

***IRO Announcement nr 8/21/SMS/2021/2022 (KA103/2019 and KA103/2020)***  
***Signing individual financial agreements 2021/2022 – for students starting mobility in August or travelling by plane in September, and for students accepted for studies in the United Kingdom***

A. The International Relations Office at UW (IRO) will start signing financial agreements with students starting mobility in August or travelling by plane in September or accepted for studies in the UK **from 9th August (Monday)**.

B. You should come to the IRO about 2-3 weeks before the start of your mobility.

**Please note!** If you wish to receive the grant payment while being still in Poland, you need to sign the agreement 2-3 weeks before your departure. If you cannot come to the IRO within that period, you can sign your financial agreement even one day before your departure, but you will receive the grant payment after your departure.

Due to COVID-19 pandemic restrictions, all students must book a visit at the IRO office through [Terminarz BWZ](http://bwz.uw.edu.pl/2020/03/18/dyzury-w-biurze-wspolpracy-z-zagranica/) (Online reservation system) available at <http://bwz.uw.edu.pl/2020/03/18/dyzury-w-biurze-wspolpracy-z-zagranica/>

You can sign your financial agreement **ONLY in room number 28**.

C. Students who already have departed or cannot/do not want to come to IRO office (because of lack of spots in the reservation system) are kindly asked to send an e-mail to [erasmusbwz@uw.edu.pl](mailto:erasmusbwz@uw.edu.pl) requesting the agreement and attaching the required documents.



➤ What documents to submit to IRO:

- 1) **E- Learning Agreement BEFORE the Mobility**, signed by the host university (it can be a printout of the scan);
- 2) **Confirmation of admission** by the host university: *Letter of Acceptance/Admission*. If you haven't received a formal invitation, you can submit an e-mail from the host university with information that you have been accepted as an Erasmus student;
- 3) **A copy of your health insurance policy for the period of your mobility** (or a European Health Insurance Card);
- 4) *Zgłoszenie kandydata na wyjazd (Student mobility form) signed by the mobility coordinator and/or the Dean/ Head of the Didactic Unit if it wasn't formerly sent to IRO;*
- 5) If you are going to study in one of the following languages: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish – **you must take the language test in the OLS system.**

**Please note!**

If you have one conditional pass (a failed exam is carried over to the next academic year) or if you have a retake exam planned – you need to submit to IRO a consent for your mobility given by your mobility coordinator or director of studies.

**Please note!** Check the exact dates of the beginning and ending of the semester/ academic year in the host university.



We kindly remind you that you have to enter the details of your bank account in your USOSweb profile (Student's section > My Studies > student mobility > my mobilities > bank account).



The IRO Erasmus Section is located in Krakowskie Przedmieście 26/28, Pałac Kazimierzowski, **second floor, room number 28.**

**Please note!**

Students receiving funding from the Erasmus KA103/2021, meaning students who declared 'green travel' (train, coach, car-pooling) after September 1st 2021; students who declared starting mobility in October; students entitled to a UW social benefit (on the day of the nomination by the home department); students with a disability – shall wait for detailed information from the IRO about possibility of signing their financial agreements.

*Warsaw, 2 August 2021.*

Erasmus Section  
International Relation Office