

# Submit an application

The **Submit an application** tab is for electronic submission of applications.

An example application is an Electronic ID card application. Additionally, a payment is generated for this application. In the first step, we choose the type of application

## ✓ TIP

If the data is accurate, select **Issue of an electronic student ID card (ELS)** from the **Student Documents Submit an application** menu. If the required data is missing, select **ELS issue with change of personal details**.

Before you start the procedure of ELS issue, prepare a photo with the following parameters:

- Current photo, minimum size 240 x 300 pixels
- Maximum permitted size: 500kB
- Photo format: JPG

## Step by step instruction

1. Log in to the Moja PG portal and select the Student tile

2. To start the procedure, select from the **Documents** menu on the top: **Submit an application**:

3. Then select the appropriate course the application relates to and click **Next**:

**New application submission**

Step 1: Select course   Step 2: Select type   Step 3: Additional data   Step 4: Sending an application   Information

Course: Field of study: Technical Physics' (WFTiMS), undergraduate studies, Full-time studies, 2019/2020 - winter (currently se... ▼

Details: Field of study: Technical Physics' (WFTiMS), undergraduate studies, Full-time studies, 2019/2020 - winter (currently sem. 3)

Next

4. Then select application type – **Issue of an electronic student ID card (ELS)**, or **ID card application with personal data change**:


**New application submission**

Step 1: Select course   **Step 2: Select type**   Step 3: Additional data   Step 4: Sending an application   Information

Type of application: Certificate for a student loan. ▼

Details:

- Certificate for a student loan.
- Certificate for Military Draft Office (WKU)
- Certificate for US
- Certificate for ZUS, KRUS
- Certificate of admission to university
- Certificate of paying health insurance contributions
- Certificate providing date of a diploma examination
- ELS/ELD emission
- ELS/ELD issue with change of personal details**
- General certificate
- General certificate in English
- Residence permit / visa certificate
- Vacation certificate
- Zaświadczenie o pobieranych stypendiach



**GDYŃSK UN**  
**OF TECHNO**

and click **Next**:

**New application submission**

Step 1: Select course   Step 2: Select type   Step 3: Additional data   Step 4: Sending an application   Information

Type of application: ELS/ELD issue with change of personal details ▼

Details: ELS/ELD issue with change of personal details

Back   **Next**

5. The next step is to give reason for submitting the application (if you have never had an electronic student ID card (ELS) select **Make new ID card**, other reasons for submitting an application are: damaged/lost ELS or change of personal details) and verify the data if you selected **Issue of an electronic student ID card (ELS)** or to fill in details if **ELS issue with change of personal details** was chosen:

### New application submission

Step 1: Select course    Step 2: Select type    **Step 3: Additional data**    Step 4: Sending an application

Reason for application: **Make new ID card (ELS/ELD)** ▼  
Make new ID card (ELS)

ID card type: **You will get student ID card - ELS.**

Name:

Middle name:

Surname:

PESEL:

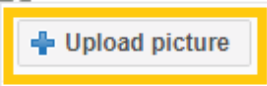
Album number:

6. Next upload your photo, click **Upload picture** and then go to the appropriate folder, click on the photo and then **Open**:

Picture:

Current photo in jpg or jpeg format. The minimum size is 240 x 300 pixels.  
Maximum permitted size: 500kB.

Field required.





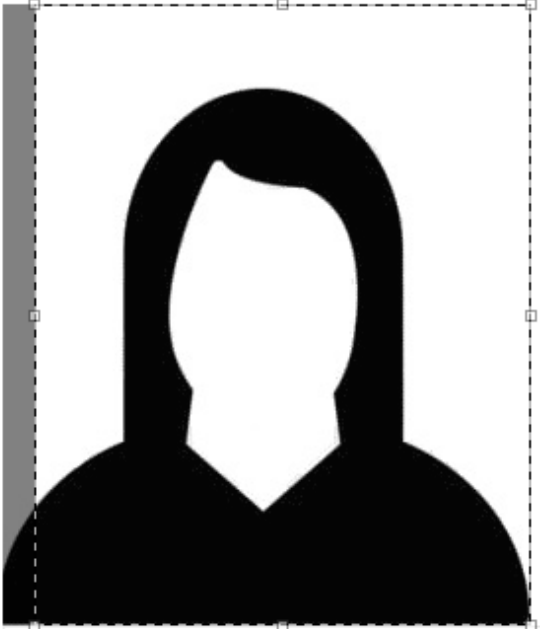
**NOTE**

The photo should be in JPG format and should meet the conditions specified on the website!

7. Your picture will appear.

Current photo in jpg or jpeg format. The minimum size is 240 x 300 pixels.  
Maximum permitted size: 500kB.

Picture:



+ Upload picture

Back Next

**NOTE**


The photo that we upload to the server must be adjusted and properly cropped, because in the form in which we upload it here, it will be placed on Electronic ID card. So if, for example, we scan a photo ID card using a home scanner and as a result we have a large A4 file size and our photo takes 5% of this file in the upper left corner, then use any graphic editor that will allow us to crop the file and save it as required Moja PG.

8. To move to step 4, click **Next**. Check the data you have entered before sending your application. Anyone sending an application will be held responsible if inaccurate data is provided. If the data entered is correct, select **Send application**.

Step 1: Select course   Step 2: Select type   Step 3: Additional data   **Step 4: Sending an application**   Information

**Type of application:** ELS/ELD issue with change of personal details  
**Course:** Field of study: Technical Physics' (WFTiMS), undergraduate studies, Full-time studies, 2019/2020 - winter (currently sem. 3)  
**Reason for application:** Wydanie nowej legitymacji  
**ID card type:** You will get student ID card - ELS.  
**Name:** Anna  
**Middle name:** Maria  
**Surname:** Przykładowa  
**Album number:** 999999  
**PESEL:** 1234567891

Picture:



**Check data before sending application. Any persons sending an application will be held responsible if inaccurate data is provided.**

Back   **Send application**   Cancel

9. A message confirming that the application was successfully submitted will appear:

**New application submission**

Step 1: Select course   Step 2: Select type   Step 3: Additional data   **Step 4: Sending an application**   Information

Application was successfully submitted.

Electronic ID card issue fee is to be charged. The exact amount and specially generated account number can be found in the section: [Payments](#).

Close

10. Now you have to select Payments... Details can be found in this manual.

## Powiązane artykuły

- [mLegitymacja studencka](#)
- [Electronic Student ID Card](#)
- [Electronic PhD Student ID Card](#)
- [Złóż wniosek](#)
- [Screencast – składanie wniosku o ELS](#)