

HOW TO VALIDATE YOUR HIGH SCHOOL DIPLOMA IN BOARD OF EDUCATION WITH THE HELP WSG UNIVERSITY EMPLOYEES

- 1) Scan the legalized original High School Diploma with transcript of records, the Eligibility Letter, your passport and contact the recruitment staff of WSG University – interrecruitment@byd.pl
- 2) If the documents are approved by the recruitment staff, you will get a respond with the application to the Board of Education and authorization you would need to sign.
- 3) Then all above mentioned documents have to be send, by courier (DHL or UPS) to the:
WSG UNIVERSITY, ul. Garbary 2, 85-229 Bydgoszcz, Poland, Recruitment Office
You have to send, the documents which has been approved by our staff earlier (nothing else will be accepted):
 - Legalized, original High School Diploma,
 - Original, stamped and signed Eligibility Letter,
 - Original and signed application for validation and authorization,
 - Copy of passport.
- 4) After receiving the original documents, we will pass them to the sworn translator, because for validation purposes, they need to be translated into Polish.
- 5) The cost of translations and the cost of intermediation in amount of Euro 150,- (non-refundable) have to be transferred to the WSG University account:

Bank details:

Santander Bank Polska
Al. Jana Pawła II 17
00-854 Warszawa

PL96 1090 1072 0000 0001 2955 5569

IBAN – PL

SWIFT – WBKPPLPP

WSG University in Bydgoszczy
ul. Garbary 2, 85-229 Bydgoszcz
NIP: 967-10-45-448

Please send a scan of the **payment confirmation** to us via email and put the **printed payment confirmation** to the set of documents which you are supposed to send to us.

Attention:

the above mentioned cost will cover the translation up to ten pages in Polish. The cost is regulated by the provisions of the law on sworn translators. One page has 1125 characters including spaces. If there if the translation turns out to be longer than 10 pages - the student will be obliged to pay an additional fee.

- 6) The set of original documents with the translation will be delivered to the Board of Education in Bydgoszcz for validation. As soon as the decision is issued, WSG employees will pick it up, scan it and send it to the Student and the appropriate Embassy.

Attention:

Legalization includes a set of stamps from the Ministry of Foreign Affairs, Ministry of Justice, the Polish Embassy. Also we accept e-Apostille.