SYRENA

USER MANUAL
Secondary school certificate

CONTENTS

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

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

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

3. Information in a language different than Polish or English
Application partially completed in another language or by using automatic translator in the browser

4. Multiple applications
Applications submitted more than once will be rejected

5. Wrong completion
Application is not supplemented according to the guidelines sent in the request via email

6. Polish qualifications
Application submitted related to the qualifications issued by Polish institutions

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.

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:

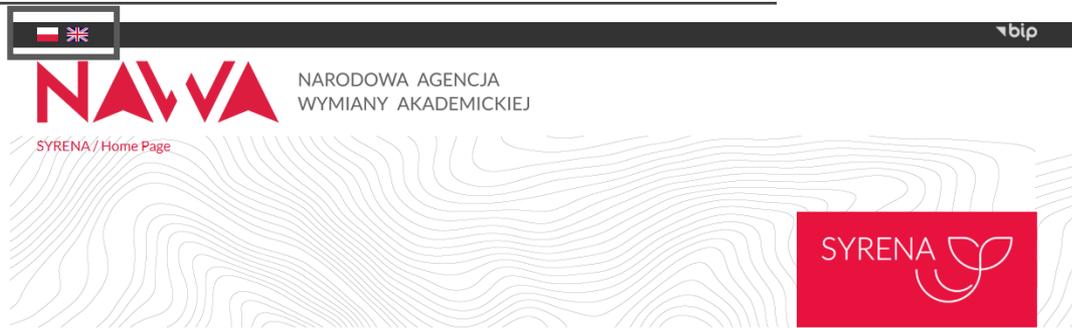**An application submitted in this manner will be rejected!**

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

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**
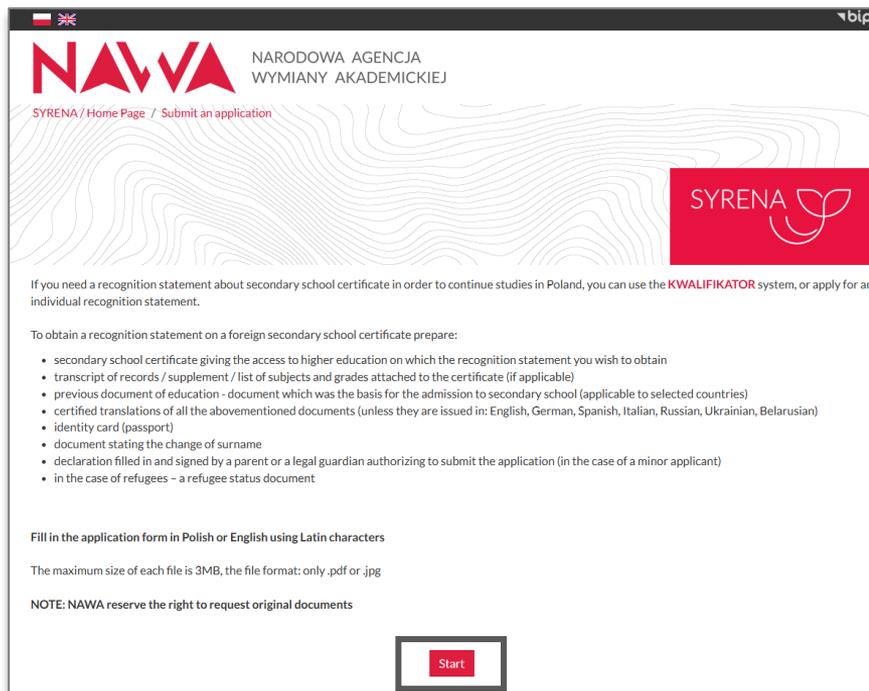
NAWA NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

SYRENA / Home Page / Submit an application

SYRENA

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.

To obtain a recognition statement on a foreign secondary school certificate prepare:

- secondary school certificate giving the access to higher education on which the recognition statement you wish to obtain
- transcript of records / supplement / list of subjects and grades attached to the certificate (if applicable)
- previous document of education - document which was the basis for the admission to secondary school (applicable to selected countries)
- certified translations of all the abovementioned documents (unless they are issued in: English, German, Spanish, Italian, Russian, Ukrainian, Belarusian)
- identity card (passport)
- document stating the change of surname
- declaration filled in and signed by a parent or a legal guardian authorizing to submit the application (in the case of a minor applicant)
- in the case of refugees – a refugee status document

Fill in the application form in Polish or English using Latin characters

The maximum size of each file is 3MB, the file format: only .pdf or .jpg

NOTE: NAWA reserve the right to request original documents

Start

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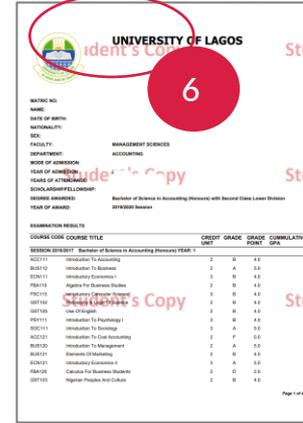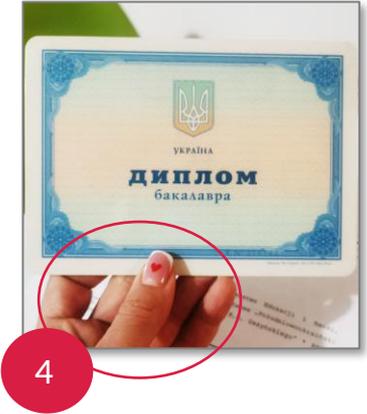
4. Additional elements
scan documents in such a way that no additional elements are visible (e.g. fingers, another document, desk, etc.)

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 certifcate holder**
  - ✓ document's **number** will be indicated in the NAWA's Director individual recognition statement
  - ✓ submitting **anything other than passport numer** 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 |

☐ The application concerns a refugee

Next

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*
institution

Name of the institution*
Higher Institution

First name*
Anna

Surname*
Kowalska

Passport of the certificate holder*
BE000010

Country*
Poland

City*
Warszawa

Postal code*
10-000

Address (street, number)*
Uniwersytecka 1

E-mail address*
email@email

Repeat e-mail address*
email@email

☐ The application concerns a refugee

Next

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 •German •Spanish •Italian •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 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   •German   •Spanish   •Italian
  - •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 **11th or 12th grade in an integrated format** and you do not have a separate 9th or 10th 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: John
Surname on the certificate: Doe

Issuing country: Nigeria

The institution that issued the certificate: Basic Education Council

Date of issue: 01/06/2016

Attention! Multi-page documents should be in one file

Certificate — Choose File: Basic Education Certificate.pdf
Loaded: Basic Education Certificate.pdf
Delete file

Certificate translation — Choose File: No file chosen

Transcript / certificate supplement — Choose File: Basic Education Transcript.pdf
Loaded: Basic Education Transcript.pdf
Delete file

Transcript/certificate supplement translation — Choose File: No file chosen

Previous   Next

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
  - ✓ <u>passport number will appear</u> 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 that 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 • German • Spanish • Italian • 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
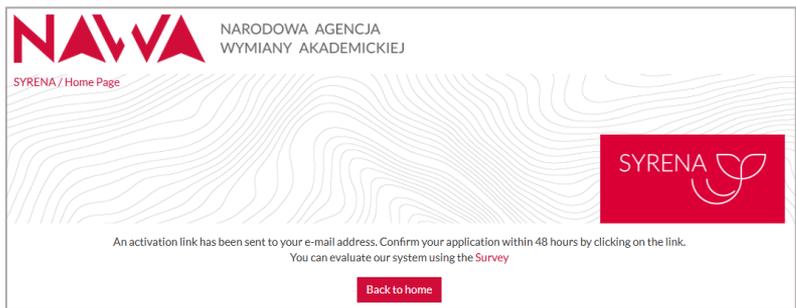
Step 5 – Summary

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**
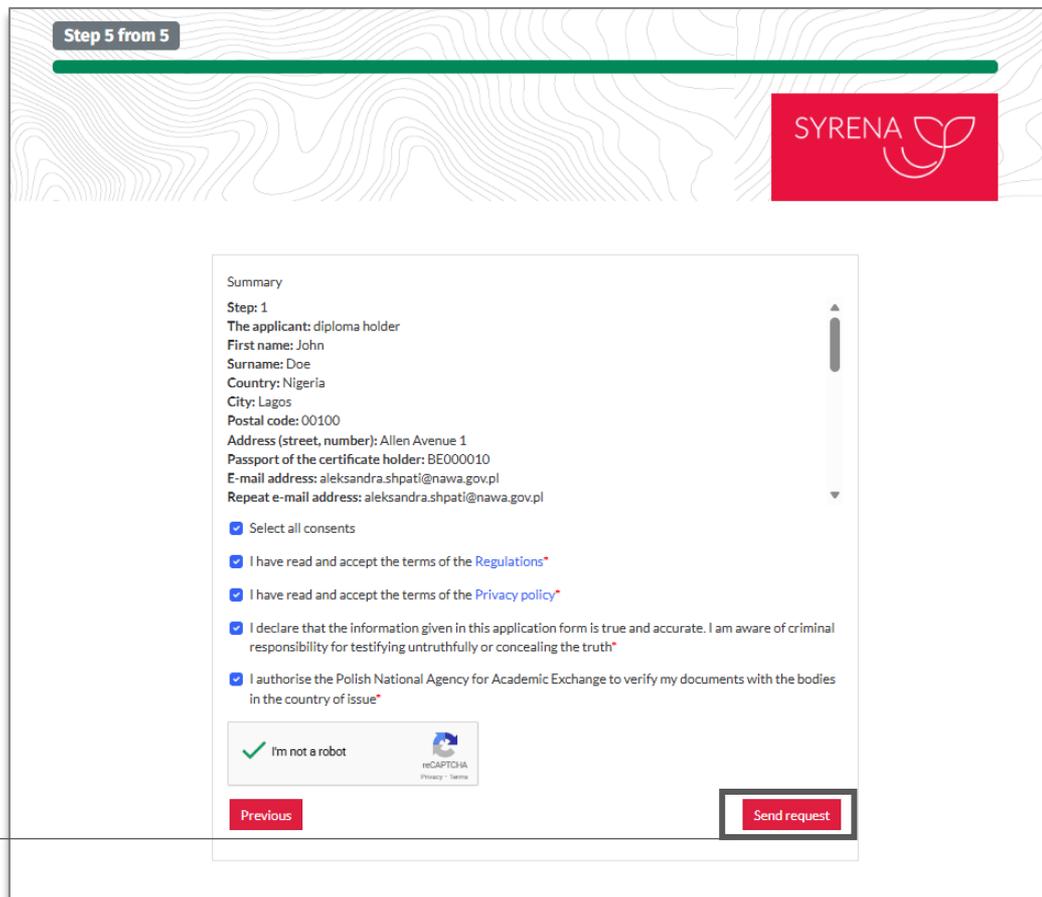 NOTE! sending the application *is not its final submission!*

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,

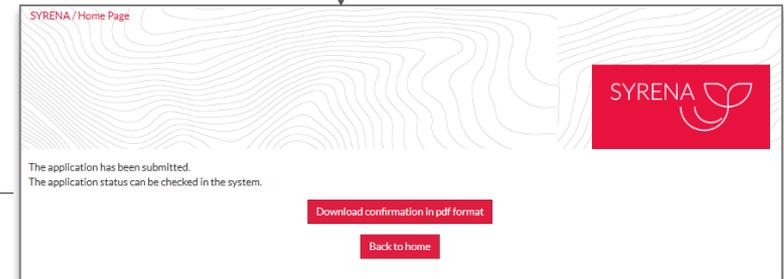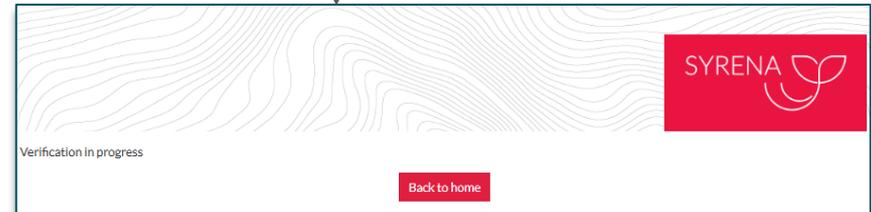The submission of an application for a foreign certificate recognition statement has been initiated.

Application ID:

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

SYRENA

Verification in progress

Back to home

SYRENA / Home Page

SYRENA

The application has been submitted.
The application status can be checked in the system.

Download confirmation in pdf format

Back to home

Hello,

The application for a foreign certificate recognition statement has been successfully submitted for further verification.

Application ID:

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.
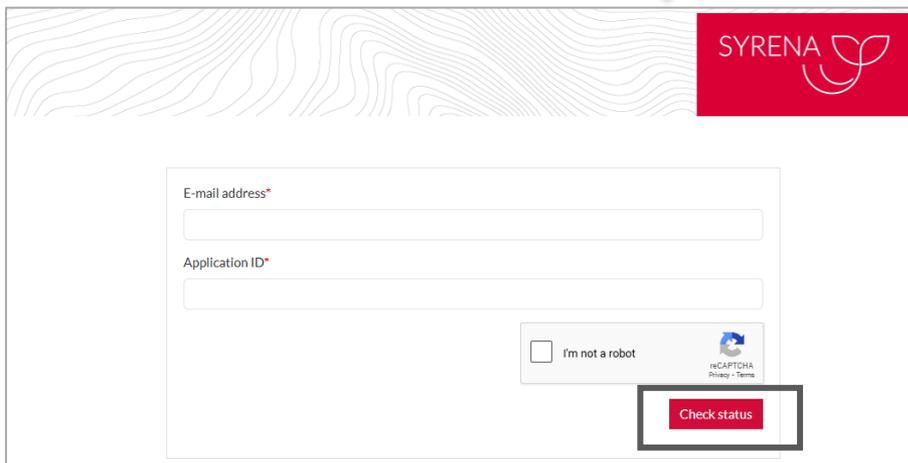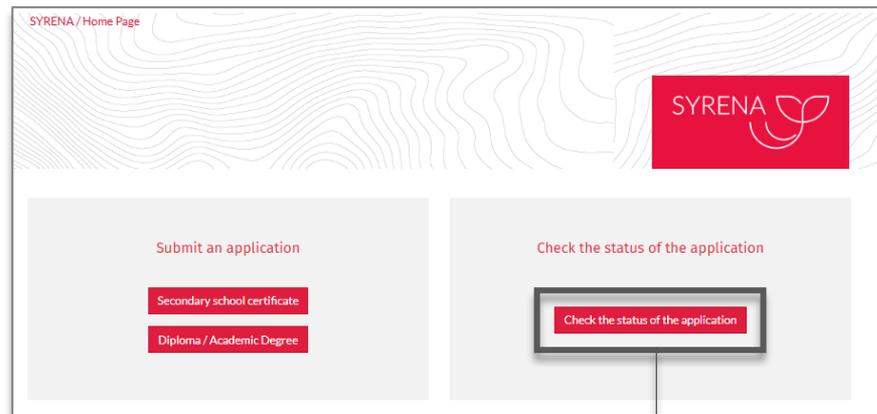
INCOMPLETE APPLICATION

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:

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

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
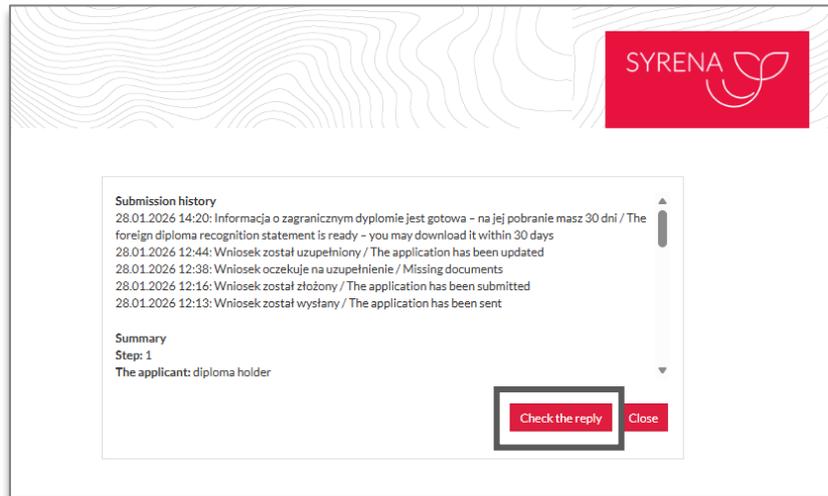
- **check reply**

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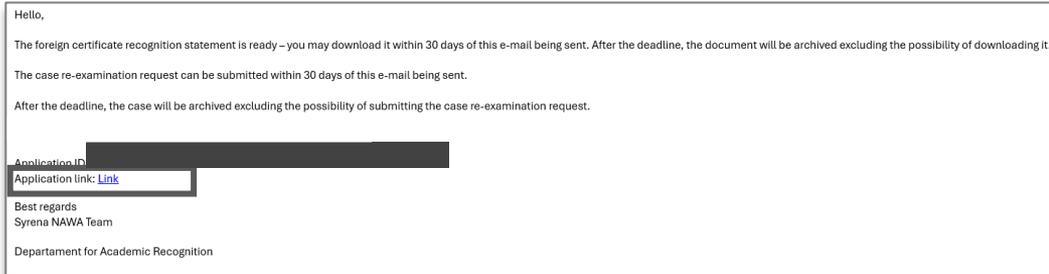
Individual recognition statement is issued in a form of a digitally signed PDF document – its authenticity can be verified in the signature panel in the Adobe Reader.

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.

Hello,

The foreign certificate recognition statement is ready – you may download it within 30 days of this e-mail being sent. After the deadline, the document will be archived excluding the possibility of downloading it.

The case re-examination request can be submitted within 30 days of this e-mail being sent.

After the deadline, the case will be archived excluding the possibility of submitting the case re-examination request.

Application ID

Application link: Link

Best regards
Syrena NAWA Team

Departament for Academic Recognition

SYRENA

Submission history
28.01.2026 14:20: 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 12:44: Wniosek został uzupełniony / The application has been updated
28.01.2026 12:38: Wniosek oczekuje na uzupełnienie / Missing documents
28.01.2026 12:16: Wniosek został złożony / The application has been submitted
28.01.2026 12:13: Wniosek został wysłany / The application has been sent

Summary
Step: 1
The applicant: diploma holder

Check the reply   Close

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

STATUS OF THE APPLICATION - EXPLANATION

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

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