

SYRENA USER MANUAL



Fundusze
Europejskie
Wiedza Edukacja Rozwój



Rzeczpospolita
Polska



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

Unia Europejska
Europejski Fundusz Społeczny



CONTENTS

[Submit an application](#)

[Start](#)

[Required documents](#)

[Step 1](#) – Applicant data – diploma holder

[Step 1](#) – Applicant data – institution

[Step 2](#) – Document submitted for recognition

[Step 3](#) – Previous document

[Step 4](#) – Other attachments

[Step 5](#) – Summary

[Confirm the application](#)

[Check the status of the application](#)

[Incomplete application](#)

[Download the individual recognition statement](#)

[Case re-examination request](#)

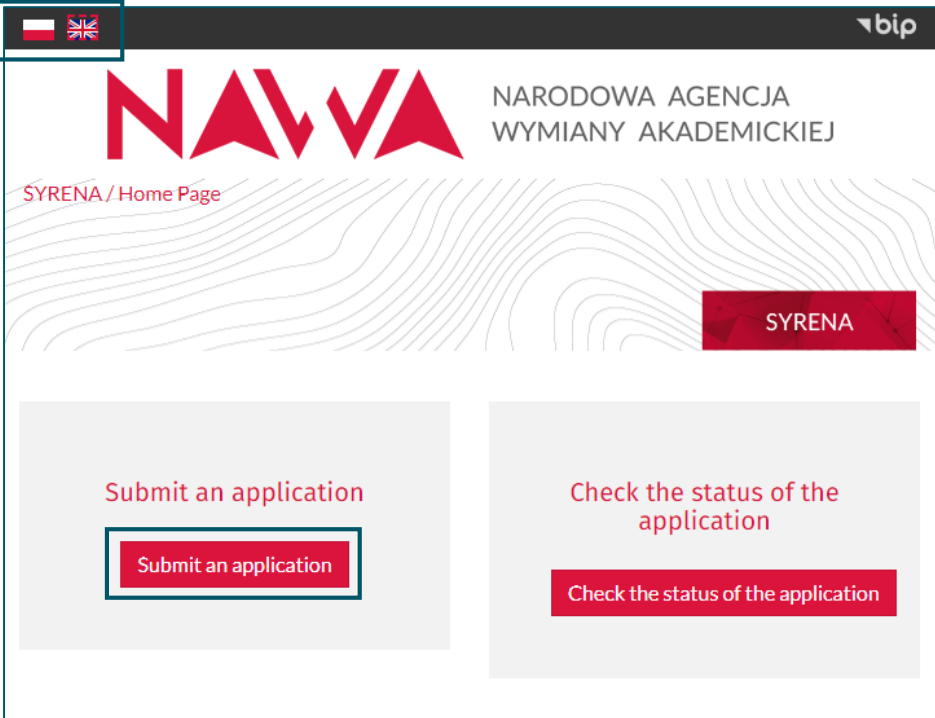
SUBMIT AN APPLICATION

Select language

- Polish or English

it is not possible to select a different language – if you change the browser language to other than Polish or English your application will be rejected

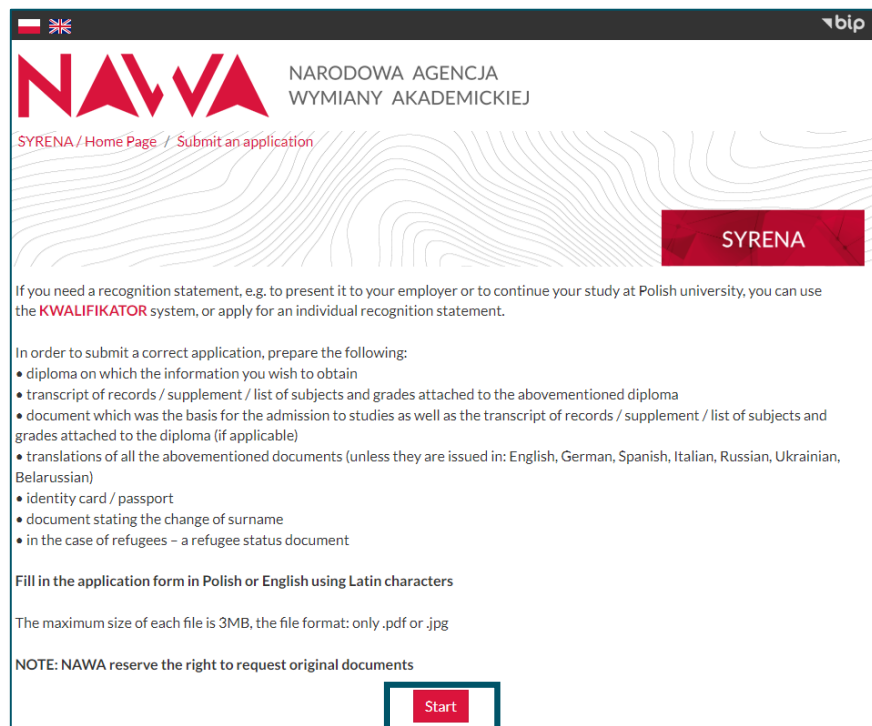
Start the submission process



The screenshot displays the SYRENA website interface. At the top left, there is a language selection menu with two options: Polish (PL) and English (EN). The English option is highlighted with a blue border. In the top right corner, the 'bip' logo is visible. The main header features the 'NAWA' logo in red and the text 'NARODOWA AGENCJA WYMIANY AKADEMICKIEJ'. Below the logo, the text 'SYRENA / Home Page' is displayed. A red button labeled 'SYRENA' is positioned on the right side of the header. The main content area contains two large grey boxes. The left box has the text 'Submit an application' in red, with a red button below it also labeled 'Submit an application'. The right box has the text 'Check the status of the application' in red, with a red button below it labeled 'Check the status of the application'.

Prepare required documents paying special attention to:

- the file size
max. 3 MB
- the file format
only .pdf or .jpg
- the file quality
good quality coloured scan
- the language of documents
scan the documents issued in the original language
- the language of the application
fill in the application form in Polish or English using Latin characters



The screenshot shows the NAWA SYRENA application form page. At the top, there is a header with the Polish and Ukrainian flags, the NAWA logo, and the text "NARODOWA AGENCJA WYMIANY AKADEMICKIEJ". Below the header, there is a navigation bar with "SYRENA / Home Page" and "Submit an application". The main content area features a fingerprint graphic and a red "SYRENA" button. Below the graphic, there is a paragraph explaining the purpose of the recognition statement and the KWALIFIKATOR system. A list of required documents is provided, including diplomas, transcripts, translations, identity cards, and documents for refugees. A note states that the application form should be filled in Polish or English using Latin characters. At the bottom, there is a "Start" button highlighted with a red box.

SYRENA / Home Page / Submit an application

SYRENA

If you need a recognition statement, e.g. to present it to your employer or to continue your study at Polish university, you can use the **KWALIFIKATOR** system, or apply for an individual recognition statement.

In order to submit a correct application, prepare the following:

- diploma on which the information you wish to obtain
- transcript of records / supplement / list of subjects and grades attached to the abovementioned diploma
- document which was the basis for the admission to studies as well as the transcript of records / supplement / list of subjects and grades attached to the diploma (if applicable)
- translations of all the abovementioned documents (unless they are issued in: English, German, Spanish, Italian, Russian, Ukrainian, Belarusian)
- identity card / passport
- document stating the change of surname
- in the case of refugees – a refugee status document

Fill in the application form in Polish or English using Latin characters

The maximum size of each file is 3MB, the file format: only .pdf or .jpg

NOTE: NAWA reserve the right to request original documents

Start

NOTE! Data is not stored in the cache. In case you go back to the previous page using the browser back button, all the data you enter in a particular step will be lost. Always use the buttons available in the application form:

Previous

Next

Step 1 – Applicant data – diploma holder

If you are the diploma holder, fill out the required fields following the rules below:

- **The applicant**
select „diploma holder” – „Name of the institution” is filled out by institutions only
- **First name and surname**
fill out according to the data in your ID card (passport)
- **Address data**
provide the correct address - it is later indicated in the individual recognition statement
- **E-mail address**
each notification is sent to the provided e-mail – remember to check the spam folder
- **Refugee status**
check only if you obtained a formal confirmation of a refugee status and you do not have documents confirming your education

Applicant data

Step 1 from 5

Fill out in English or in Polish

The applicant*	Name of the institution
diploma holder	
First name*	
John	
Surname*	
Smith	
Country*	City*
United States of America	New York
Postal code*	Address (street, number)*
10000	1 New York Street
E-mail address*	Repeat e-mail address*
e-mail@address	e-mail@address
<input type="checkbox"/> The application concerns a refugee	

Next

Step 1 – Applicant data – institution

If you apply on behalf of an institution, fill out the required fields following the rules below:

- **The applicant**
select „institution” and provide the full name of the institution that you represent
- **First name and surname**
provide your data
- **Address**
provide the institution's address
- **E-mail address**
each notification is sent to the provided e-mail – use the e-mail in the institution’s domain and remember to check the spam folder
- **Refugee status**
check only if the holder of the diploma you submit for recognition obtained a formal confirmation of a refugee status and they do not have documents confirming education

Applicant data

Step 1 from 5

Fill out in English or in Polish

The applicant*	Name of the institution*
<input type="text" value="institution"/>	<input type="text" value="Higher Education Institution"/>
First name*	
<input type="text" value="Anna"/>	
Surname*	
<input type="text" value="Smith"/>	
Country*	City*
<input type="text" value="United States of America"/>	<input type="text" value="New York"/>
Postal code*	Address (street, number)*
<input type="text" value="10000"/>	<input type="text" value="1 University St"/>
E-mail address*	Repeat e-mail address*
<input type="text" value="e-mail@address"/>	<input type="text" value="e-mail@address"/>
<input type="checkbox"/> The application concerns a refugee	

Next

Step 2 – Document submitted for recognition

All the data provided in this step concerns the document you submit for recognition.

- **Date of issue**
provide the date of issue of the document – not the date of the degree award
- **Translations**
do not attach translations of documents issued in the following languages:
 - English
 - German
 - Spanish
 - Italian
 - Ukrainian
 - Russian
 - Belarussian
- **Attachments**
 - ✓ attach good quality coloured scans
 - ✓ as soon as you attach the file, its name shows under the file-select field
 - ✓ before you proceed, make sure that all the required files are attached

Document submitted for recognition

Step 2 from 5

Fill out in English or in Polish

Attention! Here you complete the details of the diploma you want to recognize

Name on the diploma* Surname on the diploma*

Issuing country* Level of education*

Type of document*

Name of the awarding institution*

Field of study*

Awarded degree* Date of issue*

Purpose of diploma recognition in Poland*

Attention! Multi-page documents should be in one file

Diploma* Master_Diploma.pdf No file chosen
Loaded: Master_Diploma.pdf
[Delete file](#)

Diploma translation No file chosen

Transcript / diploma supplement* Master_Transc... of Records.pdf No file chosen
Loaded: Master_Transcript of Records.pdf
[Delete file](#)

Transcript/diploma supplement translation No file chosen

[Previous](#) [Next](#)

Step 3 – Previous document

All the data provided in this step concerns the previous document which was the basis for admission to studies leading to a diploma from Step 2.

- **Date of issue**
provide the date of issue of the document – not the date of the degree award
- **Title awarded**
if not applicable, fill out with an X
- **Translations**
do not attach translations of documents issued in the following languages:
 - English • German • Spanish • Italian
 - Ukrainian • Russian • Belarussian
- **Attachments**
 - ✓ attach good quality coloured scans
 - ✓ as soon as you attach the file, its name shows under the file-select field
 - ✓ before you proceed, make sure that all the required files are attached

Documents uploaded in this step must not be the same as the ones uploaded in STEP 2.

*Example:
the previous
document for
a **Master** diploma
is a **Bachelor**
diploma*

Previous document

Step 3 from 5

Fill out in English or in Polish

Attention! Here you complete your previous education details

Name on the diploma* Surname on the diploma*

Issuing country*

Type of document*

Name of the awarding institution*

Awarded degree* Date of issue*

Attention! Multi-page documents should be in one file

Diploma* Diploma translation

Loaded: Bachelor_Diploma.pdf
[Delete file](#)

Transcript / diploma supplement* Transcript/diploma supplement translation

Loaded: Bachelor_Transcript of Records.pdf
[Delete file](#)

[Previous](#) [Next](#)

Step 4 – Other attachments

Prepare required documents paying special attention to:

- ID/passport
 - ✓ if you apply on behalf of an **institution** do not attach an ID scan
 - ✓ if you are the **diploma holder** attach only the main page of your ID document (passport) – do not scan all the pages available
- Evidence of change of name
 - ✓ attach only if your current data varies from the one included in the document submitted for recognition
 - ✓ in case your personal data has been changed more than once, attach all the appropriate certificates issued in the original language combined in one file
 - ✓ attach **translations**, unless the certificates are issued in one of the following languages:
 - English •German •Spanish •Italian
 - Ukrainian •Russian •Belarussian

Other attachments

Step 4 from 5

SYRENA

ID/passport

Choose File ID card.pdf

Loaded: ID card.pdf

Delete file

Evidence of change of name

Choose File No file chosen

Confirmation of refugee status

Choose File No file chosen

Additional attachment

Choose File No file chosen

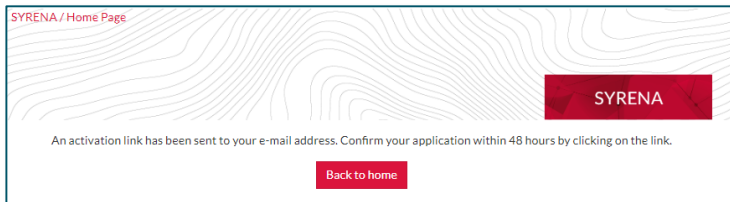
Additional comments

Previous Next

Step 5 – Summary

Check whether the data provided is correct paying special attention to:

- **e-mail address**
make sure it is correct - each notification is sent to the provided e-mail
- **checkboxes**
read the Regulations and the Privacy Policy, then check all the checkboxes
- **save request**
NOTE! Saving the application is not its final submission



Summary

Step 5 from 5

SYRENA

Summary

Step: 2

Name on the diploma: John
Surname on the diploma: Smith
Issuing country: United States of America
Level of education: Second cycle or long cycle studies
Type of document: higher education diploma
Name of the awarding institution: Higher Education Institution
Field of study: Accounting
Awarded degree: Master of Science
Date of issue: 2023-06-01
Purpose of diploma recognition in Poland: entry into Higher Education (e.g. second

Select all consents

I have read and accept the terms of the [Regulations*](#)

I have read and accept the terms of the [Privacy policy*](#)

I declare that the information given in this application form is true and accurate. I am aware of criminal responsibility for testifying untruthfully or concealing the truth*

I authorise the Polish National Agency for Academic Exchange to verify my documents with the bodies in the country of issue*

I'm not a robot

INCAPTCHA
Privacy - Terms

Previous

Save request

CONFIRM THE APPLICATION

In order to submit the application follow the steps below:

- **check e-mail**
an e-mail with the activation link is sent – check it and click the link
- **submit the application**
after you click the link, an e-mail with the confirmation that the application has been submitted is sent

Hello,

The submission of an application for a foreign diploma recognition statement has been initiated.

Application ID: [REDACTED]

In order to submit the application click [the link](#)

The link will be active within 48 hours of this e-mail being sent. If the link expires, submit a new application.

Best Regards
Syrena NAWA Team

Verification in progress

[SYRENA](#)

[Back to home](#)

The application has been submitted.

The recognition statement will be issued within 60 days from the date of submission of the complete set of required documents.

The application status can be checked in the system.

[SYRENA](#)

[Back to home](#)

Hello,

The application for a foreign diploma recognition statement has been successfully submitted for further verification.

Application ID: [REDACTED]

The application status can be checked in the SYRENA system.

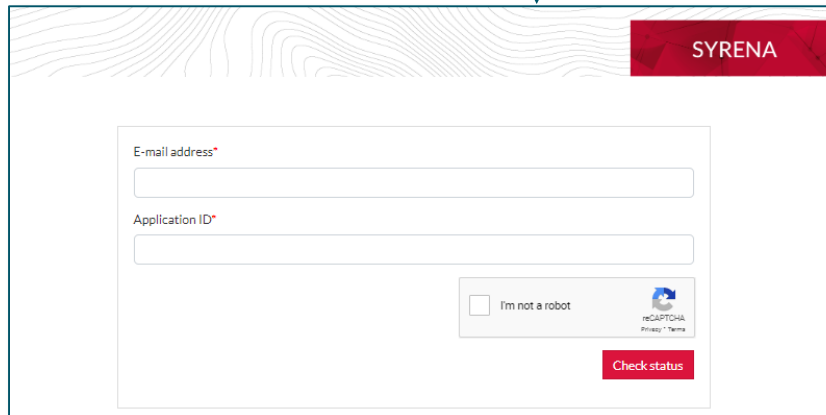
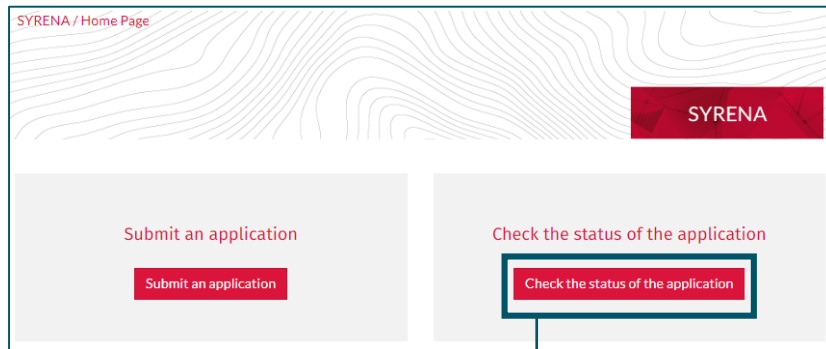
Best Regards
Syrena NAWA Team

CHECK THE STATUS OF THE APPLICATION

How to check the status of the application?

- **select the proper form**
you may check the status of the application any time from the moment you submit it
- **fill out the required fields**
provide the **e-mail** previously given in the application form and the **application ID** sent to you via e-mail

The recognition statement will be issued within **60 days from the date of submission of the complete set of required documents**. In case the application is not complete, you will receive an e-mail with the information what is missing along with the link via which it may be completed.



INCOMPLETE APPLICATION

How to complete missing documents?

- go to the application
after receiving an e-mail with the information on missing documents, click the provided link
- upload the missing documents
upload only the documents indicated in the message paying special attention to the STEPS mentioned
- save request

If you receive an e-mail with the information that the application is incomplete, **DO NOT SUBMIT ANOTHER APPLICATION FORM, COMPLETE THE ONE IN QUESTION.**

Hello,

The application for a foreign diploma recognition statement is incomplete.

Application ID: **0605fe5c-cb47-4ac7-ae5-192e3f2c310d**

In order to complete it send the following:

- **STEP 3, attachment „Diploma” – the previous document which was the basis for admission to studies leading to the diploma from Step 2 - quality of the uploaded document is too poor.**

Link to the application: [Link](#)

Complete the application within 14 days of this e-mail being sent.

If the application is not completed within the given deadline, it will be archived excluding the possibility of further

res, submit a new application.

Team

A document that is the basis for admission to studies

Step 3 from 5

SYRENA

First name: John Surname: Smith

Country of issuance: United States of America

Type of document: Higher education diploma

Name of the awarding institution: Higher Education Institution

Awarded degree: Bachelor of Science Date of issue: 01.06.2021

Diploma scan: Diploma translation:

Diploma transcript: Transcript/diploma supplement translation:

Previous Next

Summary

Step 5 from 5

SYRENA

Select all consents

- I have read and accept the terms of the [Regulations](#)
- I have read and accept the terms of the [Privacy policy](#)
- I declare that the information given in this application form is true and accurate. I am aware of criminal responsibility for testifying untruthfully or concealing the truth
- I authorise the Polish National Agency for Academic Exchange to verify my documents with the bodies in the country of issue

I'm not a robot

Previous Save request

DOWNLOAD THE INDIVIDUAL RECOGNITION STATEMENT

How to download the individual recognition statement?

- go to the application
after receiving an e-mail with the information that the individual recognition statement is ready, go to the application by clicking the link and enter the e-mail address as well as the application ID
- check reply
- download reply
document will be downloaded as a .pdf file

Hello,

Application

Application link: [Link](#)

The foreign diploma recognition statement is ready – you may download it within 14 days of this e-mail being sent. After the deadline, the document will be archived excluding the possibility of downloading it.

The case re-examination request can be submitted within 30 days of this e-mail being sent.

After the deadline, the case will be archived excluding the possibility of submitting the case re-examination request.

Best Regards

Syrena NAWA Team

SYRENA / Home Page

SYRENA

Submission history

29.12.2023 14:01: Informacja o zagranicznym dyplomie jest gotowa - na jej pobranie masz 14 dni /
The foreign diploma recognition statement is ready - you may download it within 14 days
29.12.2023 13:59: Wniosek został uzupełniony / The application has been updated
29.12.2023 12:18: Wniosek oczekuje na uzupełnienie / Missing documents
29.12.2023 12:15: Wniosek został uzupełniony / The application has been updated
29.12.2023 11:55: Wniosek oczekuje na uzupełnienie / Missing documents
29.12.2023 11:38: Wniosek został złożony / The application has been submitted
29.12.2023 11:05: Wniosek został wysłany / The application has been sent

Summary

[Check the reply](#)

[Close](#)

CASE RE-EXAMINATION REQUEST

How to submit a case re-examination request?

- go to the re-examination of the case section
- provide the required data
attach additional documents and provide the reason for the case re-examination
- send

The screenshot shows the SYRENA web application interface. At the top right, there is a red header with the text "SYRENA". Below the header, there is a "Submission history" section with a scrollable list of events. The events include: "29.12.2023 14:01: Informacja o zagranicznym dyplomie jest gotowa - na jej pobranie masz 14 dni / The foreign diploma recognition statement is ready - you may download it within 14 days", "29.12.2023 13:59: Wniosek został uzupełniony / The application has been updated", "29.12.2023 12:18: Wniosek oczekuje na uzupełnienie / Missing documents", "29.12.2023 12:15: Wniosek został uzupełniony / The application has been updated", "29.12.2023 11:55: Wniosek oczekuje na uzupełnienie / Missing documents", "29.12.2023 11:38: Wniosek został złożony / The application has been submitted", and "29.12.2023 11:05: Wniosek został wysłany / The application has been sent". Below the history is a "Summary" section with three buttons: "Download the reply", "Reexamination of the case" (highlighted with a red box), and "Close".

Below the summary is the "Appeal" section. It has a "Your document*" label and a "Choose File" button next to the text "Additional documents.pdf" (highlighted with a red box). Below this is an "Additional comments" section with a text area containing the text "In this field enter the reason why the case should be reconsidered." (highlighted with a red box). At the bottom right of the appeal section, there is a "Send" button (highlighted with a red box) and a "I'm not a robot" checkbox with a green checkmark and a reCAPTCHA logo.



If you encounter technical problems, please
contact us via e-mail:
syrenahelp@nawa.gov.pl