

Please follow the procedure described below in order to receive your student ID card.

1. Create an account in eHMS system (manual enclosed). Encountered problems to be reported to [incoming@sggw.edu.pl](mailto:incoming@sggw.edu.pl) Print screen with details inserted is required to check the problem. **Please mind the correct spelling of your basic details (first name and last name), identity document number and series** - if any (same as in the application form for studies submitted online before arrival in Warsaw).

2. After logging into the system, please upload your PHOTOGRAPH (tab: MY DETAILS, from menu select edit, section picture – browse-insert-save)

PHOTO requirements:

- photo resolution 300dpi (about 260x340 pixels)
- format - jpg
- in colour
- bright background (no additional elements may be present)
- portrait, not extended below the armpits
- without a hat, dark glasses etc.
- full smile not acceptable

**Min. size in pixels: 237x295**

3. Payments

Student ID card costs is PLN 22. An invoice to be downloaded from eHMS system: tab MY FINANCE, then payments selected from the menu. **Individual bank account is allocated to every student ID card payment.**

Payment for student ID card could be managed online or at the cash desk (at a bank – building 11 or any post office in PLN currency). In case of international transfer ie. via Revolut please use IBAN: **PL bank account number (taken from the invoice generated via eHMS system)**. SWIFT: **PKOP PL PW**

**Confirmation of Student ID card payment must be sent to [incoming@sggw.edu.pl](mailto:incoming@sggw.edu.pl)**

4. Based on a picture approved by IRO and a confirmation of payment submitted, IRO will order student ID card. SGGW IT Centre is responsible for preparation of the student ID cards. IRO will notify you via email with information to schedule a meeting with us and to collect the document.

**Please note: Student ID card must be returned to International Relations Office before leaving Warsaw.**