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## Confirmation of handwritten signature on power of attorney at notary public/notarisation of power of attorney

1. These instructions are intended for graduates who are unable to collect their graduation document from the Medical University of Lodz in person.
2. The graduate may confirm the authenticity of his/her signature under the power of attorney to collect the diploma of graduation, the diploma supplement, their copies, duplicates or transcripts at a public notary in his/her country of origin or draw up a power of attorney to collect the aforementioned documents in the form of a notarial deed in the event that the notary in the graduate's country of origin does not confirm the authenticity of the signature.
3. The graduate for this purpose may use the power of attorney for the receipt of graduation documents provided by the University.
4. When performing notarial acts, the notary will most often use the graduate's native language.
5. A power of attorney document with a signature certified by a notary public or a power of attorney prepared in the form of a notarial deed must be legalised or provided with an apostille.
6. Certification of foreign public documents intended for legal circulation in Poland is effected in the form of legalisation in cases where the country in which the document was issued is not a party to the Hague Convention. Legalisation is carried out by a Polish consular post in that country. The consular officer legalises the document by declaring the document to be in accordance with the law of the place of its issue.
7. If you are the holder of a document issued in one of the countries listed below, you should legalise it at the Polish diplomatic mission responsible for the country in question:  
Afghanistan, Algeria, Angola, Saudi Arabia, Bangladesh, Benin, Bhutan, Bolivia, Brazil, Chile, China (excluding Special Administrative Regions: Hong Kong, Macao), Chad, Dominican Republic, Egypt, Ethiopia, Philippines, Gambia, Ghana, Guyana, Guatemala, Haiti, Indonesia, Iraq, Iran, Jamaica, Yemen, Jordan, Cambodia, Cameroon, Canada, Qatar, Kenya, Congo, North Korea, Cuba, Kuwait, Laos, Lebanon, Libya, Madagascar, Malaysia, Morocco, Mauritania, Mozambique, Nepal, Niger, Nigeria, Pakistan, Palestine, Papua New Guinea, Central African Republic, Rwanda, Senegal, Singapore, Somalia, Sri Lanka, Sudan, Syria, Taiwan, Thailand, Tanzania, Togo, Tunisia, Turkmenistan, Uganda, Vietnam, Côte d'Ivoire, Zambia, Zimbabwe, United Arab Emirates.
8. A list of Polish diplomatic missions abroad is available at the link below:  
<https://www.gov.pl/web/diplomacy/polands-missions-abroad>
9. An alternative to the legalisation of foreign notarial acts is the apostille clause. This is an authentication of a document drawn up in another country that allows it to be used effectively, legally, in another country that is party to the Hague Convention. In this case, the authentication of a notarial act consists of attaching an apostille issued by the competent authority of the country from which the act originated.
10. At the link below you will find a list of signatory states to the Convention:  
<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>
11. It is the graduate's responsibility to determine which entity is entitled to grant the apostille in his or her country of origin.

12. After legalisation by the competent office of the graduate's country of origin (usually the Ministry of Foreign Affairs, the Ministry of Justice or another central office of the country from which the document originates), the graduate must apply to the Polish consular post in his/her country of residence for the document to be legalised by a Polish consul.

Remember! A consul legalises only originals and official copies of documents. Photocopies and print-outs from ICT systems are not legalised. Documents - before submitting them to the consul - must be certified by the competent local office.

To arrange a visit to the consulate for legalisation, select: legal matters on the e-konsulat website <https://secure.e-konsulat.gov.pl/> or contact the relevant consular office by phone or e-mail.

13. A power of attorney document that has been apostilled or legalised must then be translated into Polish or English by a sworn translator.
14. Once the translation has been completed, the graduate shall send the original sworn translation to the proxy located in Poland.
15. In order to collect the documents, the graduate should make an appointment with the coordinator of the Administrative Center for Studies in English of Medical University of Lodz and the proxy should have the identity document indicated in the power of attorney to prove his/her identity and the original document of the power of attorney.