



# 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](http://www.merito.pl/english)



online



fast



in a friendly way



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## Candidate account activation

Questions	Answers
I haven't received the activation link.	<ol style="list-style-type: none"><li>1. The activation link may have been placed in the SPAM / OFFERS / COMMUNITIES folder. If the message is not in this folder, resend the request for the activation link.</li><li>2. At the login page for the Candidate Account, there is an option "Resend activation email." You can find it <a href="#">HERE</a>.</li><li>3. If the problem continues, please contact the Recruitment Office.</li></ol>

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





## Photos and documents

Questions	Answers
<p>I have no scanner, and my photo is unreadable.</p> <p>Can I send original documents to Merito for an employee of the Recruitment Office to scan them?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p> <p>* 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.</p>
<p>Where can I find all the necessary regulations, e.g., study regulations?</p>	<p>All documents that you should read can be found in the "Regulations and documents" tab</p>
<p>Why do I have to provide the original document?</p>	<p>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.</p>

## Questions

## Answers

I have uploaded a document, e.g., a diploma, but I do not have access to the agreement. In addition, I can see that the recruitment process is 0% despite the diploma uploaded. What does it mean?

This means that the uploaded documents have not yet been approved. The Recruitment Office has not unlocked the possibility of signing.

Documents for signature are blocked until all scans are uploaded and accepted. When it is possible to sign the agreement, you will receive an email with this information. This 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.

I am trying to upload my photo, but it won't upload properly.

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, use the Passport Photo Online app provided in 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 message "Registration closing date" pops up when uploading the documents. What does it mean?

Such information may mean that the limit of places for studies has been exhausted or that the enrollment in a given field of study has been completed.

I saved and received an email with my documents. I have created a Candidate Account, but I cannot upload it electronically. Where is the problem?

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 the Recruitment Office with a request to link the accounts.

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 education certificates if I earned a high school diploma in Poland?

No. An apostille or other certification (legalization) is required only to documents issued outside 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 <a href="http://www.wsb.pl/english/contact">www.wsb.pl/english/contact</a> .
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.



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## 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 GDAŃSK

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 number: +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 number: +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](mailto:rekrutacja@wsb.szczecin.pl)

### **postgraduate programme**

phone number: +48 91 422 58 58  
e-mail address: [rekrutacja@wsb.szczecin.pl](mailto:rekrutacja@wsb.szczecin.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](mailto:study@wsb.torun.pl)

### **postgraduate programme**

phone number (WhatsApp):  
56 66 09 265, 56 66 09 266  
e-mail address: [welcome@wsb.torun.pl](mailto:welcome@wsb.torun.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](mailto:rekrutacja@wsb.warszawa.pl)

### **postgraduate programme**

phone number: +48 532 088 865,  
+48 532 542 237  
e-mail address: [dsp@wsb.warszawa.pl](mailto:dsp@wsb.warszawa.pl)

## **WSB MERITO UNIVERSITY IN WROCLAW**

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](mailto:rekrutacja@wsb.wroclaw.pl)

### **second cycle studies**

phone number: +48 71 376 23 95  
e-mail address: [magister@wsb.wroclaw.pl](mailto:magister@wsb.wroclaw.pl)

### **postgraduate programme**

phone number: +48 604 138 344,  
+48 71 376 23 70  
e-mail address: [sp@wsb.wroclaw.pl](mailto: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](mailto:studyinenglish@wsb.wroclaw.pl)

