

If you would like to write a request to the Dean, please do that through USOSweb.

HOW TO SUBMIT A REQUEST/ APPLICATION THROUGH USOSweb

Examples of application types available in USOSweb. All applications are addressed automatically to the Vice-Dean for Student's Affairs:

- application for resignation from a course
- application for a conditional enrolment for the next stage of study
- application for repeating a stage of study
- application for changes in course registration
- application for leave while studying
- application for resignation from studies
- application for recognition of a subject or stage of study
- application for individual organization of studies
- application for issuing new Student ID
- and other applications for different matters that concern your studies

In case of internal matters of the Faculty, it is enough to submit an application to the Vice-Dean via USOSweb and you don't need to bring the printed version to the office. However, if your request requires that the Dean should make a more formal administrative decision, you need to submit your request through the USOSweb and bring a signed paper version to the office. For example the paper version will be needed in case of resignation from studies. Some requests, e.g. application for recognition of a subject or stage of study will require the attachments: an original transcript from the previous university, a syllabus etc.

DETAILED INSTRUCTIONS

1. Go to <https://usosweb.uw.edu.pl> and log in.
2. Go to the Student's Section (at the top menu bar)

USOSweb

NEWS | DIRECTORY | MY USOSWEB | **STUDENT'S SECTION** | STAFF SECTION | COMMON SECTION | GRADUATES SECTION

INTRODUCTION

REGISTRATIONS

- ▶ calendar
- ▶ cart
- ▶ for courses
- ▶ direct for groups
- ▶ group preferences

REGISTRATIONS FOR EXAMS

MY STUDIES

- ▶ tests
- ▶ grades
- ▶ linkage
- ▶ POL-on
- ▶ decisions
- ▶ promotions
- ▶ dean's groups
- ▶ applications
- ▶ rankings
- ▶ stipends
- ▶ student mobility
- ▶ surveys

Registrations
Register for courses or examinations, see the current state of your registration cart...

Tests
See the results and grades of your tests and exams...

Final grades
View the current final grades for courses you completed...

Linkage
Link completed courses with one or more study programs (or specific stages of programs)...

Decisions
View and edit student's office's decisions related to your study programs...

Promotions
View your achievements, check if you satisfied the requirements...

3. In the left-side menu choose “applications”:

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- ▶ dean's groups
- ▶ **applications**
- ▶ rankings
- ▶ stipends
- ▶ student mobility
- ▶ surveys
- ▶ payments FK
- ▶ diplomas
- ▶ mLegitymacja

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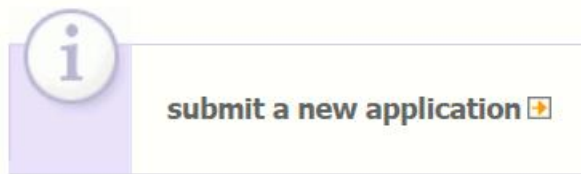
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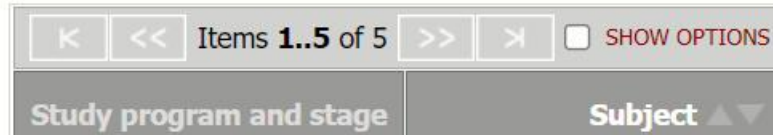
Applications
Submit applications to the dean, view submitted applications and see the dean's

Rankings
View your ranking positions.

4. Click “submit a new application”. If you are studying a few fields of study, the system will ask you to choose the faculty to which you would like to submit your application/request. If you study just psychology, the system will take you directly to the list of applications.



List of submitted applications



5. There is a list of different applications, just choose the one that is best for your case, fill it in and send it directly to the Dean.

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- ▶ tests
- ▶ grades
- ▶ linkage
- ▶ POL-on
- ▶ decisions
- ▶ promotions
- ▶ dean's groups
- ▶ applications
 - ▶ submitted
 - ▶ **submit a new application**
 - ▶ help
- ▶ rankings
- ▶ stipends
- ▶ student mobility
- ▶ surveys

New application

Study program: Psychology Studies in English, full-time [SJ-PS-ANG]

Choose the application type


Application type	Components Inc
<p>1. ODP – Application for change in organization of studies (para. 26 of the Rules of Study at UW)</p> <p>Application for a change in the organization of studies under para. 26 of the Rules of Study at UW. The Head of the student's teaching unit may consent to study under an individual organization of studies, specifying its detailed rules. The application for individual organization of studies is subject to an opinion from the ODP.</p> <p>Fill the form</p>	<p>program just</p>
<p>2. Office for Persons with Disabilities - Application for the provision of health leave (with PDF attachments)</p> <p>Application for the provision of health leave.</p> <p>Fill the form</p>	<p>program just</p>
<p>3. Application for resignation from a course through no fault of the student (para.32 s. 2 of the Rules of Study at UW)</p> <p>An application for resignation from a course through no fault of the student (pursuant to para. 32 s. 2 of the Rules of Study) is possible if the dates of the classes, the teacher of the course or the credit requirements have been changed, and must be submitted within 14 days from the date of the change. In the application, the student informs the Head of the teaching unit about their decision to resign from taking the course within 14 days from the date of the change. The application must state the study cycle and the code of the course from which the student wishes to resign. It can be printed out, signed and submitted to the Dean's office.</p>	<p>program just</p>

If none of forms applies to your case, please use number 22 or 23 Other applications.

20. Application for referral to studies at a different university / an international internship (para. 28 of the Rules of Study at UW)

justification


The application should be submitted if the student wishes to pursue part of his/her study programme at a different national or foreign university or complete an internship abroad.

[Fill the form](#) 

21. Application to remove linking of a course to the study (para. 31 s. 4 of the Rules of Study at UW)

justification


The application should be submitted if the student wishes to remove the linking of a course to the study programme. The application should provide the name and code of the subject as well as the code of the study programme in question. The request should be submitted within a deadline set by the Rector.

[Fill the form](#) 

22. Other applications (with PDF attachments)

subject, justification

Any other application without information about course credits and with the possibility of adding attachments in PDF format.

[Fill the form](#) 

23. Other applications with attached information about course credits (with PDF attachments)

no additional components required

Any other application with attached information about course credits or another list of courses compiled in the USOSweb system and with the possibility of adding attachments in PDF format.

[Fill the form](#) 