

WBST – Theology & Counseling Studies Application Checklist

Welcome! This guide walks you through the admissions and visa process for the TC Studies program at WBST in Warsaw, Poland

Before You Begin

- Spend time in prayer, seeking God's guidance and peace
- Confirm intake date (October only)

STEP 1 — Submit your Application

Choose one option:

- Online Application submitted

or

- PDF filled, scanned, and emailed

STEP 2 — Application Fee (*in US dollars*)

- 100 USD fee paid (bank transfer or PayPal)
- Proper payment title used:
“Donation for statutory objectives (education) – JOHN DOE – AF”
- Proof of payment saved and sent

STEP 3 — Submit Required Documents

Email clear color scans (PDF/JPG; no photos) to contact@wbst.edu.pl

- Proof of application fee payment
- Passport (valid 6+ months)
- Digital passport-style photo (white background)

Education documents:

- High school diploma
- Transcript (last 2–4 years)
- Polish translations (if required by language rules)
- NAWA exemption check (EU/OECD/EFTA or IB)

English Proficiency (B2 — “visa-safe” certificate)

- IELTS / TOEFL / Cambridge certificate

Other:

- Statement of Purpose (800–1,000 words)
- Recommendation letter (pastor/church leader/supervisor)
- Health certificate (not required for online studies)

STEP 4 — Meet-and-Greet Interview

- Interview attended
- Result received (accepted/not accepted)

STEP 5 — Sign Agreements

- Printed + signed TC Agreement (English & Polish)
- Printed + signed Tuition Agreement
- Scanned color copies emailed (PDF/JPG; no photos) to contact@wbst.edu.pl

STEP 6 — Receive TC Admissions Signed Agreements (scans)

- Signed agreements received back
- **Official** WBST Admission Letter received
- Address confirmed for postal delivery
- Regular mail or DHL confirmed

STEP 7 — Student Visa Application

- Visa application submitted (Type-D)
- University name written EXACTLY as required:

WYŻSZE BAPTYSTYCZNE SEMINARIUM TEOLOGICZNE W WARSZAWIE

STEP 8 — NAWA Diploma Recognition (if required)

- Syrena portal account created at <https://syrena.nawa.gov.pl>

- Documents uploaded
- Activation link clicked within 48 hours
- Recognition certificate received (PDF)

STEP 9 — Visa Appointment (Type-D Student Visa) at <https://secure.e-konsulat.gov.pl/>

Bring originals +1 set of copies:

- Passport + photos
- WBST admission letter
- NAWA decision (if required)
- Bank statements / sponsor letter
- Accommodation proof
- Health insurance (min €30,000 coverage)
- Travel itinerary
- Visa fee

STEP 10 — Tuition Payment (in US dollars)

- Tuition paid — 2,200 USD or amount signed on Tuition Agreement
- Proper payment title used:
“Donation for statutory objectives (education) – JOHN DOE – TF – 2026”
- Proof emailed

STEP 11 — Access to WBST Systems

- WBST email activated
- Class schedule received
- Online classroom access confirmed
- WhatsApp group joined
- Student handbook & rules reviewed

STEP 12 — If Visa Denied

- Notify Admissions

Choose one:

- Tuition refund (*notify admissions*)

or

- Study online option (*notify admissions*)

STEP 13 — Arrival & TRC

- Arrived in Poland
- TRC (Karta Pobytu) application submitted
- Financial means documented
- Biometric appointment completed

Done. Praise the Lord! Welcome to WBST – TC Studies

You are joining a community committed to:

- The authority of Scripture
- The Gospel of Jesus Christ
- Spirit-empowered discipleship
- Counseling with biblical truth and Christlike compassion
- Global mission and servant leadership

“Grow in the grace and knowledge of our Lord and Savior Jesus Christ.” — 2 Peter 3:18

