



SYRENA

# USER MANUAL



Fundusze  
Europejskie  
Wiedza Edukacja Rozwój



Rzeczpospolita  
Polska



Unia Europejska  
Europejski Fundusz Społeczny



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# SUBMIT AN APPLICATION

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Select language

The screenshot shows the homepage of the National Agency for Academic Exchange (NAWVA). At the top right, there is a language selection menu with flags for Polish and English. The main header features the NAWVA logo and the text "NARODOWA AGENCJA WYMIANY AKADEMICKIEJ". Below the header, there is a decorative background with a fingerprint-like pattern. Two main action buttons are visible: "Submit an application" and "Check the status of the application". The "Submit an application" button is highlighted with a red border and a callout box.

Home Page

Submit an application

Check the status of the application

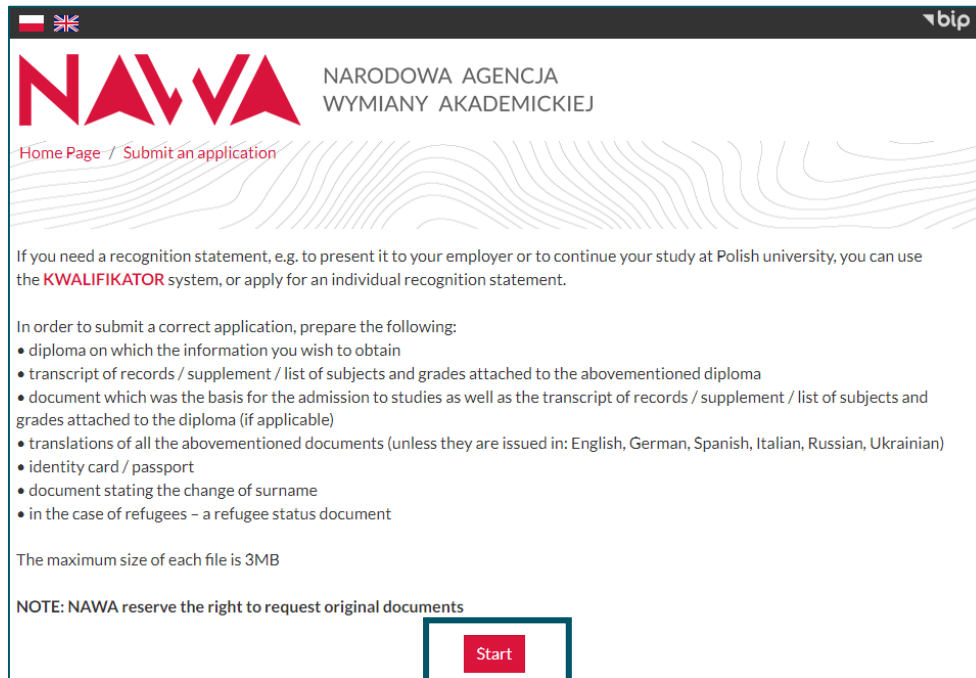
Submit an application

Check the status of the application

Start the submission process

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 website for Narodowa Agencja Wymiany Akademickiej (NAWA). At the top, there are flags of Poland and the United Kingdom, and the 'bip' logo. The main header features the NAWA logo and the text 'NARODOWA AGENCJA WYMIANY AKADEMICKIEJ'. Below the header, there are navigation links for 'Home Page' and 'Submit an application'. The main content area contains instructions for users who need a recognition statement, mentioning the 'KWALIFIKATOR' system. It lists the documents required for a correct application, such as a diploma, transcript, translations, identity card, and refugee status document. A note states that the maximum file size is 3MB. At the bottom right, a red 'Start' button is highlighted with a red box.

**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

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 St

E-mail address\*      Repeat e-mail address\*

e-mail@address      e-mail@address

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

The applicant\* institution

Name of the institution\* Higher Education Institution

First name\* Anna

Surname\* Smith

Country\* United States of America City\* New York

Postal code\* 10000 Address (street, number)\* 1 University St

E-mail address\* e-mail@address Repeat e-mail address\* e-mail@address

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

*Fill out according to the data given in the diploma – in the language\* it was issued in or in English*

### Document submitted for recognition

Step 2 from 5

Name on the diploma*	Surname on the diploma*
<input type="text" value="John"/>	<input type="text" value="Smith"/>
Issuing country*	Level of education*
<input type="text" value="United States of America"/>	<input type="text" value="Second cycle or long cycle studies"/>
Type of document*	
<input type="text" value="higher education diploma"/>	
Name of the awarding institution*	
<input type="text" value="Higher Education Institution"/>	
Field of study*	
<input type="text" value="Accounting"/>	
Awarded degree*	Date of issue*
<input type="text" value="Master of Science"/>	<input type="text" value="01/06/2023"/>
Purpose of diploma recognition in Poland*	
<input type="text" value="entry into Higher Education (e.g. second cycle studies, doctoral schools, post-diploma studies)"/>	
Diploma*	Diploma translation
<input type="button" value="Choose File"/> Master_Diplo... Institution.pdf	<input type="button" value="Choose File"/> No file chosen
Loaded: Master_Diplo... Higher Education Institution.pdf	
<a href="#">Delete file</a>	
Transcript / diploma supplement*	Transcript/diploma supplement translation
<input type="button" value="Choose File"/> Master_Trans... Institution.pdf	<input type="button" value="Choose File"/> No file chosen
Loaded: Master_Transcript_Higher Education Institution.pdf	
<a href="#">Delete file</a>	
<input type="button" value="Previous"/>	<input type="button" value="Next"/>

\* in the original language (in Latin alphabet) or in transliteration

## 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

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

### Previous document

Step 3 from 5

First name\*  Surname\*

Country of issuance\*

Type of document\*

The institution that issued the diploma\*

Given title\*  Diploma issue date\*

Diploma\*  Bachelor\_...tution.pdf  No file chosen  
Loaded: Bachelor\_Diploma\_Higher Education Institution.pdf  
[Delete file](#)

Transcript / diploma supplement\*  Bachelor\_...tution.pdf  No file chosen  
Loaded: Bachelor\_Transcript\_Higher Education Institution.pdf  
[Delete file](#)

Diploma translation  No file chosen

Transcript/diploma supplement translation  No file chosen

## 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

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

Summary

Step: 1

The applicant: diploma holder

First name: John

Surname: Smith

Country: United States of America

City: New York


Address (street, number): 1 New Your St

E-mail address: e-mail@address

Re-enter email address: e-mail@address

The application concerns a refugee:

- 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  Privacy - Terms

[Save request](#)

[Home Page](#)

An activation link has been sent to your e-mail address. Confirm your application within 48 hours by clicking on the link.

[Back to home](#)

# 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

Home Page

Verification in progress

[Back to home](#)

Home Page

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.

[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.

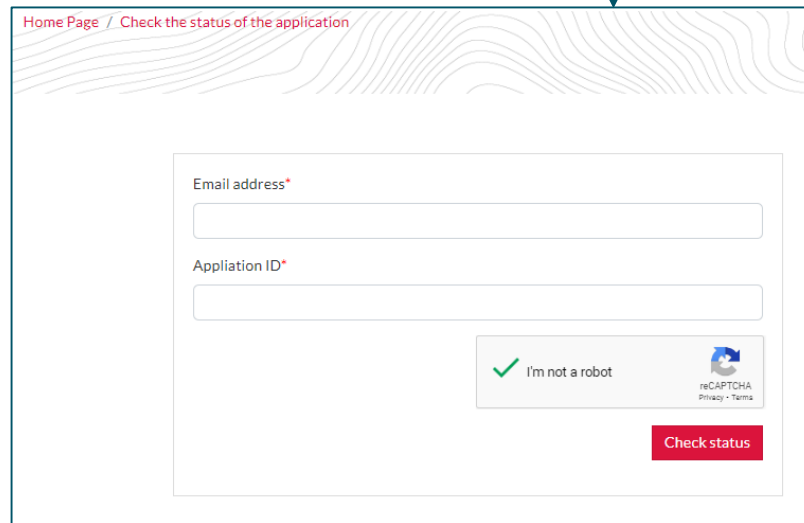
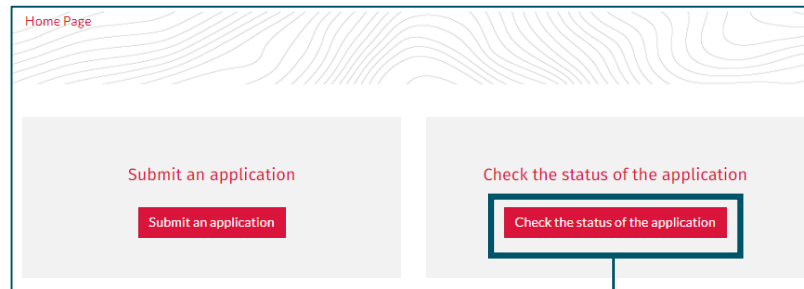
Best Regards  
Syrena NAWA Team

# 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.





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