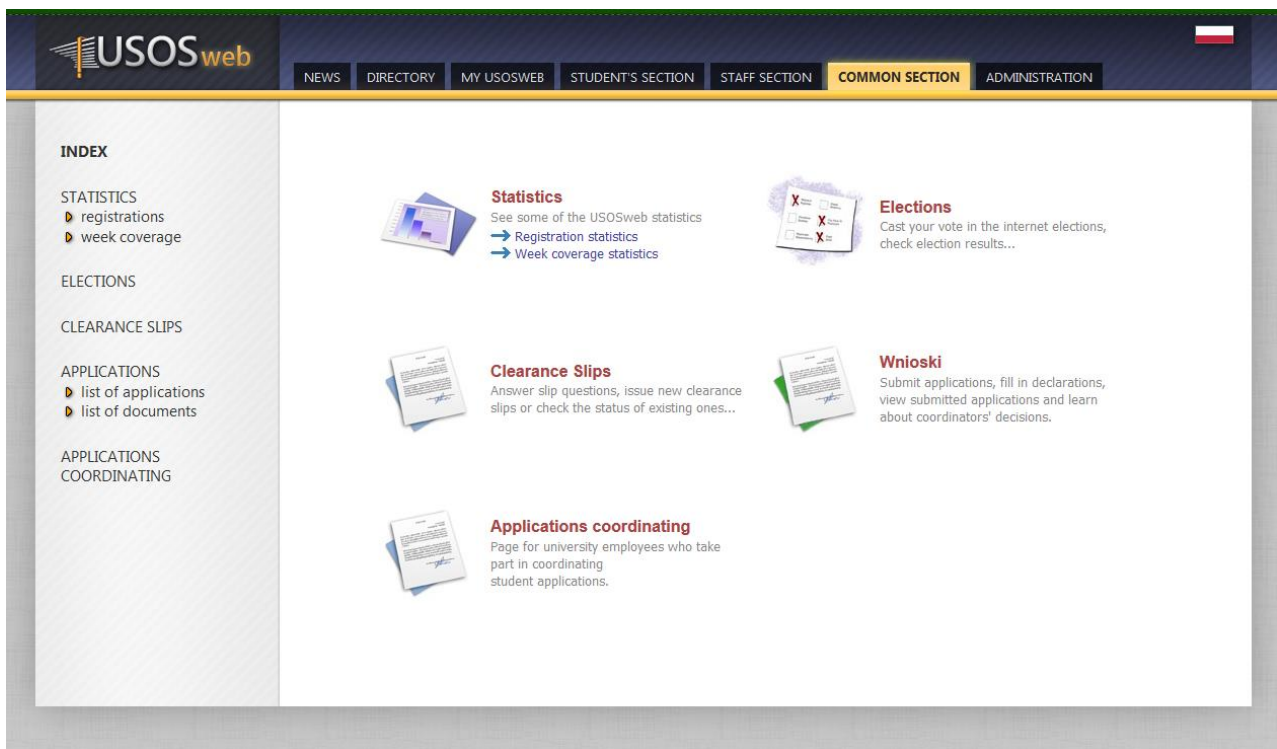


ATTENTION!

Between 01 and 20 August 2017 applications for University-provided accommodation for the academic year 2017/18 should be submitted only by individuals **admitted to the first year of study** at the following education levels:

- Long-cycle programmes (5-year programmes),
- bachelor's degree programmes (3-year programmes),
- engineer's degree programmes (3,5-year programmes),
- second-cycle (master's degree) programmes,
- doctoral programmes.

In order to file an application for a place in one of the dormitories, log into the USOSweb, go to the **Application (Wnioski)** module in the **COMMON SECTION** tab and click “fill in” on the menu by the **housing application**.



The screenshot displays the USOSweb website interface. At the top, there is a navigation bar with the USOSweb logo on the left and a menu on the right containing: NEWS, DIRECTORY, MY USOSWEB, STUDENT'S SECTION, STAFF SECTION, **COMMON SECTION** (highlighted), and ADMINISTRATION. A Polish flag is visible in the top right corner.

On the left side, there is a vertical menu with the following sections:

- INDEX
- STATISTICS
 - ▶ registrations
 - ▶ week coverage
- ELECTIONS
- CLEARANCE SLIPS
- APPLICATIONS
 - ▶ list of applications
 - ▶ list of documents
- APPLICATIONS COORDINATING

The main content area features four interactive tiles:

- Statistics**: See some of the USOSweb statistics. Includes links for Registration statistics and Week coverage statistics.
- Elections**: Cast your vote in the internet elections, check election results...
- Clearance Slips**: Answer slip questions, issue new clearance slips or check the status of existing ones...
- Wnioski**: Submit applications, fill in declarations, view submitted applications and learn about coordinators' decisions.

At the bottom of the main content area, there is a tile for **Applications coordinating**: Page for university employees who take part in coordinating student applications.

INDEX

STATISTICS

- ▶ registrations
- ▶ week coverage

ELECTIONS

CLEARANCE SLIPS

APPLICATIONS

- ▶ **list of applications**
- ▶ list of documents

APPLICATIONS
COORDINATING

Applications



On this page you will find a listing of applications that you can file or have already filed.

Before submitting an application **read an appropriate guide:**

- Składanie wniosku o stypendium socjalne.
- Housing application.

NOTICE. Do not print out the housing application. Any other applications should be printed out, signed and delivered with required attachments to dean's office.

Current applications.

	Title	Status	Rounds	Administrator	Term	
<input type="checkbox"/>	Oświadczenie o dochodach 2015	Registered	in progress, never ending round from 2016-10-04 11:34:00	Faculty of Humanities	Academic year 2016/2017	print details
→	Housing application	Filled in	in progress, never ending round from 2016-06-06 00:00:00	Maria Curie-Skłodowska University	Academic year 2016/2017	fill in delete print details
<input checked="" type="checkbox"/>	Housing application	Accepted	in progress, never ending round from 2016-06-06 00:00:00	Maria Curie-Skłodowska University	Academic year 2016/2017	ask to reconsider print details

Applications that you can submit.

	Title	Rounds	Administrator	Term	
→	Oświadczenie o dochodach 2015	in progress, never ending round for all students without PhD students from 2016-10-04 11:34:00	Faculty of Humanities	Academic year 2016/2017	details fill in
→	Housing application	in progress, never ending round	Maria Curie-Skłodowska University	Academic year	details

To fill in your application, please provide necessary details on subsequent pages.

On **page 3** you will be asked to verify the data you entered and state your household monthly income **per person for the previous tax year**. For instance, when applying for University-provided accommodation for the academic year 2017/2018 you should enter your household monthly income for the **year 2016**. Income should be calculated following the same regulations as apply when calculating the maintenance grant, in compliance with the binding UMCS Student Social Support Grant Regulations and Regulations for estimation, allocation and disbursement of financial aid to doctoral students at UMCS.

Attention! Students and Phd students with their household monthly income per person above the income threshold that allows them to apply for the maintenance grant may also file housing applications.

Page 3

[go back to the first page](#)

BACK CHECK NEXT



Verify your personal data. If they have changed, report this fact to the dean's office .
Your application will show the data entered in the USOS system. The data updated in the dean's office will be shown in the USOSweb after data migration.

Personal data:

Correspondence address	39-410 <small>Logopedia 2015</small>
Registered address	39-410 <small>Logopedia 2015</small>
Email	
Cell phone number	<small>XXXXXXXXXX</small>
Landline phone number	

Your study programs related to the application:

No.	Program	Kind	Mode	Stage
1	[H-L-2S] Logopedia z audiologią, stacjonarne II stopnia Status: Student	second cycle programme	full-time	I semestr, Logopedia z audiologią

Income statement:

Monthly income per person in year 2014:	<input type="text" value="500"/>
	PLN

On **page 4**, enter the distance from your permanent place of residence to the University, that is Maria Curie-Sklodowska Square, following the existing traffic routes. You may use Google Maps to calculate the distance between two or more points. **International students and international PhD students should provide the distance between the UMCS and their address of residence in their home country, outside Poland.**

Page 4

[go back to the first page](#)

BACK CHECK NEXT

<p>The academic year that your accommodation application concerns: <small>If your application concerns a different year than Indicated, you should chose an application form assigned to a different study cycle.</small></p>	Rok akademicki 2016/2017
<p>State the distance to the university from your place of residence, rounded to full kilometers:</p>	<input type="text" value="500"/> km
<p>If you have lived in a student dormitory before, please mark which one:</p>	<ul style="list-style-type: none"><input type="radio"/> DS Amor<input type="radio"/> DS Babilon<input checked="" type="radio"/> DS Femina<input type="radio"/> DS Grześ<input type="radio"/> DS Helios<input type="radio"/> DS Zana 11<input type="radio"/> DS Ikar<input type="radio"/> DS Jowisz<input type="radio"/> DS Kronos<input type="radio"/> I haven't
<p>Justification of the application:</p>	<p>Limit 8000, entered 0 characters</p> <div style="border: 1px solid #ccc; height: 40px;"></div>

BACK CHECK NEXT



Check the distance on Google Maps: <https://goo.gl/j5CnUw>

On **page 5** you may state your next of kin for whom you would like to apply for additional accommodation (your child, your spouse). After your application has been considered, you will either be assigned all the places you were applying for or none.

Page 5

[go back to the first page](#)

BACK CHECK NEXT

Family:

Name and surname	Year of birth	Relationship	
<input type="text" value="Katarzyna Szewczyk"/>	<input type="text" value="1990"/>	<input type="text" value="wnioskodawca"/>	
			add



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.

BACK CHECK NEXT

On **page 6** you may state any other substantial circumstances that may influence the type of room which will be assigned to you. **You should provide such information in the application and submit it to the Commission for Student Dormitories (the Office of Student Affairs of the Centre for Education and Studies Management, “Helios” dormitory, room 5, Monday–Friday, 9:00–14.30) together with other documents** which confirm

circumstances referred to in the application e.g. a copy of your parent's death certificate, a disability-degree certificate, a copy of your child's birth certificate or a copy of your marriage certificate.

The screenshot shows the USOSweb application interface. The top navigation bar includes links for NEWS, DIRECTORY, MY USOSWEB, STUDENT'S SECTION, STAFF SECTION, COMMON SECTION (highlighted), and ADMINISTRATION. A Polish flag is visible in the top right corner. The left sidebar contains a menu with categories: INDEX, STATISTICS (registrations, week coverage), ELECTIONS, CLEARANCE SLIPS, APPLICATIONS (list of applications, list of documents, Page 6), APPLICATIONS COORDINATING. The main content area is titled "Page 6" and includes a "go back to the first page" link and "BACK CHECK NEXT" buttons. The primary instruction is: "Choose circumstances, which may entitle you to a better place in the dormitory or a place in a dormitory of higher standard." An information box states: "You have to deliver proper documents to the Student's Affairs Office in 'Helios' building room 5 between 9:00 and 14:30. If documents clearly confirming the information contained in your application are lacking, the circumstances will not be taken into account while the allocation of places in the dorm!" Below this are three sections for selecting conditions, each with "Choose at most one condition:" and radio buttons: 1. orphan, half-orphan; 2. light disability, moderate disability, substantial disability (selected); 3. single parent, marriage room. "BACK CHECK NEXT" buttons are at the bottom.

On **page 7** you may indicate the persons you request to reside with at a student dormitory.

Page 7

[🏠 go back to the first page](#)

[BACK](#) [CHECK](#) [NEXT](#)



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:

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

[BACK](#) [CHECK](#) [NEXT](#)

Page 8 includes a description of each dormitory (text in Polish), contact details as well as a list of furniture and equipment available in rooms.

[go back to the first page](#)

BACK	CHECK	NEXT
------	-------	------

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

dormitory	number of places	description
DS Amor	Pokoje trzyosobowe, 107 miejsc(a) Pokoje jednoosobowe, 1 miejsc(a)	(in Polish) Dom Studencki "Amor" ul. Radziszewskiego 18, 20-036 Lublin Administracja tel. (81) 533-87-20. Recepcja (81) 533-82-91 e-mail: amor@poczta.umcs.lublin.pl strona: http://www.umcs.pl/pl/akademik.htm Pokoje jednoosobowe (6) oraz trzyosobowe. W pokoju dla każdej z osób: tapczan, biurko, krzesło, szafa, szafka wisząca, szafka nocna, lampka, pościel, bidet. Dostęp do internetu w każdym pokoju. Wspólna kuchnia oraz wspólny węzeł sanitarny na piętrze. Sala telewizyjna. Pokój cichej nauki. Pralnia. Pokój gościnny.
DS Babilon	Pokoje dwuosobowe, 93 miejsc(a)	(in Polish) Dom Studencki "Babilon" ul. Radziszewskiego 17, 20-036 Lublin Administracja tel. (81) 533-87-20. Recepcja (81) 537-58-22 e-mail: babilon@poczta.umcs.lublin.pl strona: http://www.umcs.pl/pl/akademik.htm Pokoje dwuosobowe. W każdym pokoju dla każdej z osób: tapczan, biurko, krzesło, szafa, szafka wisząca, szafka nocna, lampka, pościel, lodówka w pokoju. Łazienka w segmentcie. Dostęp do internetu w każdym pokoju. Wspólna kuchnia na piętrze. Pokój gościnny. Sala telewizyjna. Pokój cichej nauki. Pralnia.
		(in Polish) Dom Studencki "Femina" ul. Langiewicza 20, 20-035 Lublin Administracja tel. (81) 537-29-27

On **page 9** you should indicate the dormitories you would like to be accommodated in. State your preference by clicking and dragging your choices to the relevant positions in the ranking list. Each student or PhD student is allowed to apply for a place in any of the available dormitories. **Selecting a few (or all) dormitory options increases your chances for a room assignment (The more dormitories you select, the higher the chance for a room assignment.).**

[go back to the first page](#)

BACK CHECK 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**
- If you do not want to live at a given student dormitory, even at the expense of not receiving any university accommodation, place it in the box "Student dormitories where you would not like to be accommodated."
- The student dormitories placed in the box "Student dormitories where you would not like to be accommodated" will not be considered when a place of accommodation is assigned to you, even if you don't receive a place in any preferred student dormitory.

Preferred student dormitories with types of places wanted (the higher on the list the most wanted) CHANGE THE ORDER TO SHOW YOUR PREFERENCES

‡ DS Ikar, Pokoje dwuosobowe
‡ DS Amor, Pokoje trzyosobowe
‡ DS Babilon, Pokoje dwuosobowe
‡ DS Femina, Pokoje dwuosobowe
‡ DS Grześ, Pokoje trzyosobowe
‡ DS Helios, Pokoje dwuosobowe
‡ DS Helios, Pokoje jednoosobowe
‡ DS Ikar, Pokoje jednoosobowe
‡ DS Jowisz, Pokoje trzyosobowe
‡ DS Jowisz, Pokoje dwuosobowe
‡ DS Kronos, Pokoje dwuosobowe
‡ DS Zana 11, Pokoje trzyosobowe
‡ DS Grześ, Pokoje dwuosobowe

You may also specify dormitories in which you do not wish to be accommodated. If you drag the name of a dormitory onto the box "Student dormitories where you would not like to be accommodated" at the bottom of the page, you will indicate that you do not want to reside in this particular dormitory even at the expense of not receiving any university accommodation.

Student dormitories where you would not like to be accommodated (in case there are no places available in the student dormitories above, your application will be rejected)

‡ DS Zana 11, Pokoje dwuosobowe
‡ DS Kronos, Pokoje jednoosobowe
‡ DS Femina, Pokoje jednoosobowe
‡ DS Zana 11, Pokoje jednoosobowe
‡ DS Amor, Pokoje jednoosobowe

BACK CHECK NEXT

To complete your application, click **REGISTER** on the last page. After doing so, you will no longer be able to edit your application. Your application, as registered, will be now processed by the coordinator from the Office of Student Affairs of the Centre for Education and Studies Management.

Applications that were not registered will not be considered.

Page 10

[go back to the first page](#)

BACK CHECK REGISTER

Housing application



Application is ready to be registered.

Read carefully all the information that you provided and click the *REGISTER* button below. You will not be able to withdraw an application that has already been registered.

To **check and correct** your application press the *PREVIOUS* button.

By submitting this application I declare, that I am aware of criminal liability based on the article 233 § 1 kk (penal code) and university rules for providing false information.

Based on the Act of Protection of Personal Data of 29.08.1997 I permit the Maria Curie-Skłodowska University to process my personal data provided in this application.

[generate the preview](#)

Remember!

By submitting this application you make a statement that information you provided is true.

BACK CHECK REGISTER

Remember to monitor the status of your application on a regular basis, as it may be returned to you for correction or further information. If your application has been successfully submitted, its status will change from “Registered” to “Pending Verification”.

Info about Application

[go back to the details of the application](#)

print 

EXAMPLE

Application type

Title	Housing application
Administrator	Maria Curie-Skłodowska University
Term	Academic year 2016/2017
Description	Application for housing.

Application status

Status	Registered
Description	The application is submitted. You cannot modify it. You should deliver paper documents.
Creation date	2016-06-17 14:48:50


Application data

Details	
Address:	ul. 1 Maja 100, 20-031 Lublin, Poland
Distance to the university from place of residence:	1000
Income per family member:	1000.00
Number of places:	1
Pool of places:	Miejsca w akademikach w gestii Komisji ds. Domów Studenckich
Previous dormitory:	DS Femina
Justification:	

ATTENTION! It is not necessary to print out and submit a paper form of your application.



You will be notified via e-mail once your application has been considered. The results will be included in the details of your application in the USOSweb. A place in a dormitory was allocated to you if a name of a dormitory appears in the box "Assigned dormitory". If there is "None", you were not awarded any place of residence in a dormitory.

Details:	
Address:	39-410 
Distance to the university from place of residence:	200
Income per family member:	500.00
Number of places:	1
Pool of places:	Miejsca w akademikach w gestii Komisji ds. Domów Studenckich
Previous dormitory:	brak
Justification:	
Assigned dormitory:	none
Place available from:	2016-06-30
Place available to:	2016-04-01

Details:	
Address:	39-410 
Distance to the university from place of residence:	200
Income per family member:	500.00
Number of places:	1
Pool of places:	Miejsca w akademikach w gestii Komisji ds. Domów Studenckich
Previous dormitory:	brak
Justification:	
Assigned dormitory:	DS Babilon, Pokoje dwuosobowe
Place available from:	2016-06-30
Place available to:	2016-04-01
Check-in deadline:	2016-05-30

The choice of assigned places must be confirmed in the USOSweb by 10 September 2017 by clicking “Confirm”. The status of your application will change from “Accepted” to “Confirmed”. **Should you not perform this operation before the aforementioned deadline, your application will be denied. It will not be possible to retrieve the place that was previously allocated to you.**

Current applications. 

	Title	Status	Rounds	Administrator	Term	
	Housing application	Accepted	in progress , never ending round from 2016-04-23 00:00:00	Maria Curie-Skłodowska University	Academic year 2015/2016	confirm  cancel  print  change the expiration date of referral  details 

If you wish to give up your assigned place in a dormitory, **you are obliged** to report this fact in the USOSweb by clicking the “Cancel” button. Following this operation, the status of your application will change to “Abandoned”. Once you have given up your assigned place in the USOSweb system, it cannot be undone.

If you wish to re-apply for a place in a dormitory, you may submit an application in paper form to the Commission for Student Dormitories. However, your application may be considered only after 2 October, which is past the period of lodging for a given academic year.

Should you have any further questions, please contact any of the employees at the Office of Student Affairs of the Centre for Education and Studies Management via telephone + 48 533-86-27 or e-mail akademik@poczta.umcs.lublin.pl.