

IRO Announcement no 16/21/SMS/2021/2022 (KA131/2021)
Signing individual financial agreements in the 2nd semester 2021/2022

A. The International Relations Office at UW (IRO) reminds you that you should sign your financial agreement 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.**

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), we remind you that in order to fill in your e-LA in the USOSweb you need to choose the following options: Student's section > student exchange> mobilities > learning agreement, don't choose EWP LA;
- 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 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):



uwagi:
limit 2000, wprowadzono 25 znaków
zgłoszenie dost. 12.10.21

- 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) Statement about the planned travel. The template is available on our [website](#).

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.

Please note! If you still do not have one of the documents before the departure, please contact IRO- we will explain you what to do.



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, 13.12.2021

Erasmus Section
International Relation Office