

**Instructions for submitting applications
via USOSweb for students**



In order to submit an application in the USOSweb system, open your internet browser and go to usosweb.uni.opole.pl.

After opening the page, go to **Log in** and enter your ID (university email address) and password.

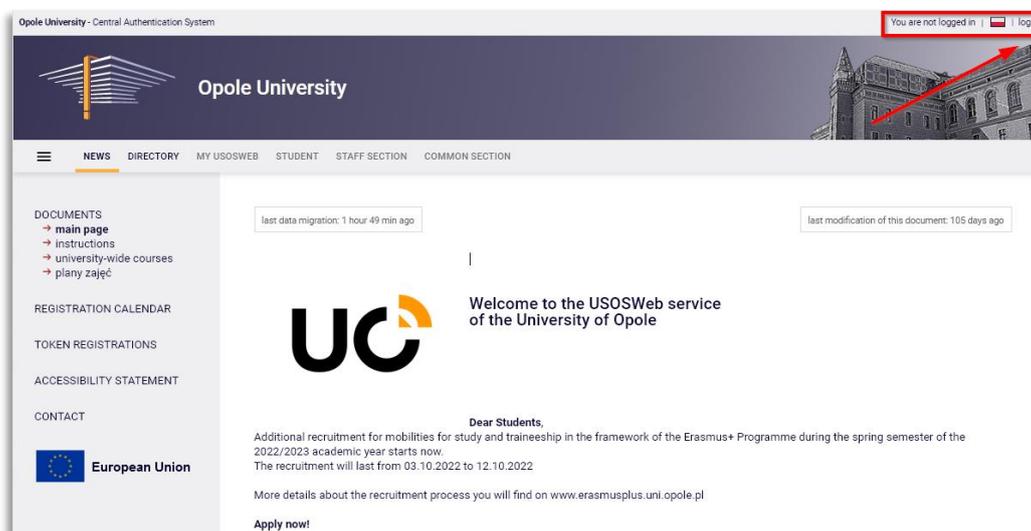


Fig. 1.

After logging in, select the **STUDENT'S SECTION** tab in the main menu and choose the **Applications** module.

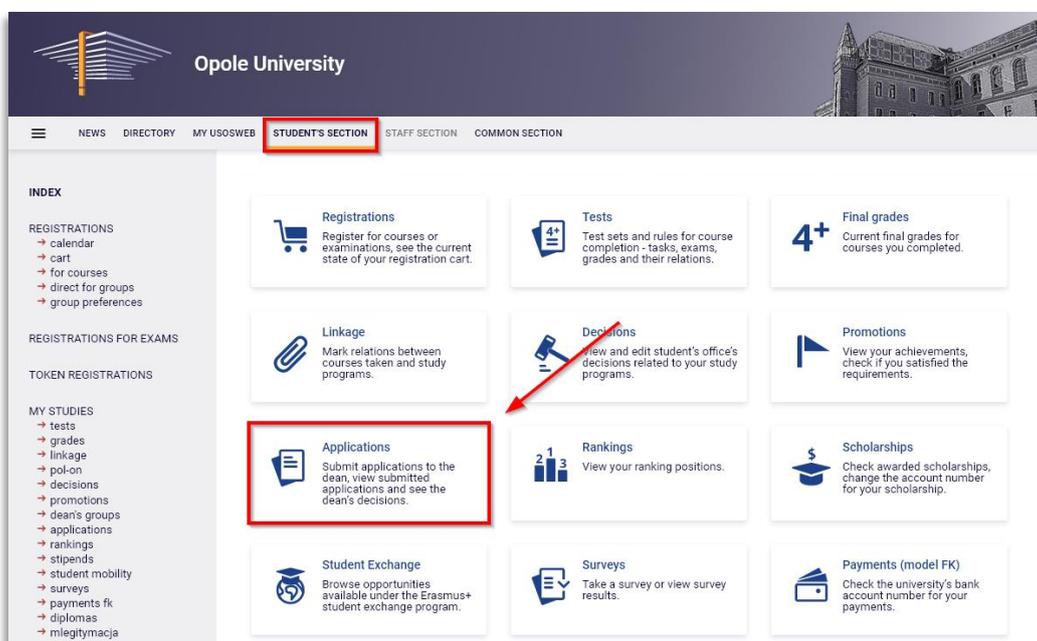


Fig. 2.

Continue to the **Applications** window, where you can view all the applications you have submitted and submit a new application by clicking on the **submit new application** button.

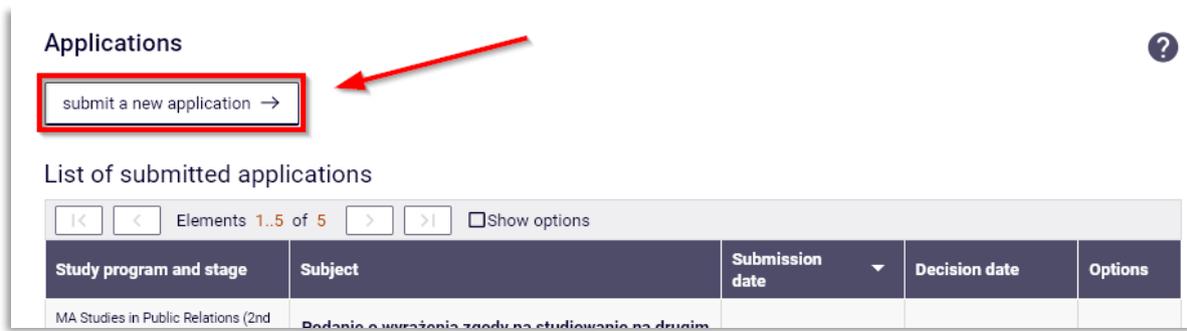


Fig. 3.

NOTE: If you study more than one degree programme, you will see a box where you should select the programme you wish to apply under by clicking **Select and continue** next to the appropriate programme. If you study only one programme, this step is skipped.

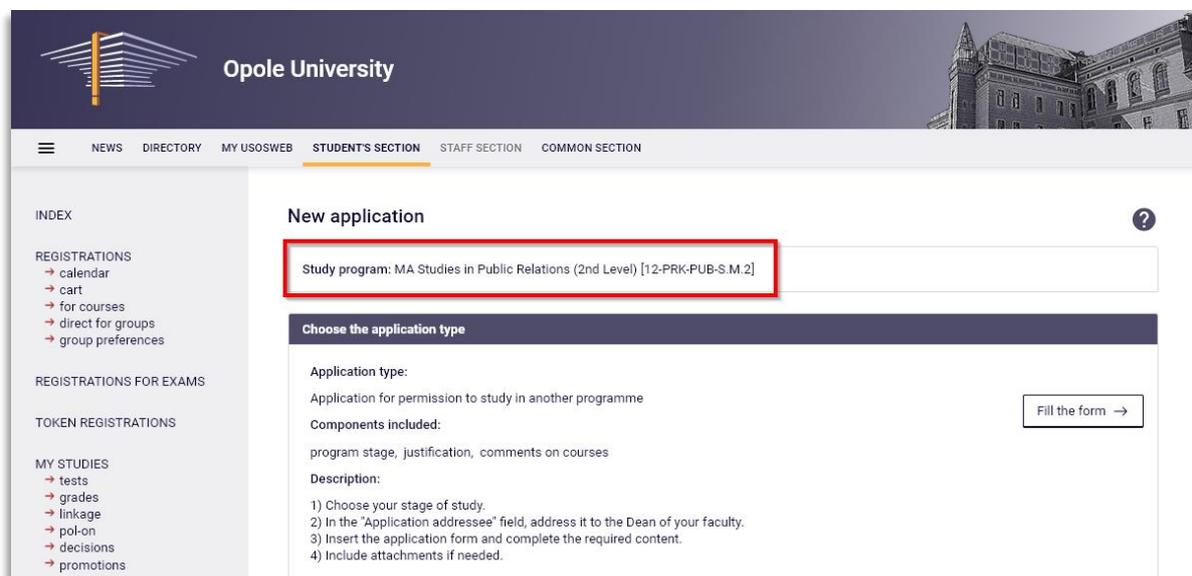


Fig. 4.

In the next step, select the **Type of application** you want to submit and click [Fill the form →](#). You will be transferred to a form where you can fill in the application.

Edit your application

Application type:
Application for permission to study in another programme

Additional information:

- 1) Choose your stage of study.
- 2) In the "Application addressee" field, address it to the Dean of your faculty.
- 3) Insert the application form and complete the required content.
- 4) Include attachments if needed.

APPLICATION PATTERN

Insert application template **2**

Program stage:
/Winter semester 2022/2023

Student's office to which application is directed:
Faculty of Political Science and Social Communication [02120000]

Application recipient: Dziekan **1**

Request/Justification:
Limit 3000, entered 0 characters

3

Insert application template

Attachments:
You may only attach PDF documents.
Maximum attachment size: 10.00 MiB
Maximum number of attachments: 3

Attach a file **4**

5

Continue

Fig. 5.

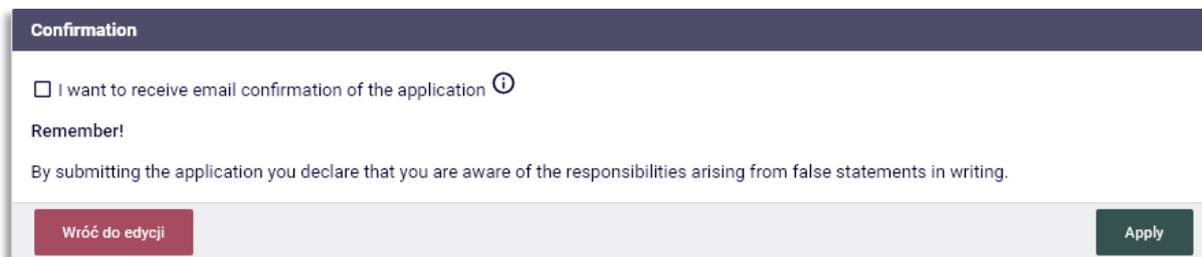
The application types contain brief descriptions and information about the steps to be taken. Start by addressing the application (step 1), then insert the application template (step 2), which is pasted into the **Request /Justification** window (step 3). The content of the application differs depending on the type of application you submit. In the template, enter the relevant content in the (fill in!) spaces. Depending on the type of application, it is possible to enclose an attachment (e.g. a supervisor's opinion), please note that only PDF files can be enclosed (step 4). Then click **Continue** (step 5). If the prerequisite for a given application is the completion of a previous semester (e.g. an application for annual leave), the system will ask you to verify the credits obtained.

The displayed grades are taken from the protocols. If a grade is missing from the list and you have already obtained credit for the course, please leave this information in the credit comment.

NOTE: The USOSweb cannot be used to submit applications which require an administrative decision (e.g. a decision on removal from the student list).

The next step is to confirm your application, check if you have filled in all the information correctly and if all the required documents have been attached.

If yes, submit your application by clicking on the **Apply** button at the bottom of the page.



The image shows a confirmation form titled "Confirmation". It contains a checkbox with the text "I want to receive email confirmation of the application" and an information icon. Below this is the heading "Remember!" followed by the text "By submitting the application you declare that you are aware of the responsibilities arising from false statements in writing." At the bottom, there are two buttons: "Wróć do edycji" (Return to edit) on the left and "Apply" on the right.

Fig. 6.

You can tick I want to receive email confirmation of the application ⁱ to receive an e-mail confirmation of the entire operation.

Please email the relevant dean's office without delay that you have submitted your application via the USOSweb. The date of submission is the date shown next to the application in the list of submitted applications.

Please refer to the Dean's reply, which will be available next to your application in the list of applications once it has been processed. If your application does not meet formal criteria, you will need to submit a new application.

MA Studies in Public Relations (2nd Level) /Summer semester 2021/2022	Podanie o powtarzanie semestru	2022-02-25 11:06:52	2022-04-11 09:07:20 Dean/rector's reply: Brak plików	details →
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Fig. 7.