**Request for sending the diploma, the supplement, and certified copies**

**to the correspondence address provided**

........................, 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

**Office for (First-cycle/Second-cycle and Long-cycle) Programs**

**Krakow University of Economics**

I wish to kindly request that my **diploma of the completion** of Master’s/Bachelor’s[[1]](#footnote-1) studies, **along with the supplement to the diploma and two certified copies
be sent to the following address**:

……………...……………………………………………..……………………………………………………………………………

I have passed the diploma examination on ………………………………….… (*date*) in the …………………………………………………. study major.

According to my application submitted on ………..…. (*date*), I would like to request that the following be attached to the sent documents[[2]](#footnote-2):

 [ ]  a certified copy of the diploma with a certified copy of the supplement to the diploma in the …………………………..……. language.

[ ]   additional certified copy of the diploma, the supplement to the diploma in the Polish language, the supplement to the diploma in the English language with a certified copy of the supplement to the diploma in the …………………………..……. language[[3]](#footnote-3)

I am aware of the following:

- my obligation to send, at my own expense and risk, by registered mail or courier, the original documents required by the Diploma Thesis Defense Procedure

- my obligation to order a postal operator (courier) for a set date, and pay the costs of courier delivery with the additional service "return documents" - ROD

- I understand that the Krakow University of Economics is not responsible for the loss or damage of the parcel by the postal operator (courier), and in the event of loss or damage to the parcel, it will only be possible to apply for a duplicate of the diploma and/or a diploma supplement

………………………..

(Student’s signature)

1. Select/delete as appropriate. [↑](#footnote-ref-1)
2. Applies to persons who made the suitable request. Otherwise, delete. [↑](#footnote-ref-2)
3. Select/delete as appropriate. [↑](#footnote-ref-3)