

## **REGISTRATION INFORMATION FOR INCOMING EXCHANGE STUDENTS**

This document is meant for exchange students who have been assigned to the Institute of English Studies. This means that in the mobility system you see the IES listed as your host department.

Other exchange students may also register for courses at the IES provided:

- They contact the Erasmus coordinator and ask for permission
- Their level of ENGLISH is at least B2
- Priority is given to students whose home institutions have agreements signed with the IES

To register for courses, first choose the courses you would like to attend. Do so by following these instructions:

1. <http://www.usosweb.uw.edu.pl>
2. Click on the British flag
3. Click on DIRECTORY
4. Plug the code 3301 into the box labeled COURSES

You will see a list of courses offered at the IES. Not all of them are offered each semester. If you see an "I" icon next to the name of the course, it means it is being offered in that particular semester. If you click on the course page, you will be able to see a detailed description and a schedule of classes.

### **EXCHANGE STUDENTS CANNOT REGISTER VIA USOS. YOU WILL BE ADDED MANUALLY TO THE LIST BY THE REGISTRAR.**

Once you have created a schedule of courses please send the list, including course codes (3301-....), group dates (if multiple groups of a class are being offered), your name and international student number (K-....) to the registrar of the Institute, Ms. Marta Czyzewska, at the e-mail address: [martaczyzewska@uw.edu.pl](mailto:martaczyzewska@uw.edu.pl)

Please put the word ERASMUS in the subject line of your e-mail.

We cannot register you until you have obtained a K-number from the International Relations Office.

The registrar will get back to you within a few days to let you know if there were any problems. Sometimes, groups may be full and alternate dates and/or courses may be suggested.