

1. Log into **USOSweb**, go to the **“COMMON SECTION”** tab and choose **“Payments”**:

The screenshot shows the Maria Curie-Skłodowska University USOSweb interface. The top navigation bar includes 'NEWS', 'DIRECTORY', 'MY USOSWEB', 'STUDENT'S SECTION', 'STAFF SECTION', 'COMMON SECTION' (highlighted with a red box), and 'ADMIN'. The left sidebar contains an 'INDEX' menu with categories: MY DATA, PAYMENTS FK, STATISTICS, ELECTIONS, CLEARANCE SLIPS, APPLICATIONS, APPLICATIONS COORDINATING, and MOBILE USOS. The main content area displays a grid of service tiles. The 'Payments (model FK)' tile is highlighted with a red box. Other tiles include 'My profile', 'Photo for ID card', 'Bank account and tax office', 'Statistics', 'Elections', 'Clearance Slips', 'Applications', and 'Applications coordinating'.

2. Choose **“bank accounts of the university”**:

Payments (model FK)

What do you want to do?

The screenshot shows the 'Payments (model FK)' interface. On the left, there is an information icon (i). The main content area contains a list of options, each preceded by a blue arrow icon. The first option, '→ bank accounts of the university - Check the university's bank account number for your payments.', is highlighted with a red box. Other options include '→ uncleared debts - browse uncleared debts', '→ cleared debts - browse cleared debts', '→ all payments - browse all your payments for the university', and '→ uncleared payments - browse your payments for the university not yet cleared with any debts'.

3. Here you can find **YOUR INDIVIDUAL ACCOUNT NUMBER**. **You cannot share it with other students**, as everyone is assigned his/her own account number that is generated automatically in USOSweb.

Bank accounts of the university



On this site you can see the number of the bank account you should make your payments on behalf of the university. Each user has his/her **own virtual** subaccount number within the university account which makes it possible to immediately recognise who has made the payment and reckon it up. Each organizational unit of the university has also got its subaccount within the university account so whenever you are making a payment please check whether you have selected **the right account number of the university organisational unit and whether the account is in the same currency as the assigned payment**.

You may have numerous virtual accounts. Each payment should be made to appropriate account. In case the uncleared debts site shows more than one virtual account number for the amount due you should choose a proper one according to the description in the table. In case of any doubts please contact the office of the Dean of the organization unit on whose behalf the payment should be made.

Do not disclose or make available your virtual account number to other users, as each user has got a different account number to which his/her payments should be made.

| Your virtual accounts | | | |
|--|-----------|--|---|
| Description: | Currency: | Account number: | |
| Dorm reservation deposit (from 01.07.2022) Warning: do NOT use this account for other payments (diploma, tuitions, etc.). Ask for a list of other accounts in the dean's office. | PLN | <div style="background-color: #ccc; height: 15px; width: 100%;"></div> (Bank Handlowy w Warszawie Spółka Akcyjna) | → download payment slip |