

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

To apply to SWPS University, you need to register via our online Application Portal. There are four (4) steps in the online application process, including **Registration**, **Payment**, **Certificates** (confirmation of language proficiency), and **Documents** (document submission).

### REGISTRATION

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

<https://nowyformularz.swps.edu.pl/signin>

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

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

**Remember to provide correct contact details. Check the spelling of your name and copy details from your passport. Base on the provided information you will receive your Final Letter of Acceptance which is required in the visa application procedure.**

### PAYMENT

Pay the application Fee.

Application Fee:

**PLN 85.00** – for all programs of study, except *wzornictwo* and *wzornictwo w języku angielskim* [design and design in English]

**PLN 150.00** – for *wzornictwo* and *wzornictwo w języku angielskim* [design and design in English]

You must pay the application fee before submitting your university application. The application fee payments are facilitated by **PayU**, which provides a few payment options, for example a **payment by a credit or debit card**. It is not possible to pay the application fee in EUR or USD. The bank will automatically exchange the funds to Polish zloty, when you pay the fee.

**PLEASE NOTE:** most banks charge a processing fee for international payments (approx. PLN 10-15). Check with your bank and transfer the appropriate amount together with your application fee.

### CERTIFICATES

If you have a certificate confirming your language proficiency, please upload it to the system – a full list of recognized certificates is available on the [Admissions page, on the “How to Apply” tab](#) ». The uploaded certificate will provide the basis for the recognition of your language competence.

If you do not have any of the certificates from the list, do not enclose your secondary school certificate or any certificates issued by language schools. You will be enrolled for a language examination. Examinations are conducted via Google Meets.

You will be able to book your exam date, once you submit your completed Application Form and your documents are verified.

## DOCUMENTS

1. For studies in the field of *wzornictwo* and *wzornictwo w języku angielskim* [design and design in English] you will be asked to undergo additional medical tests and enclose scanned certificates confirming that there are no contraindications for you to study.
2. Scan the following documents: secondary school certificate with transcript if you are applying for admission to undergraduate studies in your native language or a translation into English or Polish. If your certificate is in English, Russian or Ukrainian, translations will not be necessary.
3. Scan the following documents: your diploma of completion of undergraduate studies with transcript if you are applying for admission to graduate studies. If you do not have a diploma of completion of higher education studies yet and would like to take the entry examination, scan your transcript into one file (both in your native language and translated into Polish). If your diploma is in English, Russian or Ukrainian, translations will not be necessary.
4. Download the template agreement on the payment terms and conditions for studies along with the appendices. Sign the agreement on each page and scan into one file.
5. Upload the scanned document to the form and submit for verification.
6. 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)
7. After your documents are approved, you will be asked to pay at least the first instalment of the tuition fee.

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: most 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 application fee.

8. Once your payment is confirmed you will receive the **final acceptance letter** „*Zaświadczenie o przyjęciu*”. This is a document in Polish and it is required in the visa application process. If you need an original, let us know as soon as possible.

**Additionally, you will have to submit the original documents, before the 29<sup>th</sup> 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.

- 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),
- 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 recognized documents please see the PDF document – “Documents confirming foreign language competence 2021-2022”, available on the [Admissions page, on “How to Apply” tab](#) »). If you do not have a language proficiency certificate you will be required to take an exam.
- 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.

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](http://www.kuratorium.waw.pl/en)

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.**