Warsaw, (date)………………….…………

................................................................................................

(student/graduate’s name and surname)

…………………………………………………………………………………………...

(student number, form and mode of studies)

……………………………………………………………………………………………

(programme assistant name and surname)

**Dean of Master’s Studies**

**SGH Warsaw School of Economics**

***in situ***

**Authorization Note to collect documents submitted during recruitment process**\*:

1. 1st /2nd grade[[1]](#footnote-1) studies completion diploma (together with legalization/recognition)
2. High school completion diploma/high school final exam diploma (together with legalization/recognition)
3. List of grades from diploma (together with legalization/recognition)
4. List of grades from high school diploma (together with legalization/recognition)
5. Translations of the abovementioned documents
6. Document certifying the knowledge of English (IB/FA studies only)

I hearby authorize Mr/Ms\*\*

……………………………………………………………………………………………………………………………………………………………

holder of an ID (ID card/passport\*\*)

series, number

……………………………………………………………………………………………………………………………………

to collect above mentioned documents submitted during recruitment process.

……………………………………………………………

Name and surname of the applicant

The authorisation note has been signed in the presence of an employee of SGH Warsaw School of Economics Master’s Dean’s Office by Mr/Ms \*\*

……………………………………………………………………………………………………………………………………………………………

holder of an ID (ID card/passport\*\*)

series, number

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………

Signature and name stamp of the Master’s Dean’s Office employee

1. \* A prerequisite to effective authorization is its personal delivery to Dean’s Office so that its employee can confirm the authenticity of the authorized person’s signature. Alternatively, the signature can be confirmed by a notary.

   Choose as appropriate.

   \*\* Delete as appropriate. [↑](#footnote-ref-1)