

date

Personal details

Name and Surname:

Residence address:

Date and place of birth:

Nationality:

ID / Passport / Visa No.:

Contact details (phone / email address):

TO: Madam Rector
of the Ignacy Jan Paderewski Academy of Music
in Poznań, Poland

RE: APPLICATION FORM FOR A FOREIGN DIPLOMA RECOGNITION

I hereby formally request a recognition of the diploma confirming my degrees and professional qualifications as, diploma no., issued on (DD-MM-YYYY) by
(institution which issued the diploma)

Additional information:

1. State on whose territory or in whose educational system the diploma was issued:
2. Certificate or diploma, and the date it was issued, which merited your admission to a higher education institution that awarded you the diploma you now apply to have recognised:
3. State on whose territory or in whose educational system the certificate or diploma mentioned in section 2 above was issued:.....

List of appended documents:

- 1) a photocopy of the diploma obtained abroad – original document available on request;
- 2) photocopies of the educational documents which provide information on the course of studies, confirm your progress and duration of studies (e.g. the Diploma Supplement, transcript of records or any other applicable document) – original documents available on request;
- 3) a photocopy of the school certificate, diploma or other applicable document which merited your university admission – original document available on request;
- 4) documents presented under subsection 1), 2) and 3) above, translated into Polish by a sworn translator registered as a sworn translator by the Polish Minister of Justice or done by a foreign translator and confirmed by a respective consul of the Republic of Poland;

5) confirmation of payment applicable for the procedure.

Yours sincerely,

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