



SUBMITTING APPLICATIONS

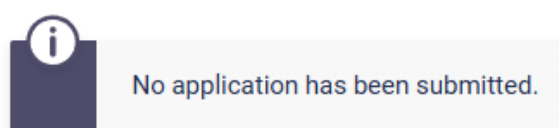
1. via USOSweb – applies to current students with access to the system

- go to: usosweb.uw.edu.pl and log in using the link in the top-right corner
- after logging in, go to STUDENT'S SECTION and select REQUESTS
- in the next step, select the option "submit a new request"; requests submitted so far in USOSweb will be visible in the list at the bottom of the page:

Requests



List of submitted requests



- on the next screen, you can select the study program under which the application is submitted
- after clicking "Fill the form", a form will appear where you should write the content of the application
- providing the topic and the content of the application is mandatory
- the section "Request/Justification" is crucial: it must include all the necessary information – it is recommended to follow this scheme:

I am writing to request (your approval for)...

I am motivating this request by the fact that...

Sincerely,
Name Surname

- it is possible to include only one attachment: it can be a transcript of records, an OPD (Office for Persons with Disabilities) certificate, information from a lecturer, etc.
- it is important to ensure that the program and the program stage the document refers to are correct
- the last step is approving the request. Be sure to check that the language is correct, there are no spelling mistakes, and all data, degrees, and names are accurate
- you can check the additional box to receive an email confirmation of your application

That is not all: After submitting your request in the system, inform the Student Affairs Office: sekretariat.angli@uw.edu.pl. Remember to include your student ID number, your major and cycle of studies (BA or MA). This is due to the fact that we have more than 700 students and we do not have a staff member who is responsible for checking whether a new request has appeared in USOS.

2. in person – applies to persons who do not have access to the system

- prepare your application according to the template:

Full name
e-mail address
phone number

Head of Studies
[The degree and name available on the institute website]
Institute of English Studies
University of Warsaw

APPLICATION FOR...

I am writing to request (your approval for)...

My request is motivated by the fact that...

I declare that I am aware of the responsibility resulting from the written attestation of an untruth.

Sincerely
[handwritten signature]

Full Name
Place, date

- your application should be printed and signed by hand
- your application may be submitted:
 - in person during Student Affairs Office [opening hours](#) – room 2.410 ([the building map](#))
 - in the form of a scan sent to: sekretariat.angli@uw.edu.pl
 - in the form of a letter sent to the following address:

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