

*only application for Dąbrowa Górnicza Campus

Dear Candidate,

Thank you for contacting WSB University

The Winter Semester 2024/2025 will start on **1st October 2024** and admission is open now for you to register.

The deadline for the registration is till **31.08.2024**.

Required English level for the studies is **B2 level** (we do not require the English certificate as IELTS etc. but the Zoom interview is mandatory)

There is also the preparatory English course available – **required A2 level** (you will not be able to apply for visa) for more information contact with us.

The studies are stationary, full-time and the classes will be in hybrid* mode.

PRICES

mandatory payment for full year

Bachelor, Master degree

preparatory English Course

899 EUR / semester -tuition fee

250 EUR administration fee (non-refundable fee)

- Our entry requirements together with all necessary documents are listed on the following website:
<https://wsb.edu.pl/en/admissions/admission-process/admission-overview> .

The list of all available faculties you can find on the websites listed below. By clicking on the desired faculty, you will be taken to the registration website, please fill and submit our short registration form:

- For studies in **English**, please use: <https://wsb.edu.pl/en/admissions/study-in-english>
- For studies in **Russian**, please use: <https://wsb.edu.pl/en/admissions/study-in-russian/study-in-russian>
- For studies in **Polish**, please use: <https://wsb.edu.pl/kandydat/studia-i-stopnia>
- For studies in **Ukrainian**, please use: <https://wsb.edu.pl/en/admissions/study-in-ukrainian>

• **Important!**

To be successful with filling your profile you cannot use special letters and signs, you can use the only English alphabet and you have to put capital letters where it is needed. Your name has to be in the international version, the same as in your international passport!

Within 72 hours, you should receive an e-mail with your login information. Please log in to your account to fill out your profile. You can log in using the website: <https://wr.wsb.edu.pl/Default.aspx> -but you can not register using this link!

After registration one of the International Admission Officers will be in touch with you soon.

Please note that your application will only be considered if your profile is completed, which means that your personal data is filled and all supporting documents listed below are submitted:

- **to upload the documentation log in into your student profile and go for 'my documentation' section 'prints'**

Application for Bachelor degree

- Passport.
- High school diploma in original language + official (sworn) translation into English
- Apostille / legalization for the diploma + official (sworn) translation into English for more information visit <https://wsb.edu.pl/en/admissions/admission-process/legalisation-apostille-and-validation>
- Transcript in original language + official (sworn) translation into English
- Certificate of validation + official (sworn) translation into English visit <https://wsb.edu.pl/en/admissions/admissionprocess/legalisation-apostille-and-validation>

Remember!

All stamps from your official documentation needs to be official (sworn) translate if they are in foreign language other than English include the Notary stamp.

Application for Master degree

- Passport
- Bachelor diploma in original language + official (sworn) translation into English
- Apostille / legalization for the diploma + official (sworn) translation into English for more information visit <https://wsb.edu.pl/en/admissions/admission-process/legalisation-apostille-and-validation>
- Transcript in original language + official (sworn) translation into English

Remember!

All stamps from your official documentation needs to be official (sworn) translate if they are in foreign language other than English include the Notary stamp.

After registration International Admission Officer will contact you to arrange an interview over Zoom.

The minimum English level for studies is B2.

The result of your interview will be sent to your mailbox within 1-2 days.

If you will have any additional questions regarding the admission process you can contact with our crew:

International Admission Officers (room 218)

Olga Smolarek osmolarek@wsb.edu.pl

Julia Kretowicz jkretowicz@wsb.edu.pl

Weronika Kaniowska wkaniowska@wsb.edu.pl

Alexandra Yamaletdinova ayamaletdinova@wsb.edu.pl

Daria Lahuta daria.lahuta@wsb.edu.pl

Maftuna Utkirova mutkirova@wsb.edu.pl

Aleksandra Tomal atomal@wsb.edu.pl

Below is a guide on how to become a student at WSB University (Steps 1-13)

Step 1

Sign up on our website <https://wsb.edu.pl/en> (Admission section) for studies at WSB University in a language that you want to study.

Step 2

Log in to your profile (you will receive login information to your e-mail address). Fill in your personal data and submit all required documents (written on the top of the page).

Step 3

Wait for an interview invitation email / or contact us to arrange one (please provide your application ID number).

Step 4

You will receive an email with the result of your interview (if you are not successful your application ends at this step).

Akademia WSB

Dąbrowa Górnicza, Cieszyń, Olkusz, Żywiec, Kraków

WSB University

Step 5

Pay the tuition fee according to your invoice which will be send to you within an e-mail. You will be obligated to send to one of the International Admission Officer the proof of payment (pdf file from the bank) and also upload it in 'proof of payment' section in your student profile.

Step 6

After a few days you will receive Rector's decision and the learning agreement which you have to sign and send us back, please note you will not receive them if your documents will not be completed. Please check your spam box as well if you cannot find it in your regular e-mail box.

Step 7

You will receive an email with a Letter of Acceptance (in Polish/English language), this is the document that you need for your visa.

Step 8

Provide us with the exact address where the hard copy of the Letter of Acceptance should be sent.

Step 9

Contact the Polish consulate in your country of residence and arrange an appointment for the visa application. The list of Polish Embassies and Consulates all around the world can be found on the website of the Ministry of Foreign Affairs: <https://www.gov.pl/web/diplomacy/polands-missions-abroad>. Remember that international students are required to provide proof of adequate health insurance coverage when they apply for a student visa.

Step 10

Let one of the International Admission Officers know about your visa appointment date.

Step 11

Soon after you receive your visa send us a scan of it and let us know about your arrival date.

Step 12

Please contact us if you need assistance in finding accommodation. (Do this before you will come to Poland, but after you will receive your visa and you will know the date of your arrival).

Step 13

Upon your arrival please visit our **International Admission Office** at WSB University (room 218), to finish the registration process. **Please bring your health insurance and all hard copies (original) of the required documents.**

PLEASE NOTICE: The embassy or Consulate can ask you to submit additional documents for the Visa process like health insurance, payment of the tuition fees confirmation, etc. Remember to check the requirements accordingly to your Embassy or Consulate.

Registering your residence

Upon arrival in Poland, you are obliged to legalize your stay on the territory of our country (temporary residence permit – Karta Pobytu in Polish). For that purpose, you should visit an appropriate voivodship office. If you will have any other questions regarding this or any other issue do not hesitate to contact us, remember to write your application ID in the e-mail next to your name and surname.

➤ TRANSFER

If you would like to apply for the transfer, please contact with the Head of the International Dean's Office Mrs. Alicja Wlazło awlazlo@wsb.edu.pl and ask for the instructions to follow. She will compare the studies programs and she will or will not agree for the transfer into our WSB University (after the positive decision the admission process will be the same as in case of the new candidates).

- **Important**

Upon your arrival in Poland, please come to our **International Admission Office (room 218)** at WSB University, to end up registration process.

Please bring with you paper version of all hard copies (original) documents listed below:

- Passport with visa
- School / Bachelor diploma in original language version (+ official translation into English) + apostille/legalization
- Transcript of your school / university record in original language version (+ official translation into English)
- ****Certificate of Validation/ Eligibility letter (depending on country).**
- Health insurance (English version)
- The Diplomas which are Legalized from the Ministry of Foreign Affairs need to have the second Polish Legalization from Polish Embassy!

Remember!

All stamps from your official documentation need to be official (sworn) translate if they are in foreign language other than English include the Notary stamp.

If you will have any questions regarding these topics make sure to write to the person responsible for your application.

Hope to see you soon!

* *hybrid mode combines traditional learning in the classroom (offline) with online learning.*

** *only in case of applying for Bachelor studies*