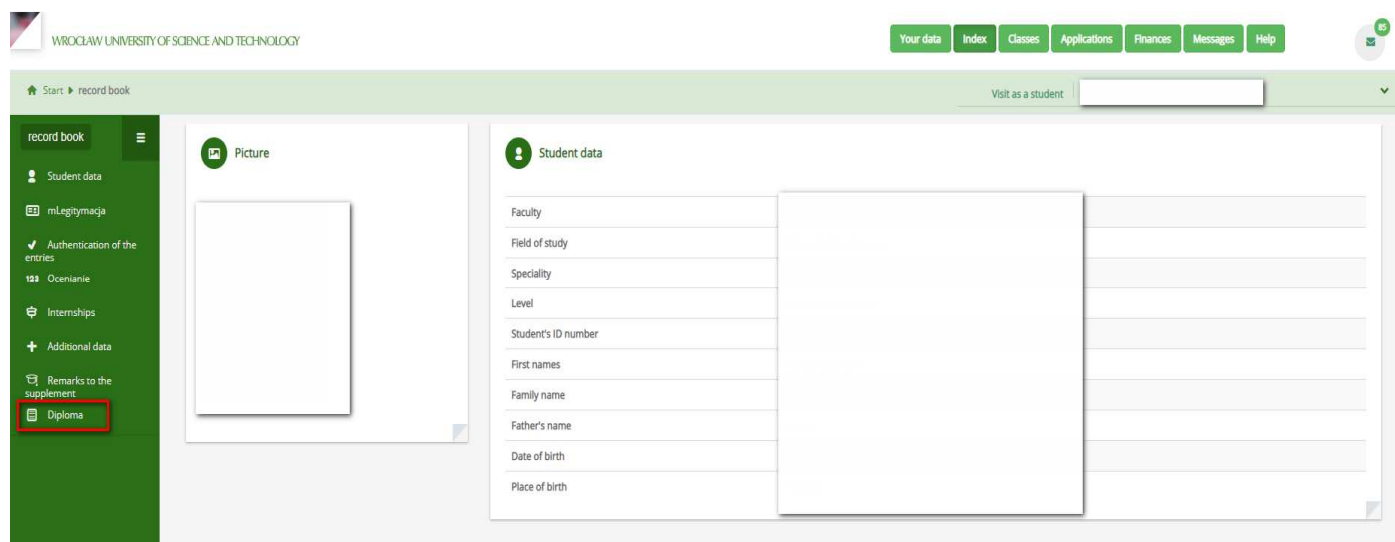# Instructions for submitting the application for a set of diploma documents by the student

1. How to submit the application?

After logging into the system https://jsos.pwr.edu.pl/, a graduate student with 'Active' or 'On leave' status will have the Diploma tab available (Fig. 1)

Rys. 1

After clicking on the Diploma tab, an Application for a complete set of diploma documents will appear with options to be completed by the student (Fig. 2).

Rys. 2

Instructions for submitting the application for a set of diploma documents by the student

In the application, please use the checkbox to check the appropriate fields and indicate your choice (Fig. 2). Please note that you must select one of the options for the Diploma of Completion of Studies and one for Diploma Supplement. Additionally, you may order additional copies of the Diploma and Supplement and enter the appropriate quantity in the 'number of copies' field.

Before choosing the option, you can get acquainted with the fees (Fig. 3).

Fees*:

date of commencement of studies **	fee for the Set of Diploma Documents	fee for each additional copy of the diploma/diploma supplement in a foreign language
before the commencement of academic year 2019/2020	60 zł	20 zł
during the academic year 2019/2020 and later	bezpłatny	20 zł

* The amount of fees for issuing documents is dependent on the date of commencement of studies at WUST (Rector's Internal Regulation No. 69/2019 and 84/2019 on the amount of fees charged by the University for issuing documents)

** The expression "commencement of studies" is understood as taking-up of studies in a given field of study, level, form and profile of studies after: recruitment, transfer from another field of study, form or profile of studies, after a change of university or after a resumption of studies.

Note   The submitted application can only be changed by contacting the Dean's Office.

Rys. 3

After selecting the appropriate options, you can send the application to the Dean's Office with the **Make an application** button, (Fig. 3).

Before the final submission of the application, there is a message saying (fig. 4):

You apply for the issue of a Set of Diploma Documents

Attention submitted applications can only be changed by contacting the dean's office

Cancel   Make an application

Rys. 4

After sending the application, **it is not possible to edit it** in JSOS. The application may be edited only by contacting the Dean's Office.

Instructions for submitting the application for a set of diploma documents by the student

After sending the application to the Dean's Office, the application receives the status **COMPLEX** (Fig. 5).

📄 Application for a diploma

COMPLEX

Application for Issuance a Set of <u>Diploma Documents</u>

I hereby request to issue the original **diploma of completion of studies** and **two copies** (please choose one option *), i.e.;

- ☑ two copies of the diploma in Polish language
- ☐ one copy of the diploma in Polish language and one copy in English language
- ☐ one copy of the diploma in Polish language and one copy in German language

I hereby request to issue **the supplement of the diploma** and **two copies** (please choose one option *), i.e.;

- ☑ two copies of the supplement in Polish language
- ☐ one copy of the supplement in Polish language and one in English language

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Application for Issuance Additional Copies of Foreign Language Diploma of Completion of Studies or Diploma Supplement:

- ☑ a copy of the diploma in English language - 2 ⁣‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐
- ☐ odpisu dyplomu ukończenia studiów w języku niemieckim - ‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐
- ☐ a copy of the diploma suplement in English language - ‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐
- ☐ a copy of diploma in Polish language
- ☑ a copy of diploma suplement in Polish language

Fees*:

Rys.5

You can print / preview the application. The **Preview of the application** button serves this purpose (Fig. 5).