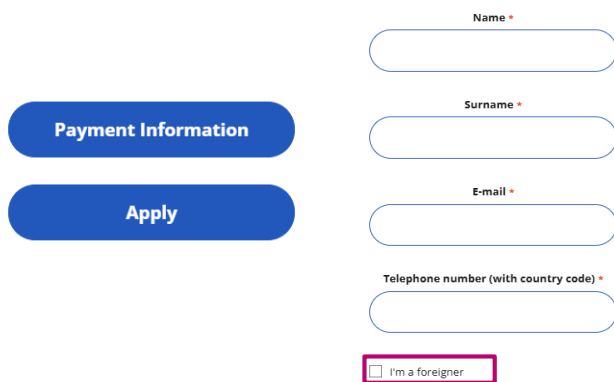
<https://wsb.edu.pl/en/admissions/study-in-russian>

Polish:

<https://wsb.edu.pl/kandydat/studia-i-stopnia>

Important note: All studies require a **B2** knowledge of language.

After choosing the faculty, you will see this screen:



The screenshot shows a registration form with the following fields and buttons:

- Buttons: "Payment Information" and "Apply" (both in blue rounded rectangles).
- Form fields: "Name *", "Surname *", "E-mail *", and "Telephone number (with country code) *", each in a white rounded rectangle with a blue border.
- Checkbox: "I'm a foreigner" with a small square icon to its left.

Make sure to fill out the fields correctly as we will use this data to contact you!

Remember to check the box "I'm a foreigner" if you do not have a Polish citizenship.

After registration

You will receive an email with the **link and password to activate your account**. Please make sure to check your SPAM folder.

It may take from several minutes up to 24 hours, so please **do not open new accounts while waiting** for the link. If you did not receive it, please contact the Admissions Office **through email** to check if your account is visible in our system.

You may log in using this link: <https://wr.wsb.edu.pl/Default.aspx> but do not use it to open a new account!

If your account is opened correctly, we will contact you within several working days.*

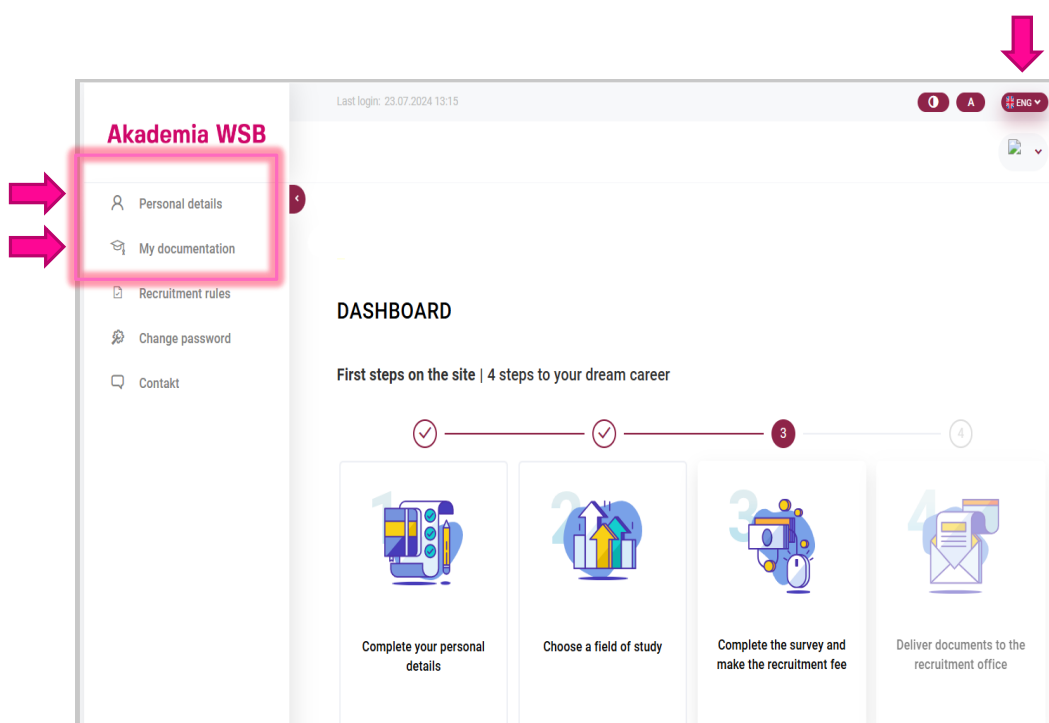
*the waiting time depends on the number of applications

Before the interview

Fill in your personal details and upload the documents.

If necessary, you can **change the language to English** in the top right corner.

Make sure the personal details are correct as they will be included in your Admissions documents.



The screenshot shows the Akademia WSB dashboard. On the left is a navigation menu with the following items: "Personal details", "My documentation", "Recruitment rules", "Change password", and "Contact". The "Personal details" and "My documentation" items are highlighted with a red box and two red arrows pointing to them. The main content area is titled "DASHBOARD" and "First steps on the site | 4 steps to your dream career". Below this is a progress bar with four steps: 1. Complete your personal details, 2. Choose a field of study, 3. Complete the survey and make the recruitment fee, and 4. Deliver documents to the recruitment office. Step 3 is currently active, indicated by a red circle with the number 3. In the top right corner of the dashboard, there are icons for user profile, language (ENG), and a dropdown arrow. A red arrow points down to the language icon.

Documents

Application for a Bachelor's degree

- **Passport** valid for at least 6 months
- **High School Diploma** in original language with the:
 - **Apostille** if your Country is in HCCH Members <https://www.hcch.net/en/states/hcch-members>
 - **Legalization** if your Country is not included in the HCCH list above*
- **Transcript of High School Record** in original language
- **Certificate of Validation or Eligibility Statement****
- **Decision from Kuratorium Oświaty** (more information below)
- **English Language Certificate** (minimum B2 - more information below)
- **Official (sworn) translation** of all the documents (including all stamps) into English or Polish

Application for a Master's degree

- **Passport** valid for at least 6 months
- **Bachelor Diploma** in original language with the:
 - **Apostille** if your Country is in HCCH Members <https://www.hcch.net/en/states/hcch-members>
 - **Legalization** if your Country is not included in the HCCH list above*
- **Transcript of University Record** in original language
- **English Language Certificate** (minimum B2 - more information below)
- **Official (sworn) translation** of all the documents (including all stamps) into English or Polish

* Legalization issued by the Ministry of Foreign Affairs (each Country) will be required during the Admission Process. Upon your arrival to Poland, we will require the **second, Polish legalization** of your original diploma done by the Polish Consulate.

** **Eligibility Letter** is issued by the Ministry of Education from the Countries which are not HCCH Members.

Sworn translations into Polish of all the documents presented in a foreign language can be done by:

- a Polish sworn translator <https://arch-bip.ms.gov.pl/pl/rejestrzy-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html> or
- a sworn translator registered in any of the EU, EFTA or OECD countries, or
- a Polish consul in the country where the certificate was issued, or
- an Embassy or Consulate of the Country which issued the certificate or in which educational system the school operates located on the territory of Poland.

Translations that do not meet this requirements will not be accepted!

For more information visit: <https://wsb.edu.pl/en/admissions/admission-process/documents>

English Language Certificate

Candidates must present a certificate proving English proficiency at least at the B2 level. The certificate must come from recognized institutions or tests, such as:

- **Cambridge English Qualifications** – B2 First (FCE – First Certificate in English)
- **IELTS** (International English Language Testing System) – Overall score 5.5 – 6.5
- **TOEFL** (Test of English as a Foreign Language) – TOEFL iBT Score 72–94
- **TOEIC** (Test of English for International Communication)–Listening and Reading. Test Score 785–940
- **LanguageCert International ESOL** – B2 Communicator
- **TELC English B2** – TELC English B2 Certificate
- **Oxford Test of English** – Level B2
- **Duolingo English Test** – Score 90–115
- **ECL Examination** – English Level B2 Certificate
- **Pearson English International Certificate** – Level 3 (B2)

If the certificate is not provided before or during registration, the candidate will not receive the admission letter.

Recognition process (only Bachelor's candidates)

As you may already know, one of the requirements of successful admission is the **recognition of the secondary school leaving certificate**. Currently some practices have changed as several of Consulate General of Poland in different countries inform that **recognition of the secondary school leaving certificate is mandatory prior to your visa application**. Details can be found on the website of the Ministry of National Education.

More information can be found on the website of the National Academic Exchange Agency in English: <https://nawa.gov.pl/en/recognition/recognition-for-academic-purposes/applying-for-admission-to-first-long-cycle-studies>

All requirements with necessary documentation are also explained at WSB University website: <https://wsb.edu.pl/en/admissions/admission-process/legalisation-apostille-and-validation>

Please note that we may accept you based on a conditional decision, allowing you to finish the recognition process until the end of the semester. However, please note that most embassies will require you to have the decision from the Ministry **before applying for a visa**.

Interview, Payment, Admissions Documents

After verifying your documents, you will be invited for an interview. It will check your English fluency, knowledge, and personality. Please have your **ID Number** prepared (can be found on the main admissions website after logging in).

Some faculties will require you to pass the **predisposition test**. You will be informed about this requirement before the interview.

After passing all the steps, your Admissions Officer will issue an invoice for payment. You will have **14 working days to send us the proof of payment** for verification. The verification may take from one day to several working days (or longer if the bank needs more time to process it).

After your payment is verified, we will start preparing the **learning agreement** and the **Rector's decision**. These documents must be signed by the University's representatives; therefore, they cannot be sent immediately. The process should not take longer than 2-3 working days.

Please note that the **Acceptance Letter** will be issued only **upon request**. In some cases, we may ask you for visa appointment proof.

Afterwards, please keep us updated on your visa status and possible arrival date.

At the beginning of the semester, you will receive **one additional document to sign**. Please make sure to monitor your e-mail during this time.

Final registration in the Admissions Office

To officially become a part of our International Academic Community, you are obliged to visit the Admissions Office and present your **original documents (hard copies)**. In the summer semester, you will have time to do that until **15 April 2025**.

Refer to the "Documents" page to see what documents will be expected.

Without finishing the registration, you will not be able to collect your student ID card or continue your studies.

Frequently Asked Questions

Do you offer part-time studies?

All studies in English offered by WSB University are **full-time** studies. They allow our Students to work in Poland and apply for a residence card.

Can I pay in Polish zloty/USD/other currency?

The bank account you can see on your invoice is a **euro account**. That means that if you pay in another currency, you may lose some amount of money due to the bank exchange rate. In this case, you will be asked to reimburse the underpayment.

Can I pay in instalments?

Unfortunately, it is not possible. However, if have a **valid TRC or visa** and are in the territory of Poland, we may offer a payment for only **one semester in advance**.

Do you offer accommodation?

Both Dąbrowa Górnicza and Kraków offer a wide range of housing options. While we do not have our own dormitory, we have partnership agreements with many nearby **private and public dormitories**. If you wish to book a place in one of them, please contact the Admissions Office after receiving your visa but before your planned arrival. Unfortunately, we can't guarantee a place for everyone therefore we work on a first-come first-served basis.

How to apply for a refund?

All candidates are eligible for a full refund of tuition fees after resigning from the studies before the deadline. Please remember that the admission fee is non-refundable.

I can't get my visa before the deadline. Can I start my studies later?

You will be informed about the exact deadlines during the admission process. The deferral of your application will be possible under several conditions. Please contact the Admissions Office to get more details.

Can I study online?

The mode of all studies (except the Preparatory Course) is **hybrid**. Attendance in all classes is mandatory. Additionally, you are expected to arrive in Poland and finish the registration **physically** – not meeting this requirement will result in removing you from the student list.

I got my acceptance letter. Is my student status active? When can I collect my ID card?

Your student status will be active from the beginning of the semester and the ID cards will be ready then. If you applied after the semester started, it may several days for the status to activate and for the ID card to be ready.

Can you send my original Letter of Acceptance?

All candidates are eligible for **one** shipment of the acceptance letter to a chosen address in Poland or abroad. Please make sure to check the accuracy of the data before requesting the shipment as the cost of the second shipment will not be borne by the University.

What is the Predisposition Test?

All candidates who apply for the Management or Data Scientist, at the interview, in addition to questions concerning your interest in studying at our University, you will also be required to solve a 'Predisposition Test', which will consist of 20 questions concerning your knowledge of issues related to this course, for which you will have 45 minutes.

In order to be admitted to this course, you must have an English language proficiency of B2 and your test score must be at 60% or above.

Need help?

- Our Admissions Office Team is open to answer your questions!

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If you will have additional questions regarding the Validation/Recognition Process of your High/Secondary School Diploma, please contact with **Małgorzata Kasjaniuk** mkasjaniuk@wsb.edu.pl