Kraków, on …………………………. *(date)*

……………………………………………………………

Student’s name and surname

…………………

No. of Student album/register

…………………………………………………………………………………….………

Field of study/study major; form, mode, and semester of studies

…………………………………………………………………………………………….

Address for correspondence

**Dean’s Office of**

**…………………………..…………………… College**

**…………………………………......................………**

**Cracow University of Economics**

**Request for making changes in the diploma and the supplement based on an administrative decision or a court decision (court order)[[1]](#footnote-1)**

I wish to kindly request that changes be made to my diploma, its copies, and diploma supplement, based on[[2]](#footnote-2)

[ ]  an administrative decision ….............................................................................................

[ ]  a court decision (court order) ….........................................................................................

I have passed my diploma examination on ………………………..…………….… *(date)* in the …………………………………..…………………. study major, and the diploma I received was issued with the following personal data: …..................................................... *(name and surname of the diploma holder)*, diploma number: ….....................................................................

I hereby request for the following change to be made: …..............................................................................................................….............................................. .................................................................................................................................................................

Yours sincerely

1. The application must be accompanied by: the documents, which provide the basis for the University issuing new documents confirming the completion of studies (i.e. an administrative decision, a court decision/order); the required number of passport photographs sized 4.5 cm x 6.5 cm (if the diploma currently in the Graduate’s possession has such photographs attached); and all the copies of the diplomas and supplements currently in the Graduate’s possession. [↑](#footnote-ref-1)
2. Select/delete as appropriate. [↑](#footnote-ref-2)