

Instruction on how to use the QMS application, the electronic appointment booking system and the ticket machine at the WSB University in Gdańsk

Download the "QMS.everywhere" app to your phone or scan the QR code found on the ticket machine.

1. The app will be available in Polish or English version depending on the default language on your phone.
2. In the top left corner, expand the menu and select WSB as the facility you wish to download the ticket for.
3. Select the relevant department - Student Service Office or Recruitment Office.
4. In the app you monitor how many people are queuing in front of you and the approximate waiting time for your appointment.
5. Wait for your number to be called.

The electronic appointment booking system allows you to make an appointment on the day and time of your choice. You can book a visit via the website <https://bezkolejki.eu/wsb>

1. The menu is available in Polish and English. Click on the currently displayed flag to switch to another language.
2. Select the relevant department - Student Service Office or Recruitment Office.
3. Select the day and time of your visit.
4. Fill in your details.
5. Read and accept the terms and conditions.
6. You will receive an email to confirm your booking.
7. After confirming your booking, you will receive a 6-digit code and a QR code.
8. 10 minutes before your scheduled visit, come to the ticket machine and confirm your reservation by entering the 6-digit code or QR code you received via email earlier.

The ticket machine is located in the hall of the University at the main entrance next to the gatehouse (building A)

1. The menu is available in Polish and English. Click on the currently displayed flag to switch to another language.
2. On the touchscreen, select the relevant department - Student Service Office or Recruitment Office.
A pregnant woman, a person with a disability and a parent with a child have priority service (it is necessary to select the appropriate option in the menu)
3. Get your ticket and check how many people are queuing in front of you.
4. Go to the designated room - A004 Recruitment Office or A007 Student Services Office
5. The monitor above the entrance displays information about the number currently being served - wait until your number is called.