#### **ATTENTION!**

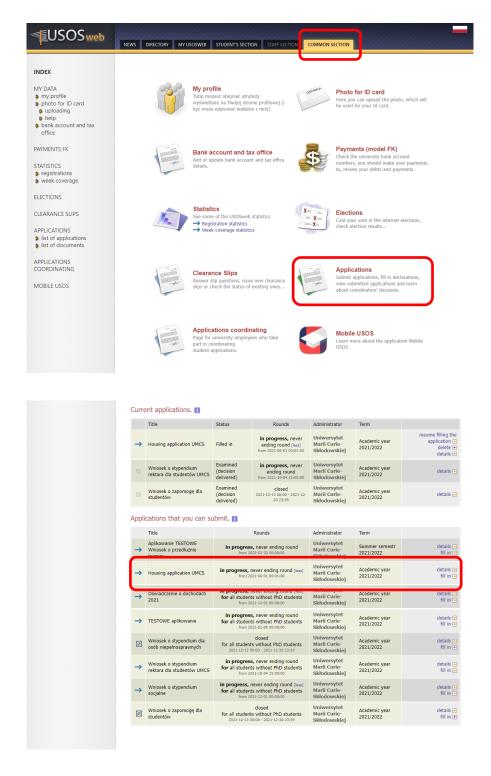
The procedure of applying for on-campus housing for the 2023/24 academic year starts on Monday, August 7, 2023 and lasts until Sunday, August 20, 2023 (including).

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

### 1) students admitted for:

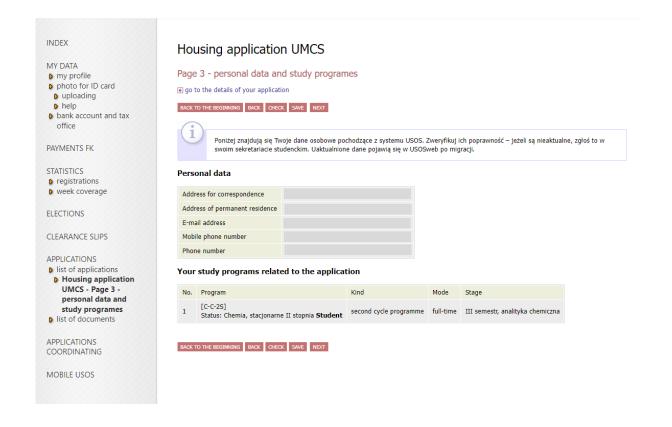
- 1st year of master's long-cycle programmes,
- 1st year of bachelor's degree programmes (3-year programmes),
- 1st year of engineer's degree programmes (3,5-year programmes),
- 1st year of second-cycle (master's degree) programmes,
- **2)** doctoral students admitted for the 1<sup>st</sup> year of studies in the UMCS Doctoral Schools.
- **3)** students involved in any exchange mobility programs (including the Erasmus+ Program)

To apply for accommodation at one of UMCS student dormitories, log in to your **USOSweb account**: <a href="https://usosweb.umcs.pl/">https://usosweb.umcs.pl/</a> > Common Section > Applications > fill in.



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

## On **page 3** you will be asked to verify the entered data.

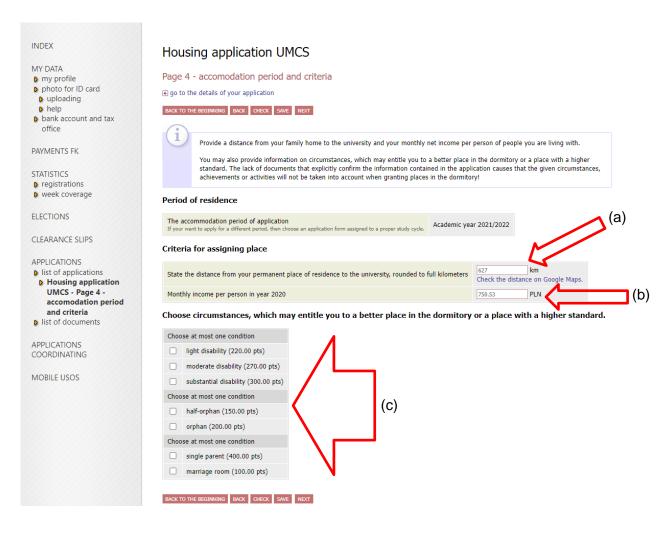


On **page 4**, you will have to provide the distance between your permanent residence address (that is the address under which you live in your home country) and the University address: **Plac Marii Curie-Skłodowskiej w Lublinie**. You can verify the distance using different services such as. You may use Google Maps to calculate the distance between two or more points. **International students and international Ph.D. students should provide the distance between UMCS and their addresses of residence in their home countries (NOT in Poland).** 



Check the distance on Google Maps: <a href="https://goo.gl/j5CnUw">https://goo.gl/j5CnUw</a>

In the following 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 2023/2024 you should enter your household monthly income for the year 2022. Income should be calculated following the same regulations as applied 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. You can check the detailed description of the abovementioned regulations below: <a href="https://phavi.umcs.pl/at/attachments/2021/1001/112013-092211-regulamin-pomocymaterialnej-dla-studentow-2021.pdf">https://phavi.umcs.pl/at/attachments/2021/1001/112013-092211-regulamin-pomocymaterialnej-dla-studentow-2021.pdf</a> (in Polish).

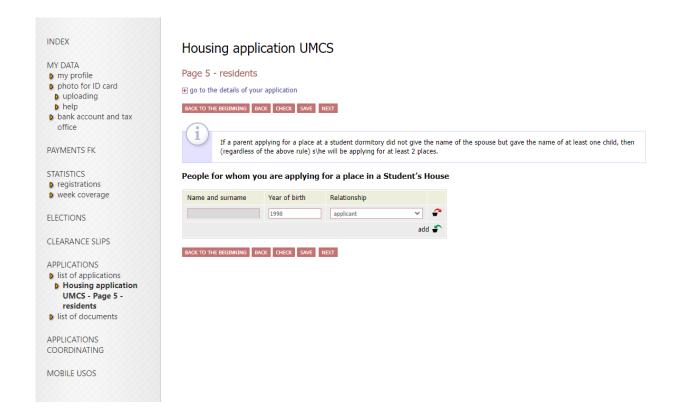


At the bottom of the page, you can provide additional aspects that may be taken into consideration while allocating a place at UMCS accommodation facilities to you.

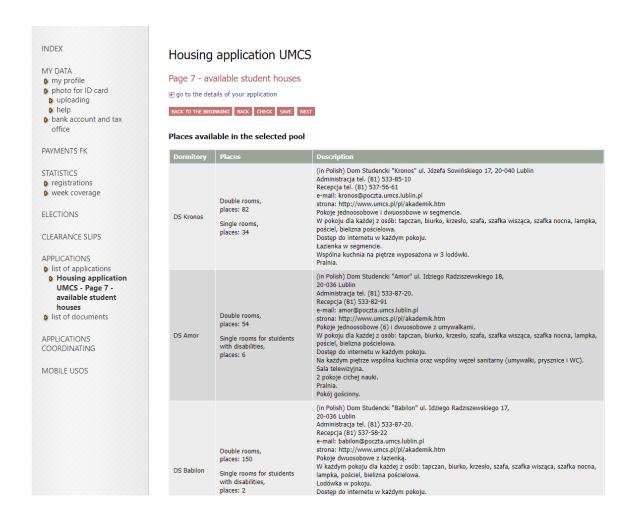
Persons with disabilities, single parents, students' couples, orphans, and half-orphans, are obliged to attach a scan of the document confirming their circumstances (a certificate confirming one's disability, a copy of a child's birth certificate, a copy of a marriage certificate, a copy of a parent's death certificate).

Attention! Students and Ph.D. students with a 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 relative or close person for whom you would like to apply for additional accommodation (your child, your spouse). You will be granted either all or no places in this case.

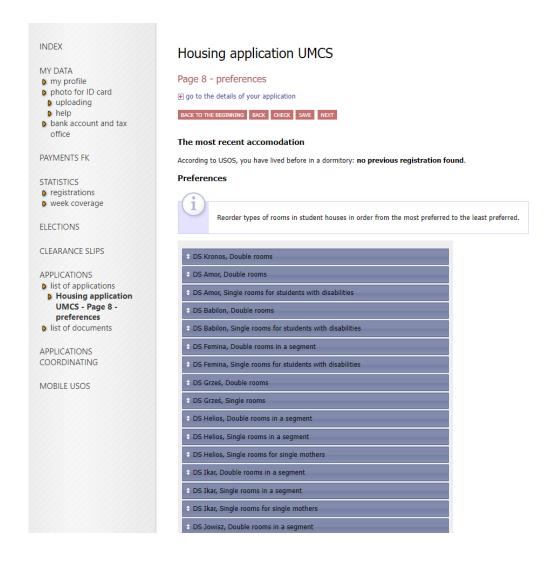


**On page 7**, you will find a detailed description of all UMCS dormitories, their contact details, and available facilities. You can also find the information about each dormitory on the website: <a href="https://www.umcs.pl/en/umcs-dormitories,15042.htm">https://www.umcs.pl/en/umcs-dormitories,15042.htm</a>

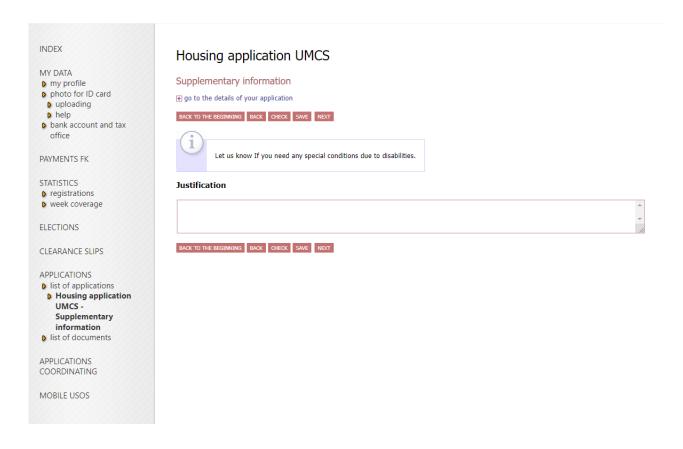


On **page 8**, you can introduce your preferences regarding the dormitory of your choice. Please provide your preferences from the most preferred to the least one by **dragging** and **dropping the names of a given dormitory to a respective field**. Every applicant is free to apply **for any place in any dormitory**.

ATTENTION! "HELIOS" student residence is not available in the 2023/24 academic year. Should this decision undergo changes, you will be informed additionally.

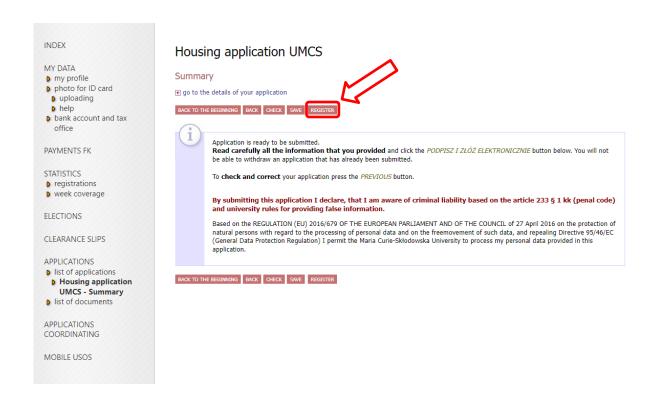


On **page 9**, applicants should attach any justifications for their application. Applicants with visual impairments, moving in a wheelchair, or walking with crutches are kindly asked to indicate this fact there. This will help the commission to allocate a place at a proper dormitory.

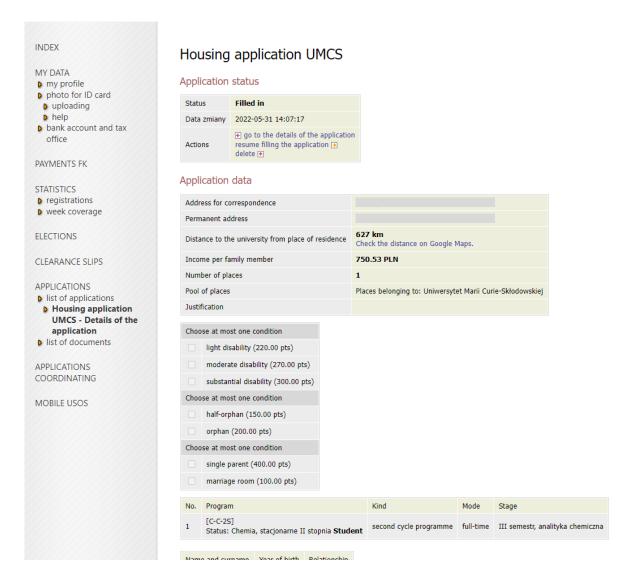


To complete your application, click **REGISTER** on the last page. After doing so, you will no longer be able to edit your application. Your application, as registered, will be now processed by the coordinator from the Office for Student Affairs and Support Office for Students with Disabilities of the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

## ATTENTION! APPLICATIONS THAT WERE NOT REGISTERED WILL NOT BE TAKEN INTO CONSIDERATION!



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 required to print out and submit the paper version of the application.

You will be notified about the results of the round via e-mail, which will also be available in the details of your application in the USOS system. The field marked as "Assigned dormitory" means that you were allocated a place in a dormitory. The field marked as "None" means no place was allocated.

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>28</u> August <u>2023</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 31 August 2023 (PLN 400, EUR 85).

Your application will be rejected if you do not perform these operations within the aforementioned deadlines. It will not be possible to regain the place that was once 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**.

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 <a href="mailto:akademik@umcs.pl">akademik@umcs.pl</a>.