

## APPLICATION PROCESS - STEP BY STEP

### FOR LANGUAGE PREPARATORY SCHOOLS AND LANGUAGE COURSES

1. Fill in the Application Form for the LANGUAGE PREPARATORY SCHOOL OR A LANGUAGE COURSE of your choice at:

<https://portal.swps.edu.pl/en/web/guest/rejestracja>

While completing the online Application Form, you will be asked to download several documents required to apply to the chosen program at SWPS University.

2. Once you complete the online Application Form, you will need to send the following documents to the Admissions Office:

- A signed AGREEMENT ON THE PAYMENT TERMS FOR THE STUDIES (it should be signed with your full name and surname on every page)
- A copy of ID pages of your passport, including a clear photo, date of birth, nationality and the passport number.

Depending on the country of your residence, you will be required to send either the scanned copies of the document via e-mail to [admissions@swps.edu.pl](mailto:admissions@swps.edu.pl) or the original documents by post to:

SWPS University of Social Sciences and Humanities  
Chodakowska 19/31,  
Admission Office, room 001  
03-815 Warsaw  
Poland

If you have any questions in this matter, please contact the Admissions Office at [admissions@swps.edu.pl](mailto:admissions@swps.edu.pl).

**Do NOT send the original passport by post.**

Your application will be processed, once the Admissions Office receives a complete set of the required documents.

**Please note:**

All applicants must submit the original documents for review to the Admissions Office, before the start of their program. Applicants who do not meet the required conditions will not be accepted to SWPS University.

Once your application is reviewed by the Admissions Office, you will be notified about the admission decision by e-mail. Upon the receipt of a positive admission decision, pay the required Tuition Fee. **A full year Tuition Fee must be paid, in one installment, to your individual sub-account indicated in your Agreement On The Payment Terms For The Studies.**

#### **TRANSFER DETAILS:**

Bank details are as follows:

##### **Account holder:**

SWPS University of Social Sciences and Humanities Chodakowska 19/31, 03-815 Warsaw

##### **Bank name and address:**

Bank Zachodni WBK S.A.

Zespół Obsługi Płatności Krajowych Andersa St. 5, 61-894 POZNAŃ

Please note, banks usually charge a processing fee for international money transfers (approx. 10- 15 EUR). Check with your bank and transfer the appropriate amount together with your Tuition Fee.

#### **PAYMENT DETAILS:**

Your name and surname and the name of the program you applied for (e.g. John Smith, English Preparatory School).

As soon as you pay the Tuition Fee, send **a confirmation of the Tuition Fee Payment** to the Admissions Office to [admissions@swps.edu.pl](mailto:admissions@swps.edu.pl).

##### **Please note:**

Usually, banks charge a processing fee for international money transfers (approx. 10-15 EUR). Check with your bank and transfer the appropriate amount together with your Tuition Fee.

3. Once your payment is confirmed, the Admissions Office will send you a Final Acceptance Letter by post or by e-mail, depending on your country of residence.
4. Upon your arrival to Poland, submit all original documents and their copies to the Admissions Office by October 15<sup>th</sup>, at the latest.

##### **Required documents:**

- Copy of your passport (the original is required for verification)
- Copy of your Polish Visa or Resident Permit
- Study Agreement with the Appendix in duplicate (your original signature is required on each page of every copy).