**Nostrification of education certificates**

………………………..

(place and date)

Given names, surname………………………...……………………………………………..

Date and place of birth………………………………………………………………………..

(a town/ a city + a country)

Address of living in Poland…………………………….…………….……………………....

[ID/passport n˚]……………………………………………………….………………………..

[phone n˚]………………………………………………….………….………………………..

**Kuratorium Oświaty w Łodzi**

I’m applying for the recognition of certificate:

The name of the certificate:…………………………………………………………………...

I have finished a school in.………………………………………….………………………...

(a town/ a city + a country)

I have been learning abroad (in my country) for ……….. years since I was 6 years old

(primary, lower-secondary and secondary school).

Powers which you are entitled to thanks to the certificate you possess in the country

where it has been issued:

……………………………………………………………………………………………………………

Which level of education recognition are you applying for in Poland?

……………………………………………………………………………………………………………

Which level of the right to continuation of learning are you applying for in Poland?

……………………………………………………………………………………………………………

I declare that the certificate I put in had not been nostrified in Poland ever before.

………….………….

(signature)

Enclosure:

1…………………………………………………

2…………………………………………………

3…………………………………………………

4…………………………………………………

**Information obligation**

Conducting administrative proceedings and issuing administrative decisions

on recognizing and confirming certificates and other documents issued abroad

by schools or educational institutions recognized by a country on which territory

or in which system of education they act

According to art. 13 section 1 and section 2 of the General Regulation on Personal Data Protection of 27th April 2016 I inform that:

1) The Regional Education Authority in Łódź, 90-446 Łódź, al. Kościuszki 120A, phone (42) 636-34-71, e-mail: kolodz@kuratorium.lodz.pl is the administrator of your personal data;

2) Mr Adam Bar, phone (42) 636-26-76, e-mail: iod@kuratorium.lodz.pl is the inspector of data protection in the Regional Education Authority in Łódź;

3) Your personal data shall be processed in order to make recognition or confirmation of certificates and other documents issued abroad by schools or educational institutions recognized by a country on which territory or in which system of education they act on the basis of art. 6 section 1 letter c of the quoted regulation;

4) Your personal data shall be transferred to the Minister of Education and Science – in case of lodging an appeal against the decision issued by the Regional Education Authority in Łódź. Your personal data may also be transferred to other institutions in order to verify the submitted certificates and other documents issued abroad by schools or educational institutions recognized by the country in whose territory or in whose education system they operate;

5) Your personal data shall not be transferred to a third country/ an international organization;

6) Regarding to your personal data, decisions will not be made in an automated manner, according to art. 22 of the quoted regulation;

7) Your personal data was rated as A in the archival category which concerns files with historical value, and as a result they shall be kept in the archive timelessly;

8) You have the right to access to the content of your data and the right to their correction, removal, limitation of processing, the right to transfer data, the right to raise the objection;

9) You have the right to file a complaint to the Act on Personal Data Protection if you think that processing your personal data violates rules of the quoted regulation;

10) You do not have the right to delete data, the right to transfer data, the right to object, because the basis for the processing of your personal data is art. 6 sec. 1 lit. c of the quoted regulation.

Personal Data Administrator

Regional Education Authority in Łódź

………………………………….

(signature)