

Lodz, (date)

.....
First name and surname

.....
Student number

.....
Faculty

.....
Field of study

Mr / Ms.
.....

Dean / Vice-Dean of the Faculty
.....

APPLICATION

for sending documents confirming successful completion of university education by post

I would like to request you to send, by post, by registered mail with acknowledgement of receipt *:

- the original diploma certifying successful completion of university education with the diploma supplement and 2 copies thereof,
- an additional copy of the diploma in Polish or in a foreign language, an additional copy of the diploma supplement in Polish or in English as requested,
- non-degree postgraduate studies completion certificate,
- other documents from the course of education, i.e.
.....

to the address indicated below:
.....
.....
(street name, building number, apartment number, post code, city/town)

I acknowledge that the University of Lodz is not responsible for the loss or damage of the parcel by post, and in the event of loss or damage of the parcel containing the above-mentioned documents I will be able to apply only for their duplicates, for which additional fees are charged.

I enclose a confirmation of payment for a registered mail with a return acknowledgement of receipt.

.....
(handwritten signature of the graduate)

* select as appropriate