

# Students electronic card

## Instruction step by step

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### **First step: Log into your USOSweb account.**

Select the tab called "Students Section"



### **Second step:**

Find section called "Payments (model FK)"



#### **Payments (model FK)**

Check the university bank account numbers, you should make your payments to, review your debts and payments.

### **Third step: Next select "bank accounts of the university"**

USOSweb

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## Payments (model FK)

What do you want to do?

- ▶ bank accounts of the university - check the university's bank account number for your payments
- ▶ uncleared debts - browse uncleared debts
- ▶ cleared debts - browse cleared debts
- ▶ all payments - browse all your payments for the university
- ▶ uncleared payments - browse your payments for the university not yet cleared with any debts

## Fourth step: Find your personal bank account number in the section "Account for payments for electronic card".

Electronic card costs 22PLN. After making the payment you need to contact your Deans Office about the status of your students electronic card.

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## Bank accounts of the university

On this site you can see the number of the bank account you should make your payments on behalf of the university. Each student has his/her **own virtual** subaccount number within the university account which makes it possible to immediately recognise who has made the payment and reckon it up. Each organizational unit of the university has also got its subaccount within the university account so whenever you are making a payment please check whether you have selected **the right account number of the university organisational unit and whether the account is in the same currency as the assigned payment.**

**You may have numerous virtual accounts. Each payment should be made to appropriate account. In case the uncleared debts site shows more than one virtual account number for the amount due you should choose a proper one according to the description in the table. In case of any doubts please contact the office of the Dean of the organization unit on whose behalf the payment should be made.**

**Do not disclose or make available your virtual account number to other students, as each student has got a different account number to which his/her payments should be made.**

Your virtual accounts			
Description:	Currency:	Account number:	
Account for Faculty of History and Education		<b>PL 53 1090 2138 0000 0001 1255 9483</b> <small>(Santander Bank Polska S.A. 1 O. w Opolu)</small>	→ download payment slip
Account for Faculty of Philology		<b>PL 63 1090 2138 0000 0001 1255 9497</b> <small>(Santander Bank Polska S.A. 1 O. w Opolu)</small>	→ download payment slip
Account for mass payment		<b>PL 25 1090 0004 9696 1990 3150 4586</b> <small>(Santander Bank Polska S.A. Centrala)</small>	→ download payment slip
Account for payments for electronic card		<b>PL 46 1090 0004 9696 3990 3150 4586</b> <small>(Santander Bank Polska S.A. Centrala)</small>	→ download payment slip