**Application timetable**

**for social benefits, benefits for the disabled persons, financial aids**

**in the academic year of 2023/2024**

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| **22 September 2022, 10 AM**  **13 October 2022, 12 AM** | During this period, students may complete, revise and register the application, including the income statement.  Students are strongly encouraged to get acquainted with the INSTRUCTIONS FOR COMPLETING THE ELECTRONIC FORM before filling in the applications. |
| **1st ROUND OF APPLICATIONS,** submission of electronic applications |
| **22 September 2022 –** **14 October 2022** | Students can submit their documents:   * directly to the Scholarship and Social Benefits Unit, on working days from 11 AM to 2 PM, Saturday the 7th and the 14th October from   8 AM to 1 PM  ,   * by post, to the University’s headquarters, addressed to the Scholarship and Social Benefits Unit.   Note that the application procedure shall not be commenced without the submission of documents in paper form. |
| **Submission of paper copy of the application,** along with relevant documentation |
| **Until 30 October 2022** | Students whose application has been ***withdrawn for revision/completion*** must complete the documentation or make necessary adjustments to the data contained in the application, using the USOSweb system, and then reprint the application and deliver the signed document to the University.  All information about the changes in the application STATUS (processing stage) can be tracked in the USOSweb system. It is also sent to the student's e-mail address, generated in the University domain.  DO NOT PROCRASTINATE IN DELIVERING THE DOCUMENTS.  If successful, only complete applications submitted to the University by 30 October 2023 will be included for the payment planned for 30 November 2023. For the remaining applications, even if they formally meet the condition of having been submitted by the deadline (postmark date 30 October 2023), the benefit payment will be made in December. |
| **Revision of application withdrawn for completion** |
|  | Generating algorithm – application is qualified on the basis of regulatory parameters |
| **Generating algorithm** |
| **13 to 17 November 2023**  **Decision receipt** | Decisions and notifications of application processing are generated, and an e-mail is sent to the address in the UEP domain. STUDENT IS OBLIGED TO COLLECT THE DECISION.  Persons who do not confirm they have received the decision in the USOSweb system will not be generated their payment order. |
| **30 November 2023 r** | Transfer to bank account – payment of the benefit for October 2023 |
| **Pay-out** |
| **15 November 2023 10 AM  – 27 June 2024 12 AM** | Students who apply in this round receive the benefit they have applied for no earlier than November 2024 or the date on which the complete set of documents has been received by the University. |
| **2nd ROUND OF APPLICATIONS,** through USOSweb  **Paper version submission**  **15 November 2023- 28 June 2024** |