

Attachment No. 1 to the Rector's Order No. 187 of December 12, 2017

The rules for preparing and issuing Electronic Student IDs for newly admitted students of the Wrocław University of Environmental and Life Sciences

§1

- 1) The Electronic Student ID is printed after the list of students along with the transcript of records numbers assigned by the Dean's System Administrator is provided to the Electronic Student ID Card System Administrator. A student's photograph is also printed and its parameters have been specified at:
<https://www.csk.upwr.edu.pl/parametry-oraz-format-zdjecia-do-elektronicznej-legitymacji-studenckiej/>
- 2) The Electronic Student IDs are printed on a first-come, first-served basis, i.e. depending on when the Computer Network Centre received the list of students. Each list is provided with the date and time of receipt.
- 3) After the printout is completed, students who did not provide the correct photo are marked with the letter "F" on the list.
- 4) ID's will not be printed for students who double major at the Wrocław University of Environmental and Life Sciences, for graduates from the University or those who studied at the University in previous years. Such students will be marked in red on the list.

§2

If the student has failed to provide a photograph that meets requirements provided during the registration process:

- 1) the photograph should be sent to the following address: **zdjecie@upwr.edu.pl**,
- 2) the photograph should not be re-loaded on the university enrolment portal,
- 3) after verification by the Computer Network Centre employee, an e-mail is sent to the student about the acceptance of the photograph or its rejection due to non-compliance with the above-mentioned requirements.

§3

In order to issue a duplicate of the Electronic Student ID, if the previous one is lost or damaged or in the case of change of personal data, the student should:

- 1) fill in an application for a duplicate of the Electronic Student ID available at https://www.csk.upwr.edu.pl/wp-content/uploads/2017/09/wniosek_o_els.doc; the following fields are required on the form: full name, faculty, field, transcript of record number;

- 2) pay PLN 25,50 to the bank account number generated in the USOS system);
- 3) file the application with the right dean's office; the application must be signed by the faculty dean or vice-dean;
- 4) deliver the signed application to the Computer Network Centre.

§4

Students who enrolled in earlier years, did not take up their studies or graduated from the Wrocław University of Environmental and Life Sciences, have already been given the Transcript of Record number, and do not have, have not received, or handed over their IDs in earlier years, should:

- 1) fill in an application for a duplicate of the Electronic Student ID available at https://www.csk.upwr.edu.pl/wp-content/uploads/2017/09/wniosek_o_els.doc; the following fields are required on the form: full name, faculty, field, transcript of record number;
- 2) pay PLN 17 to the bank account number generated in the USOS system (if the fee was not paid during the university enrolment process);
- 3) file the application with the right dean's office; the application must be signed by the faculty dean or vice-dean;
- 4) deliver the signed application to the Computer Network Centre.

§5

Rules for collecting the Electronic Student ID: if applications are correctly filled in, paid, and signed, they are submitted to the Computer Network Centre and:

- 1) IDs will be printed out within 7 working days after requirements described in paragraphs 1-4 are met;
- 2) the Computer Network Centre employee will send an e-mail to the dean's office when IDs are ready to be handed over;
- 3) student ID card may be collected only by an authorized employee of the dean's office;
- 4) the dean's office employee confirms the ID collection in the book of pre-numbered forms;
- 5) IDs can be collected at the dean's office only.

§ 6

The above-mentioned procedure is established and changed by the Rector's order.