

APPENDIX No. 2

To the CEMS MIM Selection Rules & Regulations
for the 2026/2027 academic year (2025 Selection)

THE LIST OF REQUIRED APPLICATION DOCUMENTS AND GUIDELINES FOR ONLINE REGISTRATION

Before filing in the application form and other documents,
please read carefully the Selection Process Regulations available online. www.sgh.waw.pl/cems/
(Last update: 14 March 2025)

The application (in both SGH ICRecruitment & CEMS Common Application Form) shall be submitted online and available at:

- IC Recruitment Application: **to be announced**
- CEMS Online Common Application Form: <http://www.cems.org/selection/>.

Along with the CEMS Common Application form, all candidates must upload the following documents:

- **Mothertongue Declaration Form(s) (Appendix 7)**
- CV in English in a pre-defined format (max. 2 pages) **(Appendix 5) saved with a proper name**
- 2-minute self-presentation video prepared and uploaded according to **Appendix 6** (in the application, you just upload a document with a link and password (if required)).
- **Photocopies/Scans** of language competence certificates and other relevant confirmations of your proficiency, as indicated in the online application.
- **Appendix 9** - If the candidate has completed higher education or is a citizen of the country of the CEMS university that is available for selection, and wishes to be assigned to it.
- **2nd or 3rd semester students must submit in addition:**
Statement/Commitment stating that the student is currently on one-year leave (3rd semester students) or is/will be on leave for one semester (2nd semester students) in the academic year 2025/2026.
- **Incomplete applications will not be accepted for evaluation.**
- **No paper copies or other documents are required – the application process is completely ONLINE!**

NOTICE TO THE STUDENTS: Do not use WSE as a school abbreviation. It is incorrect. Our acronym is **SGH**, while WSE stands for Warsaw Stock Exchange. It is also the abbreviation for some schools of economics in Poland. Remember, the full name of SGH in English is **SGH Warsaw School of Economics**.

THE NEXT PAGES INTRODUCE YOU TO OUR ONLINE APPLICATIONS FOR SGH AND CEMS

**PLEASE HAVE THEM IN FRONT OF YOU WHEN FILLING IN THE APPLICATIONS TO AVOID
MISTAKES AND TO FILL THEM IN THE FORMAT REQUIRED BY US**

IT IS EXTREMELY IMPORTANT TO MAKE IT CORRECT!

LET'S BEGIN!!!

1. SGH ONLINE APPLICATION VIA IC RECRUITMENT SYSTEM

**THE SGH IC-RECRUITMENT SYSTEM
IS UNDER CONSTRUCTION
WE WILL PROVIDE YOU WITH A
DETAILED INSTRUCTION
IN SEPTEMBER 2025**

ONCE YOU HAVE COMPLETED REGISTRATION ONLINE IN THE IC-RECRUITMENT SYSTEM
PLEASE PROCEED TO THE CEMS ONLINE APPLICATION!
SEE THE NEXT PAGE FOR DETAILED INSTRUCTIONS

2. CEMS SELECTION APPLICATION

All candidates must also register their candidatures in the CEMS MIM Selection Application (CEMS Common Online Application Form) in the following way:

- Please get to the application website available at: <http://www.cems.org/selection/> and make initial registration to get your password that is valid within 24 hours after that registration. To do so, please find our country (Poland) on the list, and click the active link “register”.

Poland SGH Warsaw School of Economics (SGH) Academic year: 2025/2026 Application period: 15 October - 6 November 2024 Dates of interviews / assessment center: 13 November - 13 December 2024 View conditions	REGISTER
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- Please enter as **Student ID** your **SGH 5 or 6-digit ID enrolment number** (“numer albumu”) – just digits – do not mess it with your email id !!!
- Do not enter Polish or other language-specific characters.** They are visible while you type them, but unfortunately, get corrupted when doing any import to an Excel file. To use such a file we have to correct your data manually!
- Please login into the system as indicated in the confirmation email and fill in all the fields in the application in the following format:

- Name (Surname only, do not put both your Surname and First name here)** – Please enter in CAPITAL LETTERS eg. KOWALSKI instead of Kowalski or kowalski
- First name** – Please enter your first name in standard format eg. Jan. If you have more names, you may also enter your middle name.
- Date of birth** (according to pre-defined format)
- Place of birth** – city (without Polish characters; for Warszawa please enter Warsaw, for Kraków, please enter Krakow as promoted by the city authorities)
- Country of birth** (choose)
- Nationality** (choose)
- Current Address** (Polish format: you may replace “m.” with “/” if your house number has no slash)
- Permanent Address** (as above, if you stay outside your home address)
- Telephone/Mobile:** Please use the following format (without spaces) : +<Country code><number including area code if applied> eg. +48123456789 (mobile), +48229990909 (telephone)
- Email:** usually your private email, unless your SGH email is your primary mailbox.
- Selection year:** Please enter **2026**
- Class year:** **2026/2027**
- Graduation year:** Please enter **2027** (it is the earliest possible graduation year for you)
- Specialisation:** choose the correct one
- Bachelor degree - the name of the degree:** BA, BSc etc. followed by the specialisation; eg. BA in Management) – Note: all SGH degrees are BA
- Bachelor's degree – School:** School name in English (in case of SGH: SGH Warsaw School of Economics), **country** and the **date of issue** of your Bachelor's or Master's degree.

- 17) **Choice of schools** (please enter in the same order as in the SGH Application via MS Forms – in case of differences, the assignment is based on the sequence entered in the MS Forms)
- 18) **GMAT** – not required, but if you have the result, you may enter it.
- 19) **English entry grade** (if you await the test result – do not enter any result or give the minimum required, it will be verified after the end of the application period):
- TOEFL – enter the number of points obtained
 - IELTS, CAE, BEC, PTE – tick appropriate
 - CPE – if you have just a letter grade (no points on the certificate) enter the following values:
 - Grade A: 220-230
 - Grade B: 213-219
 - Grade C: 200-212
 - C1 Certificate (Grade D): 200
 - Others
 - Tick “Mother tongue” if English is your mother tongue (citizenship, nationality)
 - Tick “University degree” if you validate your English based on a university degree completed in English (in a CEMS school, AACSB/EQUIS accredited school or an English-speaking country)
 - Accredited school course (only if you have the certificate of CEMS accredited cultural institute)
- 20) **Other Languages:**
- Language 2**
 - Enter your mother tongue as “Language 2” if it is one of the CEMS languages, (unless it is English) and select your mother tongue in the Language Type field.
 - Enter other CEMS languages, if your mother tongue is not one of the CEMS languages and select the appropriate Language Type (see point 21.)
 - Language 3:** Enter your second foreign language or mother tongue, depending on your input in the Language 2 field.
 - Language 4 and more:** if you possess documented proficiency in other languages, feel free to enter them.
- 21) **Language Type**
- Mother tongue** – if the entered language is your mother tongue (based on your nationality, citizenship or place of birth). You may be asked to sign a special Statement of Honour (in that language).
 - Secondary education** – choose that option only if you confirmed your proficiency based on a secondary education certificate completed abroad (outside the country of your residence/citizenship), or you have submitted an official document releasing you from taking language tests in the given language due to completing bilingual secondary school.
 - University degree** – choose that option if you have a university degree completed in that language (the language of instruction of all courses except tutorials) or you are a graduate of language studies (philology, applied linguistics)
 - Commercial exam** – choose that option if you confirmed your proficiency based on a CEMS-accepted commercial certificate (see Appendix 1.)

NOTICE:

Choose Commercial Exam also if your proof is none of the above (e.g.SGH competence test, CNJO certificate and other certificates – these will be added to the database, once you are admitted to CEMS MIM programme by CEMS Programme Manager, based on submitted documents)

22) Document Upload:

THIS IS THE ONLY SYSTEM IN WHICH YOU ARE UPLOADING YOUR FILES. PLEASE MAKE SURE YOU HAVE ENTERED THEM ALL AND FOLLOW THE EXACT REQUIREMENTS!

Please upload:

- 1) **your CV** (using the pre-defined form – Appendix 5) converted into a PDF document. You must save it with a name: **CV_XXXXXX_YourSurname**, where XXXXXX is your 5 or 6-digit student ID number. If your student ID number is 5-digit, please enter 0 before. For example [CV_199299_Kowalski](#) or [CV_012345_Nowak](#)
- 2) **a file with your Self-Presentation Video link & password** (if necessary) that you place on YT or VIMEO converted into a PDF document saved with a name: **Video_XXXXXX_YourSurname**, where XXXXXX is your 5 or 6-digit student ID number. If your student ID number is 5-digit, please enter 0 before. For example: [Video_199299_Kowalski](#) or [Video_012345_Nowak](#)
- 3) **Mother tongue Declaration Form(s)** in pdf format for each declared mother tongue separately
- 4) **Language proficiency proofs** scanned in pdf format: commercial exams (or print screens of the online test results if certificates are not yet available), CNJO Certificates (or CNJO document confirming that you have requested the issue if the certificate with CEF proficiency level indicated), university diplomas with diploma supplement or transcripts of records that indicate the language of instruction of the degree programme.
- 5) **Students admitted to SGH as foreigners: The last graduated studies transcript of records (diploma supplement) with a scan of the diploma.**
- 6) **2nd or 3rd-semester students** must submit in addition a statement/Commitment stating that the student is currently on one-year leave (3rd-semester students) or is/will be on leave for one semester (2nd-semester students) in the academic year 2025/2026.
- 7) **If you are a national or graduated from your studies in the country of the CEMS school that you wish to be considered** in the assignment process, you have to attach **a letter of request** explaining why such an assignment would be justified.

You do not have to submit any proof for SGH Language Competence Test you have taken before. We keep the files and the results will be uploaded into a selection system at SGH after the application period.

Remember, you are uploading documents only in the CEMS system.

Final remarks:

- Do not wait for the application online until the very last day! The system may get overloaded and your data may not be saved!
- Once you complete the process of application or make any changes to your application, please log in again and check whether the data you have entered has been saved!
- If you have doubts about whether your certificate/diploma will be accepted or regulations seem not to be clear enough for you – contact cems@sgh.waw.pl
- If you encounter any problems, please contact us at cems@sgh.waw.pl
- If you are afraid you will not be able to submit additional paper documents, please scan them and send them by email to cems@sgh.waw.pl or send to that email address a notice stating the reason for the possible delay. In case of a delay, you will be informed whether we will accept your application (not guaranteed) and under which condition(s).

REMEMBER:

**YOU HAVE TO BE REGISTERED AT BOTH SYSTEMS
SGH APPLICATION VIA SGH IC-RECRUITMENT AND CEMS APPLICATION
TO BE ACCEPTED FOR FURTHER SELECTION!!**

Warsaw, 7 May 2025

CEMS Office
SGH International Centre (CWM)