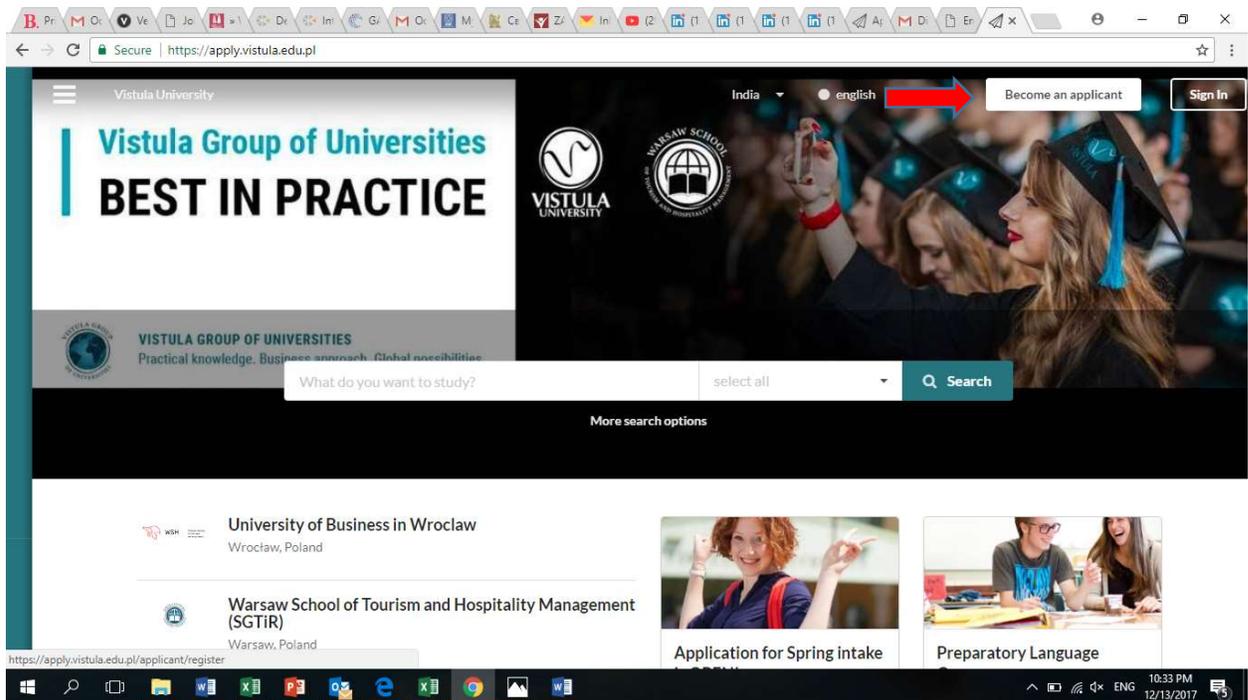


INSTRUCTION - ONLINE REGISTRATION

1. On <https://apply.vistula.edu.pl/> click on **“Become an applicant”**.



2. Fill in short form and then click on **“Sign up and continue”**. If you have reference code, please, enter it here.

The screenshot shows the registration form on the Vistula University application portal. The browser address bar displays <https://apply.vistula.edu.pl/applicant/register?forward=/>. The form includes the following fields and instructions:

- A field for the user's name with the instruction: "Please write your name exactly as shown in your passport."
- A field for "Your e-mail" with a red asterisk, containing the placeholder "e.g. name@example.org" and the instruction: "Please double-check that your email is correct."
- A field for "Your Skype name (optional)".
- A field for "Your mobile phone" with a red asterisk, containing the placeholder "+91 123456789".
- A dropdown menu for "Your citizenship" with "India" selected.
- A field for "I have a reference code:" with a red arrow pointing to it. Below this field is the instruction: "Here you can insert a reference code that you may have received. If you do not have a reference code, just leave this empty. It will not affect your application."
- A final instruction at the bottom: "Please keep in mind that you are only allowed to register one account in the application."

The Windows taskbar at the bottom shows the date as 12/13/2017 and the time as 10:39 PM.

Browser address bar: <https://apply.vistula.edu.pl/applicant/register>

Vistula University | India | english | polski

Moreover, you can only add up to 3 programmes to your application with no more than 3 programmes from one institution.

The administrator of the data is Vistula University, 3 Stokłosa Str., 02-787 Warsaw. The data will be processed to administer the account on the site, conduct the recruitment process, to conclude and execute the study agreement and to inform about the Vistula Group of Universities offer. Everyone has the right to access and correct their data and to withdraw their consent. Withdrawal of consent does not affect the lawfulness of processing your personal data that was held on it before it was withdrawn. You may exercise the above rights by sending a letter to the University address or by e-mail to the following address: wycofaniezgody@vistula.edu.pl Give the data is voluntary, but obligatory to recruitment process.

- Wyrażam zgodę na otrzymywanie od Uczelni informacji handlowych, za pomocą telekomunikacyjnych urządzeń końcowych oraz automatycznych systemów wywołujących, poprzez e-mail
- Wyrażam zgodę na otrzymywanie od Uczelni informacji handlowych, za pomocą telekomunikacyjnych urządzeń końcowych oraz automatycznych systemów wywołujących, poprzez SMS
- Wyrażam zgodę na otrzymywanie od Uczelni informacji handlowych, za pomocą telekomunikacyjnych urządzeń końcowych oraz automatycznych systemów wywołujących, poprzez kontakt telefoniczny

 [Sign up and continue >](#)

Windows taskbar: 10:34 PM 12/13/2017

3. You will get your unique **applicant's code**. You will also get it on your email.

Browser address bar: <https://apply.vistula.edu.pl/applicant/welcome>

Vistula University | english | polski | Halina Bozhko

This is your unique applicant access code:

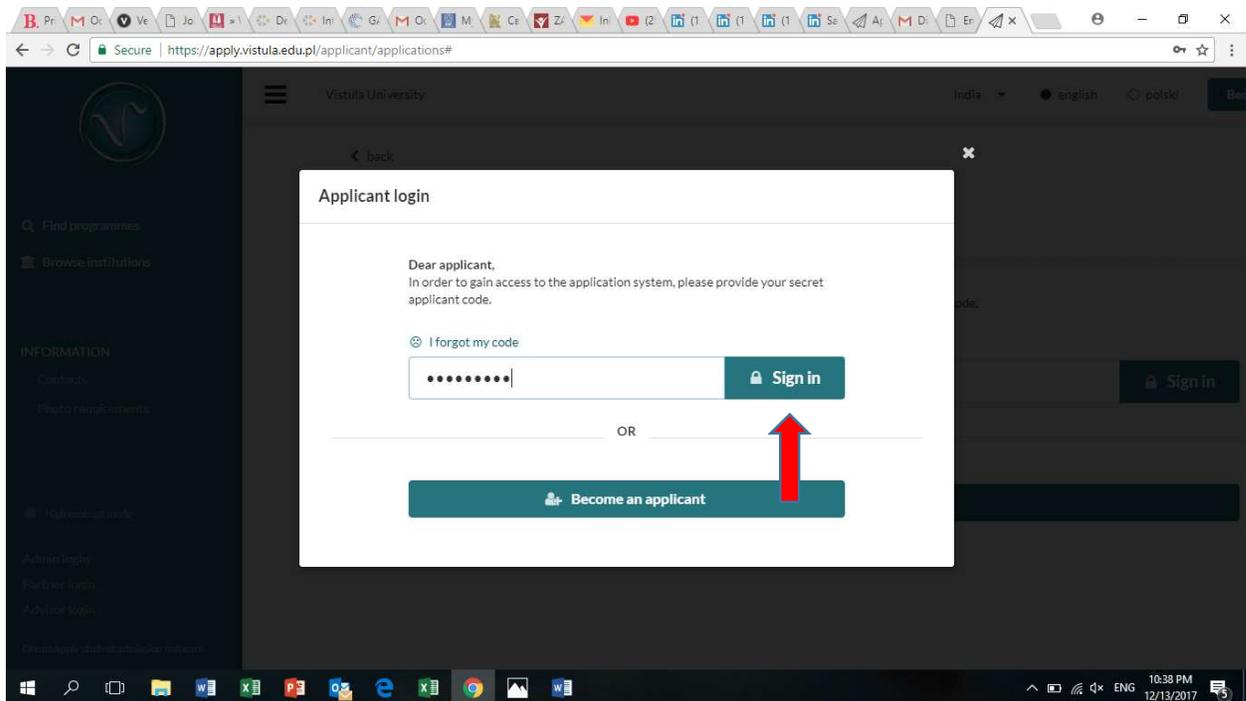
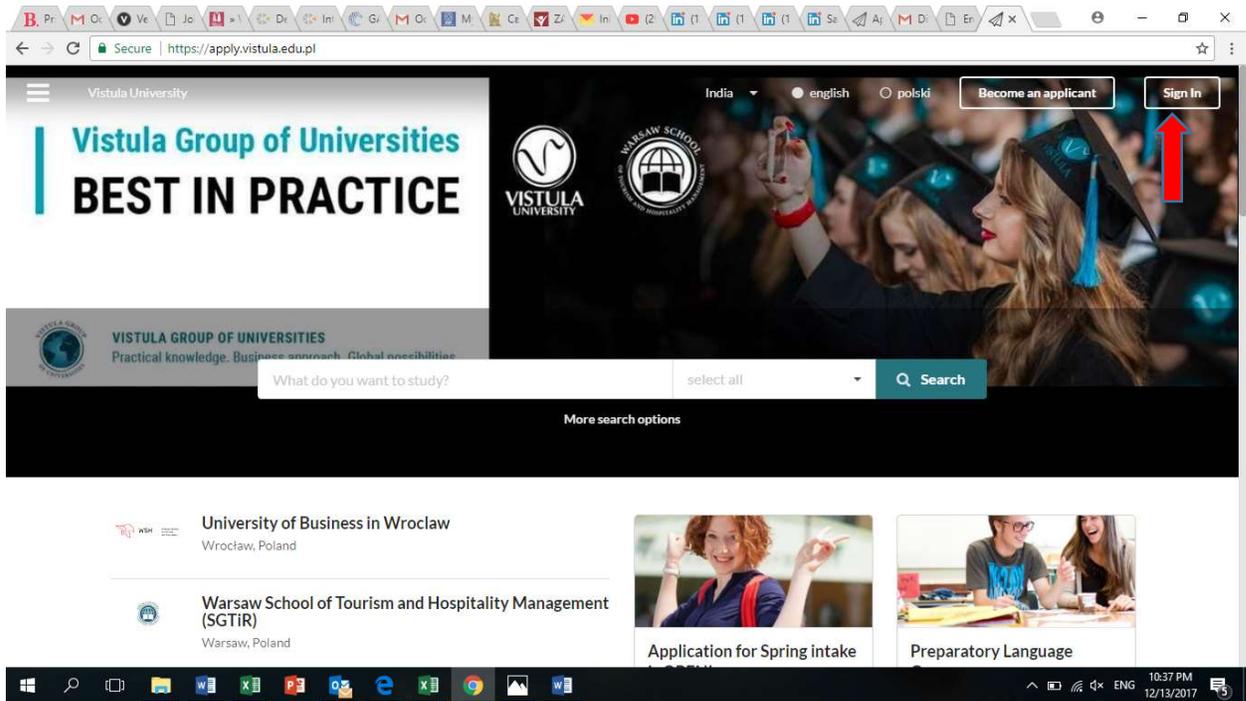
 **6BBR2KDEM**

Please make a note of this code and keep it secure.
This code gives you access to your account on this website and allows you to modify and submit your application(s).

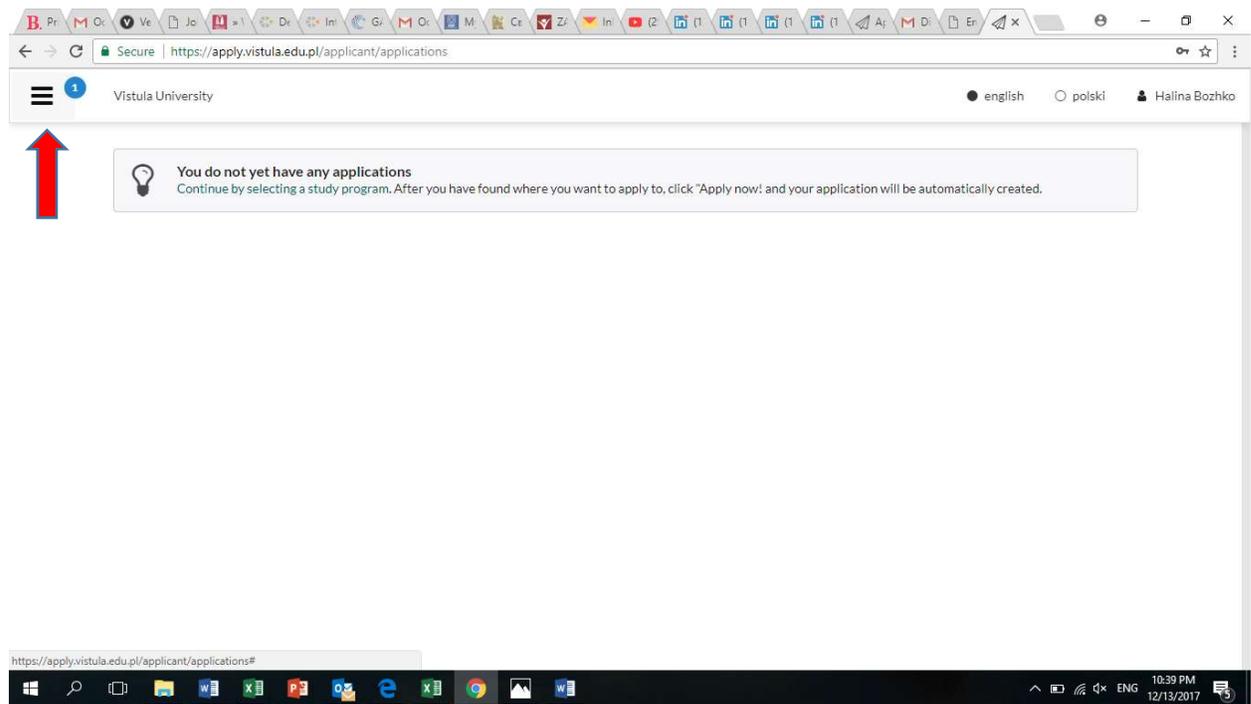
[I wrote it down, continue](#)

Windows taskbar: 10:36 PM 12/13/2017

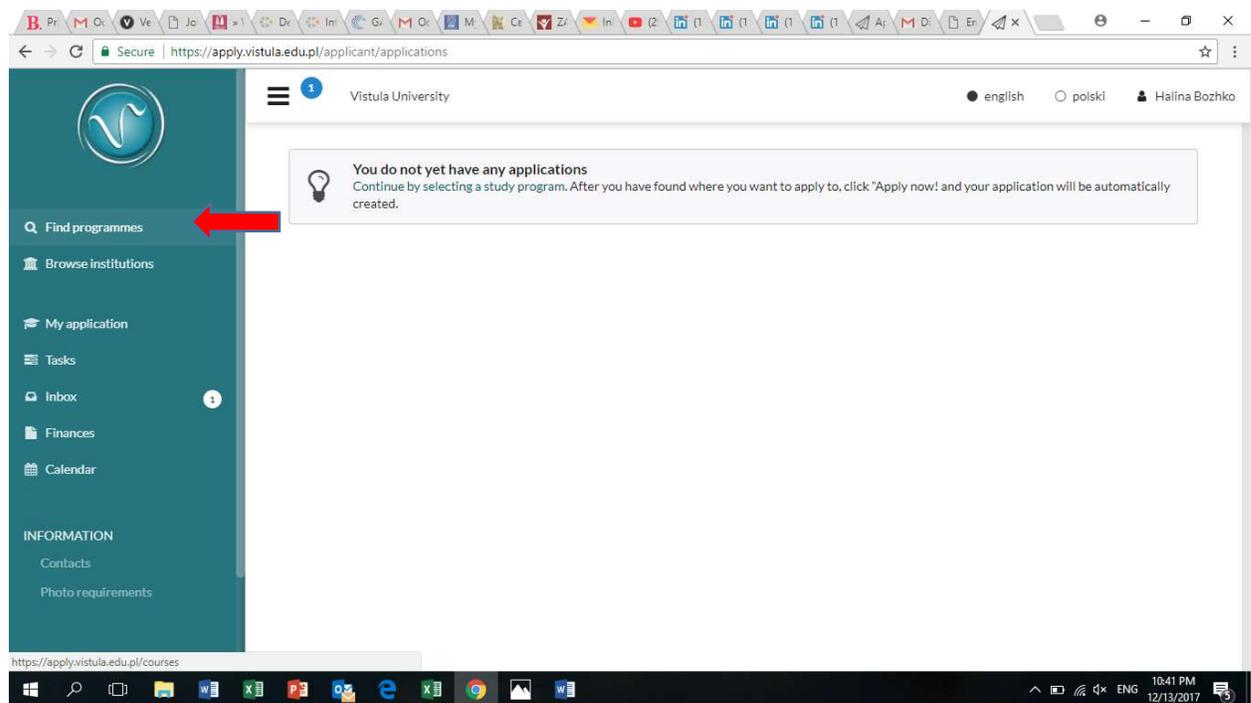
4. Now you can **sign in** with this code to your application:



5. Click in the right top left corner to see the menu of your application:



6. Click on **Find programs:**



7. And choose the **program** you want (in example case it is Economics). You may also choose study mode and language here.

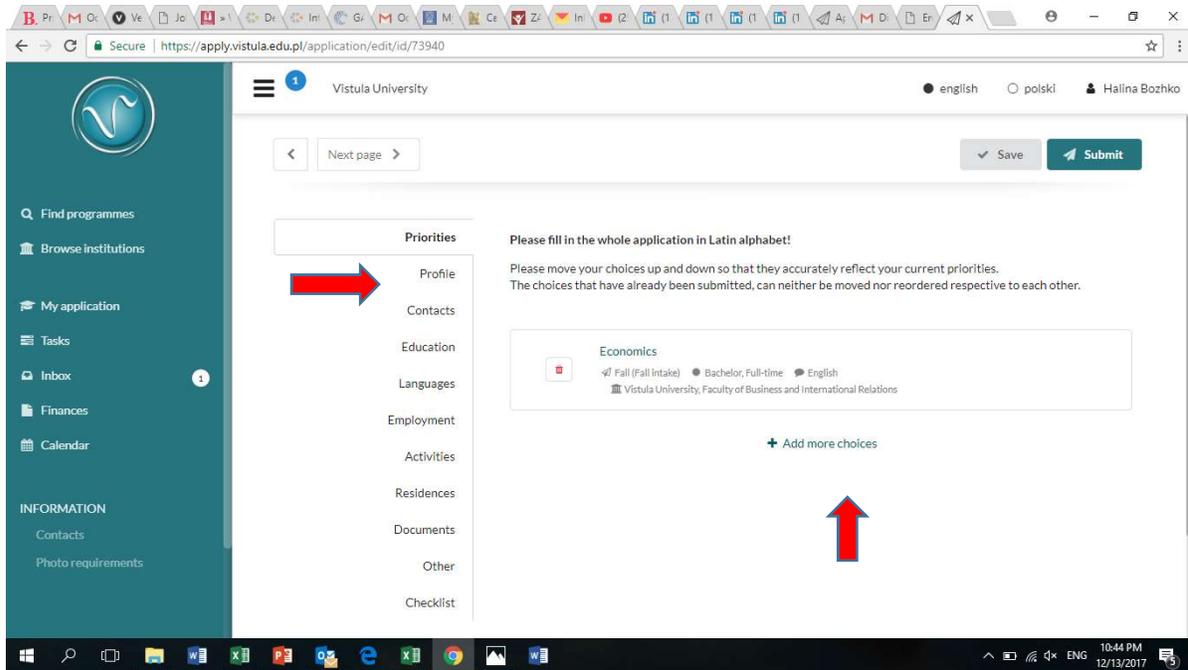
The screenshot shows the Vistula University application portal search interface. The search bar contains the text "Economics". Below the search bar, there are filters for "Study languages" (Polish, English, Unspecified) and "Study modes" (Part-time, Full-time, Mobile, Individual, E-learning). A "Find programmes" button is located at the bottom of the search results area. A red arrow points to the search bar, and another red arrow points to the "Find programmes" button.

8. **Apply now** for your program:

The screenshot shows the Vistula University application portal search results page. The page displays three program listings for Economics. The middle listing is highlighted with a red arrow pointing to the "Apply now!" button. The listings include details such as "Tuition fee: € 1,450.00 per year" and "Application deadline".

Program	Tuition fee	Application deadline
Economics (Polish)	€ 1,450.00 per year	Dec 30, 2017 23:59 Europe/Warsaw time
Economics (English)	€ 3,500.00 per year	Aug 30, 2018 23:59 Europe/Warsaw time
Economics (Polish)	€ 1,450.00 per year	Dec 30, 2017 23:59 Europe/Warsaw time

9. Now you've added one program to your application. If you want, you may add another program (for example, summer courses). Now you should **fill in each section of your application**. In section Documents you should upload your educational documents, passport copy, language certificate if you have one.



10. The MOST important is to **SUBMIT** your application. If you cant submit it, that means some information is missing. Fill it in and try again! After you **SUBMIT** your application, you will get answer from us within 2-3 days.

