



**IRO Announcement no 5/22/SMS/2022/2023 (KA103/2020 and KA131/2021)
Signing individual financial agreements 2022/2023 – for students accepted for studies
in the Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, Rep. of Northern Macedonia,
Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary and United Kingdom**

A. International Relations Office at UW (IRO) will start signing financial agreements with students accepted for studies in the Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, Rep. of Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary and United Kingdom from **August 18th (Thursday)**.

B. You should come to the IRO office 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 IRO office 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.

All students must book a visit at IRO office through [Terminarz BWZ](http://terminarz.bwz.uw.edu.pl) (Agenda of IRO) available on <http://bwz.uw.edu.pl/2020/03/18/dyzury-w-biurze-wspolpracy-z-zagranica/>

You can sign a financial agreement **ONLY in room number 207**.

C. Students who already have departed or cannot/do not want to come to IRO office (because of lack of dates in agenda) please send the 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, only in the case of host universities that do not use LA EWP (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) If you 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** and submit a printout from the system confirming that the test has been performed.
- 5) Statement about the planned travel (it does not apply to students who are going to study in the UK). 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.



We 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).



IRO office is located in Krakowskie Przedmieście 26/28, Old Library, **second floor, room number 207**.