

SYRENA 

# USER MANUAL

## Secondary school certificate



Fundusze Europejskie  
Wiedza Edukacja Rozwój



Rzeczpospolita  
Polska



NARODOWA AGENCJA  
WYMIANY AKADEMICKIEJ

Unia Europejska  
Europejski Fundusz Społeczny



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The NAWA's Director individual recognition statement **is not required** in the case of secondary school certificates that have already been recognised by the **Regional Educational Authority (Kurator Oświaty)**!

# Before submitting the application

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Before submitting the application, read the user manual carefully, paying special attention to the elements that may result in its rejection.

Reasons for rejecting the application:

## 1. Choosing the wrong module

- × Secondary school certificate submitted in the Diploma/Academic Degree module
- × Higher education qualifications submitted in the Secondary school certificate module

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## 2. Incorrect data

Information in the document is different from the one in the application – name and surname, passport number or certificate number

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## 3. Information in a language different than Polish or English

Application partially completed in another language or by using automatic translator in the browser

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## 4. Multiple applications

Applications submitted more than once will be rejected

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## 5. Wrong completion

Application is not supplemented according to the guidelines sent in the request via email

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## 6. Polish qualifications

Application submitted related to the qualifications issued by Polish institutions

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## 7. Application submitted by unauthorized third-party

The application may only be submitted by the holder of the diploma or by the institution to which the diploma was submitted and which has been authorized by the holder of the diploma.

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# SUBMIT AN APPLICATION

## Select language

- Polish or English

it is not possible to select a different language – if you use the automatic translator in your browser, some of the data will not be translated correctly:

**Issuing country:** 中国  
**Level of education:** 高等教育学位  
**Type of document:** 高等教育文凭

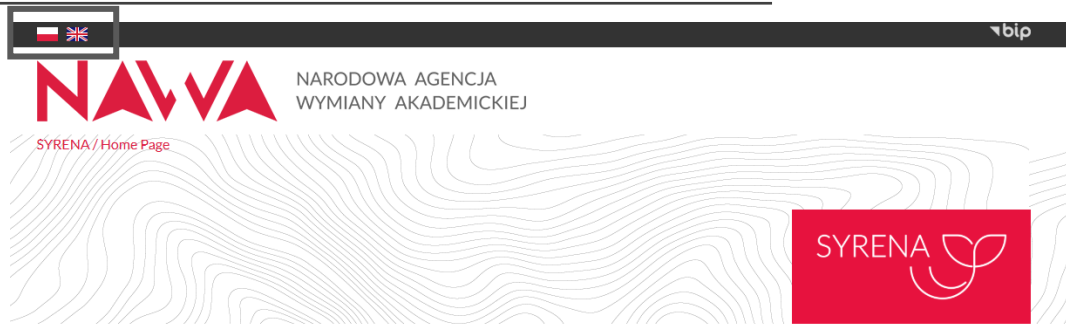
An application submitted in this manner will be rejected!

## Choose the correct module

- Secondary school certificate or Diploma / Academic Degree  
choose the module according to your document

Application submitted in the wrong module will be rejected!

Start the submission proces



Submit an application

Secondary school certificate

Diploma / Academic Degree

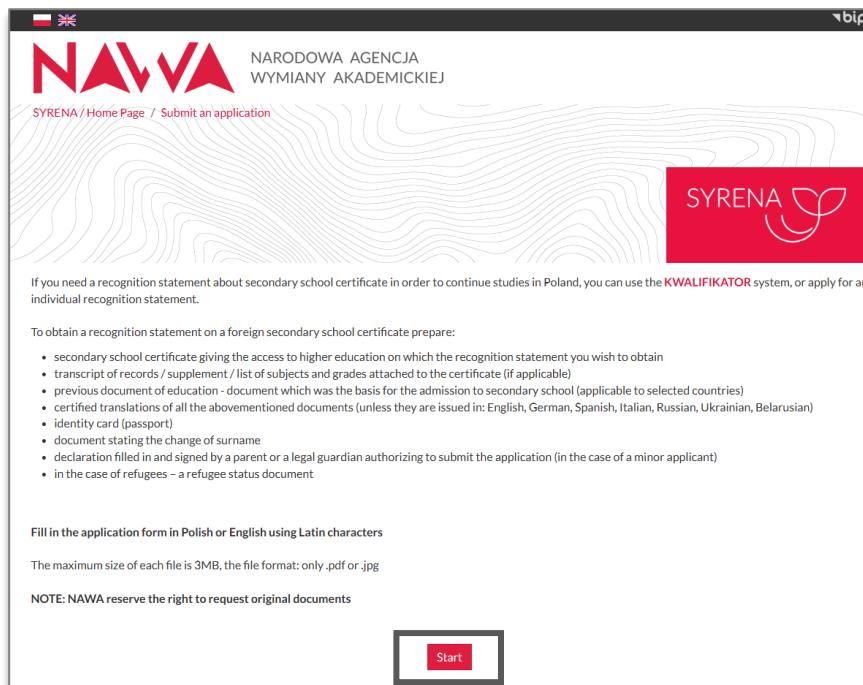
Check the status of the application

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  
scan a multi-page document into a single file
- 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

DO NOT ATTACH certified copies  
DO NOT ADD your e-signature on documents



The screenshot shows the NAWA (Narodowa Agencja Wymiany Akademickiej) SYRENA application form page. The header includes the NAWA logo and the text 'NARODOWA AGENCJA WYMIANY AKADEMICKIEJ'. Below the header, there is a navigation bar with 'SYRENA / Home Page / Submit an application'. The main content area features a background of wavy lines and a red SYRENA logo. The text on the page reads: 'If you need a recognition statement about secondary school certificate in order to continue studies in Poland, you can use the KWALIFIKATOR system, or apply for an individual recognition statement.' It then lists the documents to be prepared: secondary school certificate, transcript of records, previous document of education, certified translations, identity card, document stating the change of surname, and declaration filled in and signed by a parent or a legal guardian. A 'Start' button is visible at the bottom right of the form area.

**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

# Types of files that cannot be added

Check your files against the following criteria:

## 1. Quality

attach a good quality scan so that each element is visible

## 2. Colour

scan the documents in colour

## 3. Completeness

scan documents in such a way that the entire page is visible - multi-page documents should be scanned to one file

## 4. Additional elements

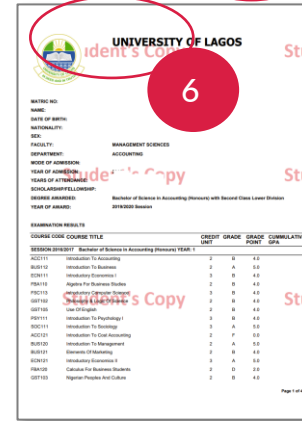
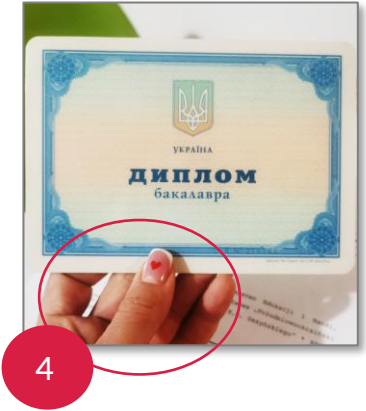
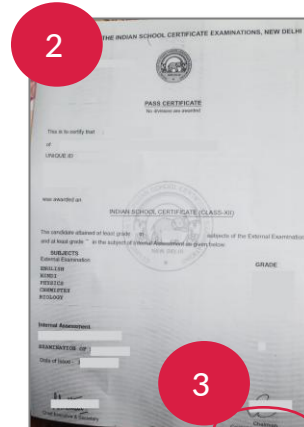
scan documents in such a way that no additional elements are visible (e.g. fingers, another document, desk, etc.)

## 5. Original document

scan the original document - a scan of a certified copy is not acceptable

## 6. Official document

attach an official document issued by the institution and containing all required elements (signatures and stamps)



**NOTE!**  
Do not upload such documents.

# Step 1 – Applicant data – diploma holder

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

- **The applicant**  
select „diploma holder” – „Name of the institution” is filled out only by higher education institutions submitting documents for their candidates
- **First name and surname**  
fill out according to the data in your passport
- **Passport of the certificate holder**
  - ✓ document's number will be indicated in the NAWA's Director individual recognition statement
  - ✓ submitting anything other than passport number will result in the rejection of the application
- **Address data**  
provide the correct address
- **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 a complete set of the documents confirming your education

If you will submit wrong information in the sections above - the application will be rejected!

## Applicant data

Step 1 from 5

Fill out in Polish or in English using latin alphabet

The applicant*	Name of the institution	
diploma holder		
First name*		
John		
Surname*		
Doe		
Passport of the certificate holder*	Country*	City*
BE000010	Nigeria	Lagos
Postal code*	Address (street, number)*	
00100	Allen Avenue 1	
E-mail address*	Repeat e-mail address*	
email@email.com	email@email.com	
<input type="checkbox"/> The application concerns a refugee		
<b>Next</b>		

# Step 1 – Applicant data – institution

If you apply on behalf of a higher education 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
- **Passport of the certificate holder**  
provide **passport number** of the certificate holder to whom the application applies
- **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 a complete set of documents confirming education

Step 1 from 5

Fill out in Polish or in English using latin alphabet

The applicant*	Name of the institution*	
institution	Higher Institution	
First name*	Surname*	
Anna	Kowalska	
Passport of the certificate holder*	Country*	City*
BE000010	Poland	Warszawa
Postal code*	Address (street, number)*	
10-000	Uniwersytecka 1	
E-mail address*	Repeat e-mail address*	
email@email	email@email	
<input type="checkbox"/> The application concerns a refugee		
<b>Next</b>		

## Step 2 – Document submitted for recognition

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

- Issuing country
  - ✓ select the country, where the document was issued, not the one you are currently living in
- Number of the certificate to which the application relates
  - ✓ provide number of the final certificate
  - ✓ if not applicable, fill out with an X
- The institution that issued the certificate
  - ✓ provide name of the institution that issued the document
- Date of issue
  - ✓ provide the date of issue of the document
  - ✓ in the case of a duplicate, provide the date of issue of the original document
- Translations
  - ✓ do not attach translations of documents issued in the following languages:
    - English •Ukrainian •Russian •Belarusian
  - ✓ in the case of other languages, attach **certified translations**
- 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

Provide name and surname of the document's **HOLDER**.  
If you enter:  
*Name on the diploma:  
Higher Secondary  
Surname on the  
diploma:  
Certificate  
(and the like)*  
the application will be **rejected**.

Step 2 from 5

Fill out in Polish or in English using latin alphabet

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

First name on the certificate*	Surname on the certificate*
<input type="text" value="John"/>	<input type="text" value="Doe"/>

Issuing country\*

Number of the certificate to which the application relates\*

The institution that issued the certificate\*

Date of issue\*

**Attention! Multi-page documents should be in one file**

Certificate*	Certificate translation
<input type="button" value="Choose File"/> Secondary Sch... Certificate.pdf Loaded: Secondary School Certificate.pdf <a href="#">Delete file</a>	<input type="button" value="Choose File"/> No file chosen
Transcript / certificate supplement	Transcript/certificate supplement translation
<input type="button" value="Choose File"/> Secondary Transcript.pdf Loaded: Secondary Transcript.pdf <a href="#">Delete file</a>	<input type="button" value="Choose File"/> No file chosen

## Step 3 – Previous document

All the data provided in this step concerns the *previous* document *preceding* the document from Step 2.

- Issuing country
  - ✓ provide name of the country, which issued the document, **not** the one you are currently living in
- The institution that issued the certificate
  - ✓ provide name of the institution that issued the document
- Date of issue
  - ✓ provide the date of issue of the document
  - ✓ in the case of a duplicate, provide the date of issue of the original document
- Translations
  - ✓ do not attach translations of documents issued in the following languages:
    - English •Ukrainian •Russian •Belarusian
  - ✓ in the case of other languages, attach **certified translations**
- 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 1:*  
the previous document for a **High School diploma** is a **Middle School diploma**

*Example 2:*  
the previous document for a **Certificate of Complete General Secondary Education** is a **Certificate of Basic Secondary Education**

If your secondary school certificate confirms the completion of **11<sup>th</sup>** or **12<sup>th</sup>** grade in an **integrated format** and you do not have a separate 9<sup>th</sup> or 10<sup>th</sup> grade certificate, **attach again the document from Step 2** and choose any date.

### Previous document

Step 3 from 5

Fill out in Polish or in English using latin alphabet

**Attention! Here you complete your previous education details**

First name on the certificate	Surname on the certificate
<input type="text" value="John"/>	<input type="text" value="Doe"/>
Issuing country	
<input type="text" value="Nigeria"/>	
The institution that issued the certificate	
<input type="text" value="Basic Education Council"/>	
Date of issue	
<input type="text" value="01/06/2016"/>	

**Attention! Multi-page documents should be in one file**

Certificate	Certificate translation
<input type="button" value="Choose File"/> Basic Education Certificate.pdf	<input type="button" value="Choose File"/> No file chosen
<small>Loaded: Basic Education Certificate.pdf</small>	
<small>Delete file</small>	
Transcript / certificate supplement	Transcript/certificate supplement translation
<input type="button" value="Choose File"/> Basic Education Transcript.pdf	<input type="button" value="Choose File"/> No file chosen
<small>Loaded: Basic Education Transcript.pdf</small>	
<small>Delete file</small>	

# Step 4 – Other attachments

Prepare required documents paying special attention to:

- **International passport**
  - ✓ attach only the main page of the passport – do not scan all the pages available
  - ✓ **passport number will appear** in the individual recognition statement
  - ✓ passport must be valid for at least 3 months from the date the application is submitted
- **Declaration authorizing a minor to be independently submit an application**
  - ✓ declaration template is available on the NAWA website
- **Declaration authorizing the submission of documents by an authorized person**
  - ✓ attach the document if you apply as an institution on behalf of the certificate holder
- **Evidence of change of name**
  - ✓ attach only if current data varies from the one included in the documents submitted for recognition
  - ✓ in case personal data has been changed more than once, attach all the appropriate certificates issued in the original language combined in one file
  - ✓ attach **certified translations**, unless the certificates are issued in one of the following languages:
    - English •Ukrainian •Russian •Belarusian
- **Additional attachment (a minor applicant)**
  - ✓ if on the day of submitting the application you are a minor, attach a declaration, filled in and signed by your parent or legal guardian, authorizing you to submit the documents
  - ✓ find the declaration form [here](#)

## Other attachments

Step 4 from 5



ID/passport\*

Choose File No file chosen

Declaration authorizing a minor to independently submit an application

Choose File No file chosen

Declaration authorising the submission of documents by an authorized person

Choose File No file chosen

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

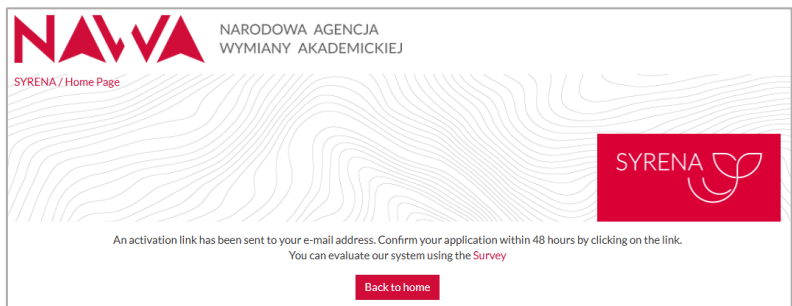
Previous

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
- **send request**  
NOTE! sending the application *is not its final submission!*



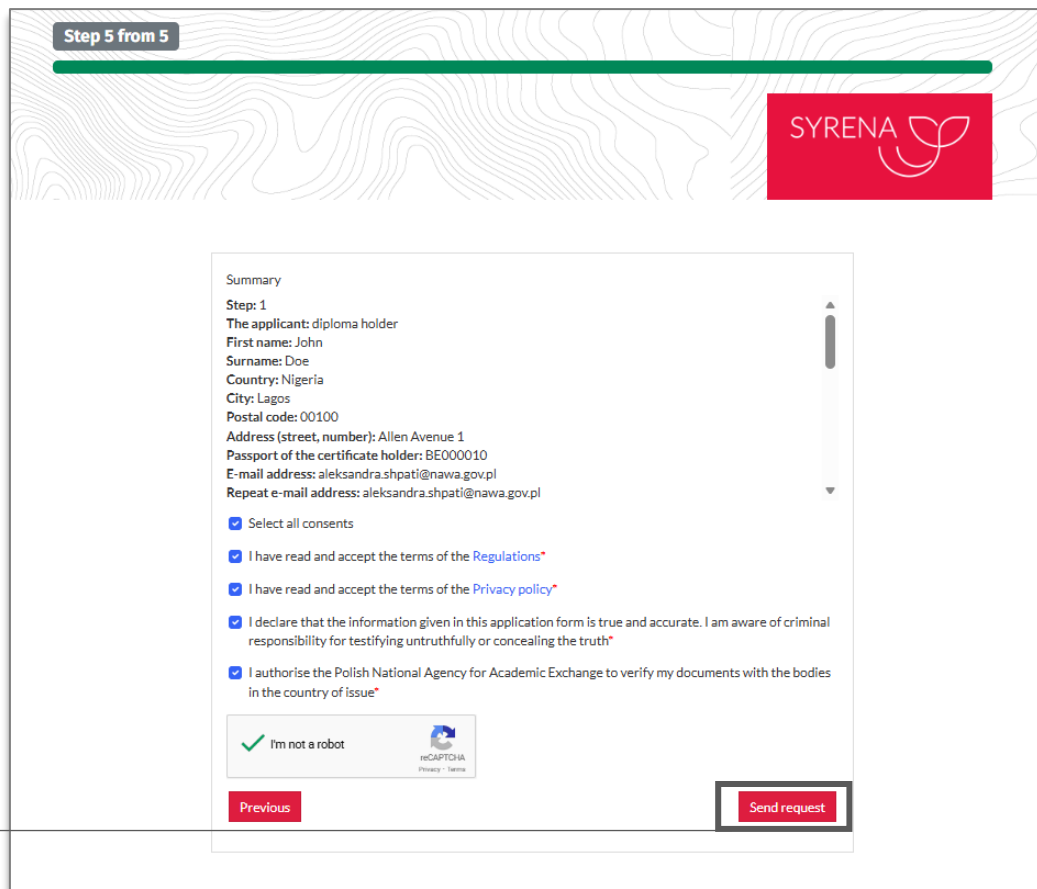
NAVVA NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

SYRENA / Home Page

SYRENA

An activation link has been sent to your e-mail address. Confirm your application within 48 hours by clicking on the link.  
You can evaluate our system using the [Survey](#)

[Back to home](#)



Step 5 from 5

SYRENA

Summary

Step: 1  
The applicant: diploma holder  
First name: John  
Surname: Doe  
Country: Nigeria  
City: Lagos  
Postal code: 00100  
Address (street, number): Allen Avenue 1  
Passport of the certificate holder: BE000010  
E-mail address: aleksandra.shpati@nawa.gov.pl  
Repeat e-mail address: aleksandra.shpati@nawa.gov.pl


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](#) [Send 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  
**NOTE!** If the link is not highlighted, click the word **LINK** – only then will the application be submitted
- **download confirmation of the application submission**  
if you need a confirmation that the application has been submitted, click Download confirmation in PDF format – the document will be downloaded automatically.  
**NOTE!** The document is available for download only once immediately afters submitting the application.

Hello,

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

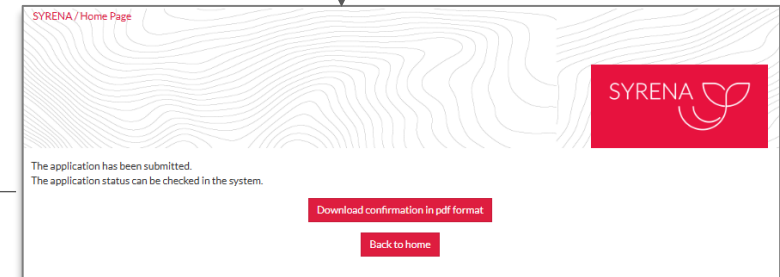
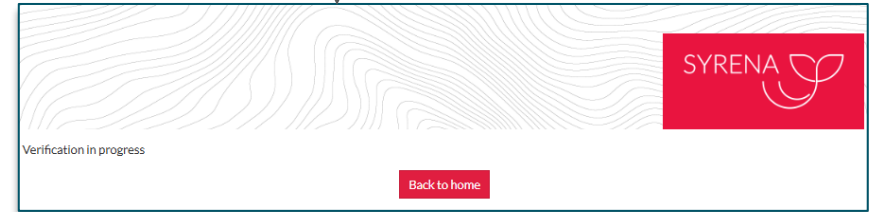
Application ID: [REDACTED]

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

Departament for Academic Recognition



Hello,

The application for a foreign certificate 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

Departament for Academic Recognition

# CHECK THE STATUS OF THE APPLICATION

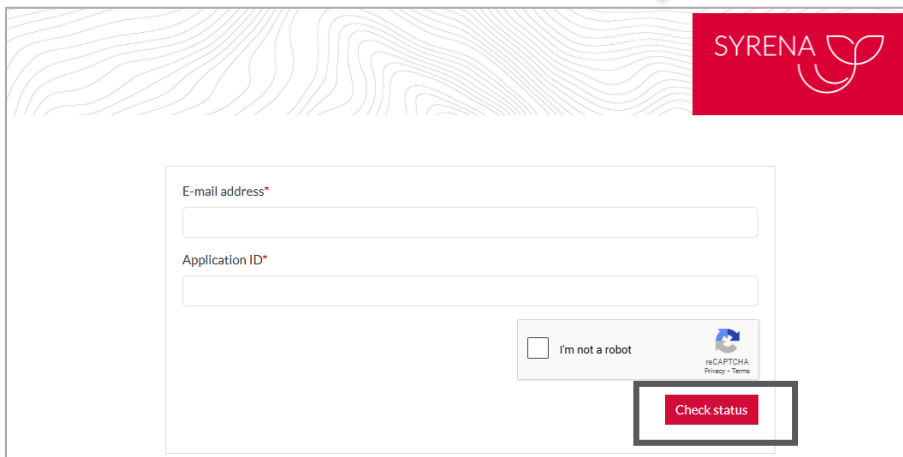
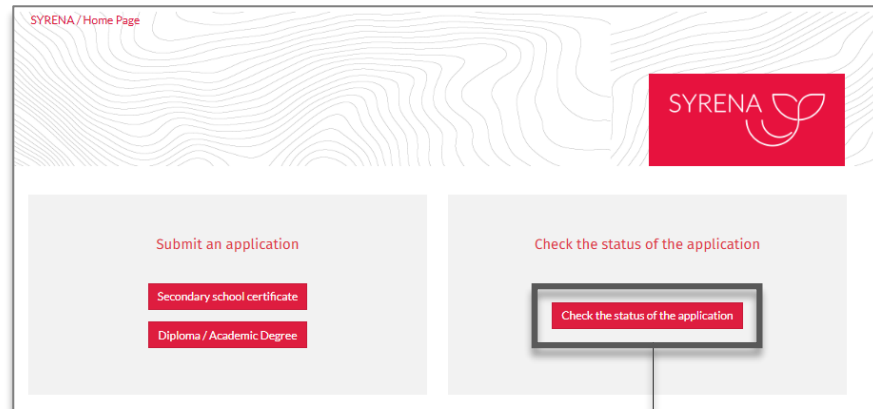
## How to check the status of the application?

- **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

**ATTENTION!** Copy the Application ID directly from the email you received earlier and do not delete any elements. If the Application ID is changed, it will not be possible to check the status.

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.

Explanation of each particular application status can be found [here](#).



# 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

**NOTE!** It is not possible to edit the data entered in the application - it is only possible to complete the missing documents.

- 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.**

Hello,

The application for a foreign diploma recognition statement is incomplete.

Application ID: [REDACTED]

In order to complete it send the following:

- **STEP 3** - submit a high quality scan of a document which was the basis for admission to your upper secondary education.

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 processing.

If the link expires, submit a new application.

Best regards  
Syrena NAWA Team

Departament for Academic Recognition

Step 3 from 5

SYRENA

First name: John, Surname: Doe

Country of issuance: Nigeria

Type of document: Choose one of the options...

Name of the awarding institution: Basic Education Council

Awarded degree: [REDACTED], Date of issue: 03/04/2016

Diploma scan: Choose File: Middle School Diploma.jpg, Delete file

Diploma transcript: Choose File: Middle School Transcript.jpg, Delete file

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?

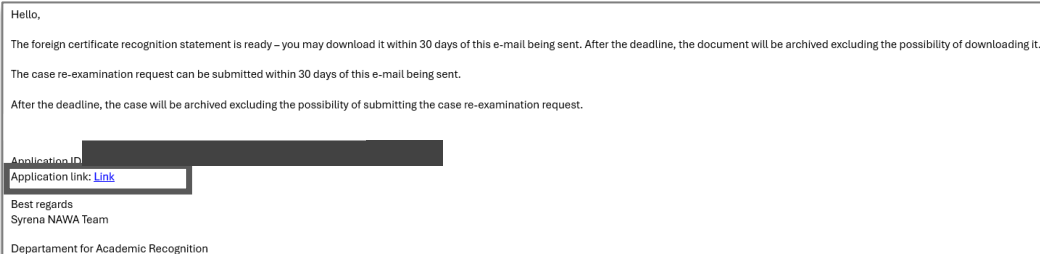
I authorize the Polish National Agency for Academic Exchange to verify my documents with the bodies in the country of issue?

Previous, Save request, I'm not a robot, reCAPTCHA

# DOWNLOAD THE INDIVIDUAL RECOGNITION STATEMENT

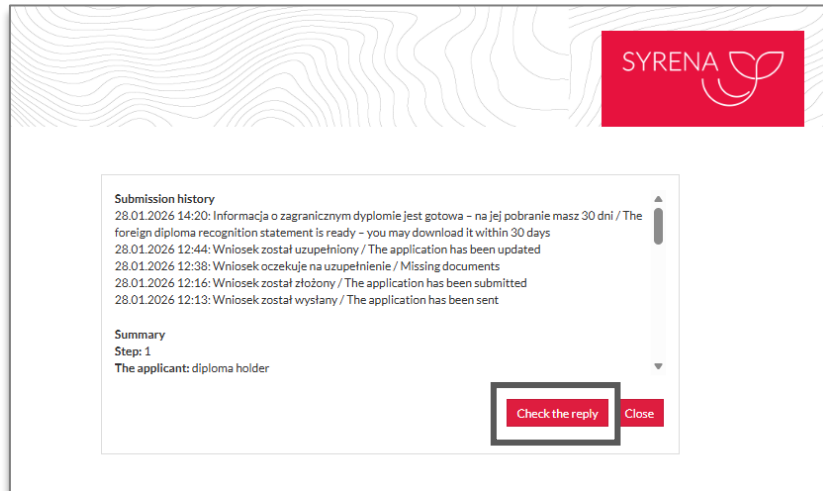
## How to download the individual recognition statement?

- **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
- **check the setting on your device to verify where the downloads are placed**  
NAWA's Director individual recognition statement will be automatically saved in the default folder



Individual recognition statement is issued in a form of a digitally signed PDF document – its authenticity can be verified in the signature panel in the Adobe Reader.

**NOTE!** The Individual recognition statement is issued only digitally – it is not possible to collect the document in a paper form in the NAWA's Office.



# CASE RE-EXAMINATION REQUEST

The case re-examination request may be submitted if you disagree with the obtained individual recognition statement or if the document contains errors.

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 displays the SYRENA portal interface. At the top right, the SYRENA logo is visible. The main content area is divided into two sections. The upper section, titled "Submission history", contains a scrollable list of events: "28.01.2026 12:00: Informacja o zagranicznym dyplomie jest gotowa - na jej pobranie masz 30 dni / The foreign diploma recognition statement is ready - you may download it within 30 days", "28.01.2026 11:46: Wniosek został złożony / The application has been submitted", and "28.01.2026 11:44: Wniosek został wysłany / The application has been sent". Below this is a "Summary" section for "Step: 1" with the applicant identified as a "diploma holder". Fields for "First name:" and "Surname:" are present. At the bottom of this section are three buttons: "Download the reply", "Reexamination of the case" (highlighted with a black box), and "Close".

The lower section is titled "Request to reconsider the case". It features a file upload field labeled "Additional document\*" with a "Wybierz plik" button and the text "Nie wybrano pliku". Below this is a text area for "Justification of the request to reconsider the case\*\*". At the bottom right of this section is a CAPTCHA area with the text "Nie jestem robotem" and the CAPTCHA logo. A "Send" button (highlighted with a black box) is located at the bottom right of the entire form.

# STATUS OF THE APPLICATION - EXPLANATION

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What does each status mean?

- **the application has been sent**  
check your e-mail and click the activation link **within 48 hours**
- **the application has been submitted**  
the submission has been confirmed – if the application is complete, the recognition statement will be issued **as soon as possible**, otherwise you will be asked to send missing documents
- **missing documents**  
complete the application **within 14 days** - after that period, it will not be possible
- **the application has been updated**  
the update has been submitted – if the application is complete, the recognition statement will be issued **as soon as possible**
- **the foreign diploma recognition statement is ready**  
download the document **within 30 days** - after that period, it will not be possible
- **the case re-examination request has been submitted**  
if you do not agree with the information, submit the case re-examination request **within 30 days**
- **response to the case re-examination request is ready**  
download the document **within 14 days** - after that period, it will not be possible
- **the application has been rejected**  
the application will be rejected if:
  - it is submitted / completed incorrectly,
  - you send documents which do not fall within the NAWA competence (e.g. language proficiency certificate),
  - you submit another application concerning the same document
  - more reasons can be found [here](#)

NOTE! Messages sent from syrena@nawa.gov.pl are automated.  
Do not reply! You may contact us via [syrenahelp@nawa.gov.pl](mailto:syrenahelp@nawa.gov.pl)



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