## An application for a place in a student dormitory for 2020/2021 academic year

The following instruction is addressed to the students of the University of Opole who live or have lived in UO student dormitories in the 2019/20 academic year. The deadline for submitting applications (so-called DECLARATIONS) for 2020/2021 academic year is <u>30.06.2020</u>.

For the application to be approved, all fees for accommodation in 2019-2020 academic year must be fully settled (meaning you do not have any debts), otherwise the application will be rejected.

## -Step 1-

Log in to your account in the USOS-web system http://usosweb.uni.opole.pl.

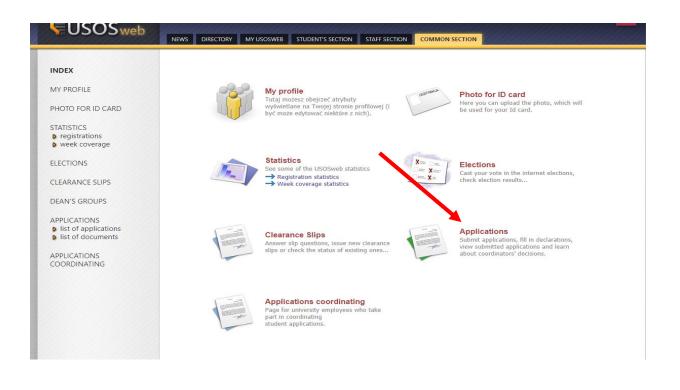
### - Step 2-

Select the 'Common section'

				-		
MY SHORTCUTS						
SCHEDULE	SCHEDULE - CURRENT WEEK	1	QUICK GRADE	continue	DIRECTORY	faculties directory
CLASS GROUPS	MO. TU WE TH	FR.	student's name or number	my exam reports	courses directory	studies directory
CUSTOM SCHEDULES	30 10 11 12		TEACHER'S TESTS		find course	find program
USOSMAIL	12 14 15		Currently you don't have any tests.	more	SCHEDULES	
PRIVACY PREFERENCES	127 38 WYX 39		TEACHER'S CLASSES	previous classes	Staff member's schedule	continue
USOSWEB PREFERENCES	SCHEDULE - NEXT WEEK	1			Course schedule:	continue
	MO UT WE TH	_			Course group schedule: department name	next step
					PRIVACY PREFERENCES	
	11 11 12				Who can see my photo? Only classmates and lecturer Who can see my email ad	
	24 35 36 27				Who can see my email ad Everyone (including anonyme	
	18 WYK 19				USOSWEB PREFERENCES	
	STUDENT'S TESTS				<ul> <li>E-mail confirmation of the a</li> <li>30 rows on single page</li> <li>Order by name</li> </ul>	application: NO

## -Step 3-

#### Go to the 'Applications' section



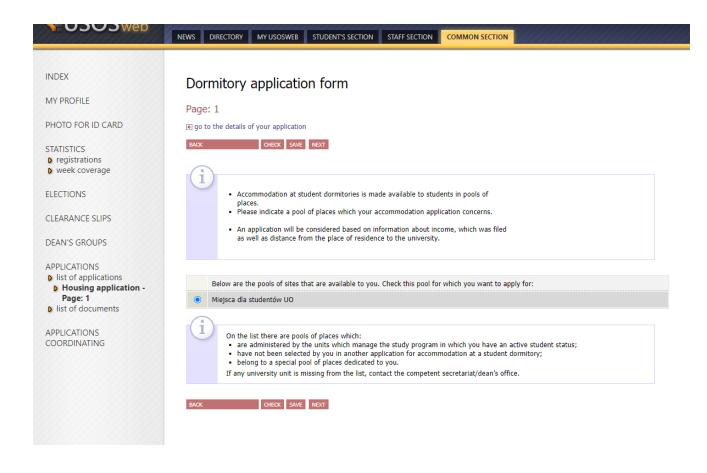


Find a dormitory application form and start filling out

NDEX	App	olications				
IY PROFILE						
HOTO FOR ID CARD	(1	On this page you will find	a listing of applications that you can file or	have already filed.		
TATISTICS						
<ul> <li>registrations</li> <li>week coverage</li> </ul>	Appli	ications that you can su	ibmit. 🔟			
- FOTIONIC		Title	Rounds	Administrator	Term	
LECTIONS	$\rightarrow$	Oświadczenie o dochodach za rok 2018	in progress, 12 days until it ends 2019-10-01 00:00 - 2020-06-10 14:00	University of Opole	Academic year 2019/2020	details € fill in €
LEARANCE SLIPS	$\rightarrow$	Dormitory application form	in progress, 31 days until it ends 2020-05-25 00:00 - 2020-06-29 23:59	University of Opole	Academic year 2020/2021	details → fill in →
PEAN'S GROUPS	<b>→</b>	Wniosek o stypendium dla osób niepełnosprawnych (studenci i doktoranci)	in progress, 12 days until it ends 2019-10-01 00:00 - 2020-06-10 14:00	University of Opole	Academic year 2019/2020	details € fill in €
<ul> <li>list of applications</li> <li>list of documents</li> </ul>	0	Wniosek o stypendium rektora dla studentów	closed 2019-10-01 08:30 - 2019-10-18 15:30	University of Opole	Academic year 2019/2020	details € fill in €
APPLICATIONS COORDINATING	<b>→</b>	Wniosek o stypendium socjalne dla studentów i doktorantów	in progress, 12 days until it ends 2019-10-01 00:00 - 2020-06-10 14:00	University of Opole	Academic year 2019/2020	details € fill in €
	<b>→</b>	wniosek studentów o zapomogę	in progress, 123 days until it ends 2020-04-02 00:00 - 2020-09-29 23:59	University of Opole	Summer semester 2019/2020	details € fill in €

#### -Step 5-

Screen 1. In this step you must indicate the pool of places from which you want to apply for a place in the dormitory.

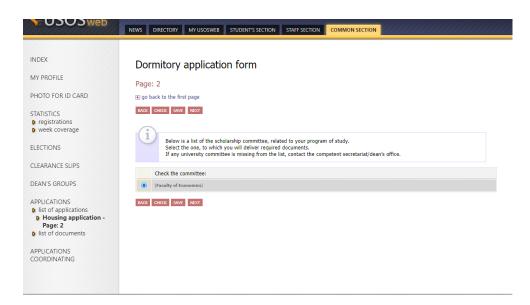


For people who have a certificate of disability and it has been provided into the USOS system, two pools to choose from will appear on the screen. One is for all UO students and the other is for people with a certificate of disability who require a room with special adaptation. People with disabilities who need a room adapted to their needs can apply for places with special adaptation.

If you need a room with special adaptation, and the pool "Places intended for people with a disability certificate requiring a room with special adaptation" is invisible to you, please provide the Office of Disabled People of the Office of the Disabled with your certificate of disability.

### -Step 6-

Screen 2. Select the correct committee.



-Step 7-

Screen 3. Check the correctness of your personal data and complete the income statement.

	NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION
INDEX	Dormitory application form
MY PROFILE	Page: 3
PHOTO FOR ID CARD	🛃 go back to the first page
STATISTICS p registrations p week coverage ELECTIONS	EACX         OFECX         SAVE         NEXT           I         Verify your personal data. If they have changed, report this fact to the Student Section . Your application shows the data entered in the USOS system. The data updated in the Student Section will be shown in the USOSweb after data migration.
CLEARANCE SLIPS	Personal data:
DEAN'S GROUPS APPLICATIONS ) list of applications ) Housing application - Page: 3 ) list of documents APPLICATIONS COORDINATING	PESEL number Correspondence address Registered address Email Cell phone number Landline phone number Your study programs related to the application:
	No. Program Kind Mode Stage
	Income statement: Monthly income per person in year 2019: PLN
	BACK CHECK SAVE NEXT

-Step 8-

Screen 4. Enter the distance between the university and your place of residence.

In this step you can enter the justification of the application, you can inform the administration in which room you want or do not want to live, or other comments for the dormitories administration.

N=0303wep	NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION
INDEX MY PROFILE PHOTO FOR ID CARD	Dormitory application form Page: 4  go back to the first page
STATISTICS Pregistrations Week coverage ELECTIONS	BACK         CAECK         SAVE         INST
LEARANCE SLIPS	Check the distance on Google Maps.           According to USOS, you have lived before in a dormitory:         NIECHCIC (from 2020-03-26 to 2020-06-30)
PPLICATIONS Ist of applications	Justification of the application:
Housing application - Page: 4     Iist of documents     APPLICATIONS     COORDINATING	BACK CHECK SAVE NEXT

The officer of the dormitory, based on current accommodation data, will confirm the possibility of taking into account the request contained in the application.

## -Step 9-

Screen 5. In the next step, you can apply for a place for your child, spouse or, if you are a person with a disability, a place for an assistant. Enter information about family members, guardian / assistant.



-Step 10-

V=0303wep	NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION
INDEX MY PROFILE	Dormitory application form Page: 7
PHOTO FOR ID CARD STATISTICS P registrations P week coverage ELECTIONS CLEARANCE SLIPS	go back to the first page     text     or this page you can indicate the persons with whom you would like to share accommodation     ar a Student Dormitory:     NB: Your suggestion will be taken into consideration only if each of the persons indicated by     you will indicate you and all the other persons from your list.
DEAN'S GROUPS APPLICATIONS b list of applications b Housing application - Page: 7 b list of documents APPLICATIONS COORDINATING	Find a person:         Name         Last name         Student number         Add person

-Step 11-

Screen 8. This is a screen that informs you of places available to you.

VEOSO Swep	NEWS DIRECTORY	MY USOSWEB ST	TUDENT'S SECTION STAFF SECTION COMMON SECTION
INDEX MY PROFILE		application	form
PHOTO FOR ID CARD	Page: 8 (E) go back to the first page		
STATISTICS pregistrations pweek coverage	BACK CHECK SAV	aces for which you	u are applying includes places in the following Student Dormitories:
ELECTIONS	dormitory	number of places	description
CLEARANCE SLIPS DEAN'S GROUPS APPLICATIONS • list of applications • Housing application - Page: 8 • list of documents APPLICATIONS COORDINATING	MROWISKO	(in Polish) trójka, 279 places (in Polish) dwójka, 24 places	(in Polish) Dom Studenta "MROWISKO"
	KMICIC	(in Polish) dwójka, 237 places (in Polish) trójka, 338 places	(in Polish) Dom Studenta "KMICIC"
	NIECHCIC	(in Polish) dwójka, 198 places (in Polish) trójka, 243 places	(in Polish) Dom Studenta "NIECHCIC"
	SPÓJNIK	(in Polish) dwójka, 414 places	(in Polish) Dom Studenta "SPÓJNIK"

# Attention !!!

Place in a single room in the first place can get students:

1. Single parents raising children,

- 2. Due to poor health,
- 3. Achieving outstanding academic results
- 4. Those, who have a proven record of an active work for the university

Places in single rooms are granted at the student's request for a period of one academic year after prior granting of the right to accommodation in the **student dormitory** (after submitting the application for a place in the **student dormitory** - other than a single room)

#### -Step 12-

Screen 9. On this screen you indicate your preferences regarding the dormitory, room (the higher the more preferred, remember, however, that the decision belongs to the specialist of the given Student House

	NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION
INDEX	Dormitory application form
MY PROFILE	Page: 9
PHOTO FOR ID CARD	€ go back to the first page
STATISTICS Pregistrations Week coverage ELECTIONS	RACK         OFFECX         SAVE         NEXT                • On this page you can state your preferences regarding specific student dormitories where you would like to live             • You can edit your preferences using the 'Draw and drop' method
CLEARANCE SLIPS	Preferred student dormitories with types of places wanted (the higher on the list the most wanted) CHANGE THE
DEAN'S GROUPS	ORDER TO SHOW YOUR PREFERENCES
APPLICATIONS	POJNIK, dwójka
<ul> <li>list of applications</li> <li>Housing application -</li> </ul>	
Page: 9 I list of documents	₹ MROWISKO, trójka
APPLICATIONS	HMICIC, trójka
COORDINATING	↔ KMICIC, dwójka
	IECHCIC, trójka
	NIECHCIC, dwójka
	BACK CHECK SAVE NEXT

#### -Step 13-

Screen 10. Here you approve the application.

IMPORTANT !!! By submitting the application you declare that you know and accept the Regulations of the University of Opole dormitories.

	NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION
INDEX MY PROFILE	Dormitory application form Page: 10
PHOTO FOR ID CARD STATISTICS Pregistrations Week coverage ELECTIONS CLEARANCE SLIPS	Get to be first page     Application is ready to be submitted.     Read carefully all the information that you provided and click the <i>SUBMIT</i> button below. You will not be able to withdraw an application that has already been submitted.     To check and correct your application press the <i>PREVIOUS</i> button.
DEAN'S GROUPS APPLICATIONS b list of applications b Housing application - Page: 10 b list of documents APPLICATIONS COORDINATING	You do not need to print your dormitory application and you do not need to submit it on paper. OŚWiadczenia I hereby declare, that I have read and understood Rector decree "Regulations of Student Dormitories of the University of Opole". BACK CHECK SAVE REGISTER
	-Step 14-

Just submit the application and it's done 😇

## ATTENTION !!!

- ✓ You can check the status of the application on an ongoing basis in USOS-web, and you will receive a notification of its change to the university's email address (@ student.uni.opole.pl).
- ✓ During the period of applying for a place at the student dormitory, regularly check the university's mailbox.
- ✓ Control the status of the application, because in case of mistakes in your application, the application coordinator may withdraw it for correction, and this will require you to immediately provide missing documents or correct the application.

 $\checkmark$  A place in the student dormitory is awarded for the period from October 1 to June 30.

- ✓ If information appears in the system that a place has been allocated to you, you must confirm your intention to live in the student dormitory via USOS-web. If you do not do it by the deadline specified in the schedule, the place will be taken from you.
- ✓ Moving-in the student dormitory is possible from October 1 to October 4. You will receive a contract when moving-in.
- ✓ If for important reasons (apprenticeships, mobilities) you intend to move-in after 4 October, you must inform the student dormitory administration via the USOS-web system, otherwise after the October 4 the place will be taken from you.
- ✓ Despite the extension of the move-in deadline, accommodation fee will be counted from October 1.
- ✓ In case of resignation, you must indicate this via USOS-web within the deadlines indicated in the application schedule.