



POZNAŃ UNIVERSITY
OF ECONOMICS
AND BUSINESS

APPLICATION FOR A PLACE IN A HALL OF RESIDENCE



RESOURCES FOR STUDENTS AND PhD STUDENTS

GENERAL INFORMATION

Dear Student and PhD Students,

before you start completing

the Application for a place in a Hall of Residence, get acquainted with the information available online on the University's website in the tab:

Students – Students – Accommodation – How to apply for a dorm

The Application for a place in a Hall of Residence (*Wnioskowanie o akademik*) is to be submitted through the USOSweb system available at <http://usosweb.ue.poznan.pl>

You can apply for a place in a hall of residence (HoR) if you are a student or PhD student of PUEB.

You can track **the status of your application** in USOSweb, and you will receive notification of any change to your university e-mail address (@ue.poznan.pl).

Remember to check your university electronic mailbox regularly during the application period for a place in a hall of residence.

Remember to check the status of your application, as — in case of irregularities in your application (e.g., mistakes in filling in the application, etc.) — the coordinator may revoke it for correction, which will require immediate action on your side.

A HoR place is granted for the period from 1 September to 30 June.

Remember that if the system notifies you that you have been allocated a place, you must confirm in the USOSweb system your intention to be accommodated in a HoR. Failure to do so means that you have resigned from a place in a hall of residence.

Accommodation in a hall of residence is available for the period **from 1 September to 8 October**, after informing the administration of Hall of Residence about the date of arrival. You will receive your contract once you have been accommodated.

Remember that if – due to important reasons (internships, placements) – you intend to be accommodated after 8 October, you must extend the validity of your referral in the USOSweb system, as your allocation will be forfeited once the validity expires. Despite the extension of the referral deadline, HoR payments will be charged from 1 October.

Remember that in case of no-show at the hall of residence by 8 October and not extending the validity of your referral, your place will be forfeited.

Upon signing in to the USOSweb system, select the tab **COMMON SECTION**.

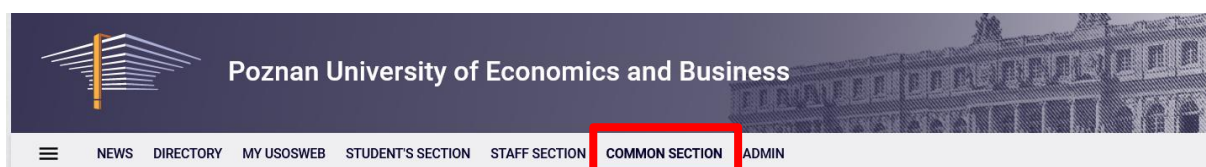


Figure 1.

Continue by clicking the **Applications** icon.

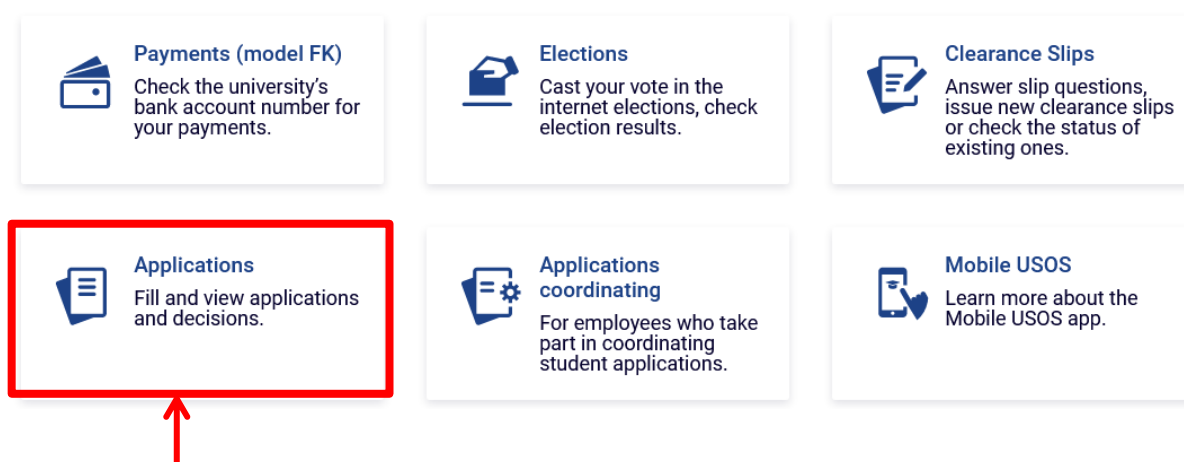


Figure 2.

If you want to start completing *the Application for a place in a hall of residence* in the section **Applications that you can submit**, find the application called **Wnioskowanie o akademik (Application for a place in hall of residence)**, and click on the corresponding link that says **fill in**.

If you have previously started completing an application and intent to continue the process, or you have been notified that your application had been withdrawn for amendment, search for it under **Current applications** and click on the link **resume filling the application** or **correct**, respectively.

Each application features a list of actions, e.g., **fill in**, **delete**, **resume filling the application**, **print**, **correct**, etc. This list depends on the permissions you have been granted at a certain stage of the application process and on the status of the application, e.g., if you register an application, you will only be able to print it and view its details.

PAGE 1
POOL OF PLACES

The dates were filled by system – click next.

PAGE 2
APPLICATION RECIPIENT

The dates were filled by system – click next.

PAGE 3
PERSONAL DATA AND STUDY PROGRAMES

Page 3 allows you verify your personal details. In case of any discrepancies, you can update your details in the Student Services Office or the International Relations Office or the Doctoral School Office. The changes made will be visible in USOSweb after migration, i.e., the following morning.

PAGE 4
ACCOMMODATION PERIOD AND CRITERIA

The dates were filled by system – click next.

PAGE 5
**LIST OF THE PERSON FOR WHOM YOU ARE APPLYING FOR A PLACE
IN THE HALL OF RESIDENCE**

Page 5 allows you to write in information about family members for whom you want to apply for a place in the hall of residence. Student and PhD student may apply for accommodation of a spouse or child in a student dormitory of the University

If you want to add a spouse or child to the list – click add.

PAGE 6

LIST OF THE PERSON WITH WHOM YOU WANT TO LIVE IN ONE HALL OF RESIDENCE

Page 6 allows you to write in information about other student and PhD student of PUEB with whom you want to live

Your suggestions will be factored in only if each of the people you have indicated indicates you and all other people on your list.

If you want to add a student to the list – click add person.

PAGE 7

AVAILABILITY

This page is for information purpose, where you can view a list of available halls of residence.

The dates were filled by system – click next.

PAGE 8

HALLS OF RESIDENCE OF YOUR CHOICE

This page allows you to indicate your preferences regarding the halls of residence and rooms available by rearranging the order in the list presented.

Your preferences can be edited by dragging and dropping, from the most to the less favoured (with the most preferred one at the top).

The hall of resident and the type of room you wanted to book should be at the first place on the list.

SUPPLEMENTARY INFORMATION

This page allows you to write short justification for being allocated a place in the student residence hall.

THE JUSTIFICATION FOR THE APPLICATION IS NOT OBLIGATORY

The processed personal data is also specified in this section.

Before clicking **NEXT**, you have to agree to using electronic means of document delivery, at the bottom of the page

REGISTERING OF YOUR APPLICATION

Here, you'll confirm your application. Before clicking **REGISTER**, thoroughly review the details you have entered by clicking **see the preview of the application**. When you spot an error, click the **BACK** button and make the necessary amendments.

Please do not click „SIGN AND SUBMIT ELECTRONICALLY“. The application registration is completed by clicking **REGISTER**.

Remember that once you have registered your application, you will only be able to modify it once you have withdrawn it for amendment. In order to do so, you will need to contact the coordinator for halls of residence admissions.

If the details you have entered in your application are correct, the coordinator for halls of residence admissions will accept your application and it will be given the **Awaiting consideration** status. If the documentation is incomplete or contains errors, the coordinator will withdraw it for amendment and it will be given the **Declare incorrect** status. In such case, you will have to make the necessary changes to your application or immediately provide the missing documentation. The information about the status change and the details of the irregularities will be sent to your university e-mail address.

Remember to get acquainted with the application schedule in the Announcement of the PUEB's Rector on the manner of application for a room in student residence halls. If your application is successful, pay particular attention to the deadline by which you must confirm your intention to be accommodated at a HoR. If you fail to do so by the set deadline, your place will be forfeited. Similarly – if for important reasons (internships, placements) – you intend to be accommodated after 8 October, you must extend the validity of your referral in the USOSweb system, as your place will be forfeited once the referral expires.

NOTIFICATION REGARDING THE SUCCESSFUL/UNSUCCESSFUL PROCESSING OF YOUR APPLICATION

Once your application for a place in a HoR has been processed, its status will change to **Processed**.

Upon clicking on the **Details** link on the right, a page will pop up, where you will be able to check whether your application has been successful or unsuccessful. In case of it being unsuccessful, the appropriate message will appear on the page

If your application is successful, you will be informed in which hall of residence you have been allocated.