

SGH

Szkoła Główna
Handlowa
w Warszawie

How to submit digital documents to SGH

Instructions for applicants to studies in SGH Warsaw School of Economics starting in the winter semester of the 2020/2021 academic year

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Deadlines for submission of documents

- Submission of documents – understood here as **uploading digital copies of the documents** will be possible after you are qualified to studies
- You may upload the documents until **3:00 p.m.** on the last day of the document submission period specified for the given round in the admission schedule
- For the admissions schedule for **Bachelor** studies on terms for Polish citizens go to: <https://oferta.sgh.waw.pl/en/bachelor/admissions/Pages/Schedules.aspx>
- For the admissions schedule for **Master** studies on terms for Polish citizens go to: <https://oferta.sgh.waw.pl/en/master/admissions/Pages/Admission-Schedule.aspx>
- The deadline and manner of submitting the original documents will be specified until 30 September 2020.

Which documents should I sign with an electronic signature?

- Application form* – applicable to all applicants
- Agreement on terms of payment in Polish – applicable to all applicants
- Agreement on terms of payment in English – applicable to applicants qualified to studies in English
- Statement by the parents of an underage applicant signed by the applicant's legal guardians or parents using digital signature – applicable to underage applicants

*Application form is the only document from the list which may be signed with a hand-written signature and sent by post to SGH. However, we recommend that you sign the application form using the e-signature, owing to which the application will be processed much faster. If you opt for signing the form in a traditional manner, you should upload a scan of the postal receipt instead of the application form.

Important!

- Do not use e-signatures for signing copies of educational documents (for instance, maturity certificate, academic diploma or confirmation of completion of studies) or language certificates (required in the case of qualification to studies in English)
- Scanned documents (other than the application form or agreements) should be uploaded directly in the Internet Registration System as PDF, JPG or JPEG files in the relevant slot
- Documents requiring e-signature should be uploaded as XML files

Accepted e-signatures

- Trusted signature (*podpis zaufany*)
- Personal signature (*podpis osobisty*) using *e-dowód*
- Qualified electronic signature

The three types of e-signatures will be further discussed in the later sections of the instruction.

Uploading documents in ISR

- Log in to the Internet Registration System and choose the relevant application in *Your applications* tab
- Go to *Document scans* tab and click the button *Add a document*

To upload a scan, click the button 'Add a document' and select the relevant file. Please make sure to upload all the obligatory documents. Verification status of the uploaded documents will be visible in the table below.

Add a document

Document name	File	Document status	Announcement	Options
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Uploading documents in ISR– cont.

- Choose the type of document you want to upload from the drop list, then choose the appropriate file from your disk and click *Save*.

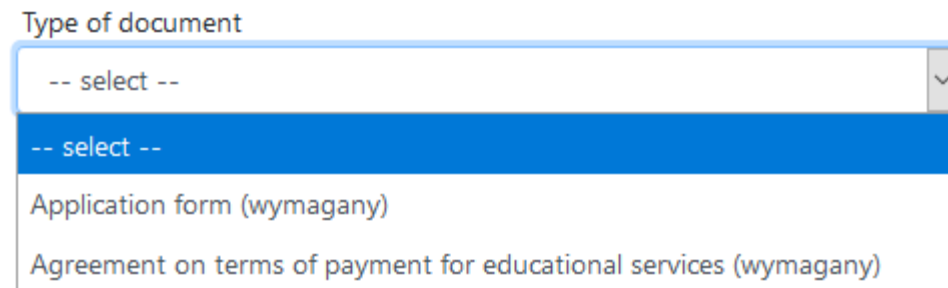
Type of document

-- select --

-- select --

Application form (wymagany)

Agreement on terms of payment for educational services (wymagany)

A screenshot of a web form element. It features a label 'Type of document' above a dropdown menu. The menu is currently open, showing a list of options. The first two options are '-- select --'. The third option, 'Application form (wymagany)', is highlighted with a blue background. The fourth option is 'Agreement on terms of payment for educational services (wymagany)'. A small downward-pointing arrow is visible on the right side of the dropdown box.

Uploading documents in ISR– cont.

- Once the document is uploaded, the system will redirect you to the list of uploaded documents, where you can view or delete a document

To upload a scan, click the button 'Add a document' and select the relevant file. Please make sure to upload all the obligatory documents. Verification status of the uploaded documents will be visible in the table below.

Add a document

Document name	File	Document status	Announcement	Options
Polish maturity certificate or its non-Polish equivalent	view			Remove
Academic diploma or its equivalent	view			Remove

- To upload other documents, click the *Add a document* button

Important!

- Digital copies of educational documents (for instance, maturity certificate, academic diploma or confirmation of completion of studies) or language certificates should be uploaded as PDF, JPG or JPEG files
- E-signed documents should be uploaded as XML files
- In order to upload the complete set of required Documents, you should upload **every single** document labelled as mandatory (*wymagany*)

Trusted signature – what is it?

- You can sign documents with the trusted signature (*podpis zaufany*) free of charge using the Trusted profile (*Profil zaufany*) – a portal run by the Polish government
- For more information on *Profil zaufany* go to: <https://pz.gov.pl/pz/index> (available in Polish only)
- For more information on how to create *Profil zaufany* go to: <https://www.gov.pl/web/gov/zaloz-profil-zaufany> (available in Polish only)

Important!

- If you are a customer of the following companies, you can create your *Profil zaufany* using their services



How to sign documents using *podpis zaufany* – a step-by-step guide

1. Download the documents for signing from ISR
2. Sign the document using *podpis zaufany*
3. Download the e-signed document
4. Upload the document in ISR

Step 1. Download the documents for signing from ISR

- Documents that should be e-signed will be available for download the *Download* tab in the Internet Registration System (ISR) – they will appear at the top of the page after you fill in and save the required fields in this tab

Before downloading the documents below, please make sure that the declarations you have made are correct.
After the documents are downloaded, modification of the declarations will not be possible.

Documents for download:
Application form

- The downloaded documents are auto-filled with data provided by you in the ISR – please check whether the data in the documents is correct and save the files to your computer

Important!

- The *Download* tab will be visible only to applicants qualified to studies
- Before you print out the auto-generated documents, make sure that all your declarations in this tab are correct – after you download the documents you will not be able to modify your declarations
- If you spot an error in your data in the auto-generated documents, please contact the Promotion and Admissions Office

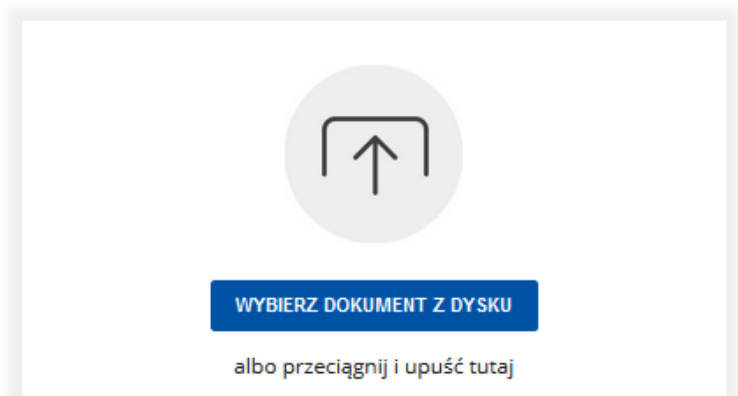
Step 2. Sign the document using *podpis zaufany*

- To sign the document using *podpis zaufany* go to: <https://moj.gov.pl/uslugi/signer/upload?xFormsAppName=SIGNER> and choose the document previously downloaded from ISR

Podpisz dokument elektronicznie za pomocą podpisu zaufanego

Możesz:

- podpisywać dokumenty – również te, które podpisał ktoś inny
- sprawdzić, czy inne osoby złożyły prawidłowy podpis
- zobaczyć podpisane dokumenty



i Rozmiar dokumentu nie może przekraczać 10 MB.

Rozszerzenie: .txt, .rtf, .pdf, .xps, .odt, .ods, .odp, .doc, .xls, .ppt, .docx, .xlsx, .pptx, .csv, .jpg, .jpeg, .tif, .tiff, .geotiff, .png, .svg, .wav, .mp3, .avi, .mpg, .mpeg, .mp4, .m4a, .mpeg4, .ogg, .ogv, .zip, .tar, .gz, .gzip, .7z, .html, .xhtml, .css, .xml, .xsd, .gml, .rng, .xsl, .xslt, .TSL, .dwg, .dwt, .dxf, .dgn, .jp2

Zalecane przeglądarki internetowe:

- Google Chrome od wersji 71.0.3
- Firefox od wersji 65.0.1
- Safari od wersji 12.0.2

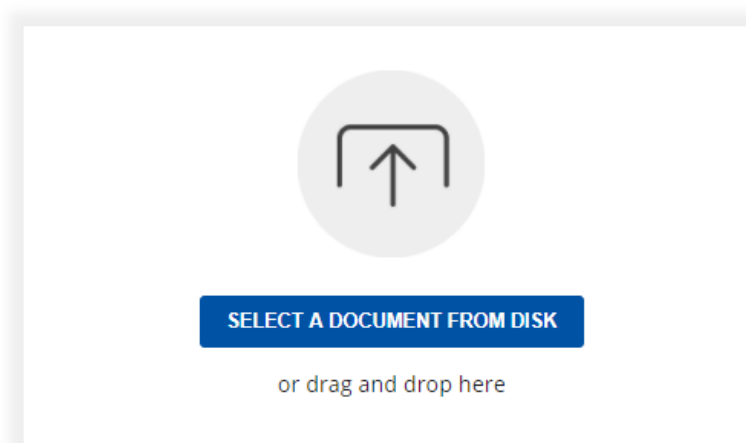
Step 2. Sign the document using *podpis zaufany* – cont.

The following English version was created using the *Translate to English* option in Google Chrome Browser:

Sign the document electronically with a trusted signature

You can:

- sign documents - also those signed by someone else
- check that other people have signed correctly
- view signed documents



- i** The document size must not exceed 10 MB.
- Extension:** .txt, .rtf, .pdf, .xps, .odt, .ods, .odp, .doc, .xls, .ppt, .docx, .xlsx, .pptx, .csv, .jpg, .jpeg, .tif, .tiff, .geotiff, .png, .svg, .wav, .mp3, .avi, .mpg, .mpeg, .mp4, .m4a, .mpeg4, .ogg, .ogv, .zip, .tar, .gz, .gzip, .7z, .html, .xhtml, .css, .xml, .xsd, .gml, .rng, .xsl, .xslt, .TSL, .dwg, .dxf, .dgn, .jp2.
- Recommended web browsers:**
- Google Chrome from version 71.0.3
 - Firefox from version 65.0.1
 - Safari from version 12.0.2

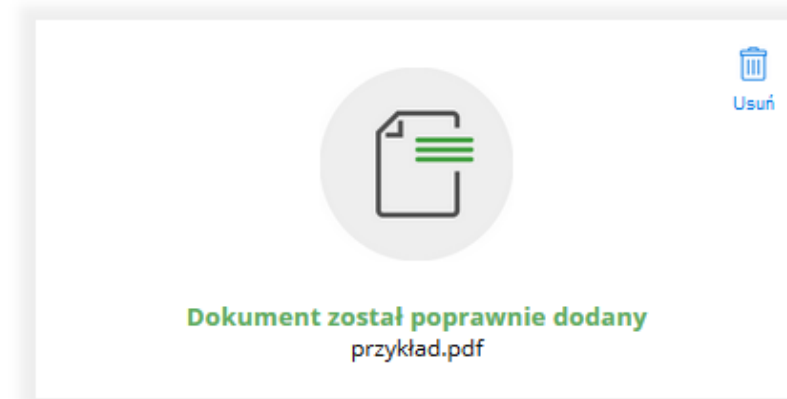
Step 2. Sign the document using *podpis zaufany* – cont.

- After you select the file, click *Podpisz* (sign) – you will be redirected to the *Profil zaufany* log-in page

Podpisz dokument elektronicznie za pomocą podpisu zaufanego

Możesz:

- podpisywać dokumenty – również te, które podpisał ktoś inny
- sprawdzić, czy inne osoby złożyły prawidłowy podpis
- zobaczyć podpisane dokumenty



i Rozmiar dokumentu nie może przekraczać 10 MB.

Rozszerzenie: .txt, .rtf, .pdf, .xps, .odt, .ods, .odp, .doc, .xls, .ppt, .docx, .xlsx, .pptx, .csv, .jpg, .jpeg, .tif, .tiff, .geotiff, .png, .svg, .wav, .mp3, .avi, .mpg, .mpeg, .mp4, .m4a, .mpeg4, .ogg, .ogv, .zip, .tar, .gz, .gzip, .7z, .html, .xhtml, .css, .xml, .xsd, .gml, .rng, .xsl, .xslt, .TSL, .dwg, .dxf, .dgn, .jp2.

Zalecane przeglądarki internetowe:

- Google Chrome od wersji 71.0.3
- Firefox od wersji 65.0.1
- Safari od wersji 12.0.2

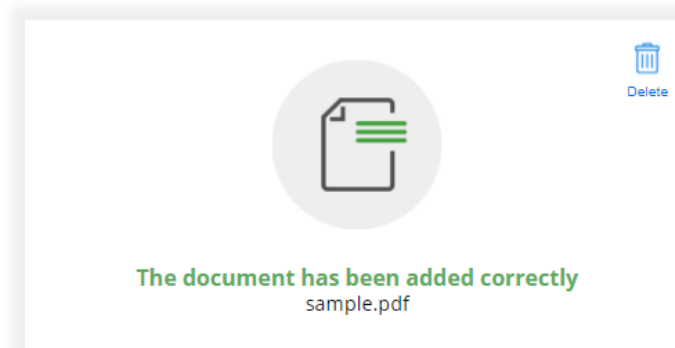
Step 2. Sign the document using *podpis zaufany* – cont.

The following English version was created using the *Translate to English* option in Google Chrome Browser:

Sign the document electronically with a trusted signature

You can:

- sign documents - also those signed by someone else
- check that other people have signed correctly
- view signed documents



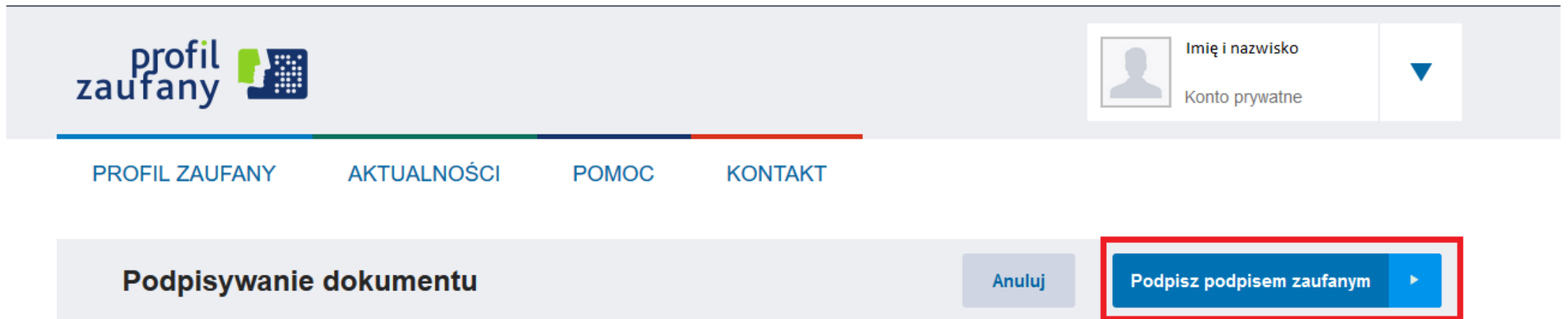
- i** The document size must not exceed 10 MB.
- Extension:** .txt, .rtf, .pdf, .xps, .odt, .ods, .odp, .doc, .xls, .ppt, .docx, .xlsx, .pptx, .csv, .jpg, .jpeg, .tif, .tiff, .geotiff, .png, .svg, .wav, .mp3, .avi, .mpg, .mpeg, .mp4, .m4a, .mpeg4, .ogg, .ogv, .zip, .tar, .gz, .gzip, .7z, .html, .xhtml, .css, .xml, .xsd, .gml, .rng, .xsl, .xslt, .TSL, .dwg, .dwt, .dxf, .dgn, .jp2.
- Recommended web browsers:**
- Google Chrome from version 71.0.3
 - Firefox from version 65.0.1
 - Safari from version 12.0.2

Now you can sign the added document with the electronic signature

SIGN

Step 2. Sign the document using *podpis zaufany* – cont.

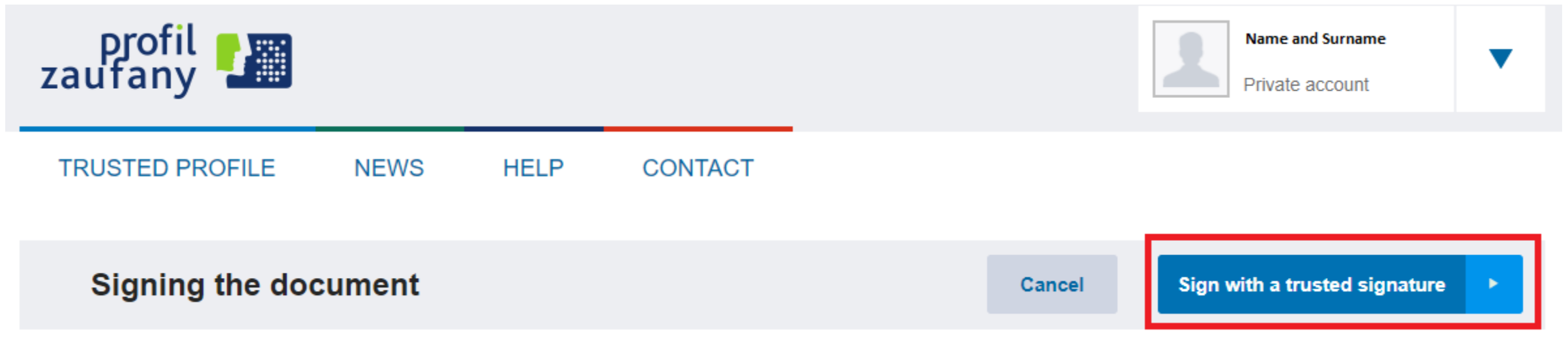
- Once you see the button *Podpisz podpisem zaufanym* (English: Sign with trusted signature) and follow the instructions displayed on the screen



The screenshot displays the 'profil zaufany' (trusted profile) interface. At the top left is the logo 'profil zaufany' with a green and blue icon. To the right is a user profile section with a placeholder icon, the text 'Imię i nazwisko' (Name and surname), and 'Konto prywatne' (Private account) with a dropdown arrow. Below this is a navigation bar with four links: 'PROFIL ZAUFANY', 'AKTUALNOŚCI', 'POMOC', and 'KONTAKT'. The main content area shows the title 'Podpisywanie dokumentu' (Document signing). At the bottom right, there are two buttons: a grey 'Anuluj' (Cancel) button and a blue 'Podpisz podpisem zaufanym' (Sign with trusted signature) button with a right-pointing arrow. The 'Podpisz podpisem zaufanym' button is highlighted with a red rectangular border.

Step 2. Sign the document using *podpis zaufany* – cont.

The following English version was created using the *Translate to English* option in Google Chrome Browser:



The screenshot displays the 'profil zaufany' user interface. At the top left is the logo 'profil zaufany' with a green and blue icon. To the right, a user profile section shows a placeholder for a profile picture, the text 'Name and Surname', and 'Private account' with a dropdown arrow. Below this is a navigation bar with links: 'TRUSTED PROFILE', 'NEWS', 'HELP', and 'CONTACT'. The main content area is titled 'Signing the document' and contains two buttons: a grey 'Cancel' button and a blue 'Sign with a trusted signature' button with a right-pointing arrow. The 'Sign with a trusted signature' button is highlighted with a red rectangular border.

Step 2. Sign the document using *podpis zaufany* – cont.

- Log in using the appropriate to your case manner of verifying your identity

Zaloguj się za pomocą nazwy użytkownika lub adresu e-mail

Nazwa użytkownika lub adres e-mail

[Nie pamiętam nazwy użytkownika](#)

Hasło

[Nie pamiętam hasła](#)

ZALOGUJ SIĘ

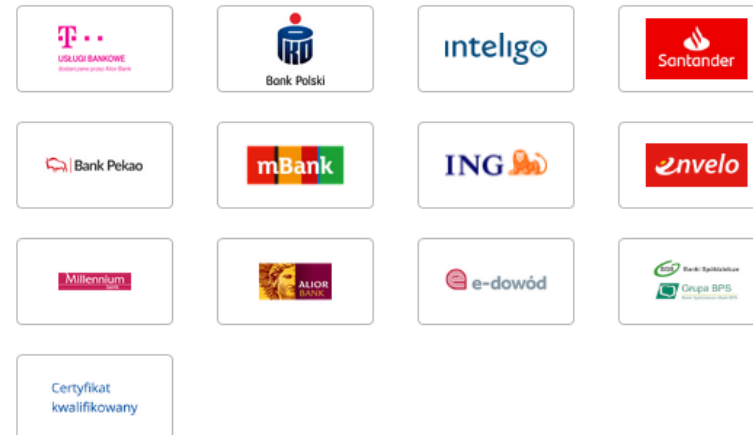
Nie masz Profilu Zaufanego?

Twój bank lub dostawca nie udostępnia logowania?

ZAŁÓŻ PROFIL

Zaloguj się przy pomocy banku lub innego dostawcy

LUB



Step 2. Sign the document using *podpis zaufany* – cont.

The following English version was created using the *Translate to English* option in Google Chrome Browser:

Log in with your username or email address

Username or e-mail address

[I forgot my username](#)

Password

[I forgot my password](#)

SIGN IN

You don't have a Trusted Profile?

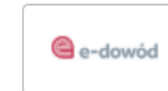
Your bank or provider does not provide login?

CREATE A PROFILE

Log in with your bank or other provider



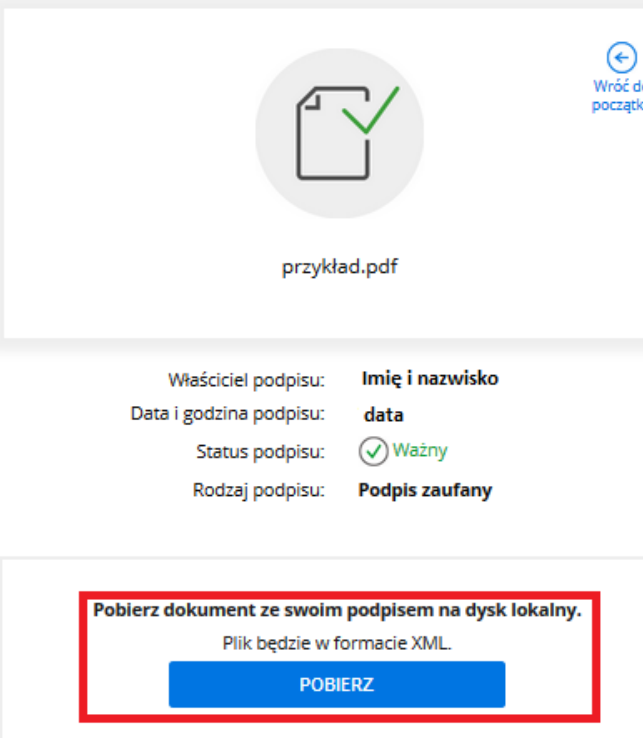
OR



Step 3. Download the e-signed document

- Once you successfully sign the document, you should download it as an XML file by clicking *Pobierz* (download)
- Repeat steps 2 and 3 for each of the documents that you want to sign using *podpis zaufany*

Twój dokument został poprawnie podpisany



przykład.pdf

Wróć do początku

Właściciel podpisu: **Imię i nazwisko**
Data i godzina podpisu: **data**
Status podpisu: **Ważny**
Rodzaj podpisu: **Podpis zaufany**

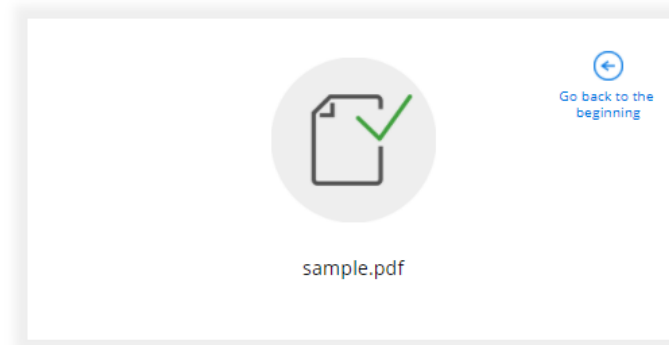
Pobierz dokument ze swoim podpisem na dysk lokalny.
Plik będzie w formacie XML.
POBIERZ

[Jak zobaczyć zawartość pobranego pliku XML](#) ▾

Step 3. Download the e-signed document – cont.


The following English version was created using the *Translate to English* option in Google Chrome Browser:

Your document has been properly signed



Signature owner: **Joanna Reiche**

Date and time of signature: **2020-08-18 11:17:30 CEST**

Signature status:  **Important**

Type of signature: **Trusted signature**

Download the document with your signature to a local disk.

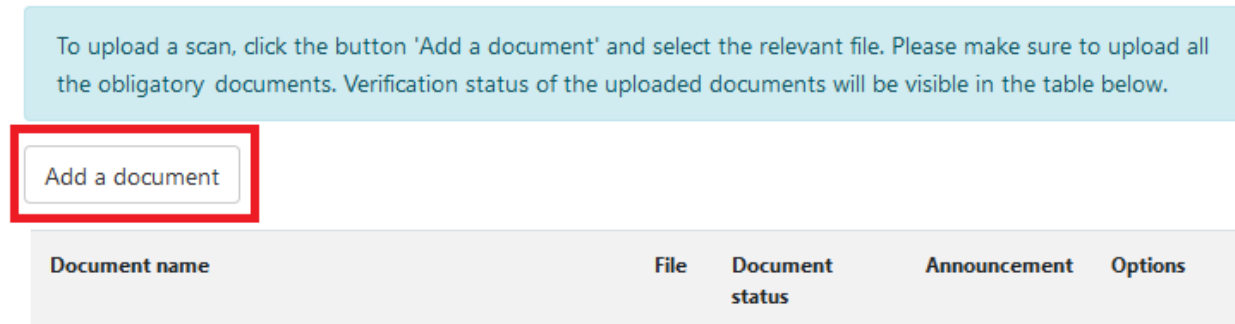
The file will be in XML format.

DOWNLOAD

[How to view the content of a downloaded XML file](#) 

Step 4. Upload the documents in ISR

- E-signed documents saved as XML files should be uploaded in ISR in the *Document scans* tab in the same manner as maturity certificates or diplomas
- Click the *Add a document* button and choose the appropriate document type



- Then, select the relevant XML file and click *Save* to confirm the upload of the document

Personal signature (using *e-dowód*) – what is it?

- Personal signature (using *e-dowód*) is an advanced form of electronic signature.
- Polish ID card with an integrated electronic chip (*e-dowód*) enables you to use e-services of various offices and to e-sign documents.
- For more information concerning personal signature and *e-dowód* go to: <https://www.gov.pl/web/e-dowod> (available in Polish only)



Qualified electronic signature– what is it?

- There are various versions of qualified electronic signatures (QES) offered in Poland. They have the same legal force as a hand-written signature. QES are supported by a special qualified certificate that enabled the verification of the signatory
- Unlike the trusted signature (*podpis zaufany*) that is free of charge – qualified electronic signatures are usually offered for a fee
- An example of qualified electronic signature available in Poland is mSzafir (<https://www.mszafor.pl/> - website available only in Polish)