

ADMISSION PROCESS STEP BY STEP

1. To be able to sign up for admission to one of our study programs, you first need to create a candidate's account in the system. Thus go to: **wd.wseit.pl/Rekrutacja/Rejestracja** website and **create your account**. Please, use an email address which you check regularly. After you've created your account, you'll receive an email with an activation link. Click on the link to activate your account.
2. Next **log into the system and fill out the forms** with your personal data and the information concerning your education so far.
3. **Upload documents required for recruitment** which you'll find in the tab: Required documents:
 - Photo (that meets standard ID requirements)
 - Scan of passport
 - Certificate of English language proficiency
 - Certificate of secondary education/ university diploma - legalized or with apostille
 - Sworn translation of the certificate of secondary education/university diploma
 - Filled in and signed application for admission (template can be downloaded from the tab: Files to download)
 - Admission fee – payment confirmation
4. End the process by clicking FINALIZE button.
5. Print your Personal data form, sign it and upload in the tab: Required documents
6. Pay admission fee to the following bank account:

ING Bank Śląski S.A Oddział w Poznaniu, Półwiejska 2d, 61-887 Poznań

Account Name: WSEiT

Account address: Grabowa 22, 61-473 Poznań

Account Number: 77 1050 1520 1000 0024 2220 6132

Swift Code (BIC): INGBPLPW, Iban code: PL

DO NOT USE THE ACCOUNT number automatically GIVEN BY THE SYSTEM as it is an account for transactions in PLN only!!!! Upload the payment confirmation in the tab: Required documents.

7. Wait for the information from Admissions. If your application is successful you'll receive instruction on how to print, sign and post the Contract for Education Services.
8. Mail the hard copies of all uploaded documents and the two copies of the contract to the following address:

Wyższa Szkoła Edukacji i Terapii im. Prof. Kazimierzy Milanowskiej

ADMISSIONS, ul. Grabowa 22, 61-473 Poznań, POLAND

9. Once your documents reach us the contract will be signed. We may either post one copy back to you or email a scan copy, whichever form you prefer.
10. Upon receiving your contract you'll need to pay your first year tuition fee.
11. When we receive the payment you'll be sent a decision on conditional acceptance, which you'll need for your visa application. Based on the regulations for visa application in your country you'll have to choose if you wish the decision to be sent by post or email.
12. When you get your visa, please inform us about it.
13. Upon your arrival additionally you'll need to bring the following:
 - a. Health insurance and accident insurance policy
 - b. Health certificate on lack of contraindications to study in the selected program (template to be uploaded in the tab: Files to download)
 - c. Confirmation of HBV vaccination
14. Until the 1st of December you'll be obliged to provide us with the recognition of your certificate of secondary education which can be applied for at the Regional Board of Education Kuratorium Oświaty, POZNAŃ sekretariat.wko@ko.poznan.pl More details on the proceedings can be found here: <https://www.gov.pl/web/edukacja-i-nauka/recognition-of-foreign-school-certificates-and-diplomas-in-poland>

REQUIRED DOCUMENTS – IMPORTANT DETAILS

Documents in foreign languages **must be translated into Polish by a sworn translator**. All documents have to **be uploaded in the system**. If we have doubts whether the certificate or diploma allows you to undertake studies, we require a confirmation from school or university by which the diploma was issued.

1a. Full-time Bachelor studies (1st cycle) and long-cycle studies:

Candidate must provide a **certificate of completing secondary education** in the country of origin entitling him/her to undertake university level education with transcript of records containing grades and the names of subjects. Certificate must be affixed with apostille* or legalized and translated into Polish by a sworn translator**. If we encounter any doubts concerning the certificate, candidate has to provide a written confirmation that his/her certificate allows him/her to undertake studies (it can be received at the Ministry of Foreign Affairs or Consulate).

1b. Full-time Master studies (2nd cycle):

Candidate must provide a **diploma** issued in the country of origin entitling him/her to undertake university level education with supplement containing grades and names of subjects. Diploma must be affixed with apostille* or legalized and translated into Polish by a sworn translator**. If we encounter any doubts concerning the diploma, candidate has to provide a written confirmation that his/her diploma allows him/her to undertake studies (it can be received at the Ministry of Foreign Affairs or Consulate).

Candidates who are underage, must provide a “**consent of parents/legal guardians to undertake studies by a minor**”

Certificate of proficiency in English language at least at B2 level. Accepted documents include:

- Confirmation that the medium of instruction during completed secondary education or previously completed studies was English
- International Baccalaureate Diploma
- European Baccalaureate
- TOEFL: Internet-based test: min. 75 points
- IELTS: min. 5.5 points
- University of Cambridge ESOL Examinations:
 - B2 First (FCE) – grade A or B,
 - C1 Advanced (CAE) – grade A, B or C,
 - C2 Proficiency (CPE) - grade A, B or C.

NOTE

* **APOSTILLE** is attached to your original document to verify it is legitimate and authentic.

****LEGALIZATION OF DIPLOMA** is the certification of a document's formal conformity with the law binding in the place of its issue or of the authenticity of the seals and signatures placed on the document. Legalization of educational documents may thus be significant for determining the country within whose education system a document was issued and whether it is necessary to verify the documents' authenticity. In some countries, such as Poland, the internal laws oblige a qualification holder to legalize their document before taking it abroad. Legalization of a document by the relevant authorities in the country in which it was issued increases its credibility.

CERTIFICATES MAY BE LEGALISED (OR RECEIVE AN APOSTILLE) BY:

- a) the consul of the Republic of Poland having jurisdiction with respect to the state in the territory of which, or in the education system of which, the given certificate was issued, or
- b) the educational authority of the state in the territory of which, or in the education system of which, the given certificate was issued, or
- c) a diplomatic representation or consular office of the state in the territory of which, or in the education system of which, the given certificate was issued, accredited in the Republic of Poland or in any EU, OECD or EEA member state, where the said certificates or documents confer an entitlement to apply for admission to a higher education programme in the states in question.

<https://www.gov.pl/web/diplomacy/certification-of-documents>