

ADMISSION RULES

1. Warsaw Economic Institute is a private, independent educational and research institution, offering the vocational business courses and language courses for the applicants:
 - from Poland and other EU countries
 - from non-EU countries
 - foreigners residing in Poland
2. Warsaw Economic Institute issues for visa purpose, documents confirming:
 - the vocational business courses according to Article 60.1, item 10 of the Act on Foreigners
 - the language courses according to Article 60.1, item 11 of the Act on Foreigners.
3. For TRC (*Temporary Residence Card*) Warsaw Economic Institute issues documents confirming vocational business courses or language courses, for reason of stay – OTHER CIRCUMSTANCES.

4. Admission procedure includes:

4.1. Applicants from Poland and other countries (citizens) of the European Union

1. Sending signed application form with scan of the passport to: office@wmsb.edu.pl
2. Receipt by e-mail the offer letter. The offer letter is free of charge and is only informative for applicant.
3. Payment of the registration fee. The registration fee is not refundable.
4. After receiving of registration fee the Warsaw Economic Institute begins to prepare the declared in the application course.
5. Issuance of the final documents confirming admission, such as letter of acceptance and proof of payment.
6. Payment by the applicant of the course fee no later than 7 days before start of the course.
7. The course fee includes cost of trainer, learning materials, evaluation of the final project (business courses), issue of the internal certificate.
8. Signing the contract with timetable.
9. Start of the course.

4.2. Applicants from non-EU countries

1. Sending signed application form with scan of the passport to: office@wmsb.edu.pl
2. Receipt by e-mail of the offer letter. The offer letter is free of charge and is only informative for applicant. This letter is not a document in visa procedure.

3. Payment of the registration fee. The registration fee is not refundable also if the visa will be refused.
4. After receiving of registration fee the Warsaw Economic Institute begins to prepare the declared in the application course.
5. Issuance of the final documents confirming admission to the course, such as acceptance letter and proof of payment.
6. Payment by the applicant of the course fee within 3 days after visa receiving and before date of arrival to Poland.
7. The course includes cost of trainer, learning materials for the participants, evaluation of final project (business courses), preparation of the internal certificate after completion of the course.
8. Signing the contract with timetable.
9. Start of the course.

4.3. Applicants residing in Poland (TRC)

1. Sending signed application form with scan of passport to: office@wmsb.edu.pl
2. Receipt by e-mail of the offer letter. The offer letter is free of charge.
3. Payment in advance of registration fee and course fee. In the case of the TRC applicants, the paid fees are not refundable.
4. After receiving of the payments the Warsaw Economic Institute begins to prepare the declared in the application course.
5. Issuance of the final documents confirming admission, required by the competent office in Poland.
6. Signing the contract for the course with the timetable.
7. Start of the course.

4.4. Other rules

1. Warsaw Economic Institute reserves the right to decline an application without giving a reason.
2. Warsaw Economic Institute does not intermediate in visa procedure. The visa requirements are to find on the website of Polish embassy in the country of applicant.
3. Warsaw Economic Institute is not responsible for the activities of agents and other organisations helping the candidates in arrival to Poland.

Warsaw Economic Institute
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