

Greetings!

I have put together a detailed breakdown of the process when dealing with the authentication and legalization of the diplomas. This is all for the US procedure and I am unsure about the differences for other countries. Those legalizing the documents for the US do not require a passport, but others may, so please make sure to double check what is required for your country of practice.

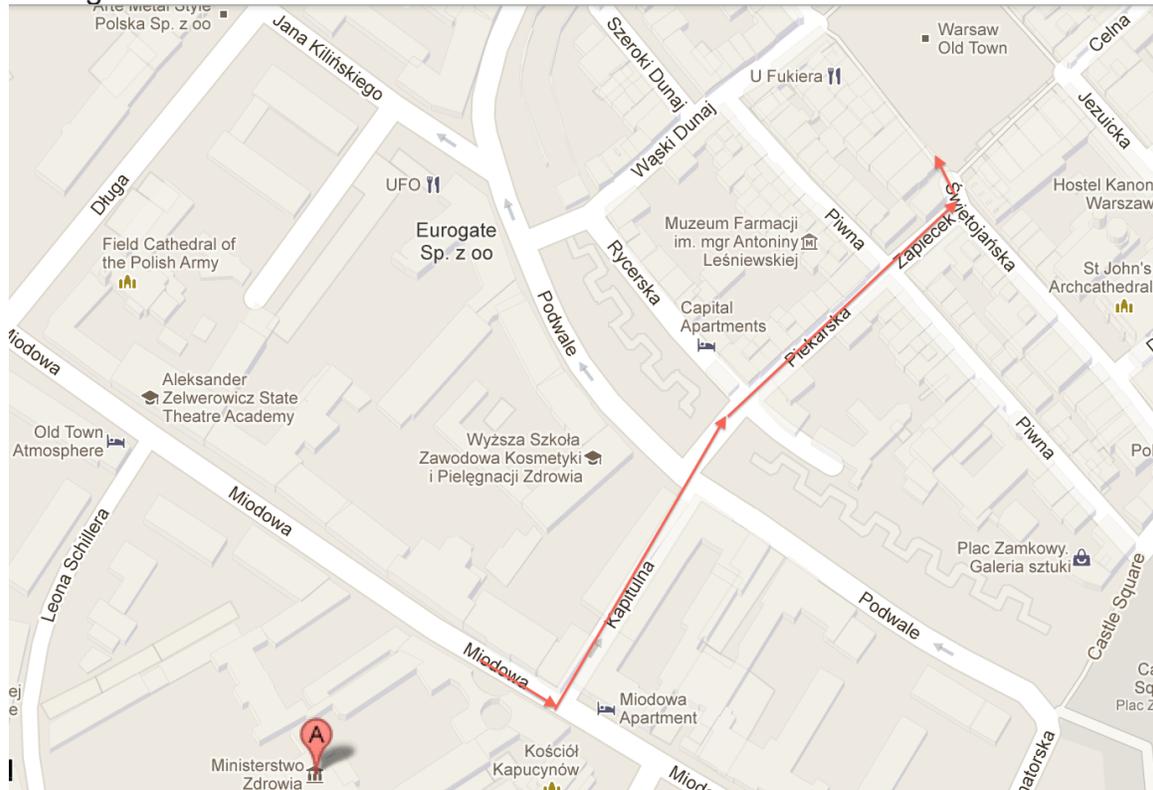
Before you leave Poland:

1. Make an appointment with the Ministry of Health in Warsaw, at least a day in advance (you need to have an appointment in order to be let into the main part of the building)

2. You can either make the 19PLN payment online or in Warsaw at the post office.

In Warsaw:

1. If you still have to pay the 19PLN, I suggest going to the post office before heading to the Ministry of Health. Sorry I do not remember the address of the Post Office, but it is on the corner of Zapiekek and Swietojsanska in Rynek Starego Miasto.



(Map showing how to get to the post office from the Ministry of Health)

- They will ask you to fill out a small form, which you can do as a group. Example of form:

nazwa odbiorcy  
MINISTERSTWO ZDROWIA

nazwa odbiorcy cd.  
MIODOWA 15

nr rachunku odbiorcy  
69 10 10 10 00 13 13 22 3 1 0 0 0 0 0

waluta  
W P PLN

kwota  
##.## (- AMOUNT)

nr rachunku zleceniodawcy (polecenie przelewu) / kwota słownie (wpłata gotówkowa)  
(SPELL OUT # - AMOUNT PAID)

nazwa zleceniodawcy  
(YOUR NAME)

nazwa zleceniodawcy cd.  
(YOUR ADDRESS)

tytułem  
DYPLOM

przedmiotem  
OPŁATA ZA LEGALIZACJĘ

pieczęć, data i podpis(y) zleceniodawcy

Oplata

odcinek dla instytucji przyjmującej zlecenie

- Although the payment is 19PLN, they charge a small fee (it was about 2.50 for our transaction) for processing or something of the sort.

2. Go to the Ministry of Health. Once you enter the building, turn right and immediately past the metal detector, it's a reception desk on the right. You will need to show your ID and let them know that you have an appointment with Ms. Arleta Zaremba.

- They will call up to confirm and then give you an ID badge.

- Go through the door and take the stairs (directly in front of you) up one flight. Go down the hallway to room 108 on your right.

- You will need to give your main Polish diploma (hard cover), English diploma (if you want it done), and the respective supplements.

3. Go to the Ministry of Foreign Affairs (we took a tram - using [jakdojade.com](http://jakdojade.com)). The entrance to the office is actually on the side of the main building (there were signs on the building).

- There is a form that you must fill out, which you can get from the office on your right. Make sure to write each document that you want legalized (diplomas and supplements). When I asked the Dean's Office if we had to get the supplements legalized, they were not too sure because I guess some of the procedures have changed recently. Either way, we did ours just in case. It costs 60PLN per document, so 240PLN for 2 diplomas and 2 supplements. Please remember this is the cost for the US/Apostille procedure. We ran into some Taiwanese students and their totals were closer to 500PLN.

(YOUR NAME  
.....  
imię i nazwisko lub nazwa firmy  
YOUR ADDRESS  
.....  
adres zamieszkania lub siedziby firmy  
.....  
.....  
.....

Warszawa, dnia ...DATE.....

**WNIOSEK**

Wnoszę o legalizację / apostille następujących dokumentów:

DYPLOM - POLSKI .....	szt. 1....
.DYPLOM - ANGIELSKI .....	szt. 1
SUPLEMENT - POLSKI .....	szt. 1
SUPLEMENT - ANGIELSKI .....	szt. 1....
.....	szt. ....

Razem 4....

Dokumenty będą wykorzystane na terytorium ..... USA .....

YOUR SIGNATURE  
.....  
podpis

- Once you have filled out the form, you can either:
  - a) go back into the office and ask what the total should be and double check that you have listed everything OR
  - b) if you already know the total (above example was 240PLN), give the form to the cashier and make the payment
- The cashier will stamp your form and return it with a receipt.
- Go into one of the two offices and give the form/receipt plus your diplomas/supplements.

That's it! Hope it helps!