

# INTERNATIONAL STUDENTS' ACTION FOR ADAPTING CROSS-CULTURAL ACTIVITIES

## WELCOME TO POLAND WELCOME TO WSEI UNIVERSITY - WHAT YOU SHOULD KNOW ABOUT ADMISSION PROCESS



# WELCOME TO WSEI UNIVERSITY - ADMISSION PROCESS

## THE DECISION ABOUT STUDIES ABROAD

Is it a right decision to study abroad? Studying abroad can be the best decision in one's life if planned well! Take the time to answer these questions so that you are well prepared.

1

Decide whether you want to go only for one semester, one year or for the whole study?

2

Have you already decided whether it will be a public or non-public university?

3

Remember that studies at non-public/private universities are paid. Full-time studies at state universities for Polish citizens or people with a Polish Card are free, part-time studies are paid.

4

Check what are the rules of study and credits for learning outcomes at the chosen university. You will find them in the Academic Regulations.

5

Check what language will be the medium of instruction in your chosen field of study, and ask yourself if your knowledge of that language is at a sufficient level of language proficiency. Also check the minimum language requirements

6

Find out what conditions foreigners must meet to study in the chosen country?

7

Find out if there is a requirement for mandatory vaccinations, e.g. in Poland, for medical faculties, hepatitis B vaccinations are mandatory, and for internships, vaccinations against COVID 19.



# WELCOME TO WSEI UNIVERSITY - ADMISSION PROCESS

## ADMISSION PROCESS- HOMEWORK TO DO

The preparation process can be long, but be persistent and focused on your goal - to get the admission and take up your dream studies abroad.

1. Find out what are the terms, conditions and the mode of study for the recruitment.

2. Check what are the dates on which the recruitment for the chosen studies is conducted?

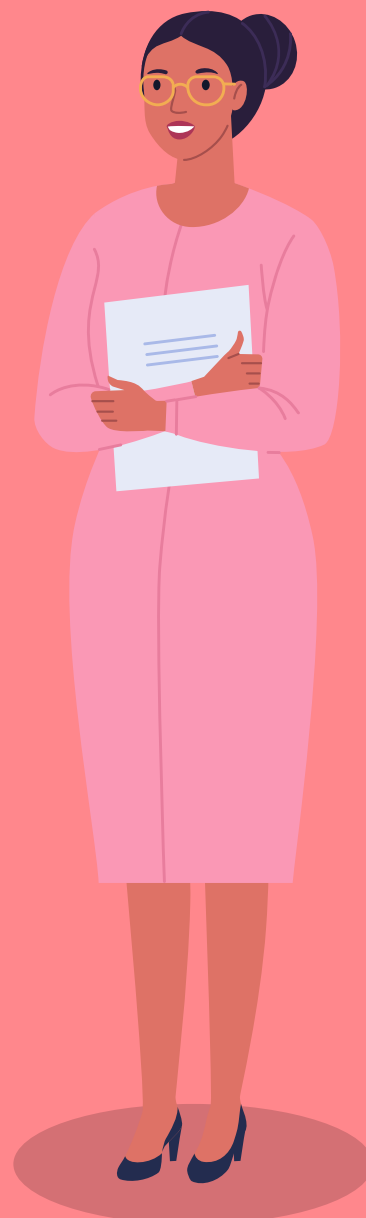
3. Check if you can apply for admission to first-cycle, second-cycle studies and long-cycle degree studies?

4. Check if there are additional exams?

5. Find out whether you have completed the appropriate level of education in your country to study abroad in the chosen field and level of study?

6. Check what are the criteria for admission to the chosen university?

7. Check what documents are required in the admissions process?



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## ADMISSION PROCESS- HOMEWORK TO DO

The preparation process can be long, but be persistent and focused on your goal - to get the admission and take up your dream studies abroad.



8. Make sure what language the recruitment is conducted in, whether you need to provide translated documents, and who can do the translation of documents?

9. Check out the steps of the admission process and through what medium you need to provide documents?

10. Find out what is the enrollment fee?

11. If you apply for the paid study, check the tuition fees and the deadlines for payment.

12. Check when are the recruitment results?

13. Carefully read the contract you will be signing because it contains the rights and obligations of the student

14. Make sure when you have to appear at the University and whether you need a visa?

# WELCOME TO WSEI UNIVERSITY - ADMISSION PROCESS

## IMPORTANT DOCUMENTS TO PACK BEFORE COMING TO POLAND

Before you start packing and think about adventures in new place, read carefully all mails, notifications and admission rules. If you fail in formal preparations, you will experience a lot of stress and encounter problems with receiving a student status.

Here is a basic check list:

Legalized high school certificate with sworn Polish translation.

Legalized BA diploma with sworn Polish translation.

Passport.

Medical certificate.

Health insurance that covers medical costs in the amount of 30 000 EUR.

Legalized BA transcript with sworn Polish translation.

1 passport-size photo.

Accident insurance.

# WELCOME TO WSEI UNIVERSITY - ADMISSION PROCESS

## WELCOME TO THE STUDENTS' COMMUNITY

**Finally! You managed to pass all the stages of the admission proces. You should receive „welcome message” from the University about different formalities. Read it carefully! Be prepared! This is your first lesson about the University administration.**

- 1** You should get an e-mail with the credentials and instructions on how to use the online system of the University as a WSEI student. The most important ones are: Virtual Dean's Office and the online learning platform.  
— — — — —
- 2** Check if you can open links, log in, if all works for you. If you have any questions – have them with you when you will visit WSEI for the first time.  
— — — — —
- 3** Student ID card – you will receive information on the payment process and where/how you will receive the card.  
— — — — —
- 4** Individual student's bank account.  
— — — — —
- 5** Study fees – rules, deadlines and payment process – make sure that you understand the process and keep in mind the deadlines. Read carefully the e-mail with the University bank details - including SWIFT, IBAN numbers to avoid problems in payment process.  
— — — — —
- 6** National Health Insurance, thanks to which the student has free medical care.  
— — — — —
- 7** Just in case, remember that you can get free psychological assistance at the Academic Psychoprophylaxis and Therapy Center.  
— — — — —
- 8** The Career and Student Affairs Office deals with issues related to financial help. After your first year, you can apply for the Rector's scholarship, so do your best to have good grades. In case of unfortunate events, you can submit the application for the financial aid. For more details, contact the Career Office.

# WELCOME TO POLAND WELCOME TO WSEI UNIVERSITY - ADMISSION PROCESS

## PREPARATION FOR THE INTERNSHIP AT A HOSPITAL - NURSING STUDENTS

**If you are a nursing student and are obliged to do an internship in a hospital, you must meet special requirements.**

The sanitary and epidemiological book is a document confirming the absence of infection of the body with typhoid bacilli, other Salmonella and Shigella bacilli. Every nursing student is required to have such a document.

How to get it? With a referral from the Dean Office, you should go to the nearest center of the State Sanitary Inspection - SANEPID, where you can perform carrier testing. At the site, the SANEPID employee gives you three containers used to collect faecal samples from three consecutive days. Once you have sent the materials needed for the study, you will be informed of the date when you will receive the results (usually 5 to 14 days). With the test results you go to the occupational physician to get a certificate. The document from the occupational physician with the results of the examination is the basis for the issuance of a sanitary-epidemiological booklet.



# WELCOME TO POLAND WELCOME TO WSEI UNIVERSITY - ADMISSION PROCESS

## PREPARATION FOR THE INTERNSHIP AT A HOSPITAL - NURSING STUDENTS

**If you are a nursing student and are obliged to do an internship in a hospital, you must meet special requirements.**

Liability insurance, accident insurance, post-exposure insurance bought by university but paid by a student.

Covid 19 vaccination certificate should be presented before the start of the internship.

Declaration of no criminal record from the country of birth.

The student receives one free nursing uniform from the University, but is also obliged to purchase a second set on his own for hygienic reasons.

Hepatitis B vaccination is also mandatory. With a referral for vaccination received in the Dean Office the student goes to the selected POZ (Primary Health Care), which orders the vaccine. The cost of the vaccine is covered by the Ministry of Health, while the student pays for the doctor's visit to qualify for the vaccination. Previously vaccinated persons should take a paid antibody level test at a medical laboratory.





# WELCOME TO POLAND WELCOME TO WSEI UNIVERSITY - ADMISSION PROCESS

## ABOUT THE ADMISSION - PRACTICAL TIPS

**Being prepared is the best solution to any problems you might encounter.**

- ✓ Arrange your accommodation.

★★★★

- ✓ Research the course beforehand (and find what fits for you)

★★★★

- ✓ Get involved in freshers' week.

★★★★

- ✓ Sign your email with your full name.

★★★★

- ✓ Be organized and meet deadlines. Get your application in on time (or earlier)

★★★★

- ✓ Arrange a health check.

★★★★

- ✓ Visit our admission website. Make sure that you follow all the procedures exactly as described.

★★★★

- ✓ Get to know the area.



# WELCOME TO POLAND WELCOME TO WSEI UNIVERSITY - ADMISSION PROCESS

## TYPES OF THE CERTIFICATES/STATEMENTS

During the admission process at different stages candidates receive first the Conditional Offer letter and later in case of positive admission - Acceptance letter

When the Admission office receives the application documents and the enrollment fee of the new candidate they need to verify them for eligibility and authenticity.

In the case that the verification process is positive, the Admission Office issues the Conditional Offer letter where the candidate will find information about: duration of studies, cost of studies, required documents for registration on campus, accommodation contact details.

The candidate must oblige to all conditions enlisted on the Offer Letter and make the tuition payment.



Acceptance documents include the Recommendation letter, the Ministerial certificate of enrollment and the Certificate of submitting the required documents for admission.

Once the payment is confirmed and received by our Accounting department, the Admission office employees prepare the Acceptance documents.

Those three documents are the basis for your enrollment and visa application.

# WELCOME TO POLAND WELCOME TO WSEI UNIVERSITY - ADMISSION PROCESS

## COMMON MISTAKES

In order for your admission process to go smoothly, avoid the common mistakes we face.

! No handwritten signature on the application form.

! Emails that are not signed with the candidate's full name.

! Lack of some documents in the online application.

! The attached documents do not have appropriate names, e.g. passport, certificate, etc.

! Low quality scans/photos of your documents.

! Not putting your full name in the title of the purpose of payment.

# WELCOME TO WSEI UNIVERSITY - ADMISSION PROCESS

## CHECK LISTS ACCORDING TO SPECIFIC COUNTRIES

Depending on the country of origin, candidates have different educational systems all around the world. To admit international students in Poland they must fulfill some criteria that is recognized by Polish law.

The first source of information on your eligibility to study in Poland is Polish National Agency For Academic Exchange.

If you need a recognition statement, e.g. to continue your study at Polish university, you can use the KWA-LIFIKATOR system, or apply for an individual statement to NAWA.

Another source of information when checking their eligibility is Nuffic. The amount of educational systems described there is more extensive and covers more countries.



Those tools work for both undergraduate applicants as well as for postgraduate ones. The latter must remember that their BA degree has to be obtained in the university with valid accreditation.

If your country is on neither of the websites, the best guideline is to check the eligibility requirements in the accredited university from home country .

# INTERNATIONAL STUDENTS' ACTION FOR ADAPTING CROSS-CULTURAL ACTIVITIES (ISAAC)

No. 2020-1-PL01-KA203-082267



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**Follow us on:**



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with the support from the European Commission (project no: 2020-1-PL01-KA203-082267). This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.