## Obtaining your diploma

Graduates can obtain their diplomas in the Education and Students' Affairs Office, room 308 (3<sup>rd</sup> floor), pl. M. Sklodowska - Curie 5 (Wilda).

Office hours: Monday to Friday, 07.00 - 15.00

Prior to picking up the diploma one should make sure that the diploma is available by sending an e-mail to the following address <a href="mailto:dyplom@put.poznan.pl">dyplom@put.poznan.pl</a>

Upon the receipt of the documents it is obligatory to provide an identity document (ID card or passport).

Please note that if a graduate can not pick up a diploma in person, at his/her written request, the documents can be issued to the authorized person or sent by mail.

The authorization should include authorizing person's signature authenticity confirmation, made by the University or a notary. For a diploma to be send by mail a suitable request must be submitted to the Dean's Office or sent by mail to the Education and Students' Affairs Office.