



WSEI University

APPLICATION PROCESS

5 STEPS TO STUDYING IN WSEI UNIVERSITY!



INNOVATIVE EDUCATION
AND MODERN OFFER



STEP 1: CHOOSE A PROGRAMME

The list of degree programmes offered is available on our homepage.

Read about the admission process in the section Admission process for candidates so that you will know and understand all of the steps of the process!



Here you can find infographics about admission process.



Check the eligibility of your documents using the QR code.



Deadlines:
Check the dates on our website. They vary depending on the academic year.



STEP 2: APPLICATION DOCUMENTS

When applying, print out and fill in the **Application Form** (choosing the proper one depending on your preferred campus), sign it and send to the following e-mail address: studyenglish@eiu.edu.pl **with the documents listed below.**

WHEN APPLYING:

- 1 A filled in and signed application form.
- 2 A copy of a maturity certificate or/and Senior Secondary School Certificate (High School) issued abroad, which entitles the holder to apply for admission to a higher education institution in the country of issue.
- 3 FOR MASTER'S STUDIES: see documents from point 2 and a copy of your Bachelor diploma and transcript.
- 4 A copy of the passport data page.
- 5 Language proficiency certificate B1 (for BA studies) and B2 (for MA studies)/language certificate issued by the educational institution stating that English is a medium of instruction and examination.
- 6 A medical certificate confirming that there are no contraindications to studying in the chosen field of studies (only for Nursing/Physiotherapy and Computer Science).
- 7 In the case of a name change, the appropriate document (i.e. marriage certificate, court decision, etc.).
- 8 Parental consent to commence studies for candidates under 18.

The applicant to study at WSEI is **obliged to deliver a complete set of the following documents** (they should be submitted before the commencement of studies).

WHEN ARRIVING TO REGISTER:

- 1 All of the originals of the above-mentioned documents and their copies.
- 2 All educational certificates have to be legalized (in the country of origin), sworn translated into Polish.
- 3 The original of the health certificate with its Polish translation (for Nursing/Physiotherapy and Computer Science).
- 4 A copy of the insurance policy (both health insurance for at least 30 000 EUR coverage and accident insurance).
- 5 Parental consent to commence studies for candidates under 18.
- 6 Two passport-size photos 35 x 45mm
- 7 Signed agreement on the payment for the studies.
- 8 In case the candidate should decide to authorize another person to submit documents and /or represent his/her interests in the recruitment process, he should deliver the relevant authorization document.



STEP 3: ENROLMENT FEE AND OFFER LETTER

Wait for the Offer Letter that will be sent to you by e-mail. Pay the enrolment fee of **150 EURO** in order to complete the submission of your application.

ENROLMENT FEE IS NON-REFUNDABLE

If you applied using the services of an Agent, the Offer Letter will be sent to the Agent.

The Offer Letter describes in detail the following steps to be taken in order to complete application process.



STEP 4: ADMISSION DOCUMENTS

Pay the tuition fee for one academic year (two semesters) in advance.

Wait for the documents which are necessary for a Visa application:

- The Final Acceptance Letter
- The Recommendation Letter to the Polish Embassy
- The Certificate of Enrolment

We will send them to you after receipt of the confirmation of payment (the payment has to be on our account).

Please note that in case of visa refusal the tuition fee is fully refundable (this must be confirmed by a letter from the embassy). In case of resignation from studies, the tuition fee will not be refunded.



STEP 5: VISA PROCESS

- 1 **Find a Polish Consulate** / consular section of the Embassy of the Republic of Poland that can process your application. You can use the MFAs search engine.
- 2 **Read carefully ALL the information concerning visa application** on the consulate's website and **follow ALL the instructions**.
- 3 **Set a visa appointment with the consulate.** In most cases, you will have to register through the website.
- 4 **Prepare the necessary documents**, including application form, travel document (passport), biometric photo, health insurance, sufficient financial means to support yourself, documents confirming the purpose of your stay. The specifics of the required documentation may vary among

consulates, so confirm them with the consulate's website.

- 5 **Submit all the documents** including a printed and signed application form and the visa fee. Your visa application is complete.



Find a Polish
Consulate



Set a visa
appointment

WSEI University

4 Projektowa Street
20-209 Lublin

phone: +48 81 749 17 77
studyenglish@eiu.edu.pl

www.rekrutacja.wsei.lublin.pl/en

Admission Office Warsaw Branch

14/16 Twarda Street
00-105 Warszawa

phone: +48 502 616 408
rekrutacja.warszawa@wsei.eu

WSEI Welcome Center

4 Projektowa Street
20-209 Lublin

WhatsApp: +48 519 464 728
studyenglish@eiu.edu.pl

When you prepare for your journey to Poland, familiarize yourself with the **WSEI TRAVEL GUIDE**. It will facilitate your preparation and ensure that all required documents are accounted for.

In case you have any further questions, please contact **WSEI Welcome Centre**.

