

## Documents that incoming double degree students have to submit in order to be registered as SGH students – check-list

	<b>Document</b>	<b>Description</b>
<input type="checkbox"/>	<b>application form</b> from the online system	printed out in 2 copies, signed by home institution and sent by post
<input type="checkbox"/>	<b>personal questionnaire</b> (also called: application form)	WORD file that includes information such as: name and surname, date and place of birth, social security number, domicile address specifying if the candidate is living in a city or village, mail address etc.) – it needs to be filled in on computer, signed and attached to the application package
<input type="checkbox"/>	original or certified <b>copy of secondary-school general certificate of education</b>	this document needs to be confirmed as conform with original by home institution of master studies; translation is not needed
<input type="checkbox"/>	<b>BA or MA diploma duplicate or its copy</b>	this document needs to be confirmed as conform with original by home institution of master studies; translation is not needed
<input type="checkbox"/>	<b>copy of a personal ID or other document confirming the candidate's identity</b>	this document needs to be confirmed as conform with original by home institution of master studies
<input type="checkbox"/>	<b>digital picture for the student ID</b>	uploaded in the online application system; ID will be also card for public transport after loading the credits. Picture also should be sent to mchromy[ <a href="mailto:mchromy@sgh.waw.pl">@</a> ]sgh.waw.pl
<input type="checkbox"/>	<b>transcript of records</b> with all the courses done during the 1st year of studies at home institution	that can be done later after the transcript for whole year is ready

## **Additional information for the digital pictures**

Due to introduction of new student registration system I have been asked to get the digital pictures for the student ID. Below you'll find specification of these pictures – I'd appreciate if you could send me the pictures according to these specifications:

- The photo must be in colour.
- It must show the person without a hat and without dark glasses.
- The photo must show the head in the position left half-profile and visible left ear, while maintaining uniform illumination of the face.
- Image in electronic form should have a size of at least  $236 \times 295$  pixels (format 4: 5) and it should be in JPG format.
- The maximum file size is 2MB.
- Photo resolution cannot be less than 300 dpi.
- The person cannot wear clothes difficult to distinguish from the background.
- Silhouette in the photo can have contact only with the bottom edge of the picture.
- The picture should not show other people or objects.

An example of manual adjusting of pictures:

Please open an image in the "MS Photo Editor".

Then click on "Edit images." On the right side toolbar will open.

Please click on the "Resize", select "predefined width and height: The web - large (640 x 480)" and confirm.

Then you go to the toolbar and select "Crop".

If the photo is too big, it should be cut to the size of 480x600.

If the height or width is larger or smaller, you should crop the image, to meet the requirements of 4: 5.

(80x100 = 4: 5, 160x200 = 4: 5, 240x300 = 4: 5, 440x560 = 4: 5)