**After your diploma exam:**

1. Copy of your Diploma at Home University

Cracow University of Economics can issue your diploma only after you have graduated from your home university. You have to send us the copy of your diploma first, then we can start the diploma issuing procedure!

Please remember that after your bachelor defense and exam all the administrative matters should be done directly with the International Programmes Office IPO/BPZ.

2. Diploma Request

According to the Polish law, the diploma must be collected personally. If you want to have it posted/mailed, please submit a special request form to the Dean. We advise you to fill it in before your departure and leaving it in International Programmes Office IPO/BPZ. Use the date later than your defense exam date!

Please be aware that the diploma will be issued not earlier than within 6 months from your diploma request and the copy of your home university diploma receiving

Please send the copy of your home university diploma and the diploma request form (special form – see the attached file) to: [cichona@uek.krakow.pl](mailto:cichona@uek.krakow.pl)

[Sylwia.rutkowska@uek.krakow.pl](mailto:Sylwia.rutkowska@uek.krakow.pl) (in C.C.)

3. Stay in Touch

We would appreciate if you stay in touch with us from time to time!