

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 **30.06.2020**.

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'

The screenshot displays the USOSweb system interface. At the top, a navigation bar contains the following sections: NEWS, DIRECTORY, MY USOSWEB, STUDENT'S SECTION, STAFF SECTION, and COMMON SECTION. A red arrow points to the 'COMMON SECTION' tab. On the left side, there is a sidebar titled 'MY SHORTCUTS' with links to SCHEDULE, CLASS GROUPS, CUSTOM SCHEDULES, USOSMAIL, PRIVACY PREFERENCES, and USOSWEB PREFERENCES. The main content area is divided into several modules: 'SCHEDULE - CURRENT WEEK' and 'SCHEDULE - NEXT WEEK' (both showing weekly grids), 'QUICK GRADE' (with a search bar for student name/number), 'TEACHER'S TESTS' (showing no tests), 'TEACHER'S CLASSES' (with a 'previous classes' link), 'STUDENT'S TESTS' (showing no tests), 'DIRECTORY' (with links to people, courses, faculties, and studies directories, and search bars for person, department, course, and program), 'SCHEDULES' (with search bars for staff member's schedule, course schedule, and course group schedule), 'PRIVACY PREFERENCES' (with options for who can see photo and email address), and 'USOSWEB PREFERENCES' (with options for email confirmation, rows on page, order by name, and favourite department).

-Step 3-

Go to the 'Applications' section

The screenshot shows the USOSweb main menu. The left sidebar contains the following links: INDEX, MY PROFILE, PHOTO FOR ID CARD, STATISTICS (registrations, week coverage), ELECTIONS, CLEARANCE SLIPS, DEAN'S GROUPS, APPLICATIONS (list of applications, list of documents), and APPLICATIONS COORDINATING. The main content area features several tiles: 'My profile' (with a red arrow pointing to it), 'Photo for ID card', 'Statistics' (Registration statistics, Week coverage statistics), 'Elections', 'Clearance Slips', 'Applications' (Submit applications, fill in declarations, view submitted applications and learn about coordinators' decisions), and 'Applications coordinating'.

-Step 4-

Find a dormitory application form and start filling out

The screenshot shows the 'Applications' page. A message box states: 'On this page you will find a listing of applications that you can file or have already filed.' Below this, a section titled 'Applications that you can submit.' contains a table of available applications. The 'Dormitory application form' is highlighted with a red box, and a red arrow points to it.

Title	Rounds	Administrator	Term	
→ 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
→ 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
→ 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
☑ 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
→ 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
→ 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.

The screenshot displays the 'Dormitory application form' in the USOS web system. The interface includes a top navigation bar with links for NEWS, DIRECTORY, MY USOSWEB, STUDENT'S SECTION, STAFF SECTION, and COMMON SECTION. A left sidebar contains a menu with options like INDEX, MY PROFILE, PHOTO FOR ID CARD, STATISTICS, ELECTIONS, CLEARANCE SLIPS, DEAN'S GROUPS, APPLICATIONS, and APPLICATIONS COORDINATING. The main content area is titled 'Dormitory application form' and shows 'Page: 1'. It includes a link to 'go to the details of your application' and navigation buttons: BACK, CHECK, SAVE, and NEXT. An information box with an 'i' icon contains instructions: 'Accommodation at student dormitories is made available to students in pools of places.', 'Please indicate a pool of places which your accommodation application concerns.', and 'An application will be considered based on information about income, which was filed as well as distance from the place of residence to the university.' Below this, a section titled 'Below are the pools of sites that are available to you. Check this pool for which you want to apply for:' shows a list with one item, 'Miejsca dla studentów UO', which is selected with a radio button. Another information box with an 'i' icon provides further details: 'On the list there are pools of places which: are administered by the units which manage the study program in which you have an active student status; have not been selected by you in another application for accommodation at a student dormitory; belong to a special pool of places dedicated to you.' It also states: 'If any university unit is missing from the list, contact the competent secretariat/dean's office.' At the bottom, there are again navigation buttons: BACK, CHECK, SAVE, and NEXT.

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.

USOSweb

NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION

INDEX
MY PROFILE
PHOTO FOR ID CARD
STATISTICS
registrations
week coverage
ELECTIONS
CLEARANCE SLIPS
DEAN'S GROUPS
APPLICATIONS
list of applications
Housing application - Page: 2
list of documents
APPLICATIONS COORDINATING

Dormitory application form

Page: 2

[go back to the first page](#)

BACK CHECK SAVE NEXT

i Below is a list of the scholarship committee, related to your program of study. Select the one, to which you will deliver required documents. If any university committee is missing from the list, contact the competent secretariat/dean's office.

Check the committee:

☒ (Faculty of Economics)

BACK CHECK SAVE NEXT

-Step 7-

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

USOSweb

NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION

INDEX
MY PROFILE
PHOTO FOR ID CARD
STATISTICS
registrations
week coverage
ELECTIONS
CLEARANCE SLIPS
DEAN'S GROUPS
APPLICATIONS
list of applications
Housing application - Page: 3
list of documents
APPLICATIONS COORDINATING

Dormitory application form

Page: 3

[go back to the first page](#)

BACK CHECK 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.

Personal data:

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.

The screenshot shows the 'Dormitory application form' on the 'COMMON SECTION' of the website. The page is labeled 'Page: 4'. A sidebar on the left contains links to various sections, including 'APPLICATIONS' where 'Housing application - Page: 4' is highlighted. The main content area includes a 'go back to the first page' link and a set of navigation buttons: BACK, CHECK, SAVE, and NEXT. The form fields are as follows:

- The academic year that your accommodation application concerns:** Academic year 2020/2021
- State the distance to the university from your place of residence, rounded to full kilometers:** 1300 kilometers. A link 'Check the distance on Google Maps.' is provided.
- According to USOS, you have lived before in a dormitory:** NIECHCIC (from 2020-03-26 to 2020-06-30)
- Justification of the application:** A large text area for entering justification.

At the bottom of the form, there are navigation buttons: BACK, CHECK, SAVE, and 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.

The screenshot shows the 'Dormitory application form' on the 'COMMON SECTION' of the website. The page is labeled 'Page: 5'. A sidebar on the left contains links to various sections, including 'APPLICATIONS' where 'Housing application - Page: 5' is highlighted. The main content area includes a 'go back to the first page' link and a set of navigation buttons: BACK, CHECK, SAVE, and NEXT. The form fields are as follows:

- List of people for whom I am applying for a place in the Student's House:** A table with columns: Name and surname, Year of birth, and Relationship. There is an 'add' button with a plus icon.
- Information box:** A blue box with an 'i' icon containing the following text: 'The following two rules apply: Children under age 3 (including foster children) are not assigned a separate place. If a parent applying for a place at a student dormitory did not give the name of the spouse but gave the name of at least one child, then (regardless of the above rule) s/he will be applying for at least 2 places.'

At the bottom of the form, there are navigation buttons: BACK, CHECK, SAVE, and NEXT.

-Step 10-

USOSweb

NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION

INDEX

MY PROFILE

PHOTO FOR ID CARD

STATISTICS

- registrations
- week coverage

ELECTIONS

CLEARANCE SLIPS

DEAN'S GROUPS

APPLICATIONS

- list of applications
- Housing application - Page: 7**
- list of documents

APPLICATIONS COORDINATING

Dormitory application form

Page: 7

[go back to the first page](#)

BACK CHECK SAVE NEXT

i On this page you can indicate the persons with whom you would like to share accommodation at 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.

Find a person:

Name	<input type="text"/>	Add person
Last name	<input type="text"/>	
Student number	<input type="text"/>	

The list of persons with whom you want to share accommodation at the same Student Dormitory:

BACK CHECK SAVE NEXT

-Step 11-

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

USOSweb

NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION COMMON SECTION

INDEX

MY PROFILE

PHOTO FOR ID CARD

STATISTICS

- registrations
- week coverage

ELECTIONS

CLEARANCE SLIPS

DEAN'S GROUPS

APPLICATIONS

- list of applications
- Housing application - Page: 8**
- list of documents

APPLICATIONS COORDINATING

Dormitory application form

Page: 8

[go back to the first page](#)

BACK CHECK SAVE NEXT

The pool of places for which you are applying includes places in the following Student Dormitories:

dormitory	number of places	description
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"

BACK CHECK SAVE NEXT

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

The screenshot displays the 'Dormitory application form' on the USOSWEB portal, specifically Page 9. The page is divided into a left sidebar with navigation links and a main content area. The sidebar includes links for INDEX, MY PROFILE, PHOTO FOR ID CARD, STATISTICS (registrations, week coverage), ELECTIONS, CLEARANCE SLIPS, DEAN'S GROUPS, APPLICATIONS (list of applications, Housing application - Page: 9, list of documents), and APPLICATIONS COORDINATING. The main content area has a top navigation bar with links for NEWS, DIRECTORY, MY USOSWEB, STUDENT'S SECTION, STAFF SECTION, and COMMON SECTION. Below the navigation bar, the title 'Dormitory application form' is followed by 'Page: 9' and a link to 'go back to the first page'. A row of buttons (BACK, CHECK, SAVE, NEXT) is present. An information box with an 'i' icon contains instructions: 'On this page you can state your preferences regarding specific student dormitories where you would like to live' and 'You can edit your preferences using the 'Draw and drop' method'. Below this, a section titled 'Preferred student dormitories with types of places wanted (the higher on the list the most wanted) CHANGE THE ORDER TO SHOW YOUR PREFERENCES' shows a list of dormitories and room types: SPÓJNIK, dwójka; MROWISKO, dwójka; MROWISKO, trójka; KMICIC, trójka; KMICIC, dwójka; NIECHCIC, trójka; and NIECHCIC, dwójka. At the bottom, another row of buttons (BACK, CHECK, SAVE, NEXT) is visible.

-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.

The screenshot shows the 'Dormitory application form' on Page 10. The top navigation bar includes links for NEWS, DIRECTORY, MY USOSWEB, STUDENT'S SECTION, STAFF SECTION, and COMMON SECTION. The left sidebar contains a menu with options like INDEX, MY PROFILE, PHOTO FOR ID CARD, STATISTICS, ELECTIONS, CLEARANCE SLIPS, DEAN'S GROUPS, APPLICATIONS, and APPLICATIONS COORDINATING. The main content area has the title 'Dormitory application form' and 'Page: 10'. Below the title is a link 'go back to the first page' and buttons for BACK, CHECK, SAVE, and REGISTER. A large information box contains the text: 'Application is ready to be submitted. Read carefully all the information that you provided and click the SUBMIT button below. You will not be able to withdraw an application that has already been submitted. To check and correct your application press the PREVIOUS button. You do not need to print your dormitory application and you do not need to submit it on paper.' Below this box is a section titled 'Oświadczenia' (Declaration) with a checkbox: 'I hereby declare, that I have read and understood Rector decree "Regulations of Student Dormitories of the University of Opole".' At the bottom are buttons for BACK, CHECK, SAVE, and 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.
- ✓ 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.