



UNIVERSITY OF COMPUTER SCIENCES AND SKILLS
(Wyższa Szkoła Informatyki i Umiejętności)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

Rzgowska 17a, 93-008 Łódź, Poland

Date:

To,
 Controller of Examinations,
 University of Computer Sciences and Skills,
 Rzgowska 17a, 93-008 Łódź, Poland

Subject: Application for Academic Document

Dear Sir/ Madam,

I would like to request my academic documents which include a transcript, migration certificate, provisional certificate, and bona fide certificate. I hereby apply with all required credentials and under mentioned fee for the following documents as per the university regulations. (Please assign a tick mark in the appropriate row in the Check-in Column)

S.N.	Documents	Amount	Check-in Column	Account Approval (Office Use Only)
1	Academic Transcript			
2	Migration Certificate			
3	Provisional Certificate			
4	Bona Fide Certificate			
5	Convocation			

STUDENT DETAILS:

Name of Student [Block Letter]	
Father's Name [Block Letter]	
Mother's Name [Block Letter]	
Date of Birth [DD.MM.YYYY]	
Address	
UCSS Registration No.	
Year of Enrollment	
Year of Completion	
Faculty	
Programme	

Instruction to the Applicant:

- To apply for the transcript, applicants must submit all copies of grade sheets, UCSS Registration Card and a copy of citizenship card.
- All the required information must be written clearly. The applicant shall be responsible for any delay in processing document due to incomplete or incorrect information.
- Normally document will be delivered after 30 days of application registration to the Office of the Controller of Examinations.
- Once the transcript is issued, the applicant must submit a copy of the transcript to apply for any other documents. For the degree certificate applicant must submit a soft copy of recent passport-size photographs.
- A provisional certificate will be issued only if the degree certificate is not issued after convocation no provisional certificate will be issued to the respective students.
- To apply for an official copy of applicant should submit a photocopy of the respective documents along with the original copy and the required fee.
- The above-mentioned document fee, terms and conditions are as per the university rule and the university reserves the right to change any provisions or requirements contained in this form at any time, without pre-notification.
- Applicant must be present with the prepaid memo and legitimate identity card or citizenship card for receiving the documents or otherwise one could assign his/ her representative with clear written consent.

Signature of the Applicant :

Contact No. :

E-mail :

Date :