

Virtual University (VU)

– Students’ Guide

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General Information

The Virtual University (VU) is your online Dean's Office and the most important organizational tool throughout your studies at the University of Information Technology and Management (UITM). It enables you to manage administrative matters and monitor your academic progress without visiting the University in person. Using the Virtual University, you can:

- view your class schedule, meeting dates, and current grades;
- complete administrative procedures, such as submitting applications and requests or ordering certificates and official documents;
- receive official correspondence and University decisions through the e-Delivery module;
- manage your student ID, including ordering a physical Electronic Student ID Card (ELS) or generating its mobile version (mLegitymacja) in the mObywatel application;
- access online classes by opening Webex meeting links and the Moodle e-learning platform directly from your class schedule;
- communicate with lecturers using the built-in messaging system and the lecturer directory.

Accessing the System and Logging In

The Virtual University is available at wu.wsiz.edu.pl. To log in, use your UITM student e-mail address and the corresponding password. By default, your password is your PESEL number. In exceptional cases, you may receive a different password.

Your student e-mail address is created according to the following format Student ID number + domain:

12345@student.wsiz.edu.pl

For security reasons, logging in requires Multi-Factor Authentication (MFA). In addition to your password, you must confirm your identity using a second verification method, such as an SMS code or an authentication app (for example, Microsoft Authenticator).

My WSiIZ Portal

The easiest way to access the Virtual University and other University services is through the My WSiIZ Portal. It provides students with quick access to all essential University systems, information, and academic tools from one convenient location.

After logging in at my.wsiz.edu.pl you will have access to all University services (Virtual University, Student E-mail, Moodle, Webex, Library, Anti-plagiarism System) without having to log in separately to each service. The My WSiIZ Portal can be accessed through a web browser on your computer or via the Smart WSiIZ mobile app, available for Android (Google Play) and iOS (App Store).

My WSiZ Portal and Smart WSiZ Mobile

My WSiZ is the University's online portal that provides students with quick access to the most important academic systems, information, and services in one place. It is available both as a web portal at my.wsiz.edu.pl, accessible from any computer, and as the Smart WSiZ mobile application for Android and iOS devices.

The portal can be accessed at my.wsiz.edu.pl and the Smart WSiZ mobile app is available for download from the official app stores:

Android (Google Play):

https://play.google.com/store/apps/details?id=com.companyname.Wsiz_Mobile&hl=pl

iOS (App Store):

<https://apps.apple.com/my/app/smart-wsiz/id676182882>

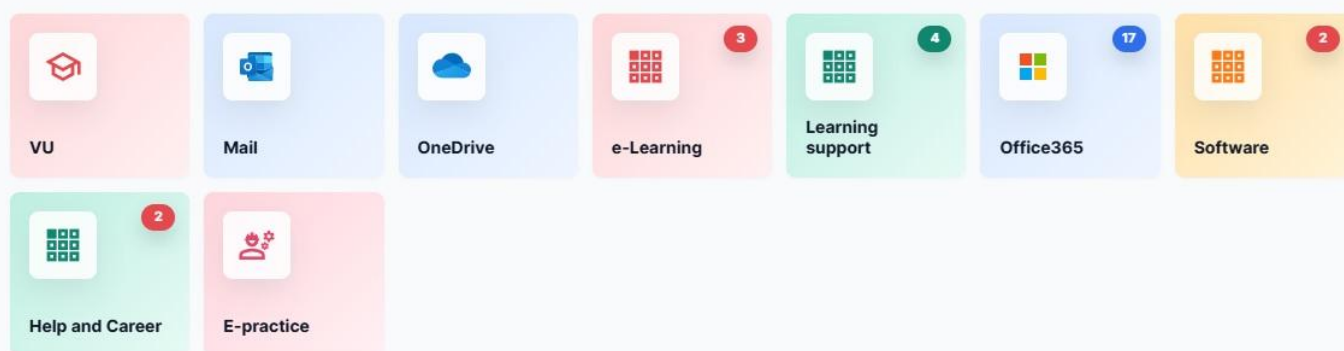
Once you sign in, you will have seamless access to all University systems without the need to log in to each one separately (Virtual University (VU), Student E-mail, Moodle, Webex, Library, Plagiat.pl and other University services). The portal also provides additional useful information, including your current class schedule and the latest University news and announcements.



Welcome back, Maria Garcia 🍌

Time for learning and development!

University systems



My groups ?

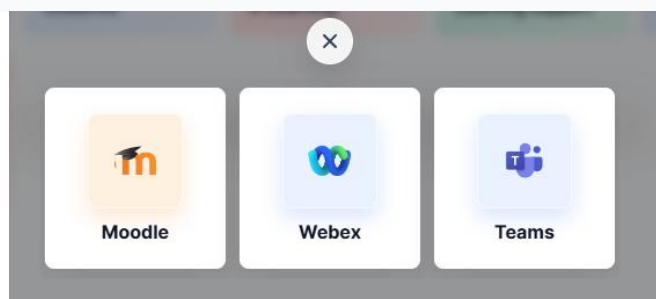
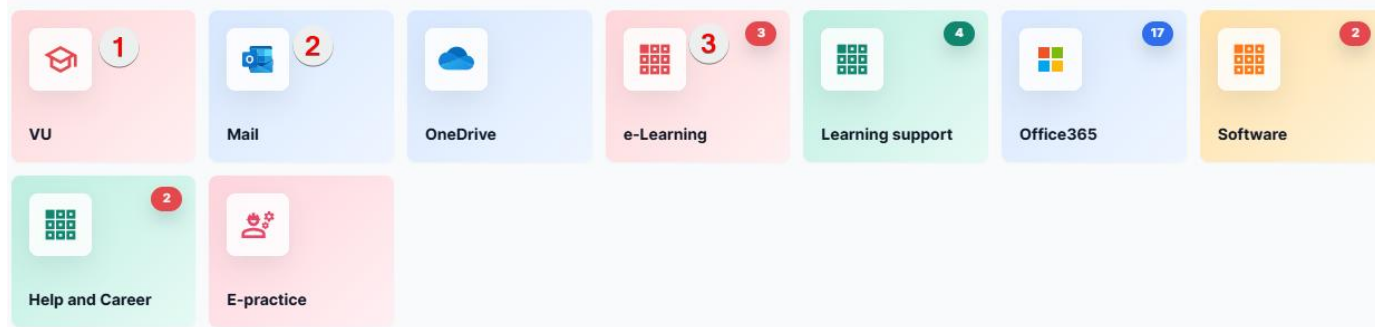


The most important tools you will use throughout your studies are **Virtual University (VU)** (1), **Student E-mail** (2), and **Moodle** and **Webex** (3). Virtual University is used to manage all study-related matters, such as checking your schedule, viewing grades, monitoring important deadlines, and submitting selected applications and requests. Your Student E-mail is the primary communication channel between you, your lecturers, and the University administration. For this reason, you should check your e-mail box regularly. Moodle and Webex are the University's teaching and learning platforms. Webex is used to attend online classes, while Moodle provides access to course materials, assignments, and other learning resources.

Welcome back, Maria Garcia 🙋

Time for learning and development!

● University systems



At the bottom of the page, in the Information section, you will find four tiles providing access to the Regulations, Study Program, Transport, and Instructions. **The Regulations** section contains the University's policies and official regulations. **The Study Program** section allows you to browse learning outcomes and study plans for individual degree programmes. **The Transport** section provides information about the timetable of the free university shuttle bus, which students can use to travel between Rzeszów and the Kielnarowa Campus for classes. **The Instructions** section contains guides and instructions related to the University's operations.

● Information



Logging in to the Virtual University

The Virtual University is available at: wu.wsiz.edu.pl

To access the Virtual University, you must sign in to your student account through our authentication portal at my.wsiz.edu.pl and complete Multi-Factor Authentication (MFA).

Multi-Factor Authentication (MFA) provides an additional layer of security for your account. In addition to entering your password, you must verify your identity using a second authentication method, such as an SMS verification code, an authentication app on your smartphone, or your fingerprint. This ensures that even if someone knows your password, they will not be able to access your account without the second authentication factor.

If the web browser you are using to access the Virtual University is not currently signed in to a University account, you will first be redirected to the Microsoft sign-in page. There, you should enter **your** UITM student e-mail address and password, and then complete the second step of the authentication process. In most cases, this involves approving the sign-in request using the Microsoft Authenticator app that you have previously configured on your smartphone.



12345@student.wsiz.edu.pl

Enter password

Because you're accessing sensitive info, you need to verify your password.

.....

[Sign in with another account](#)

Sign in

If you encounter any problems, please contact us at
17 8661451, 17 8661150 or by email at:
it@wsiz.edu.pl

MFA setup instructions:



12345@student.wsiz.edu.pl

Approve sign in request



Open your Authenticator app and approve the request. Enter the number if prompted.

41

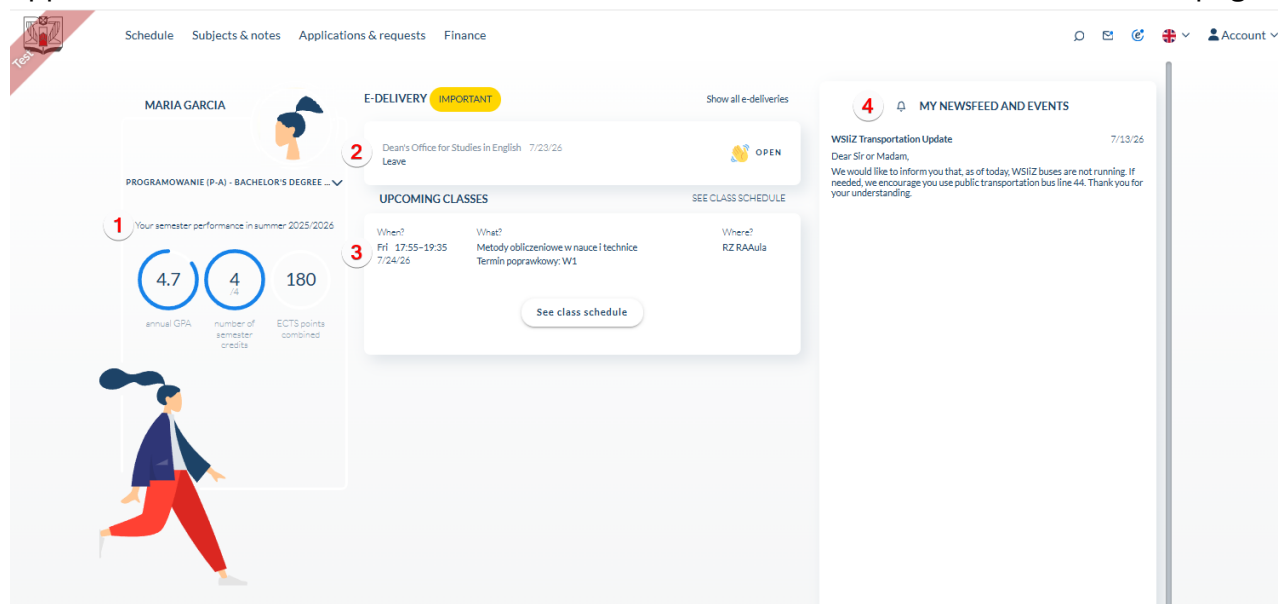
Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Home Page

After signing in to your individual student account in the Virtual University, you will be taken to the Home Page. This page provides quick access to the most important information related to your studies and is divided into three main sections containing different types of information. You can return to the Home Page at any time by clicking the University logo in the upper-left corner of the page.



1. The left-hand panel (1) displays your current degree programme and level of study. If you are enrolled in more than one programme or have previously studied at UITM, you can switch between your study programmes using the drop-down list next to the programme name. Below, you will find a summary of your current semester's academic progress, including: your GPA, the number of completed courses, the number of ECTS credits you have earned.
2. The central section contains the **e-Delivery** (2), where you will receive official correspondence and University decisions. When a new document is available, the Receive button will appear. Click it to access the document.
3. The **Upcoming Classes** (3) displays your next scheduled classes, including the date, time, course name, and classroom number. To view your complete timetable, click See Class Schedule.
4. In the right-hand panel, the **My News and Events** (4) displays important notifications and announcements. This section may include information about outstanding financial obligations to the University, deadlines for choosing your specialization or thesis supervisor, as well as other important academic events and reminders.

ECTS (European Credit Transfer System) is a standard used across Europe to measure the workload required to complete a course.

One ECTS credit represents approximately 25–30 hours of student work, including both contact hours and independent study. You earn ECTS credits by successfully completing courses, and accumulating the required number of credits is necessary to complete your degree programme.

Website Navigation

The top navigation bar, which collapses into the so-called *hamburger menu* (a drop-down list of available options) on smaller screens, provides the main navigation throughout the platform. This menu allows you to access the different sections of the Virtual University.



[Schedule](#) [Subjects & notes](#) [Applications & requests](#) [Finance](#)

[🔍](#) [✉️](#) [@](#) [🇬🇧](#) [👤 Account](#)

Faculty Search

By selecting the search (magnifying glass) icon, you can search for a lecturer by their surname and check where and when they are scheduled to teach their next classes. You can also send them a message via the Virtual University (Send Message option) or view their research interests.

Instructors

prof. dr hab. inż. Mohammed Ali
 Katedra Sztucznej Inteligencji (KTSZI)
[✉️ Compose a message](#)

Academic interests

- Coding, compression and encryption of information;
- Problems, algorithms, computing, limits of computability;
- Quantum computers and computing...

Upcoming classes

Course	When?	Where?
Algorytmy i struktury danych	7/24/26, 3:25 PM–5:05 PM	RZ RAAula
Algorithms and Data Structures	7/24/26, 3:25 PM–5:05 PM	RZ RAAula
Algorytmy i struktury danych	7/24/26, 5:55 PM–7:35 PM	RZ RAAula
Metody obliczeniowe w nauce i technice	7/24/26, 5:55 PM–7:35 PM	RZ RAAula

Messages

The Messages section, accessible via the envelope icon, contains all the messages you have received. Instructors use this feature to communicate with specific student groups, for example, to inform them about rescheduled classes or provide course-specific requirements.

WIADOMOŚCI

Hanna Malinowska
 Zaliczenie Przedmiotu

Zaliczenie Przedmiotu

Hanna Malinowska
 16.09.2025, 13:42
 Czwartkowe zaliczenie odbędzie się w 2 turach.
 Na godzinę 14:20 zapraszam do sali osoby z nazwiskiem zaczynającym się od litery A do O. Z kolei pozostałych (od litery P) proszę o przybycie na godzinę 15:25.
 Do zobaczenia i pozdrawiam

Clicking on the subject of a selected message expands its contents, which are displayed on the right-hand side of the screen.

Switching Between Study Programmes

Your individual Virtual University account stores information about all stages and forms of your studies at UITM. The **study programme switch** feature is particularly useful for:

- students enrolled in more than one degree programme at the same time,
- students pursuing an additional elective specialization,
- UITM graduates who continue their education in another degree programme or at a higher level of study.

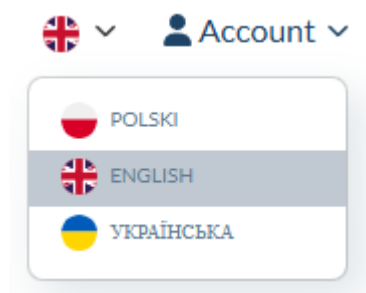
The left-hand side of the home screen displays your currently selected degree programme and level of study. If you are enrolled in more than one programme or have previously studied at UITM, you can switch between your study programmes using the drop-down list next to the programme name. After selecting the appropriate programme, the system updates the information displayed, including semester statistics, class schedule, courses, and grades, to reflect the selected programme. You can always view all of your study records in the **Personal Information** section of your profile.



Pay close attention to the selected study record when completing administrative procedures. Before ordering official documents or submitting applications, select the appropriate study programme from the drop-down list, and then open the Applications and Requests tab. This ensures that your request is sent to the correct Dean's Office and is processed for the appropriate study programme.

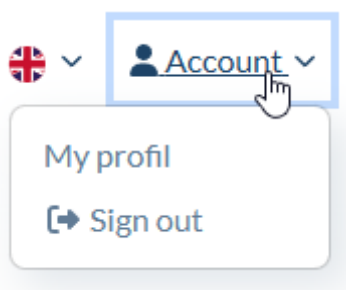
Changing the Interface Language

The Virtual University interface is available in Polish, English, and Ukrainian.



Student Account

The drop-down menu allows you to log out or access your personal information (**Profile**) in the university system.



In the Account section, you can review the information the system stores about you, including all of your study records. Here you will find:

- your personal information, including your parents' names, place of birth, and PESEL (Polish national identification number),
- your residential and correspondence addresses, with the option to add a temporary address,
- your contact details, including your personal and university email addresses and your phone number,
- the option to change the password for your university account.

Some of the information marked with the pencil icon  can be updated at any time, including your profile photo. Please ensure that your photo complies with the requirements for official identification documents.

Student ID Card

In addition to viewing your personal information, this section allows you to request the issuance of an **Electronic Student ID Card (ELS)** by paying the applicable fee specified in the university regulations.

The ELS is a physical student ID card with spaces for validation holograms that confirms your eligibility for student

discounts.



Please note that to keep your physical ELS card valid, it must be renewed each semester by applying the required validation hologram at the appropriate Dean's Office. This process is typically handled by your class representative.

Physical ELS cards issued before October 2025 remain valid and may continue to be used until all spaces for validation holograms have been filled.

Even if your physical ELS card does not have a current validation hologram, your mobile Student ID (mLegitymacja) may still remain valid. The mobile ID available through the mObywatel app can be renewed with a single click based on data retrieved directly from the university, without the need to contact the Dean's Office.

Starting from the 2025/2026 academic year, possessing a physical ELS card is no longer mandatory. Instead, students are required to activate its mobile equivalent, the mLegitymacja.

On this page, you can also manage your mobile **Student ID (mLegitymacja)**, the electronic student identification document available in the mObywatel app on your smartphone. In the mLegitymacja tab, you can request a new set of authentication credentials (required to activate or use the mobile Student ID in the mObywatel app) or deactivate your current mLegitymacja. The final tab, Consents and Declarations, contains all the consents and declarations you have submitted during your studies.

Renewal by Regeneration

In the Virtual University:

The validity of your mLegitymacja is extended by generating a new student certificate. To renew it, you must personally generate a new authentication code by selecting the **Regenerate option** in the **Virtual University**. Log in to the Virtual University, click **Account** in the upper-right corner, and then select **My Profile**.

The screenshot shows the VU for Students dashboard for Maria Garcia. The top navigation bar includes links for Schedule, Subjects & notes, Applications & requests, and Finance. The 'Account' menu is open, showing options for 'My profile' and 'Sign out'. The dashboard displays her profile, upcoming classes, and a newsfeed. The 'UPCOMING CLASSES' section shows a class on Friday, 17:55-19:35, on 7/24/26, titled 'Metody obliczeniowe w nauce i technice' with a 'Termin poprawkowy: W1'.

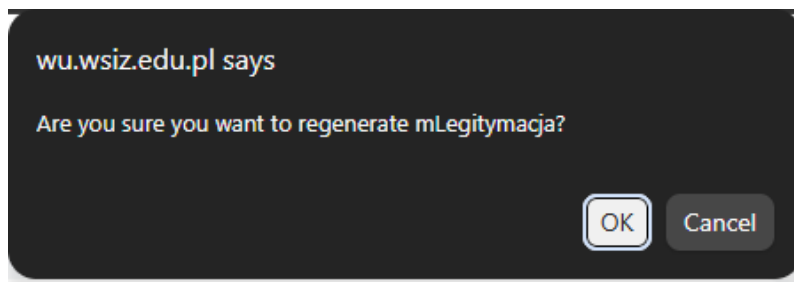
The option to renew your mLegitymacja is available in the **Mobile Student ID Card** tab.

The screenshot shows the 'Mobile Student ID Card' tab in the VU for Students dashboard. The tab displays a QR code and a form to regenerate the card. The form includes fields for Name, Date of Birth, PESEL, and Student ID number, and buttons for DELETE, VERIFY, and REGENERATE. The QR code is labeled 'Scan the QR code and enter the activation code in the mObywatel app'.

Click **Regenerate** if you want to generate a new QR code. Once a new QR code is generated, the previous one will no longer be valid.

After clicking **Regenerate** and confirming by selecting **OK**, your Mobile Student ID Card will be regenerated.

The screenshot shows the 'Mobile Student ID Card' tab in the VU for Students portal. On the left, a sidebar for MARIA GARCIA displays her student information: INFORMATYKA - BACHELOR'S DEGREE PROGRAMS, Major: Programowanie (P-A), Student ID number: 12345, semester: 6, round: 1. The main content area shows a form for regenerating the mLegitymacja. The form includes fields for Name (Maria), Date of Birth (6/27/05), Middle name, PESEL (05262700000), Last name (Garcia), and Student ID number (12345). Below the form, a QR code is displayed with the text 'Scan the QR code and enter the activation code in the mObywatel app'. The QR code is labeled with a red '1'. The activation code field is labeled with a red '2' and contains the text 'abcdefghijklmnopqrstuvwxyz1234567'. The activation code field is labeled with a red '3' and contains the text 'abc123!'. The form also shows the issuing date (7/8/26) and validity date (10/31/26). At the bottom of the form are buttons for DELETE, VERIFY, and REGENERATE. A 'Refresh' button is located at the top right of the form area.



Once the regeneration process has started, the following status will be displayed: **"Mobile Student ID (mLegitymacja)– Waiting for Regeneration."** You can check whether the process has been completed by clicking the **Refresh** button next to the status.

This screenshot is identical to the one above, showing the 'Mobile Student ID Card' tab. The only difference is that a red '1' is now visible next to the QR code, indicating that the regeneration process has started. The 'Refresh' button at the top right of the form area is still present.

In the mObywatel App: Next, scan the QR code using the mObywatel app. Następnie zeskanuj kod QR w aplikacji mObywatel. To renew your Mobile Student ID:

- open the mObywatel app
- select Student ID Card
- tap Renew Validity, then either: scan the newly generated QR code **(1)**, or enter the QR code manually **(2)**
- enter the activation code **(3)** and click **Activate**

Renewing Your Mobile Student ID by Removing and Re-adding It

If you experience any issues while renewing your Mobile Student ID, update it by removing the document from the mObywatel app and adding it again using a newly generated QR code.

In the mObywatel App Remove your existing Mobile Student ID:

- open the mObywatel app;
- select Student ID Card;
- delete the document.

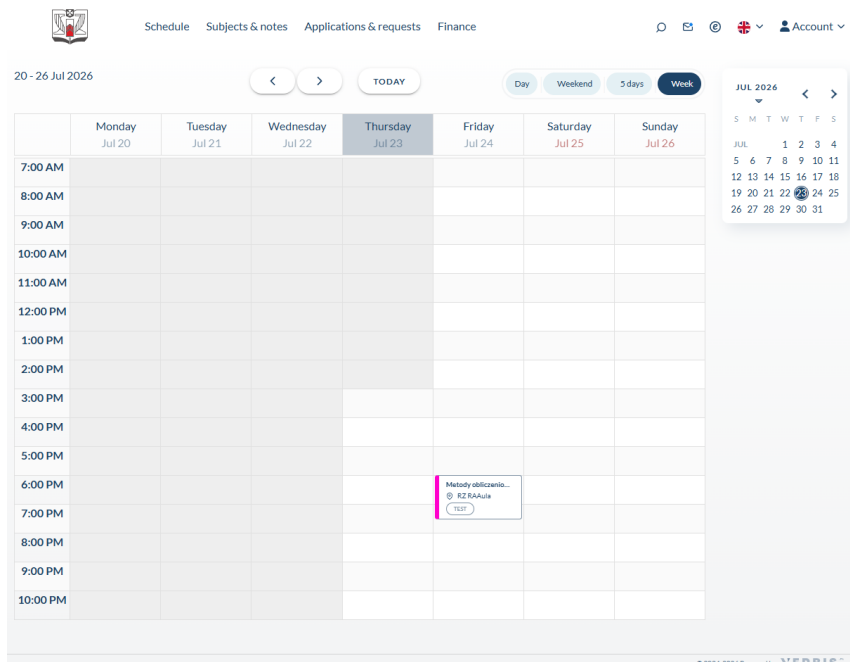
In the Virtual University: Click **Regenerate**, then **OK**, following the instructions described above.

In the mObywatel App:

- Add your Mobile Student ID again:
- tap Add Document → Student ID Card → Add;
- scan the new QR code generated in the Virtual University, or enter it manually;
- enter the activation code and tap **Activate**.

Schedule

The Schedule displays your complete and up-to-date timetable for the current semester. The timetable is interactive. Use the navigation arrows, date range selectors at the top of the page, or the calendar icon on the right-hand side to switch between different dates and timetable views.



Logging in to the Webex Platform

Cisco Webex is the University's video conferencing platform used for delivering online classes, lectures, and live practical sessions. It enables students to participate in virtual classes, share their screens, and communicate with lecturers and classmates through the chat.

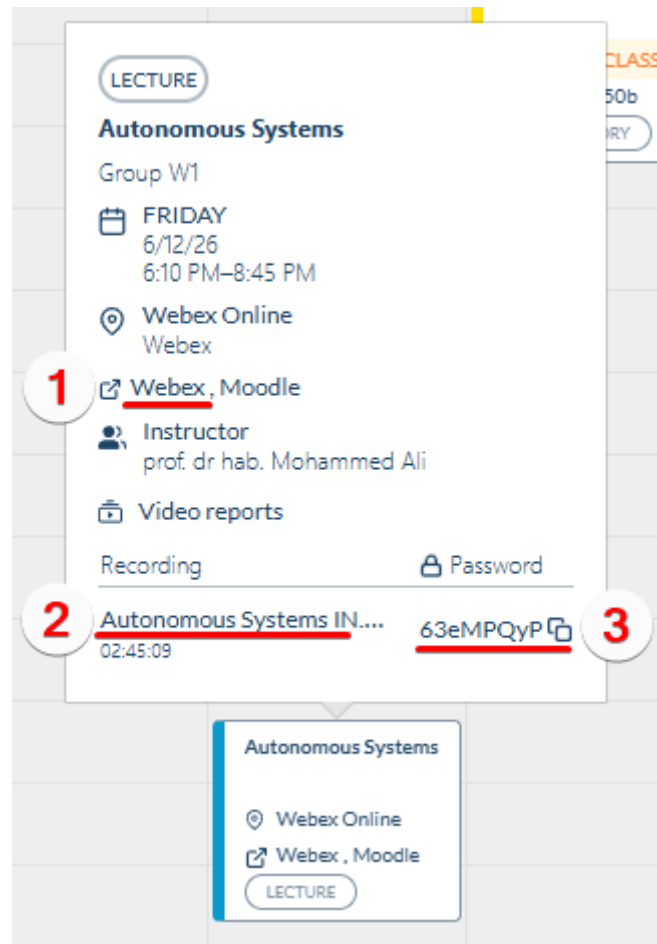
Always join Webex meetings while signed in to your University account. This enables the system to verify your identity automatically and record your attendance. Use your UITM student e-mail account to log in.

To ensure that your attendance is correctly recorded, you must meet **both** of the following requirements:

- **Join the meeting while signed in:** You must log in using your official UITM student e-mail address (e.g. 12345@student.wsiz.edu.pl). Attendance from personal accounts (such as Gmail or other private e-mail providers) will not be recognized.
- **Attend at least 80% of the class:** Attendance is calculated based on the amount of time you spend in the meeting, excluding scheduled breaks. Simply joining the meeting for a short period is not sufficient.

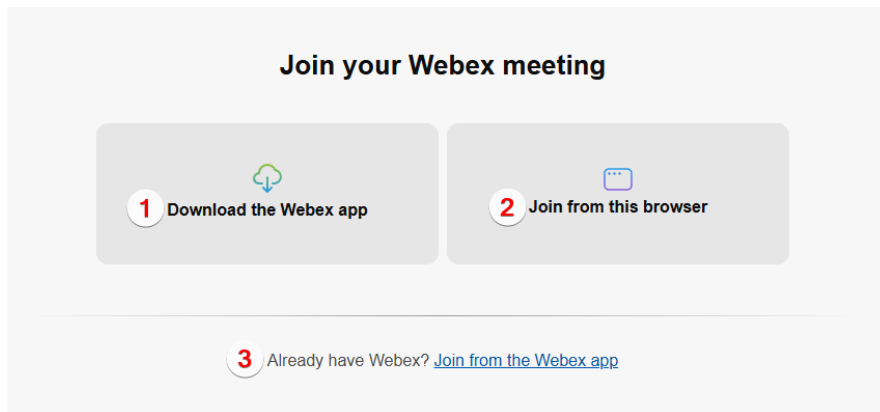
To join an online class, sign in to the Virtual University and open your Class Schedule. Select the appropriate class tile. The following information will be available: Webex (1) – a link to join the online

class in Cisco Webex. After the class, a recording link (2) will be available if the session was recorded and the recording password (3), if required.



Click the Webex link for your scheduled class. After clicking the link, you will see three options:

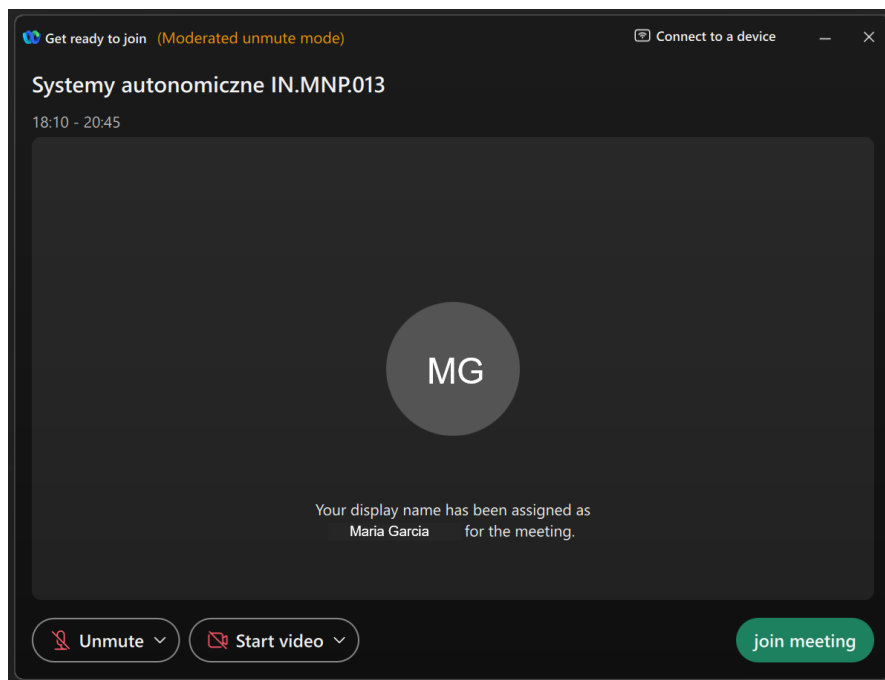
1. **Download the Webex App** – Select this option if you do not already have the Webex application installed on your computer. Download and install the application, then sign in using your UITM student account.
2. **Join from Your Browser** – We do not recommend this option, as joining through a web browser may prevent you from signing in with your University account correctly, which could result in your attendance not being recorded.
3. **Join from the Webex App** – Select this option if the Webex application is already installed. You will be redirected to the application, where you can complete the sign-in process and join the meeting.



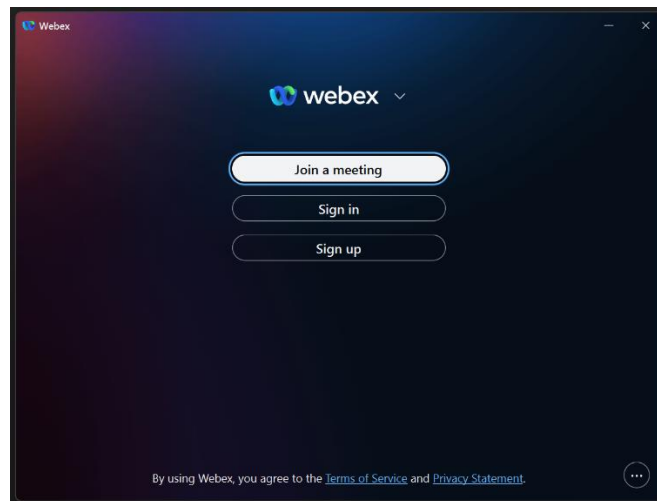
Logging in on a New Device

When signing in to Webex for the first time on a new computer, tablet, or smartphone, you may encounter a common issue. Follow the steps below:

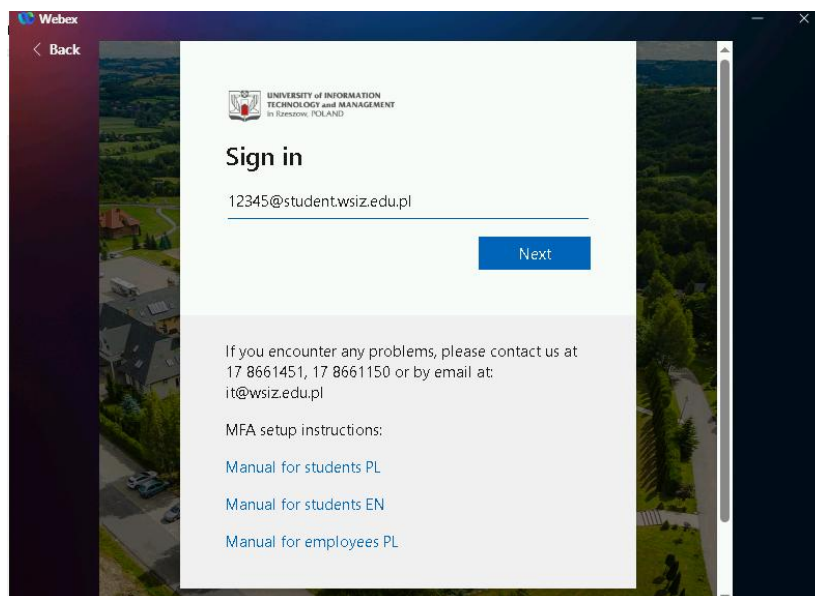
1. After clicking the meeting link on your new device, a window asking you to join the meeting will appear. Do not click "Join Meeting." Instead, close the window.



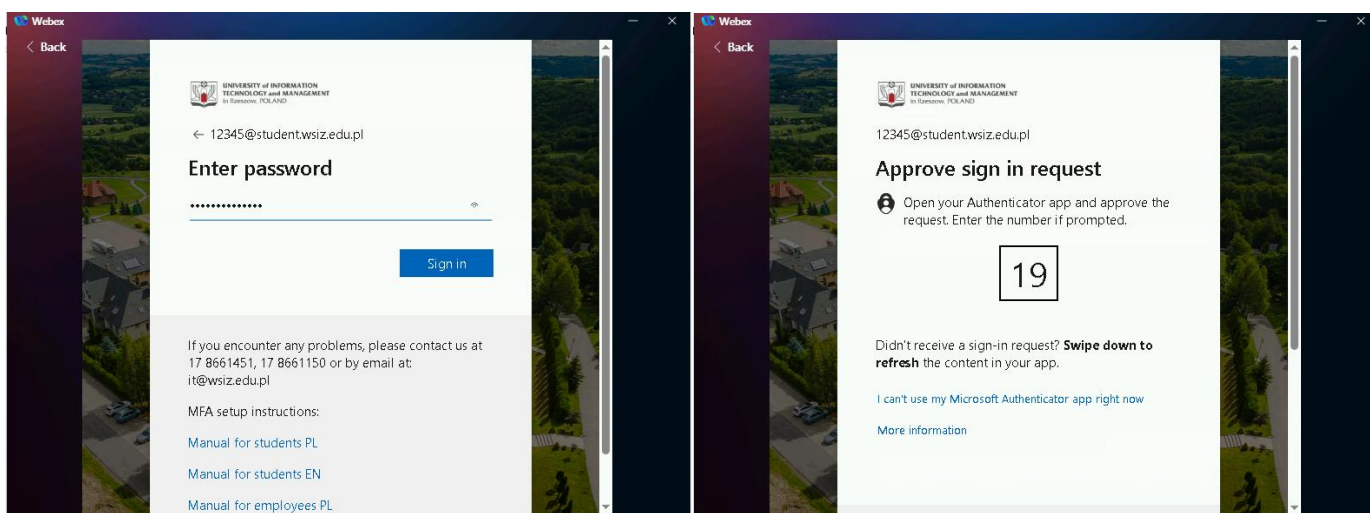
2. Once you close the window, the Webex sign-in screen should appear automatically. If it does not, open the Webex application manually. Enter your UITM student e-mail address and click **Sign in**.



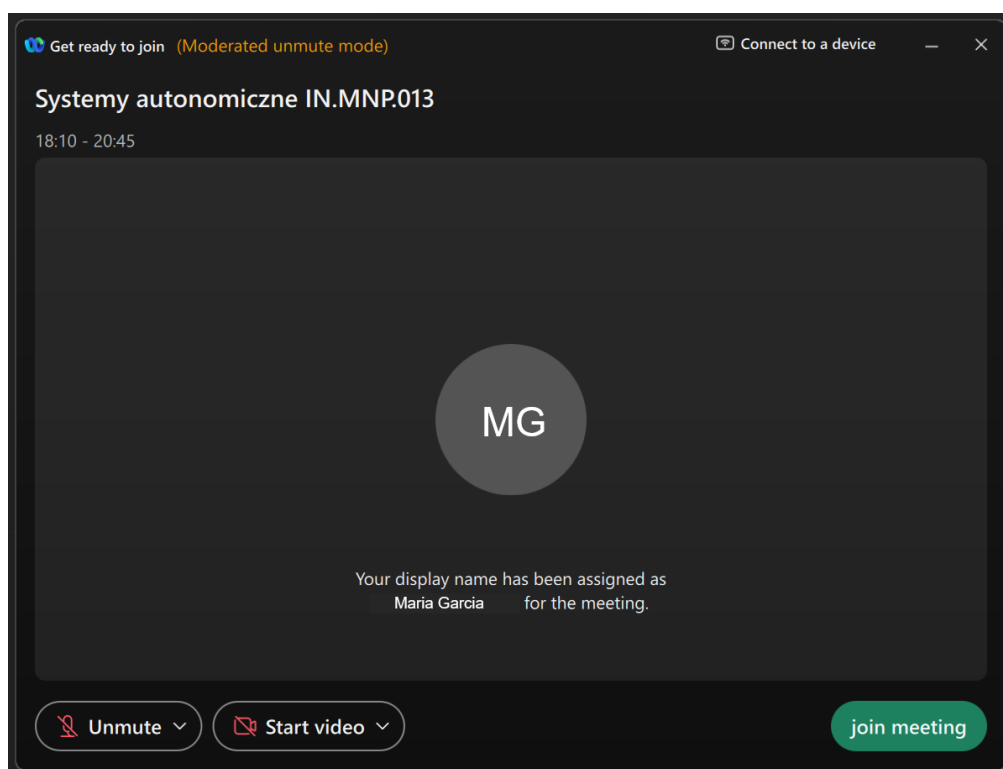
3. You will then be redirected to the University's official sign-in page. A login screen displaying the University of Information Technology and Management logo will appear. Enter your University e-mail address again and click **Next**.



4. Enter the password for your University account. You will then be prompted to complete Multi-Factor Authentication (MFA). Verify your identity using your configured authentication method.



5. After signing in successfully, return to the meeting and join it again.



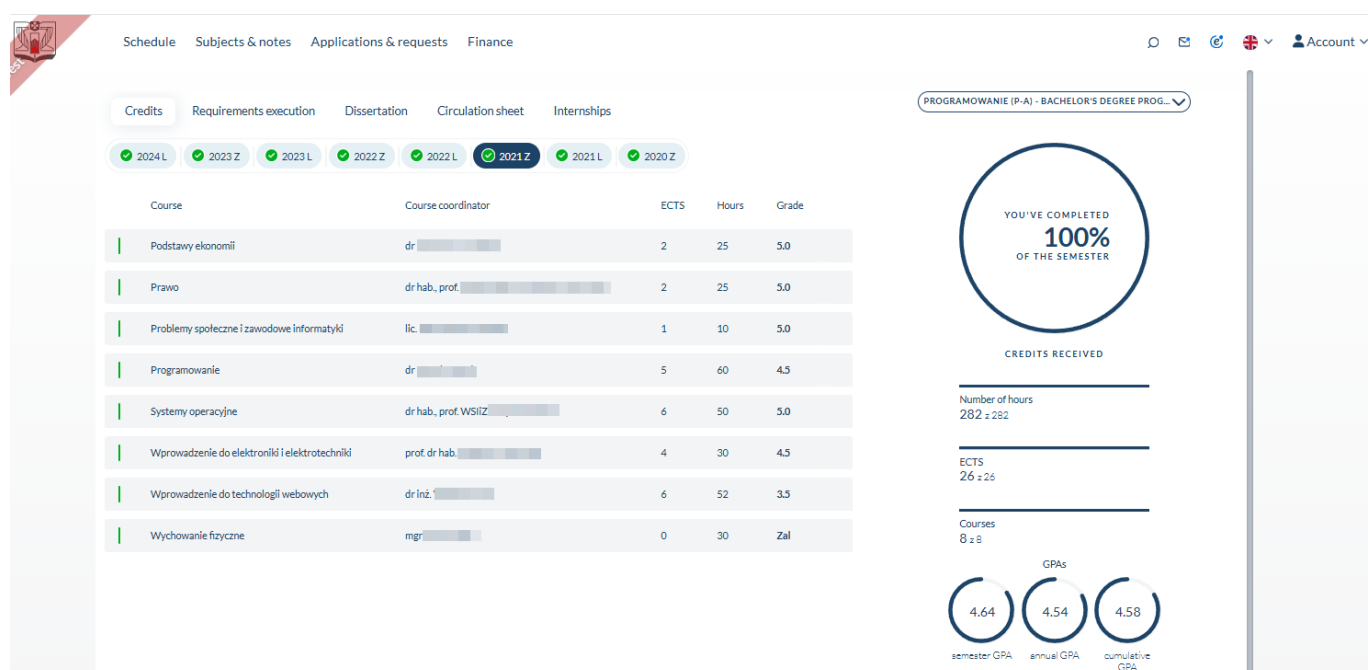
Regardless of how you join a Webex meeting, always check your sign-in status before or during the class. If your full name is displayed without any warning icons or messages, you are most likely signed in correctly and your attendance can be recorded. If you see a question mark:  **Niezweryfikowany** or another warning message next to your name, it means your identity has not been verified. In this case, leave the meeting, sign in to your University account again, and rejoin the class to ensure that your attendance is recorded correctly.

Subjects & Notes

This section contains information about all the subjects included in your study programme, organized by semester. It also provides statistics for each course and shows your overall study progress.

Your semester progress will display 100% only after you have successfully completed all required course components for every course assigned to you.

If you are on a leave of absence, your progress will always be displayed as 0%.



This section also displays your final course grades (both passing and failing). Final grades become available only after the Course Coordinator has submitted the final grade report to the Dean's Office, which usually takes place at the end of the semester.

By selecting a course, you can view grades for each course component (e.g. lectures, classes, laboratories);

grades from each examination or assessment attempt and your expected final grade, displayed in the side panel (as shown in the screenshot below). Individual grades will appear once they have been entered into the system by the lecturers responsible for each course component.

×

Current Grades Surveys Syllabus Teaching materials				
No.	Name	Value	Date	Grade
1	ćwiczenia - termin 1	0.0	2/3/22	5
2	ćwiczenia - termin 2	0.0		
3	wykład - termin 1	0.0	1/26/22	5
4	wykład - termin 2	0.0		

×

Current Grades Surveys Syllabus Teaching materials				
Course name Law				
Catalog no. I.00.009972	Language PL	Exam yes	ECTS 2	Type of final grade numeric grade
Semester workload W: 15, C: 10				
Person assigned Brak Danych				

If you click on the lecturer's name instead of the course name, information about their upcoming classes will be displayed, just as in the Lecturer Search section.

Applications and Requests

All administrative procedures are initiated by you through the **Applications and Requests** section in the Virtual University (VU) at wu.wsiz.edu.pl. In this section, you will find **Study-Related Applications, Payment-Related Applications, Document Orders**. Before submitting an application or ordering a document, select the appropriate study cycle from the drop-down menu.

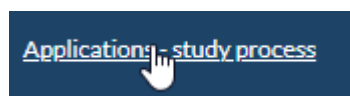
The screenshot displays the 'Applications and Requests' interface for MARIA GARCIA. The top navigation bar includes 'Schedule', 'Subjects & notes', 'Applications & requests' (active), and 'Finance'. The user's profile is shown on the left. A dropdown menu for 'PROGRAMOWANIE (P-A) - BACHELOR'S DEGREE' is open, showing options for Bachelor's and Master's programs. The main content area features an 'E-DELIVERY' section with an 'IMPORTANT' tag, a message from the Dean's Office dated 7/23/26, and an 'UPCOMING CLASSES' section with a table of class times and locations. A 'MY NEWSFEED AND EVENTS' section on the right shows a 'WSiIZ Transportation Update' dated 7/13/26.

After opening the Applications and Requests section and selecting the appropriate study cycle, the default view displays a list of all applications and requests you have previously submitted. This view includes, among others: ongoing cases; cases requiring additional information or clarification; completed cases, together with their current status.

The screenshot displays the 'MY APPLICATIONS AND REQUESTS' interface. The sidebar on the left lists various application types. The main content area is titled 'MY APPLICATIONS AND REQUESTS' and contains three sections: 'CASES TO SOLVE', 'CURRENT CASES', and 'PROCESSED CASES'. Each section has a table with columns for 'Issuance date', 'Service Point', and 'Status'.

Case Name	Issuance date	Service Point	Status
CASES TO SOLVE			
No cases			
CURRENT CASES			
e-Doręczenia Inne dokumenty dot. toku studiów	7/23/26	Dean's Office of Polish Language Studies	Utworzone
Decyzje elektroniczne Decyzja elektroniczna	4/24/26	Student Benefits Department	Doręczone
Stypendium Rektora Wniosek stypendium Rektora	3/31/26	Student Benefits Department	Decision will be available upon receipt of message
PROCESSED CASES			
No cases			

To submit a new application or order a document, use the menu on the left-hand side of the page. Click the **name (link)** of the appropriate category (for example: Applications-study process) to expand the list and display the available application forms, as shown in the example below.



Clicking anywhere else within the category box (outside the link itself) will only display the list of applications you have previously submitted in that category. It will not open the forms for creating a new application.

APPLICATIONS AND REQUESTS
 All
 Declaration of specialization
 Scholarships and grants
 Document requests
 Applications for reconsideration of the case - scholarships
 Applications - payments
Applications - study process
 Wnioski o ponowne rozpatrzenia sprawy - stypendia

MY APPLICATIONS AND REQUESTS

CASES TO SOLVE	Issuance date	Service Point	Status
No cases			

CURRENT CASES	Issuance date	Service Point	Status
Applications - study process LEAVE	7/23/26	Dean's office for Studies in English	Dean's Office - in progress/pending

PROCESSED CASES	Issuance date	Service Point	Status
No cases			

Study-Related and Payment-Related Applications

APPLICATIONS AND REQUESTS
 All
 Declaration of specialization
 Scholarships and grants
 Document requests
 Applications for reconsideration of the case - scholarships
 Applications - payments
Applications - study process
 Wnioski o ponowne rozpatrzenia sprawy - stypendia

Change of the Field of Studies
 Change of the specialty
 Changing the dates of examination session
 CONDITIONAL TERM
 Declaration of resuming studies - after leave
 Declaration of resuming studies - for repeating
 Exchange Program or Internship
 Extending the deadline for thesis submission
 General application
 INDIVIDUAL ORGANIZATION OF STUDIES (IOS)
 LEAVE
 REPEAT A COURSE (conditional registration)
 REPEATING OF THE YEAR
 RESIGNATION

APPLICATIONS AND REQUESTS
 All
 Declaration of specialization
 Scholarships and grants
 Document requests
 Applications for reconsideration of the case - scholarships
Applications - payments
 Applications - study process
 Wnioski o ponowne rozpatrzenia sprawy - stypendia

Cancellation of the payment
 Postponement of the payment deadline / tuition fee discount
 Pro-family reduction
 Request for refund of overpayment
 transfer of overpayments - EUR/PLN

For each application, a brief description of its purpose, information on the required details, a suggested (editable) document template, and a section for uploading attachments (including proof of payment, where applicable) are provided. In addition to completing the application form, you are required to include a brief justification written in a formal style. Once you have completed the application, click **Create Case** to initiate the document workflow.

REPEAT A COURSE (CONDITIONAL REGISTRATION),

Dobrosława Taras, Student ID no.: 64608
Cycle no. 1 - KIS-A, import (L,D,EN), Programowanie (P-A)
Case type: Applications - study process
Serve Point: Dean's office for Studies in English

A student can pursue a maximum of **four subjects** at the same time (**Internship included**). The application requires an additional fee in accordance with the current price list. **Justification is required.**

2. name of the subject
3. name of the subject
4. name of the subject

I declare to complete the subject(s) within: (please choose only one option: one semester or two semesters)

Files, max total size: 5 MB/5 MB, remaining: 99, supported files: [*jpg, *pdf, *png, *doc, *jpeg, *docx]
Add files

Create a case
Cancel

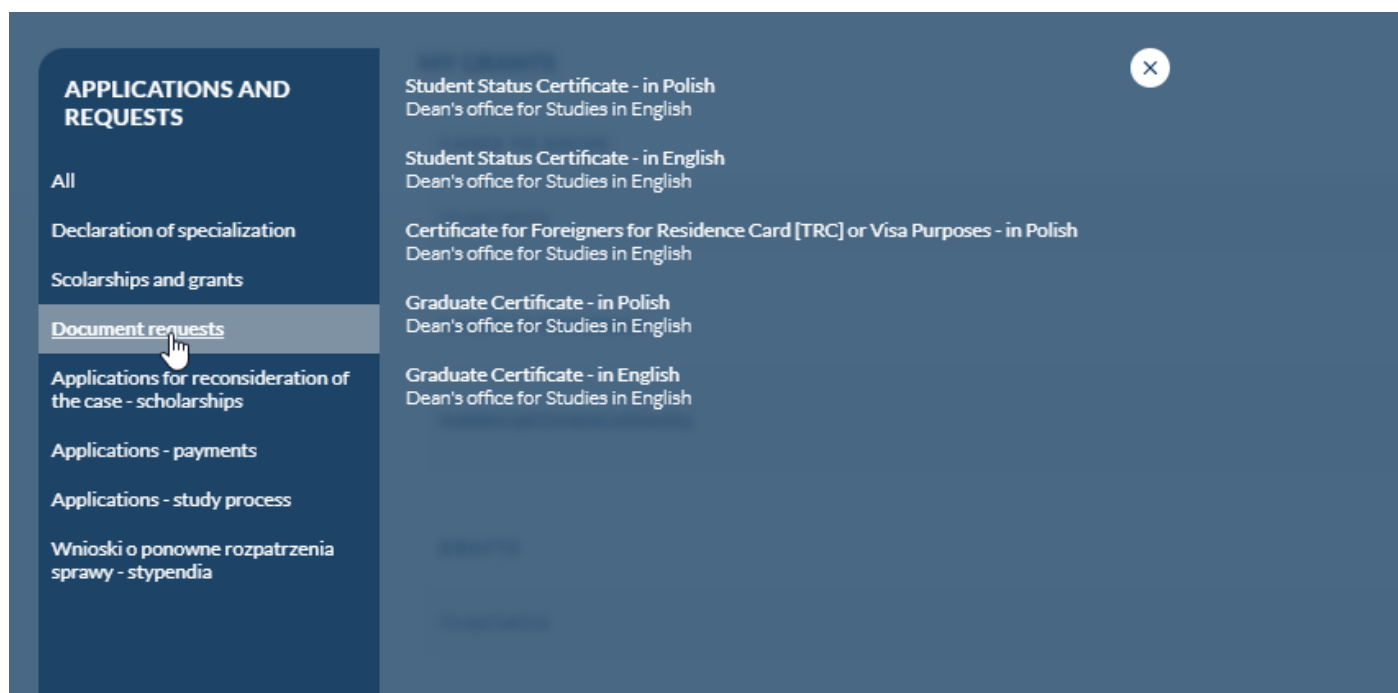
In the Applications and Requests section, you will find a list of all initiated cases, along with their submission dates, current processing location, and status. Possible statuses include, for example, **In Progress** (being processed), **Returned for Completion, Decision – Acceptance / Rejection**, and **Printed** (the application has been added to the student's file).

After an application has been rejected, it cannot be appealed. A new document workflow must be initiated.

Ordering Documents

To order a document, go to the Applications and Requests section, then select the appropriate study programme from the drop-down list. In the menu on the left, click the Document Ordering link. Clicking the link will display a list of documents available for ordering. From the displayed list, select the document you want by clicking its name.

You cannot submit a new order for the same document if the previous request is still being processed. A new order can only be placed after the document has been delivered via the e-Delivery system or collected from the Dean's Office.



After selecting a document, an order details window (Create a New Order) will appear, containing, among other things, the document description, issuing authority, and delivery method. To submit the order, click the **Place order** button. If you decide not to proceed, click **Cancel**.

YOU ARE PLACING A NEW ORDER

Document: Student Status Certificate - in Polish
Description: Confirmation of student status in Polish. Please check your balance before submitting your application. The certificate cannot be issued if you have any outstanding payments.
Issued by: Dean's office for Studies in English

I request the document be issued:

☒ electronically

☐ in paper form

Place order **Cancel**

For some certificates, you can choose the document format during the ordering process. In the order window, select your preferred option: electronic or paper. This choice determines how you will receive the document. If you choose the electronic format, the document will be delivered through the e-Delivery system. If you choose the paper format, you will collect the document in person from the appropriate Dean's Office.

YOU ARE PLACING A NEW ORDER

Document: **Student Status Certificate - in Polish**
 Description: Confirmation of student status in Polish. Please check your balance before submitting your application. The certificate cannot be issued if you have any outstanding payments.
 Issued by: Dean's office for Studies in English

I request the document be issued:

☒ electronically
☐ in paper form

[Place order](#)
[Cancel](#)

After submitting an order for an electronic document, you can track its status in the My Requests section.

MY REQUESTS						
No.	Service point	Document name	Number of copies	Document type	Date of request	Status
1.	Dean's office for Studies in English	Student Status Certificate - in Polish	1	Electronic	7/24/26	In progress
2.	Dean's office for Studies in English	Graduate Certificate - in English	1	Paper	7/24/26	Ready
3.	Dean's office for Studies in English	Certificate for Foreigners for Residence Card (TRC) or Visa Purposes - in Polish	1	Electronic	7/24/26	Ordered 

Once the document has been prepared by the Dean's Office, it is sent to the e-Delivery module, where it becomes available for collection. To access the document, go to the **e-Delivery** module and collect the delivery. A detailed description of the electronic document collection process can be found in the e-Delivery user guide.

E-DELIVERY **IMPORTANT**

[Show all e-deliveries](#)

Dean's office for Studies in English 7/23/26

Student Status Certificate - in Polish

 **OPEN**

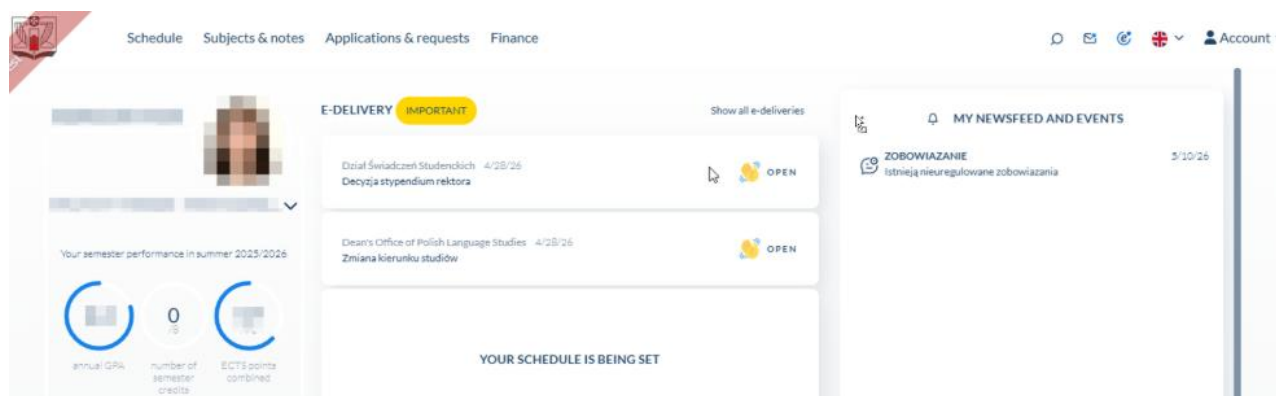
If you ordered the document in paper form, you can track its status in the My Requests section. Initially, the order will have the In Progress status, which means that the document is being prepared by the Dean's Office. Once the preparation process is complete, the status changes to Ready for Collection. This means that the document is ready and should be collected in person from the appropriate Dean's Office specified in the order.

MY REQUESTS						
No.	Service point	Document name	Number of copies	Document type	Date of request	Status
1.	Dean's office for Studies in English	Student Status Certificate - in Polish	1	Electronic	7/24/26	In progress
2.	Dean's office for Studies in English	Graduate Certificate - in English	1	Paper	7/24/26	Ready
3.	Dean's office for Studies in English	Certificate for Foreigners for Residence Card [TRC] or Visa Purposes - in Polish	1	Electronic	7/24/26	Ordered ⓧ

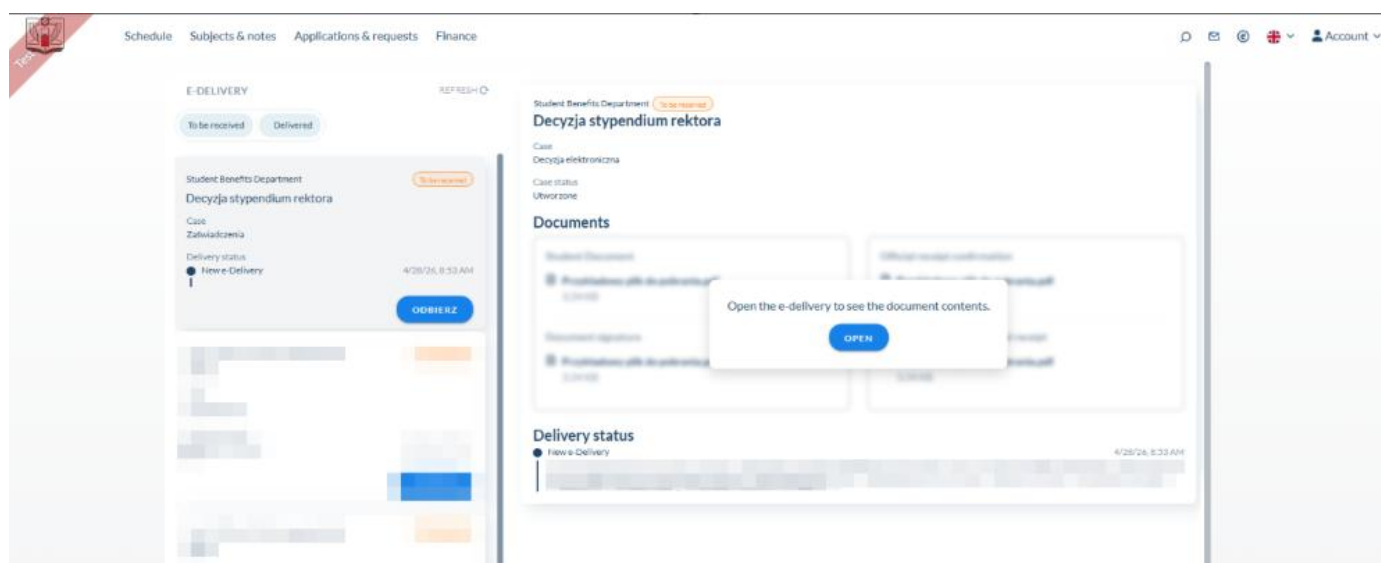
Collecting a Document in the e-Delivery Inbox

E-Deliveries are collected through the Virtual University (wu.wsiz.edu.pl) after logging in to your individual student account. You can access the **e-Delivery** inbox by selecting the **Collect** button in the e-Delivery section or by clicking the e-Delivery icon  located in the upper-right corner of the Virtual University screen. This process must be completed **using a computer** (laptop or desktop PC).

Note: e-Deliveries must be collected using a computer (laptop or desktop PC).



The e-Deliveries section displays all documents together with their receipt dates and statuses. Documents with the status To be received require confirmation before their content can be accessed. Select the **Open** button for the relevant e-Delivery to confirm receipt.



After selecting Open, you must confirm receipt of the e-Delivery using a one-time code. Click **Send the code to my phone number**. The system sends a 9-character authentication code via **text message** to the phone number assigned to the student. If the displayed phone number is incorrect, please contact the dean's office.

E-DELIVERY CONFIRMATION

1
2

Send an SMS
Send an SMS

Confirm e-delivery receipt

Before viewing the document, please confirm that you have received the delivery. If you fail to confirm receipt within 14 days of receiving the delivery in the system, it will automatically be marked as received.



Click the button below
and we'll send a authentication code to your phone number

+48

SEND THE CODE TO MY PHONE NUMBER

Is the entered phone number incorrect?
[Contact the dean's office](#)

Enter the received code in the appropriate fields and confirm by selecting **Sign**. If the code is not received, it can be resent after one minute by selecting **Send the code again**.

E-DELIVERY CONFIRMATION



Send an SMS

Send an SMS

Confirm e-delivery receipt

Before viewing the document, please confirm that you have received the delivery.
If you fail to confirm receipt within 14 days of receiving the delivery in the system,
it will automatically be marked as received.



Enter the authentication code we sent to your phone number

+48

SIGN

SEND THE CODE AGAIN IN 19 SEC.

Once the code is entered correctly, the system confirms receipt of the e-Delivery and the content of the document is unlocked. In the Documents section, the document addressed to the student is available along with the Official Proof of Delivery (Urządowe Poświadczenie Doręczenia), confirming the successful delivery of the document.

Test

Schedule

Subjects & notes

Applications & requests

Finance

Account

E-DELIVERY

REFRESH

To be received

Delivered

Student Benefits Department

Decyzja stypendium rektora

Case

Decyzja elektroniczna

Delivery status

● Delivery of the document

4/27/26, 8:16 PM

Delivered

Student Benefits Department

Decyzja stypendium rektora

Case

Decyzja elektroniczna

Case status

Doreczone

Documents

Student Document

Decyzja_stypendium_rektora_-_Tak.pdf

0.12 MB

Official receipt confirmation

UrzadowePoswiadczenieDoreczenia.pdf

0.05 MB

Delivery status

● Delivery of the document

4/27/26, 8:16 PM

● New e-Delivery

4/27/26, 1:41 PM