



New recruitment process Q & A

Nowadays, technology is an integral part of modern studying. Online meetings with lecturers, quizzes, advanced internet platforms, and video materials have already become standard in education.

Now we have decided to go a step further! We are giving you the opportunity to enroll in studies entirely online! However, new processes mean new queries.

To make your recruitment easier, we have gathered in one spot the questions that appear most frequently. If you do not find the answer here, you can always contact the Recruitment Office.







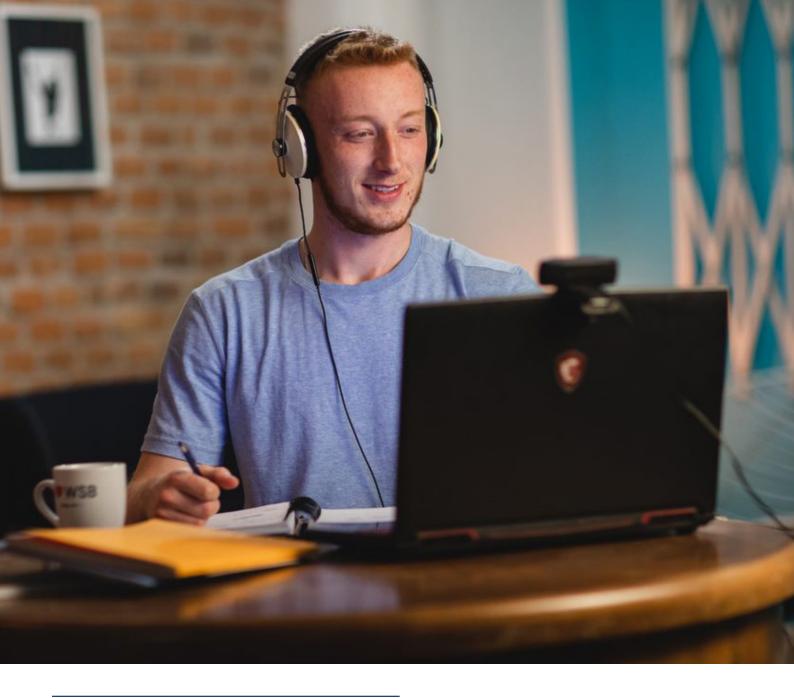


sign up for studies at www.merito.pl/english









Candidate account activation

Questions Answers 1. The activation link may have been placed in

I haven't received the activation link.

- the SPAM / OFFERS / ČOMMUNITIES folder. If the message is not in this folder, resend the request for the activation link.
- 2. At the login page for the Candidate Account, there is an option "Resend activation email." You can find it HERE.
- 3. If the problem continues, please contact the Recruitment Office.







Ouestions Answers I signed up online but without creating a Candidate Account. Then I clicked on the No problem. All you need to do is report that email saying I wanted to set it up but didn't you want to connect the previous enrollment tick that I wanted to see previous recruitments. with your Candidate Account to our employee After creating the account, I cannot see my at the Recruitment Office. Write an email registration. What should I do to complete the asking to link the account with the signup. process and send the documents electronically? I have had a problem with the time the form If the data processing takes longer than 15 minis being processed. After saving, the message utes, you have probably signed up for the same "We are processing your signup, which may course twice. In the case of a change of specialtake 15 minutes" is displayed. However, it takes ization, the number of installments, language much longer in my case; why? of study, contact the Recruitment Office. Your activation link may have expired. Resend I want to confirm the Candidate Account. Yet, the activation link request. If this does not the message "Unfortunately, this token has help, it means that the set time limit for confirming the Candidate Account has been expired and cannot be used" pops up. What should I do in this case? exceeded. In that case, you must create your account again. The PESEL number is generated automatically through the system, suitable only for the appli-What is a PESEL number? cation process. The foreign candidates enter only their date of birth. Unfortunatelly, you cannot create an account once you've already registered. The foreign Why can't I create the Applicant's Account without PESEL number? candidates must create their account during the registration.









Photos and documents

Questions	Answers
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I have no scanner, and my photo is unreadable.

Can I send original documents to Merito for an employee of the Recruitment Office to scan them?

You don't need a scanner to scan a photo. Use a photo application that you download from Google Play or App Store. Some smartphones can take pictures of documents. This quality should be enough to send documents to the Recruitment Office.

I'm a WSB University graduate. In the Recruitment Office, I heard that I don't have to provide a diploma; the diploma defence information is enough. However, on the Candidate Account, I can still see that the diploma is to be uploaded. What should I do to proceed with the recruitment process?

It's normal to see the diploma to be uploaded. If a certificate has been uploaded to the Candidate Account, the diploma will be delivered at a later stage, or it will be directly approved by the Recruitment Office for you.

* Keep in mind that the option of direct approval of the diploma by the Recruitment Office is only available when you are being enrolled at the university of which you are a graduate.

Where can I find all the necessary regulations, e.g., study regulations?

All documents that you should read can be found in the "Regulations and documents" tab

Why do I have to provide the original document?

You can go through the entire recruitment process online; however, some documents must be verified by the Recruitment Office with the original due to legal requirements.





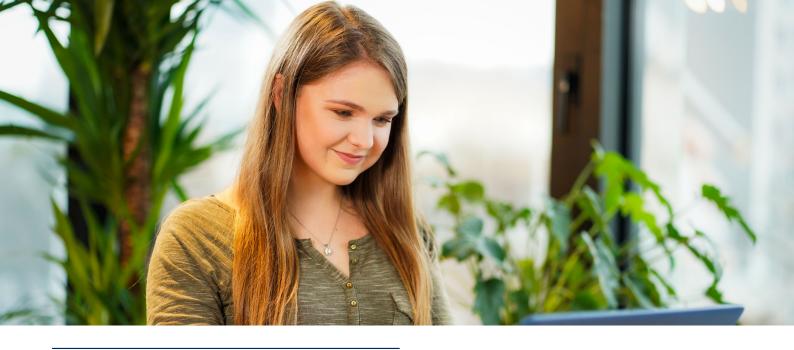


Questions Answers This means that the uploaded documents have not yet been approved. The Recruitment Office has not unlocked the possibility of signing. I have uploaded a document, e.g., a diploma, Documents for signature are blocked until but I do not have access to the agreement. all scans are uploaded and accepted. When In addition, I can see that the recruitment it is possible to sign the agreement, you will process is 0% despite the diploma uploaded. receive an email with this information. This What does it mean? option will appear in the Candidate Account. * Keep in mind that after each document has been upload, the Recruitment Office has 72 hours to approve it. Check that all technical parameters are met. The photo should be of the correct size and format. If the system does not accept your photo, I am trying to upload my photo, but it won't use the Passport Photo Online app provided in upload properly. the link in the Candidate Account. The app will help you set the correct photo parameters so that the system reads them correctly. I want to complete the recruitment, but the Such information may mean that the limit of message "Registration closing date" pops up places for studies has been exhausted or that when uploading the documents. What does it the enrollment in a given field of study has mean? been completed. Possible explanations: A) You created a Candidate Account after the first enrollment for studies. Still, you did not check the option of following previous registrations. In this case, write an email to I saved and received an email with my documents. I have created a Candidate the Recruitment Office with a request to link Account, but I cannot upload it electronically. the accounts. Where is the problem? B) You are being recruited via the Candidate Account but have provided the first document as a hard copy. In this case, you must also provide the other documents as hard copies. Do I need to obtain an apostille or legalise my No. An apostille or other certification education certificates if I earned a high school (legalization) is required only to documents issued outside Poland. diploma in Poland?









Miscellaneous

Questions	Answers
Is it possible to delete the Candidate Account? If so, in what way?	It is possible to delete the Candidate Account. Log in to your account, then go to My Account> Edit Data> Account Deletion. You can also report such a desire by writing to the email address of university, which you can find below.
How can I submit my resignation from my studies?	Report the intention to resign to the appropriate Recruitment Office. You can find the email address and telephone number at www.wsb.pl/english/contact.
I delivered the documents on time and signed the application. However, in the "To pay" tab, instead of the PLN 0 registration fee, there is PLN 400. Should I ignore this fee?	The fee is shown only when the deadline for completing the documents, which determines the receipt of the special offer, has passed. In this case, you should report to the appropriate Recruitment Office. You can write an email or call us.
Can I log in to the Candidate Account via the Extranet?	Yes. If you are a WSB Merito University student, you can log in via the Extranet.
I can sign neither the agreement nor the application. The button "Sign up" is not active (remains greyed out).	Please log in to your mailbox. A signed mail should be delivered.
I signed both the application and the agreement but I cannot see the signature.	Please click on "Finish" button in the right upper corner.







Recruitment Offices

WSB MERITO UNIVERSITY IN BYDGOSZCZ

ul. Fordońska 74 85-719 Bydgoszcz

recruitment helpline: +48 52 521 90 08

first and second cycle studies

phone number: +48 52 58 29 100/101/137 e-mail address: study@wsb.bydgoszcz.pl

postgraduate programme

phone number: +48 52 58 29 134/143

e-mail address: welcome@wsb. bydgoszcz.pl

WSB MERITO UNIVERSITY IN GDANSK

Al. Grunwaldzka 238A 80-266 Gdańsk

first cycle studies

phone number: +48 58 350 16 26 e-mail address: rekrut@wsb.gda.pl

second cycle studies

phone number: +48 58 350 16 26 e-mail address: rekrut@wsb.gda.pl

postgraduate programme

phone number: +48 58 522 75 13

e-mail address: rekrutacjasp@wsb.gda.pl

Admission Office for Foreigners

phone numer: +48 58 522 77 80

e-mail address: admission@wsb.gda.pl

WSB MERITO UNIVERSITY IN GDYNIA

ul. Śląska 35/37 81-310 Gdynia

first and second cycle studies, postgraduate studies

phone number: +48 58 350 20 84 e-mail address: rekrut@wsb.gdynia.pl

Admission Office for Foreigners

phone numer: +48 58 522 77 80

e-mail address: admission@wsb.gda.pl

WSB MERITO UNIVERSITY **IN CHORZÓW**

ul. Sportowa 29 41-506 Chorzów

recruitment helpline: +48 787 971 547

first and second cycle studies

phone number: +48 787 971 547

e-mail address: study@chorzow.wsb.pl

postgraduate programme

phone number: +48 787 971 547

e-mail address: study@chorzow.wsb.pl

WSB MERITO UNIVERSITY IN POZNAŃ

ul. Powstańców Wielkopolskich 5 61-895 Poznań

recruitment helpline: English: +48 787 971 547

Polish: +48 600 940 417

first cycle studies

phone number: +48 61 655 33 00, +48 532 795 478

e-mail address: study@wsb.poznan.pl

second cycle studies

phone number: +48 61 655 33 00, +48 698 123 519

e-mail address: study@wsb.poznan.pl

postgraduate programme

phone number: +48 61 655 33 00, +48 600 851 082

e-mail address: study@wsb.poznan.pl

WSB MERITO UNIVERSITY IN OPOLE

ul. Augustyna Kośnego 72 45-372 Opole

first and second cycle studies, postgraduate programme

phone number: +48 77 401 94 44,

+48 77 401 94 01/02/03

e-mail address: opole@wsb.wroclaw.pl







WSB MERITO UNIVERSITY IN SZCZECIN

ul. Jana i Jędrzeja Śniadeckich 3 70-224 Szczecin

first and second cycle studies, long-cycle Master's

phone number: +48 91 422 58 58

e-mail address: rekrutacja@wsb.szczecin.pl

postgraduate programme

phone number: +48 91 422 58 58

e-mail address: rekrutacja@wsb.szczecin.pl

WSB MERITO UNIVERSITY IN WARSAW

ul. Łabiszyńska 25 03-204 Warszawa

recruitment helpline: +48 22 123 96 58

first and second cycle studies

phone number: +48 22 256 23 04

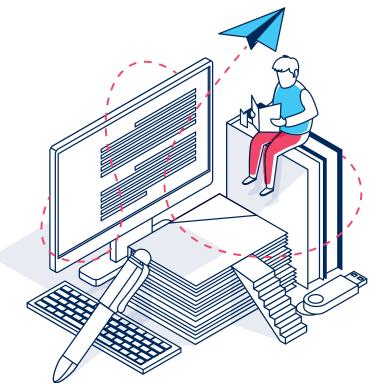
e-mail address: rekrutacja@wsb.warszawa.pl

postgraduate programme

phone number: +48 532 088 865,

+48 532 542 237

e-mail address: dsp@wsb.warszawa.pl



WSB MERITO UNIVERSITY **IN TORUŃ**

ul. Młodzieżowa 31A 87-100 Toruń

recruitment helpline: +48 56 6814775

first and second cycle studies

phone number (WhatsApp):

+48 539 520 789, +48 538 688 806

e-mail address: study@wsb.torun.pl

postgraduate programme

phone number (WhatsApp):

56 66 09 265, 56 66 09 266

e-mail address: welcome@wsb.torun.pl

WSB MERITO UNIVERSITY **IN WROCŁAW**

ul. Fabryczna 29-31 53-609 Wrocław

recruitment helpline: +48 71 758 22 30

first cycle studies

phone number: +48 698 837 061

e-mail address: rekrutacja@wsb.wroclaw.pl

second cycle studies

phone number: +48 71 376 23 95

e-mail address: magister@wsb.wroclaw.pl

postgraduate programme

phone number: +48 604 138 344,

+48 71 376 23 70

e-mail address: sp@wsb.wroclaw.pl

Admission Office for Foreigners and the English Language Studies

phone number: +48 71 376 23 68,

+48 660 506 805

(in Ukrainian and Russian), +48 666 345 187 (in English)

e-mail

address: studyinenglish@wsb.wroclaw.pl





