**Electronic Student ID & photograph requirements plus payment details - Essential tips**

You will find below detailed instruction about how to prepare an appropriate e-photo which **is necessary to be registered in our university system called "USOS" and to enable us to issue your UW Student ID** and more information related to that document

1. **The photo requirements are as follows:**

* It must be a color photo showing your head directly facing the camera with your full face in view – the same you have taken to your ID or passport;
* No hat or dark glasses are allowed. However a student who covers his/her head for religious reasons may submit a photo showing him/ herself with a head covering. A visually impared student is allowed to submit photos showing him/herself in dark glasses;
* It must be taken with uniform lighting and not show shadows, glare or flash reflections
* Background must be clear or plain white;
* The electronic photo should be 300 x 375 pixels and its size cannot exceed 50 kilobytes
* It must be in JPG format;
* It cannot be the scan of a photo.

**Please note**: **Only the photos which meet ALL above requirements will be accepted by the UW system what in conclusion will result in issuing UW Student ID \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

1. **The payment details for issuing your Student ID**

**Please note that payment can be made ONLY by bank transfer as below:**

* The cost of preparing Student's ID - 22 PLN [~6 USD; ~5 Eur].
* Title of payment: *“The fee for issuing Student ID; Exchange/GlobalMBA Program (please put here your name).*
* Details of bank account:

**No***:* [*56 1160 2202 0000*](tel:56116022020000)[*0000 7648 6236*](tel:000076486236)*;*

**Recipent:** *Uniwersytet Warszawski, Wydział Zarządzania, ul. Szturmowa 1/3, 02-678 Warszawa*;

**IBAN**: *PL;* **SWIFT**: *BIGB PL PW XXX*

**Please note:** it is NOT required to pay before picking up your student ID what means, that if it is more convenient for you, **you can pay the fee upon your arrival in Warsaw,** while picking up the ID.

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**Please submit the confirmation of payment directly to my office when you start the semester in Warsaw or send me the scanned version by email. Thank you!**

1. **Validity of the UW Student ID**

* The UW Student ID can serve as a library card.

* It also entitles students to a 50% discount on public transportation [until the age of 26]. It can act as a carrier of long term tickets . A 30-day city travel card and a 90-day city travel card may be coded on it. More information can be found on the Warsaw Public Transport Authority website, at: <https://www.wtp.waw.pl/en/warsaw-city-card/types-of-carriers/student-electronic-card/>