ATTENTION!

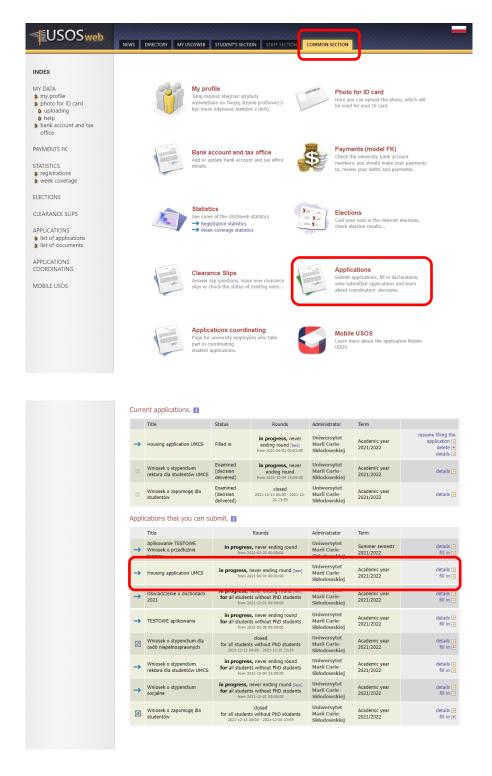
The procedure of applying for on-campus housing for 2022/23 academic year starts on Tuesday, August 16, 2022 and lasts until Tuesday, September 16, 2022.

During the **second round of applications** only the following groups of students can apply:

1) students admitted for:

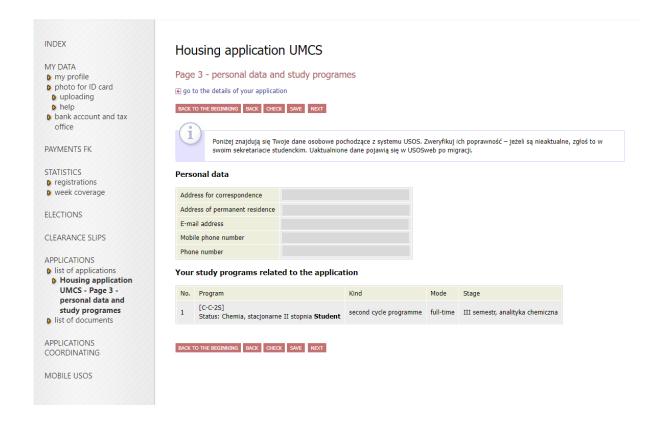
- 1st year of master's long-cycle programmes,
- 1st year of bachelor's degree programmes (3-year programmes),
- 1st year of engineer's degree programmes (3,5-year programmes),
- 1st year of second-cycle (master's degree) programmes,
- **2)** doctoral students admitted for the 1st year of studies in the UMCS Doctoral Schools.

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



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.

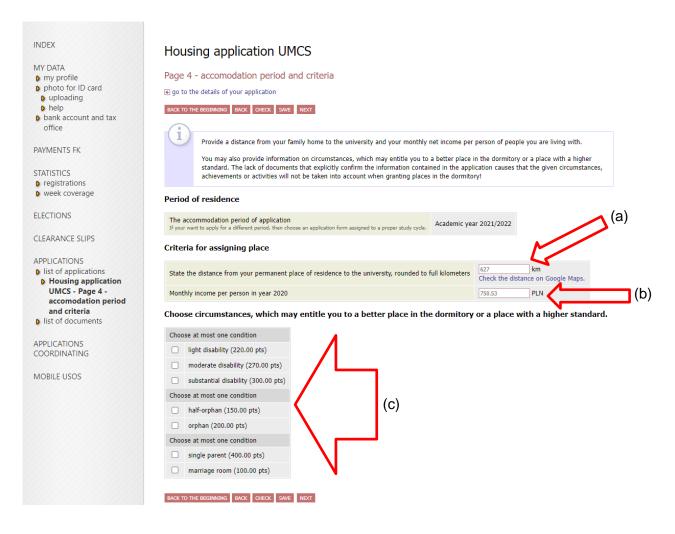


On **page 4**, enter the distance from your permanent place of residence to the University (a), that is Maria Curie-Sklodowska Square, following the existing traffic routes. You may use Google Maps to calculate the distance between two or more points. **International students and international PhD students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



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

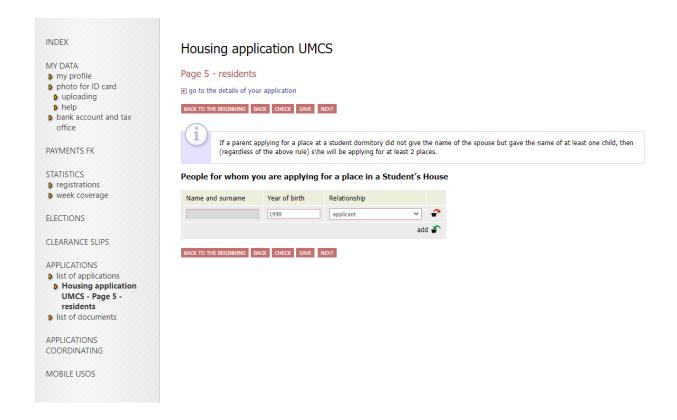
In the next box, state your household monthly income per 1 person for the previous tax year (b). For instance, when applying for a University-provided accommodation for the academic year 2022/2023 you should enter your household monthly income for the year 2021. Income should be calculated following 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.



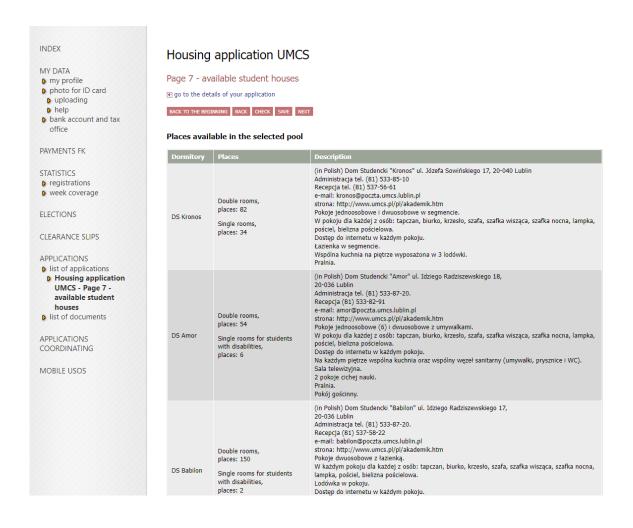
At the bottom of the page you can indicate additional circumstances that may affect what kind of place are you assigned (c). They should be indicated in your application. Persons with disabilities, single parents, student marriages, half-orphans and orphans should present documents proving their circumstances (certificate of the degree of disability, a copy of child's birth certificate, a copy of marriage certificate, a copy of parent's death certificate).

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.

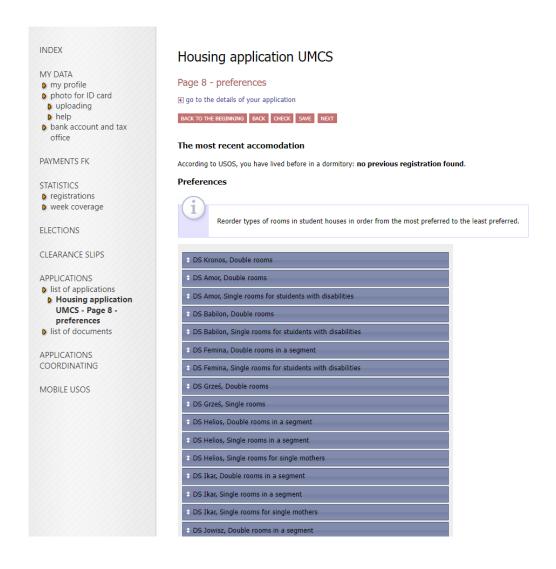
On **page 5** you may state your next of kin for whom you would like to apply for additional accommodation (your child, your spouse). After your application has been considered, you will either be assigned all the places you were applying for or none.



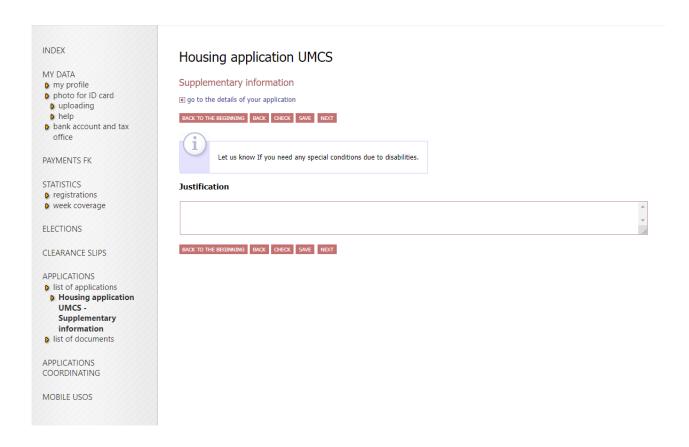
Page 7 includes a description of each dormitory, contact details as well as a list of furniture and equipment available in rooms. You can also find the information about each dormitory on the website: https://www.umcs.pl/en/umcs-dormitories,15042.htm



On **page 8** 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.

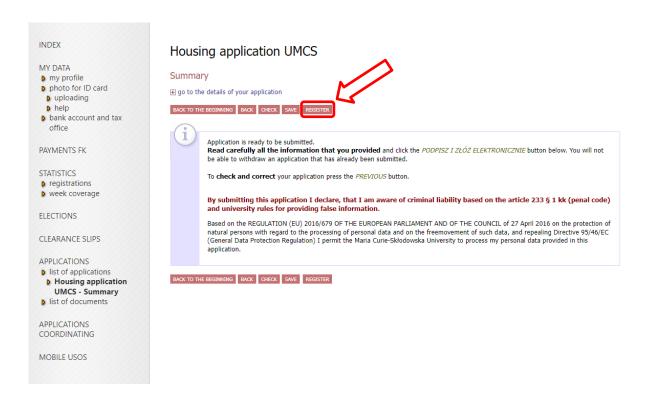


On **page 9**, there is a box for submitting the reasons for applying for accommodation in dormitory. Applicants who are visually impaired, use a wheelchair or walk on crutches should indicate this fact here.

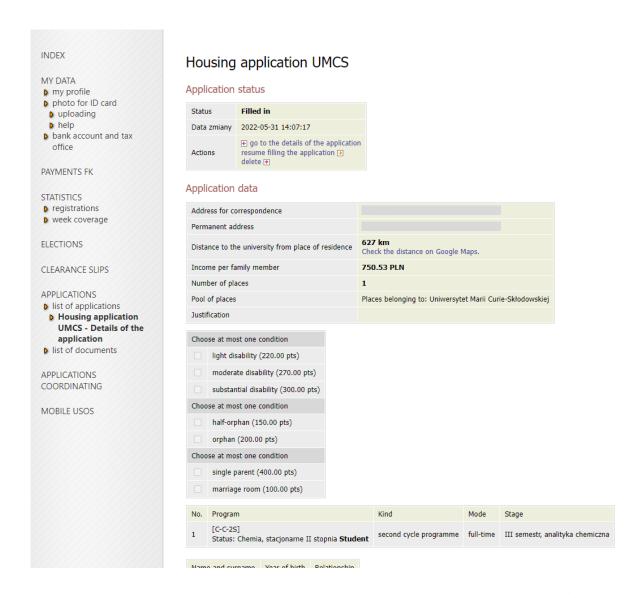


To complete your application, click **REGISTER** on the last page. After doing so, you will no longer be able to edit your application. Your application, as registered, will be now processed by the coordinator from the Office for Student Affairs and Support Office for Students with Disabilities of the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

ATTENTION! Applications that were not registered will not be looked into.



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".



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:	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 <u>20</u> September <u>2022</u> by clicking "Confirm". The status of your application will change from "Accepted" to "Confirmed". Moreover, you are obliged to pay the deposit/booking fee no later than <u>21</u> September <u>2022</u>.

Should you not perform these operations before the aforementioned deadlines, your application will be denied. It will not be possible to retrieve the place that was previously allocated to you.



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 resign from the assigned place, you can reapply by submitting a paper form to the Commission for Dormitories by 20 September 2022. You should send the scan of your application (printed out and signed by hand) at akademik@umcs.pl. However, your

application might be considered as late as after 2 October 2022, i.e. after the accommodation deadline in the 2022/2023 academic year.

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