

Dear Incoming Student,

Before you come to study to Wyższa Szkoła Biznesu- National Louis University, you have to go through some procedures. Please, read carefully the following step-by-step information:

1. Contact International Relations Office of your home University and find out whether your department or University has a Bilateral Agreement with WSB-NLU for the appropriate academic year.
2. If your department or university has a Bilateral Agreement with Wyższa Szkoła Biznesu-National Louis University, you have to be officially nominated by your home University as Erasmus+ Student. The nominations are done by email to bwz@wsb-nlu.edu.pl
3. After your Home University has nominated you to study at WSB-NLU as an exchange student, you should fill in an [online application](#) (printed and signed after you have filled it on-line).
4. Following documents must be attached to the application:
 - Transcript of records
 - Motivation letter
 - A copy of medical insurance
 - One photograph
 - A copy of the first page of your passport (with a photo and a number)
 - Proof of English language competence (for students who do not study in English at their home institution)
 - [Dormitory application](#)
 - Two copies of Learning Agreement

The set of documents should be sent to:

Wyższa Szkoła Biznesu-National Louis University
International Relations Office
Zielona 27
33-300 Nowy Sącz, Poland

5. After we receive your application and your host department approves it, we will send you an Acceptance letter and information on living and studying in Nowy Sącz.

Deadlines:

Winter semester: June 15th

Spring semester: November 30th

Learning Agreement

Please remember that your Learning Agreement should be approved by your home University. It must be signed by your Erasmus Coordinator and sent to WSB-NLU in two copies. One copy will be signed by WSB-NLU's Erasmus Coordinator and send back to your Home University.

Visa

All non-EU/EEA citizens should contact the Polish Consulate in their country of residence. Detailed information about visa procedures is available on the website of the [Polish Ministry of Foreign Affairs](#).

Before Arrival

Arrange your travel ticket, health insurance, prepare all documents needed for stay in Poland (passport, visa – for non-EU countries).

Inform our IRO about the exact date of your arrival.

Upon your arrival

After your arrival to Nowy Sącz, visit our International Relations Office to receive information package about our University. We will also help you to arrange your Student Card and e-mail address.

- Confirmation of arrival

If your home institution requires a confirmation of arrival please come to IRO WSB-NLU with a proper form from your home university

- Health insurance

Provide the IRO WSB-NLU with a proof of health insurance valid for the whole duration of your stay (e.g. European Health Insurance Card).

During your stay at WSB-NLU

- Changes to the Learning Agreement

To make any changes to your LA please contact the Erasmus Coordinator at IRO WSB-NLU.

- [Extension of Stay](#)

Students who would like to extend their study period at WSB-NLU to the second semester have to submit the Extension Form. The form has to be signed by both the student's home university and Erasmus Coordinator. **The application deadline is December 1st.**

Before you departure

- Confirmation of Stay

Return all the borrowed books to the University libraries and come to the IRO to obtain the Confirmation of Stay. If your home university has its own form please bring it with you.

The last day the IRO can confirm is the last day of the winter/summer examination period.

Fill out the obligatory "Clearance Slip". You will get the form at IRO WSB-NLU

- Transcript of Records

Once all your grades appear in CloudA, send an e-mail to IRO WSB-NLU requesting the Transcript of Records.