

Duplicate Student ID - Rules for Submitting Applications.

The application for a new electronic student ID can only be submitted by a person who has already received such a document, but whose ID has been damaged, lost, or if there has been a change in the owner's personal details.

A change in personal details includes a change of first name(s), last name, PESEL number, and album number. The fee for a new student ID is

22 PLN. A request to change only the photo is not sufficient to issue a new ID. In the case of a change in personal details, a new ID will be issued (edition number "A"). The old ID must be returned to the appropriate Student Service Office, corresponding to the studied program.

In the case of damage or loss of the student ID, a duplicate will be issued with the same personal details as the original document and a subsequent edition number ("B", "C", ...). The fee for issuing a duplicate is **33 PLN**.



The application for a new Electronic Student ID should be submitted to the appropriate Student Service Office for the studied program:

1. Report the change of personal details, loss, or damage of the ID in person at the Student Service Office or by email through your student account.
2. The Student Service Office staff will accept the report and charge the appropriate fee in the USOS system.
3. Log in to USOS (<https://usosweb.polsl.pl/>).
4. Go to the "Common section" tab, then "Payments (model FK)", and the submenu "Uncleared payments". There, you will find the item related to the requested document—duplicate or new ID.
5. Make the payment of the specified amount to your individual account in the USOS system, remembering that the accounting process may take a few days.
6. After the payment is recorded, you will be informed by email and/or phone about the document collection date.