**Appendix No. 1**

**APPLICATION FOR ISSUING AN ELECTRONIC STUDENT / DOCTORAL STUDENT(\*) ID CARD OR ITS DUPLICATE (\* delete as appropriate)**

FILL IN DATA OR TICK () ONLY FIELDS FRAMED WITH A THICK LINE

**Please, provide below the date of application and the number of your student record book.** The number of your student record book may be six or seven digits. If you have a six-digit number of the record book, box No. 7 should be left blank. If you do not have the album number at the time of submitting this application, ask the employee of the dean's office or the employee of the doctoral school appropriate for your field of study for help in determining the album number.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **□ year □** | | | | **□ month** | | **□ day □** | |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Indicate below** () **the reason (only one) for submitting the application for replacement/duplicate ID card**

Note, if you have changed the data in IRK (Online Registration of Candidates) to the ones compliant with the actual state of affairs after the date of commencement of the ID card printout and you received a ID card with data that was in the IRK system before the above mentioned date is not possible to indicate the exchange mode specified in item "C" (the data should be correct at the date of registration in IRK - Online Registration of Candidates).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Code** | **Reason** | **Fee [PLN]** |
|  | A | loss / theft / damage – student / PhD student | 33.00 |
|  | B | change of personal data – student / PhD student | 33.00 |
|  | C | data / photo are inconsistent with the facts - I have provided incorrect data in the Online Registration of Candidates – student / PhD student | 33.00 |
|  | D | recruitment omitting the Online Registration of Candidates - transfer from another University – student / PhD student | 22.00 |
|  | E | failure to complete required formalities in the Online Registration of Candidates (no request of ID card, photo and fee) – student / PhD student | 22.00 |
|  | F | discrepancy of data / photo with the facts - data on the ID card different those provided in the Online Registration of Candidates – student / PhD student | 0.00 |
|  | G | Loss/theft/damage/change of personal data - doctoral student in the Doctoral School | 0.00 |

**Important notes (you can also provide a contact phone number here)**

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| --- |
|  |

**Applicant's Personal Data**

|  |
| --- |
| □ Name or Names □ |
|  |
| □ Surname □ |
|  |
| □ PESEL Number or Passport Number □ |
|  |

**Indicate () below one way by which you will deliver an electronic photo (note: the photo must meet the requirements defined in the attached guidelines).**

|  |  |
| --- | --- |
|  | I accept a photo previously uploaded to the UMCS systems |

|  |  |
| --- | --- |
|  | I will deliver an electronic photo using my account in the Online Registration of Candidates ([irk.umcs.lublin.pl](http://irk.umcs.lublin.pl/)) |

|  |  |
| --- | --- |
|  | I will send a photo saved in a file with my PESEL number (as a name of a file) to the address sels[@umcs.lublin.pl](mailto:foto@umcs.lublin.pl) |

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**Information for the Applicant**

The ID card shall be ready for collection at the Dean’s office or Doctoral School appropriate for your field of study within 5 working days from the date of meeting all conditions for issuing the ID card (receipt of the fee payment, if required, and providing the photo in a manner selected above, if required).

**Applicant’s Statement**

I acknowledge that in order to receive an electronic ID card or its duplicate I am obliged to:

1. return to the Dean’s office or Doctoral School an ID card, of which duplicate I will receive in execution of this application, unless the application refers to a lost ID card.
2. in the case of „A”, „B” or „C”, pay a fee of PLN 33.00 or in the case of „D” or „E”, pay a fee of PLN 22.00 on individual bank account marked as „**for ID card**” on the list of my individual bank accounts assigned to me by the Dean’s office.

I am aware that failure to make payment or making payment on an account different from my individual account, payment of a wrong amount or providing a photo incompatible with the requirements may significantly extend the process of issuance of a duplicate / exchange of ID card.

|  |  |
| --- | --- |
|  |  |
|  | Applicant’s signature |

**TO BE COMPLETED BY AN EMPLOYEE OF THE DEAN’S OFFICE / DOCTORAL SCHOOL**

**Date of receipt of the application by the Dean’s office / Doctoral School**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| □ year □ | | | | □ month □ | | □ day □ | |
|  |  |  |  |  |  |  |  |

**Additional notes**

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| --- | --- | --- |
|  | |  |
|  |  | |
| Dean’s office / Doctoral School seal | Signature of Dean’s office/ Dcoctoral School employee | |

**TO BE COMPLETED BY AN EMPLOYEE OF THE SECTION OF IT SERVICE UMCS**

**Date of receipt of the application by the Section of IT Service UMCS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| □ year □ | | | | □ month □ | | □ day □ | |
|  |  |  |  |  |  |  |  |

**Additional notes and the result of examination of legitimacy of a free-of-charge issuance of an ID card under the reason “C”**

|  |  |  |
| --- | --- | --- |
|  | |  |
|  |  | |
| seal | Employee’s signature | |

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