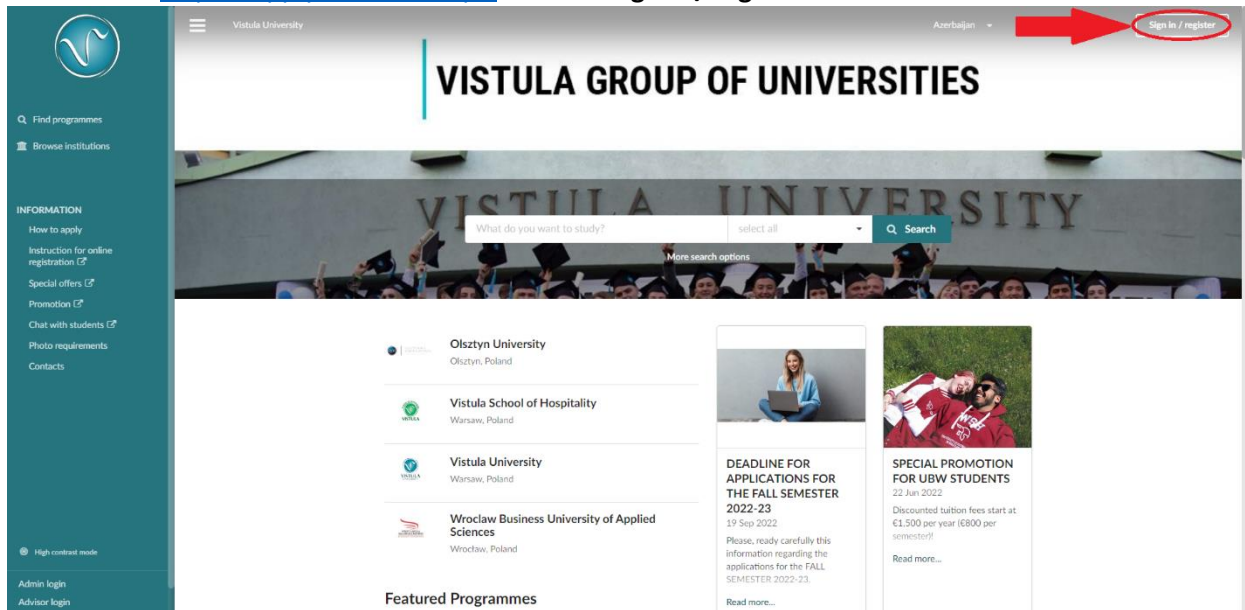
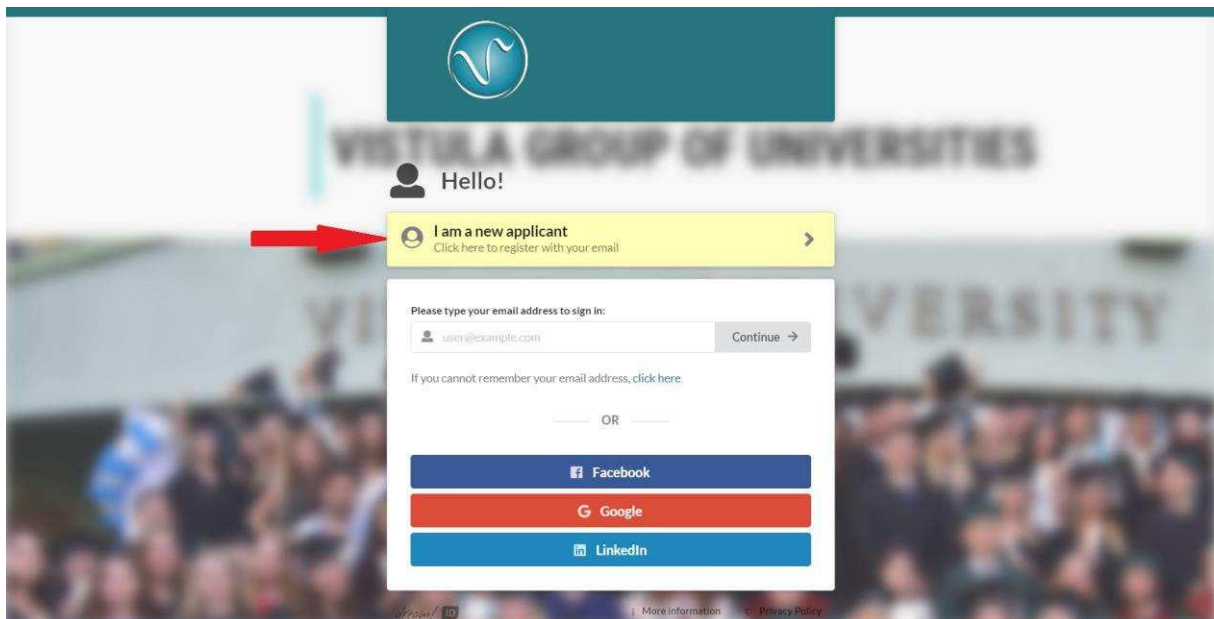


Online registration – instruction

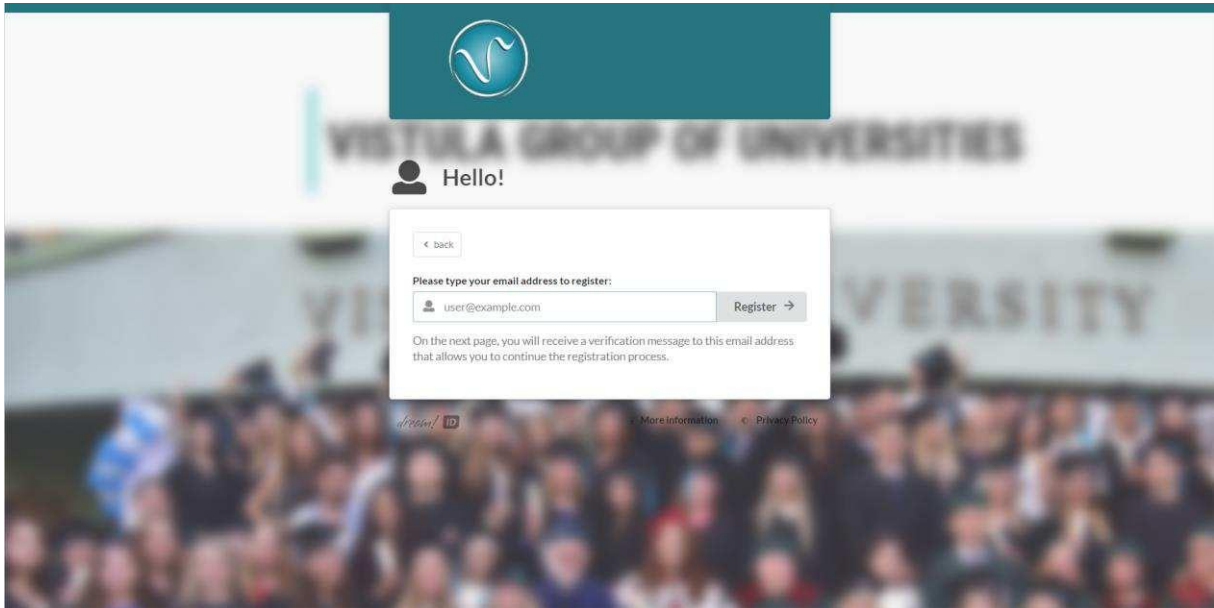
1. On <https://apply.vistula.edu.pl/> click on “Sign in / register”.



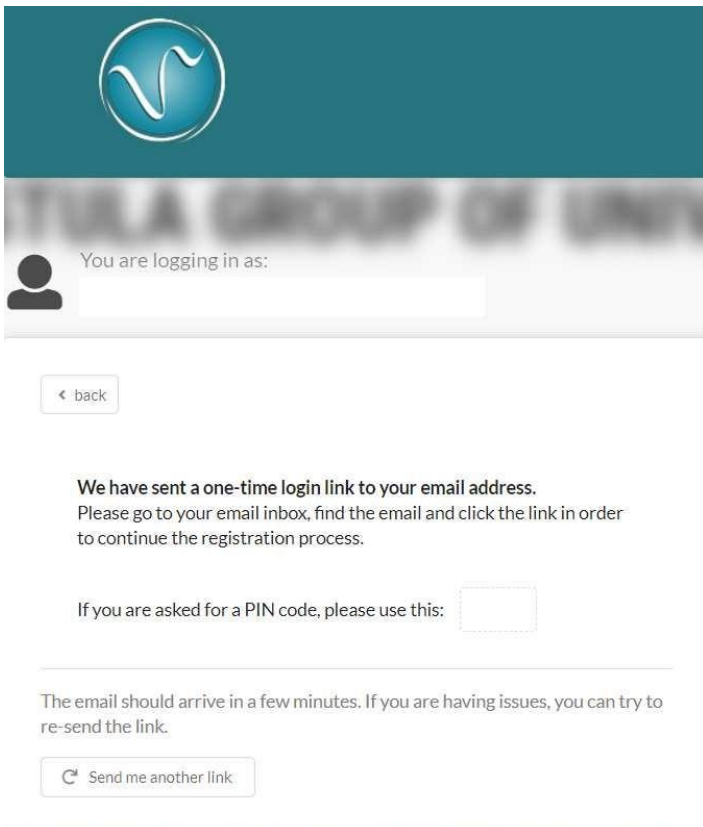
2. Click “I am a new applicant”.



3. Enter your email address and click **“Register”**.



4. You will receive information, that one-time login link was sent to your email address, and pin number.



5. Check your email, click **“Click to register”**. You will be asked to enter your full name as in your passport (Names first, then surname) and password.



6. Enter your phone number and select your citizenship.

This screenshot shows the registration form on the Vistula University website. The page header includes the university logo, the name "Vistula University", and language/location options: "United Kingdom", "english", and "polski". The main content area is titled "Please fill in the following fields to finish creating your applicant account." and contains several input fields: "Your full name" (with a green checkmark), "Your e-mail" (with a green checkmark), "Your mobile phone" (with the number "+44 123456789"), and "Your citizenship" (with a dropdown menu set to "United Kingdom"). There is also a field for "I have a reference code:" with a note below it: "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."

7. Tick all required consents and click **“Continue”**. Congratulations, your account is created! You will be automatically logged in.

This screenshot shows the final step of the registration form. It features a "I have a reference code:" field at the top. Below it is a text box with a lightbulb icon and the following text: "Please, be advised that the Personal Data Controllers are the universities of the Vistula Group, depending on the field of study selected by the applicant, i.e. Vistula University, Vistula School of Hospitality, University of Business in Wrocław and Olsztyn University. Personal Data will be processed in particular in order to administer the user's account on our website and in recruitment for a selected field of study. Detailed information on data processing". Below this are four consent checkboxes:

- I agree to the processing of my personal data in order to inform about the offer of the Vistula Group of Universities
- I agree to receive commercial information from the Vistula Group of Universities through the telecommunication terminal equipment and automatic systems by SMS
- I agree to receive commercial information from the Vistula Group of Universities through the telecommunication terminal equipment and automatic systems by phone contact
- I agree to receive commercial information from the Vistula Group of Universities through the telecommunication terminal equipment and automatic systems by e-mail

A large red arrow points to the right, highlighting the consent options. At the bottom center is a dark teal button with the text "Continue >".

8. Click **“Browse institutions”** to find a university you want to apply to. Select the city you want to study in (i.e. Wrocław) and click on the university’s name (i.e. Wrocław Business University of Applied Sciences).

The screenshot shows the Vistula University website interface. On the left, a dark teal sidebar contains a search bar and a menu with 'Browse institutions' highlighted by a red arrow labeled '1.'. Below this is an 'INFORMATION' section with links like 'How to apply' and 'Special offers'. The main content area is titled 'Warsaw' and shows a list of institutions. A city filter menu on the left lists 'Olstyn', 'Warsaw', and 'Wrocław', with 'Wrocław' selected and indicated by a red arrow labeled '2.'. Below the filter, a card for 'Wrocław Business University of Applied Sciences' is highlighted by a red arrow labeled '3.'. The card displays the university's logo and '34 courses'.

9. Click on a program you want to study (i.e. Bachelor’s Management, full-time), a new window will open.

The screenshot shows the Vistula University website with a search bar at the top. The main content area is divided into three columns: 'Bachelor', 'Engineering', and 'Master'. Each column lists various programs with their respective details, such as 'Management', 'Zarządzanie', 'Turystyka i rekreacja', 'Finanse i rachunkowość', 'Logistyka', 'Computer Engineering', 'Informatyka', and 'Logistyka - inż. (3,5 roku)'. The 'Bachelor' column lists programs like 'Management', 'Zarządzanie', 'Turystyka i rekreacja', 'Tourism and Leisure', 'Finanse i rachunkowość', 'Management', and 'Logistics'. The 'Engineering' column lists 'Computer Engineering', 'Informatyka', 'Logistyka - inż. (3,5 roku)', 'Computer Engineering', and 'Logistyka - inż. (3,5 roku)'. The 'Master' column lists 'Management', 'Zarządzanie', 'Turystyka i rekreacja', 'Zarządzanie', 'Turystyka i rekreacja', and 'Turystyka i rekreacja'. Each program entry includes a small icon and the text 'Wrocław Business University of Applied Sciences, Faculty of Management and Economics'.

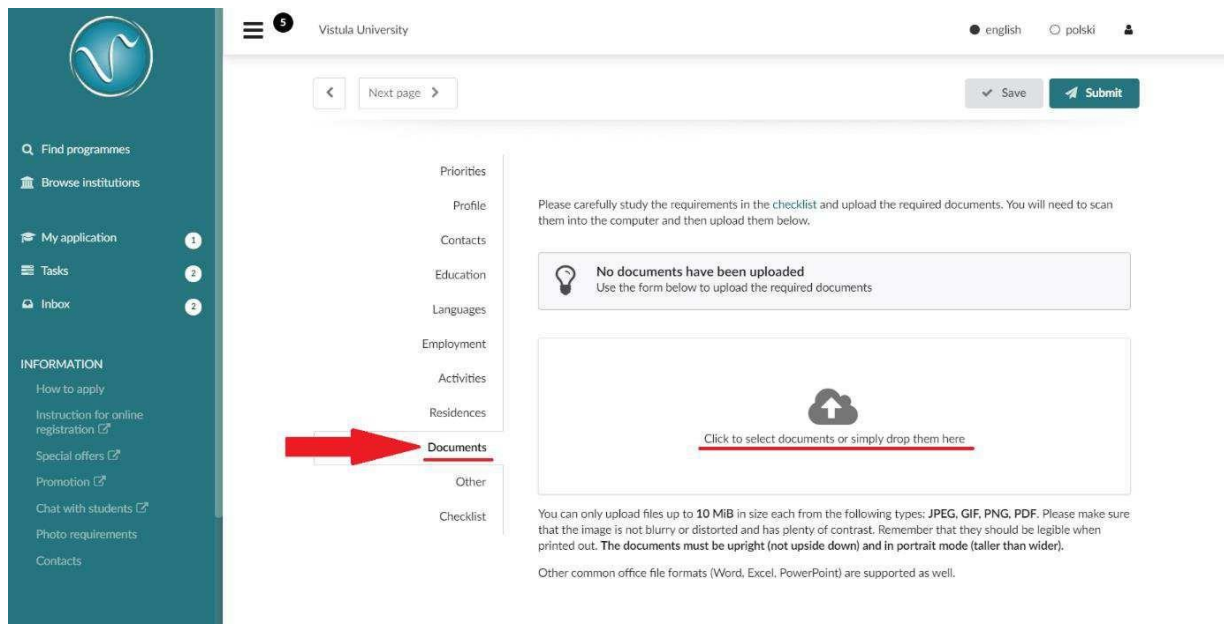
10. Click **"Apply now"** to apply for currently available intake.

The screenshot shows the Vistula University website interface. On the left is a navigation menu with options like 'Find programmes', 'Browse institutions', and 'INFORMATION'. The main content area displays details for the 'Management' program at Wroclaw Business University of Applied Sciences. The details include: Study location (Poland, Wroclaw), Type (Bachelor, Full-time), Nominal duration (3 lata / 6 semestrów / 3 years / 6 semesters), Study language (English), Tuition fee (€2,000 per year), Application fee (€120 one-time), and Registration fee. A 'High school / secondary education (or higher)' requirement is noted. Below this, it states that entry qualification documents are accepted in English and Polish. On the right, there are two 'Apply now!' buttons: one for the Fall semester 2022/23 (with a red warning that the application period has ended) and one for the Spring semester 2022/23. A 'Save to my wishlist' button and application deadline information (15 Jan 2023, 23:59:59 Central European Time) are also visible.

11. Complete all required tabs and fill in all required information with *.

The screenshot shows the application portal interface. The left sidebar contains navigation options like 'My application', 'Tasks', and 'Inbox'. The main content area is titled 'Priorities' and includes a red arrow pointing to the 'Priorities' section. Below the arrow, there is a list of categories: Profile, Contacts, Education, Languages, Employment, Activities, Residences, Documents, Other, and Checklist. The 'Languages' section is expanded, showing 'Management' with a selected 'Bachelor, Full-time' program and 'English' as the language. Below this, it says 'University of Business in Wroclaw, Faculty of Management and Economics'. There is an '+ Add more choices' button. At the top and bottom of the main content area, there are 'Next page >' buttons, 'Save' buttons, and 'Submit' buttons.

12. To upload scans of your passport, educational documents, and language certificate (if available), enter **“Documents”** and click the designated area to select a file you want to attach.



13. When all tabs are completed and documents are uploaded, your final step is to click **“Submit”**. Congratulations, you applied for a program of your choice. Your application will be processed and you will receive further feedback.

