*Appendix to the University of Lodz Rector’s Order no. 207 of 23.09.2021*

Lodz, ……………………………..

………………………………………….

First name and surname

………………………………………….

Register no.

………………………………………….

Faculty

……………………………………......

Programme

Mr/Ms

……………………………………………..

Dean/Vice-Dean of the Faculty

………………………………………………

**APPLICATION**

**for sending documents confirming completion of studies by post**

I would like to ask you to send by post, via a registered letter with a confirmation of receipt\*:

 □ an original copy of the diploma of completing studies with a supplement to the diploma and 2 copies thereof,

□ an additional copy of the diploma in Polish or a foreign language,

□ an additional copy of a supplement to diploma in Polish or a foreign language in compliance with the application,

□ a certificate of completing post-graduate studies,

□ other documents from the course of education i.e. ……………………………………………………………………….

to the address given below:

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

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

 (street, building no., apartment no., postal code, location)

I hereby acknowledge that the University of Lodz is not responsible for losing or damaging the package by the post, and in the event of losing or damaging the package including the aforementioned documents I will be able to apply only for their duplicates for which additional fees will be collected. I attach the application with the confirmation of paying for the registered letter with a confirmation of receipt.

 ……………………………………………………………

 (signature of the graduate)

\*mark as appropriate