



UNIWERSYTET
WARSZAWSKI

BIURO WSPÓŁPRACY
Z ZAGRANICĄ



Erasmus+
Zmienia życie, otwiera umysły

IRO Announcement no 13/21/SMS/2021/2022 (KA131/2021)
Signing individual financial agreements 2021/2022

A. The International Relations Office at UW (IRO) will start signing financial agreements **from October 27th (Wednesday)**.

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**.

B. 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 requesting the agreement and attaching the required documents.

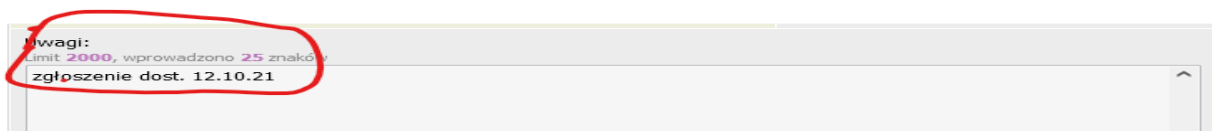


➤ What documents to submit to IRO:

- 1) **E- Learning Agreement BEFORE the Mobility**, signed by the host university (it can be a printout of the scan);
- 2) A. For students who already have departed: **Confirmation of Arrival** (a template is available at <http://bwz.uw.edu.pl/dla-studentow-i-doktorantow-studia-2021-2022/>);

B. **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 send to IRO*. Please download the form from your USOSweb profile (Student mobility > mobilities > view > Print form), have it signed by the mobility coordinator and/or the Dean/ Head of the Didactic Unit and send the scan of it to erasmusbwz@uw.edu.pl. Students who already have submitted the form have the following note in their USOSweb profile (Student mobility > mobilities > view > notes):



- 5) If you will study in one of the following languages: English, Bulgarian, Croatian, Czech, Danish, Estonian, Finnish, French, Greek, Spanish, Irish, Lithuanian, Latvian, Maltese, Dutch, German, Portuguese, Romanian, Slovak, Slovenian, Swedish, Hungarian or Italian- **you must do the language test in the OLS system**.

- 6) Students who will send the documents by e-mail are required to indicate the following information: a way to travel (a bus, a train, an airplane, a car, other); if you have travelled by car, please indicate a number of passengers; a date of departure from Poland; a date of arrival in the city of the host university.

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 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.**

Warsaw, 25.10 2021

Erasmus Section
International Relation Office