# UNIVERSITY OF BUSINESS AND APPLIED SCIENCES VARSOVIA



# RECRUITMENT FOR ACADEMIC YEAR 2025/2026

**ENROLMENT PROCEDURE** 



#### RECRUITMENT STEPS

- Fill in the recruitment form.
- Send scans of the required recruitment documents.
- Pay the recruitment fee.
- Check the recruitment results.
- Upon qualification, please submit your educational documents in person to be certified as true copies of the originals.



#### RECRUITMENT FORM

- Go to the University's website: https://varsovia.study/en/, click on the "Enrollment" tab.
- Choose the course of study, the specialisation you are interested in, the mode and the city in which you want to study.
- Confirm that you have read the information on the processing of personal data.
- Please complete and submit the personal form.



#### **REQUIRED DOCUMENTS**

- A secondary school leaving certificate or another document recognized in the Republic of Poland as entitling the holder to apply for admission to higher education (for Bachelor's degree or long-cycle Master's degree programmes).
- A higher education diploma (for Master's degree programmes).
- Proof of payment of the required fees to the university's bank account.
- An Educational Services Agreement, legibly signed on each page, along with all required annexes.



## CANDIDATES WITHOUT POLISH CITIZENSHIP

- Documents confirming educational qualifications, translated into Polish by a sworn translator and bearing legalization or an apostille.
- A copy of the passport (page with the photograph).
- A document confirming the right to reside in the territory of the Republic of Poland.



## CANDIDATES WITHOUT POLISH CITIZENSHIP

- Health insurance policy or European Health Insurance Card (EHIC).
- A certificate confirming proficiency in Polish at a minimum B2 level (for programmes taught in Polish) or a certificate confirming proficiency in English at a minimum B2 level (for programmes taught in English).



### FIRST DEGREE AND LONG-CYCLE STUDIES

- The following candidates are eligible to apply: individuals holding a new secondary school leaving certificate issued between 2005 and 2025, an old matura certificate (graded on a 3–5 or 2–6 scale), or an IB or EB diploma.
- Laureates and finalists of subject-specific academic competitions (olympiads) receive the maximum number of points for the subject with the highest weighting in the selected study programme.



#### **SECOND DEGREE STUDIES**

- The following candidates are eligible to apply:
- Graduates of Bachelor's degree or long-cycle Master's degree programmes in a field identical to the one they are applying for.
- Graduates of other degree programmes within the same academic discipline as the one they are applying for.
- Graduates of programmes in fields outside of the social sciences (subject to positive verification of educational documents by the Admissions Committee).



#### **RANKING LIST**

- The ranking list for Bachelor's degree or long-cycle Master's degree programmes will be based on the total number of points obtained from the secondary school leaving examinations.
- The results of the written part of the examination in a modern foreign language (English, French, Spanish, German, or Russian), as well as two selected subjects listed below, will be taken into consideration.



#### **RANKING LIST**

- Management: polish language, mathematics, geography, physics, civics.
- Psychology: polish language, mathematics, geography, biology, history, civics.



#### **RANKING LIST**

- If the candidate did not take the secondary school leaving examination in one of the subjects listed above, they will receive zero points for that subject, but may still participate in the recruitment process.
- For Master's degree studies, the ranking list is based on the total number of points calculated from the average grade obtained during the course of studies and the result of the diploma examination.



#### **CONTACT**

• Warsaw:

admissions@varsovia.study

+48 22 487 53 59



## WELCOME TO REGISTER FOR STUDIES

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