

# Electronic PhD Student ID Card

Submission of an application for an Electronic PhD Student ID Card (ELD) is not free and generates a fee on the student's account. Before submitting an application, make sure the required address data entered in the system is correct.

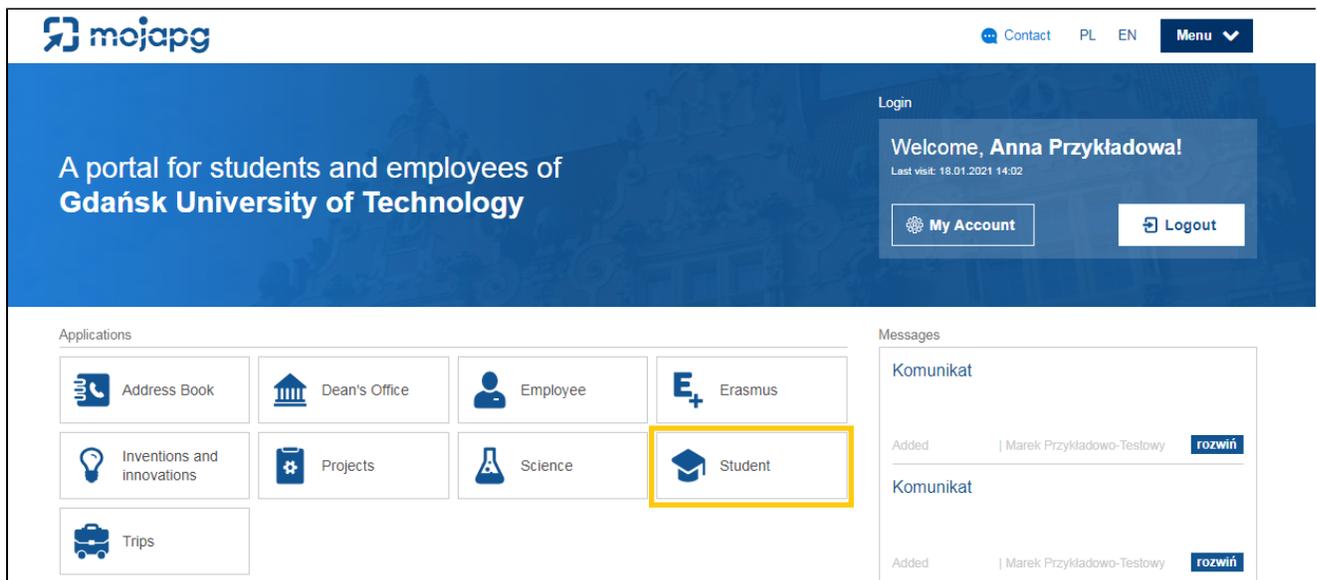
If the data is accurate, select **Issue of an electronic PhD student ID card (ELD)** from the **Student Documents Submit an application** menu. If the required data is missing, select **ELD issue with change of personal details**.

Before you start the procedure of ELD issue, prepare a photo with the following parameters.

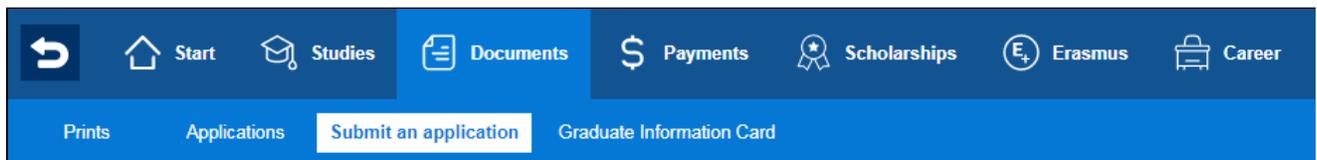
- Before you start the procedure of ELD issue, prepare a photo with the following parameters:
  - Current photo, minimum size 240 x 300 pixels
  - Maximum permitted size: 500kB
  - Photo format: JPG

## Step by step instruction

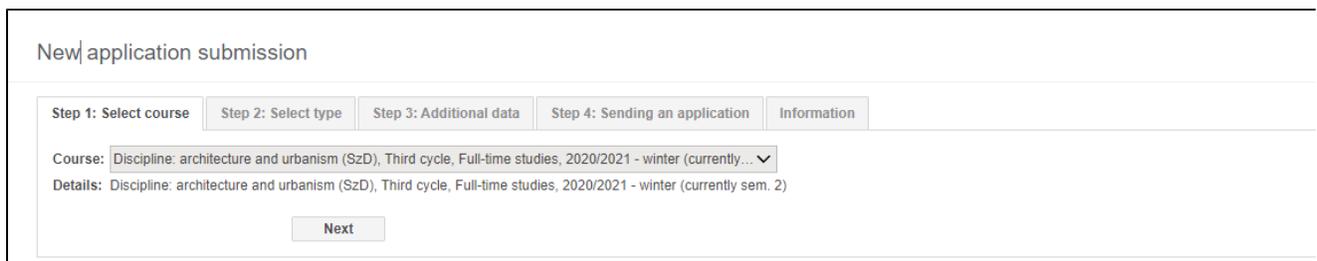
1. Log in to the Moja PG portal and select the Student tile.



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**:



4. Then select application type – **ELS/ELD emission - issue of an electronic student ID card** (or ELS/ELD issue with change of personal details if you want to change it), 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 emission

Details:

- ELS/ELD emission
- ELS/ELD issue with change of personal details
- SzkD - Certificate confirming admission to the Doctoral School
- SzkD - Certificate confirming the doctoral scholarship and payment of social insurance contributions
- SzkD - Certificate of paying health insurance contributions
- SzkD - General certificate for PhD student

5. Check whether the personal data is correct and upload the current ID photo by clicking **Upload picture**.

New application submission

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

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

Make new ID card (electronic ID card)

You will get PhD student ID card - ELD.

ID card type:

Name: Anna

Middle name: Przykładowa

Surname: Przykładowa

PESEL: 188089

Album number: 188089

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!

In the ELD application, the data will be completed automatically according to the data on the Moja PG portal and it is not possible to edit them. It is possible to apply for an ELD with a change of personal data, e.g. in the case of a change of name.

6. 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**.

## 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 emission  
Course: Discipline: architecture and urbanism (SzD), Third cycle, Full-time studies, 2020/2021 - winter (currently sem. 2)  
Reason for application: Make new ID card (electronic ID card)  
ID card type: You will get PhD student ID card - ELD.  
Name: Anna  
Middle name:  
Surname: Przykładowa  
Album number: 188089  
PESEL:

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. By clicking Close, you will be redirected to the Applications tab where you will see at what stage your application is.

### Queries

Results: 3. Range: 1-3

Application number	Kind	Status	Entry date	Receive date	Actions
171560	SzkD - Certificate confirming the doctoral scholarship and payment of social insurance contributions	ready to pick up	12.04.2021		<a href="#">?</a>
171559	ELS/ELD emission	waiting for payment	12.04.2021		<a href="#">Resign</a>
171557	ELS/ELD issue with change of personal details	rejected	21.01.2021		<a href="#">?</a>

Results: 3. Range: 1-3

11. At this stage, you can also opt out of applying for an ELD by clicking on the Resign in the Actions column. A message will appear asking you to confirm your opt-out decision.

12. You must pay for the ELD application to complete the formalities for applying for an ELD. To do this, go to the **Payments My invoices** tab. In this tab, you will see the invoice for the ELD issue.

mojapg > Student Logged in: Anna Przykładowa [Contact](#) [Logout](#) PL EN [Menu](#)

[Start](#) [Studies](#) [Documents](#) [Payments](#) [Scholarships](#) [Erasmus](#) Your session will expire in: 15:54

[My invoices](#) [Account number](#) [Dorm deposit](#)

### Invoices

Informations about invoices and payments are updated with the accounting system every hour.

Invoice No.:  Activity:  Income type:  Administrative unit:  Date from:

Date to:  Paid:

Results: 2. Range: 1-2

<input type="checkbox"/>	Invoice No.	Amount due	Amount to pay	Paid	Payment deadline	Activity	Income type	Administrative unit
<input type="checkbox"/>	FS031/13/04/2021	22,00 PLN	22,00 PLN	0,00 PLN	26.04.2021	Full-time studies	700-08 administrative charges: student ID cards (ELS), grade books, diplomas	Education and Didactics Office

[Generate payment data for selected invoices \(max. 6\)](#)

Results: 2. Range: 1-2  
 Colors description: GREEN - paid, RED - to pay  
 Amount to pay less than 0 mean excess payment.

13. By clicking on the invoice number, you will enter its details

### Current data

Invoice No.: FS031/13/04/2021  
 Full name: Anna Przykładowa  
 Activity: Full-time studies  
 Income type: 700-08 administrative charges: student ID cards (ELS), grade books, diplomas  
 Amount due: 22,00 PLN  
 Amount to pay: 22,00 PLN  
 Paid: 0,00  
 Administrative unit: Education and Didactics Office  
 Payment deadline: 26.04.2021  
 Sell date: 12.04.2021  
 Comments for invoice: Opiata za wydanie legitymacji elektronicznej. Wniosek nr 171559.

[Generate payment slip](#) [Close](#)

### Invoices

L.p.	Invoice No.	Amount due	Sell date	Payment deadline
1	FS031/13/04/2021	22,00 PLN	12.04.2021	26.04.2021

[Close](#)

### Payments

Document symbol	Amount due	Payment date
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14. By clicking **Generate payment slip**, you will see three options for paying for the application.

## Data for payment

Receiver name: Politechnika Gdańska  
Dział Kształcenia  
Account number: 45150000312303000001338658  
IBAN: PL45150000312303000001338658  
Principal: Anna Przykładowa [188089]  
Payment title: FS031/13/04/2021

Amount due: 22,00 PLN

 Generate payment print  Pay with ePayment\*  Scan QR code for mobile payments

Close

\*The ePayment service allows you to perform an immediate payment. By using this payment method you are obligated to pay an additional fee according to the service provider price-list.

- Generate a payment print - a pdf file will be generated with a completed transfer template, which should be printed and then made at the post office or in a bank branch,
- Pay with ePayment - by clicking on this option, you will be sent to the ePayment service, which allows you to make an immediate payment. By using this payment method you are obligated to pay an additional fee according to the service provider price-list.
- Scan QR code for mobile payments - a QR code will be generated, which you can scan in your bank's mobile application and make the transfer.

In order to shorten the processing time of the application, we recommend paying by ePayment or by mobile payments.

After paying for the card application, in the **Documents Applications tab**, the status of the application will change to paid, which means that the application has been transferred for execution. If no data or photo correction is required, the application will be forwarded to production.

## Queries

Results: 3. Range: 1-3

Application number ↕	Kind ↕	Status ↕	Entry date ↕	Receive date ↕	Actions
171560	SzkD - Certificate confirming the doctoral scholarship and payment of social insurance contributions	ready to pick up	12.04.2021		
171559	ELS/ELD emission	paid	12.04.2021		
171557	ELS/ELD issue with change of personal details	rejected	21.01.2021		

Results: 3. Range: 1-3

You will be informed about the possibility of collecting the ELD card by e-mail, as well as by text message, if [you have agreed to receive text messages](#).

## Powiązane artykuły

- [Moja PG account activation](#)
- [Postgraduate Student](#)
- [Postgraduate Student - account activation](#)
- [Moja PG Portal - Postgraduate Student](#)
- [FAQ - English version](#)