
APPLICATION STEP BY STEP FOR BACHELOR AND MASTER PROGRAMS OF STUDY FOR INTERNATIONAL CANDIDATES

1. Fill in the Application Form for the selected Bachelor or Master Program.

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

IMPORTANT: IF YOU HAVE ALREADY CREATED THE ACCOUNT ON VIRTUAL UNIVERSITY DO NOT CREATE A NEW ONE.

LOG IN TO THE EXISTING ACCOUNT TO APPLY FOR ANOTHER PROGRAM.

2. Pay the Application Fee

The Application Fee of 85 PLN should be paid via bank transfer. A confirmation of the payment should be submitted together with the rest of the required documents. Please note that the most of the banks usually charge a processing fee for the international money transfers (approx. 10-15 PLN). Check with your bank and transfer the appropriate amount together with your application fee.

The payment should be made to:

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

Account Number for Warsaw:

BNP Paribas

PL 91 1750 1312 1330 0000 0005 3028

RCBWPLPW – swift; PL – iban

Account Number for Poznan:

BNP Paribas

PL 04 1750 1312 1330 0000 0005 3042

RCBWPLPW – swift; PL – iban

Account Number for Wroclaw:

BNP Paribas

PL 31 1750 1312 1330 0000 0005 3041

RCBWPLPW – swift; PL – iban

In the Payment Details field, enter:

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

3. Send the following documents to the Admissions Office either by post (original documents) or via e-mail (scanned copies). Your application will be processed once we receive your documents within 5 working days. **Additionally, you will have to submit the original documents, before the 12th of October. Should you fail to do so, you will be removed from the students' list and you will not be allowed to commence your studies.** The first four documents from the list below must be downloaded from the online Application Form.

- Personal Data Form,
- Agreement on the payment terms for the studies (in two copies each signed on every page),
- Appendices 1, 2, and 3 (including the student oath, in two copies each signed on every page),
- 1 photo (not bigger than 50x50 mm, the face must take up 80% of a picture, without headwear nor sunglasses, on a light background, signed on the back),
- Secondary/high school diploma and a full list of grades with certified Polish or English translation*,
- Bachelor diploma with a full list of grades obtained during the course of study with certified Polish or English translation (only the candidates for Master programs)*,

* You are eligible to apply for a Bachelor program at SWPS University if you hold a secondary education certificate (confirming at least a total of 11 years of primary and secondary education completed), which officially entitles you to enter university education in your country (or country of the educational system under which you completed the education).

- Documents confirming foreign language competence, (for the full list of acceptable documents please see the PDF document – List of documents confirming candidate's foreign language competence). If you do not have a language proficiency certificate you will be required to take an exam.

Candidates may be required to take an exam in case of doubt. **For further details please contact the Admissions Office** at admissions@swps.edu.pl.

- Proof of the application fee payment,
- Health insurance,

All the international candidates must provide SWPS University with a proof of health insurance, valid for the duration of their studies in Poland. Students must submit either a copy of their private health insurance policy, a copy of the European Health Insurance Card (EKUZ) or a declaration confirming their intended participation in Narodowy Fundusz Zdrowia (Polish National Healthcare System), commencing at the start of the academic year. **This step is very important and it should not be overlooked!** It is essential to have health insurance in order to avoid expensive medical fees, in case of a medical emergency or other health related matters, requiring medical attention.

4. Admission Office will review your documents within 5 working days. (For the candidates who need to undergo the qualification exams the waiting time may be longer)
5. Pay the tuition fee and e-mail the **proof of tuition fee payment** to the Admissions Office at admissions@swps.edu.pl.

You can pay the tuition fee in 1, 2 or 10 installments onto your individual student sub-account which will be generated automatically once you complete the online application form. The sub-account can be found in your agreement on the payment terms for the studies, in the article 6, in the application form on Virtual University and at the top of the personal data form. For the visa purposes we suggest you to pay the tuition in 1 installment.

Bank details are as follows:

Account holder:

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

Bank name and address:

Santander Bank Polska S.A.

Al. Jana Pawła II 17, 00-854 Warszawa

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

6. Once your payment is confirmed you will receive the **final acceptance letter** by post or by e-mail, depending on your country of your residence.
7. You should submit all the original documents along with their copies to the Admissions Office by post or in person, no later than the 12th of October. **Should you fail to do so, you will be removed from the students' list and you will not be allowed to continue your studies.**

A list of required documents to be submitted to the Admission Office:

- the original secondary/high school diploma and a copy of it with certified Polish or English translation (the original documents will be returned to you);
- Bachelor diploma and with a full list of grades obtained during the course of study with a certified Polish or English translation (applies only to the candidates enrolling into Master's study programs ; the original documents will be returned to you);
- the original documents confirming foreign language competence and a copy of it (original documents will be returned to you);

- two signed copies of the agreement on the payment terms for the studies, including the appendices 1, 2 and 3 (student oath). **Your original signature is required on each page of both copies;**
 - personal information form;
 - the original proof of the health insurance and a copy of it in Polish or in English (the original documents will be returned to you).
8. If your diplomas/certificates were issued in a country, which did not sign the Hague Convention of October 5, 1961 or the other international agreements related to higher education, signed by Poland, they might need to undergo a process of nostrification. Nostrification is a process of granting recognition to a diploma obtained at a foreign educational institution or, in other words, confirming the equivalence of a diploma obtained abroad to that obtained in Poland. Nostrification is processed by local Education Offices (Kuratorium Oświaty):

WARSAW:

Kuratorium Oświaty w Warszawie

Al. Jerozolimskie 32

00-024 Warszawa

www.kuratorium.waw.pl/en

POZNAŃ (for School of Form)

Kuratorium Oświaty w Poznaniu

Tadeusza Kościuszki 93

61-716 Poznań

www.ko.poznan.pl

For more detailed information concerning the process of nostrification please visit the official website of the [Ministry of Science and Higher Education](#).

Once you complete the nostrification of your diplomas/certificates, you must submit them to the Student Affairs Office before the end of the first semester of your studies.