

..... Warsaw, .....  
*Name and last name* *Date*

.....  
*Student number* *Year and semester of studies*

.....  
*Type of studies*

.....  
*Phone number*

.....  
*e-mail*

## REQUEST

I kindly ask for recognition of grades obtained outside SGH during studies in

.....

.....  
*Name of the University*

Tu be fulfilled by student		To be fulfilled by course coordinator			
Course completed		SGH programme equivalent			
Course title	Grade	Signature	Course title	Grade	ECTS
<i>Student's signature</i>		<i>Coordinator's signature</i>			

**Dean's decision**

Attachments:

1. Certification of the course completing including: course title, no. of hours, grade, date of completing, ECTS credits at the University where the course/courses were completed.
2. Course syllabi attested by the dean's office at the University where the course/courses were completed.