

Your study at the University of Wrocław

Useful information



What you need to do?

Obligatory:

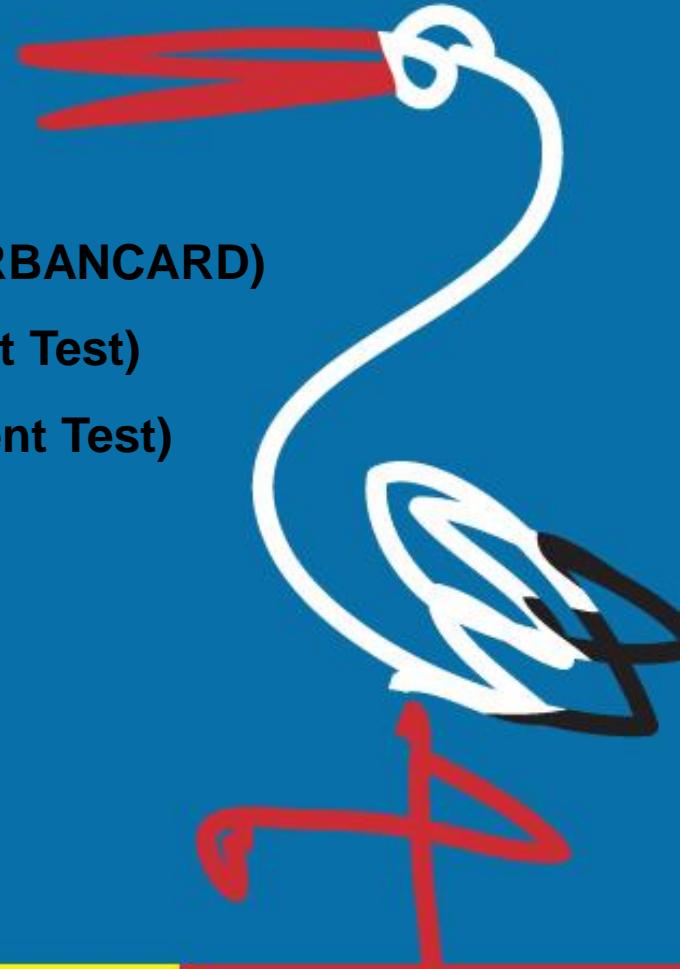
- **Pick up your student ID Card**
- **Meet your Coordinator at the Faculty**
- **Check the current timetable of the courses**
- **Register for the chosen courses**
- **Check your USOSweb account at the end of October/beginning of November to be sure that you are registered for the courses you chose**
- **Print the Transcript of Records from your USOSweb account and submit it in the Dean's office at the end of your studies**
- **Register the Residence (only students from EU, without VISA)**



What you need to do?

Optional:

- **Subscribe to Wrocław University Library**
- **Apply for a Electronic Transportation Ticket (URBANCARD)**
- **Register for Polish Language Course (Placement Test)**
- **Register for Foreign Language Course (Placement Test)**
- **Register for Sport Classes**



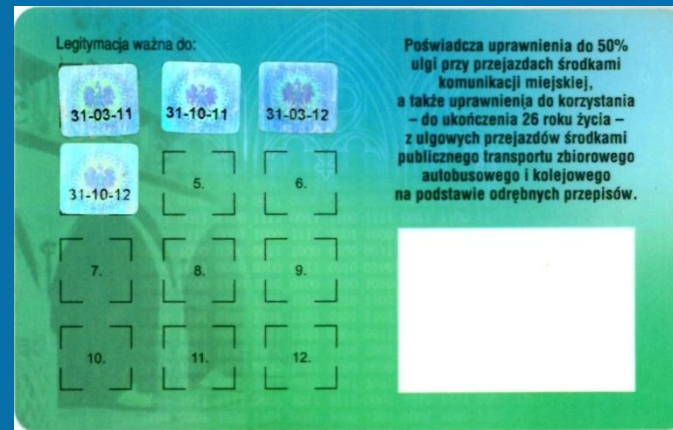
Student ID Card

You need *legitymacja* to:

become a student of the University of Wrocław

borrow books from the libraries

obtain discounts on public transport, cinema, museum, etc



Where you can get your *legitymacja* from?

Dean's Office of your Faculty- *Dziekanat*.
(Check your Faculty on the Information Package)



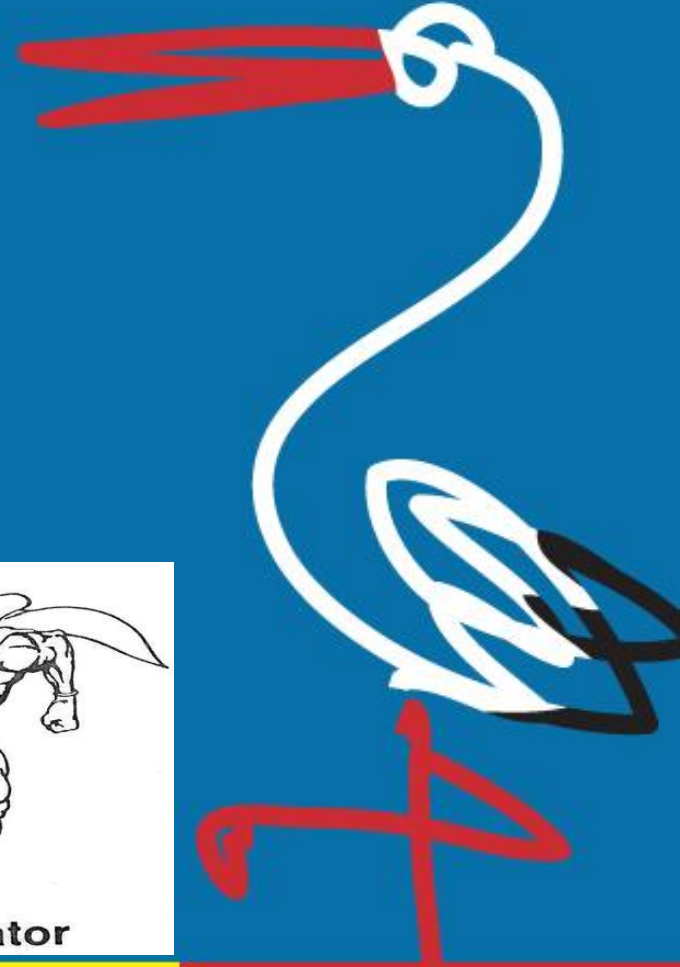
You can find Addresses and the
office hours of the Dean Offices
in the Useful Information Folder
(Inside the information package)

Cost of ID 17 PLN



The schedule of the meetings you can find in your information package.

- Meet your Coordinator
- Visit your department
- Get the signature on your Learning Agreement
- Ask about courses



Check the current timetable

Where can you find the Timetables?

The schedule of Interstudies program you can find in the information package.

The schedule of most of the courses given in English you can find on our website:

www.international.uni.wroc.pl/en/study-english/timetable

! If you study Chemistry, Physics, Computer Sciences, Mathematics or Biology remember to ask for your Timetable during the meeting with Coordinator !

!ALL QUESTIONS REGARDING THE STUDY PROGRAM SHOULD BE DIRECTED TO THE FACULTY COORDINATOR!



Register for the chosen courses

During the first week you can attend as many courses you can. This is the way you can see if the content of the courses and the nature of the teacher respond to your expectation. During the second week you attend only these courses which you will decide to follow whole semester.

You will get a list from the Teacher where you need to write your name, surname and OBLIGATORY your INDEKS number to register for the course. Be sure to ask the teacher about it!

Check the INDEKS number inside your Information Package !



After you register for chosen courses remember that your University will probably need you to prepare the Changes to Learning Agreement (if necessary) You can use the form given by your University only.

This document should be signed by your Faculty Coordinator at the University of Wrocław!



Check your USOSweb account

USOSweb is your individual account where you can check if you are registered for the courses you've signed in and at the end of each semester you can check your grades.

It's very important to check at the end of October/beginning of the November that the courses you have chosen and signed in had appeared on your account. If some classes are missing you must report it directly to the respective teacher or your Dean's Office (Dziekanat) or Secretary's office of your Institute.

Your LOGIN AND PASSWORD appears inside your Information Package (left side on the top)



DOCUMENTS

- ▶ [main page](#)
- ▶ [instructions](#)

REGISTRATION CALENDAR

CONTACT

last data migration: ~3 hours ago

last modification of this document: 272 days ago



MY SHORTCUTS

SCHEDULE

CLASS GROUPS

CUSTOM SCHEDULES

U-MAIL

PREFERENCES

SCHEDULE - CURRENT WEEK (2014-09-01 - 2014-09-07)

	MO	TU	WE	TH	FR
7					
8					
9					
10					
11					
12					
13					

SCHEDULE - NEXT WEEK (2014-09-08 - 2014-09-14)

	MO	TU	WE	TH	FR
7					
8					
9					
10					
11					
12					
13					

TESTS

[more...](#)

CLASSES

Currently you don't attend any classes.

[previous classes](#)

DIRECTORY

people directory faculties directory
courses directory studies directory

staff only

find person find department

find course find program

SCHEDULES

Staff member's Student's schedule

name [continue](#)

Course schedule:
course title [continue](#)

Course group schedule:
department name [next step](#)

PREFERENCES

- 30 rows on single page
- order by **name**
- favourite department: **undefined**
- preferred schedule format: **image**
- schedule window: **7 - 14**
- DLOV activation: **1.6 s**

[change these settings](#)

USER INFORMATION

Student number: **270361**
Library card number: **0900270361**
System roles/permissions: **student**

University of Wrocław
valid until: **2015-05-23**
(in Polish) Wydział Filologiczny
valid until: **2015-05-23**

Faculty of Historical and Pedagogical Sciences
valid until: **2015-05-23**

Faculty of Law, Administration and Economics
valid until: **2015-05-23**

(in Polish) Wydział Fizyki i Astronomii
valid until: **2015-05-23**

Wydział Nauk Biologicznych
valid until: **2015-05-23**

Wydział Nauk Społecznych
valid until: **2015-05-23**

(in Polish) Wydział Chemii
valid until: **2015-05-23**

Faculty of Mathematics and Computer Science

Check if all courses that you have chosen and signed in appear here!

Change your password (at the top, right side)

USOSweb account

You can receive grades and ECTS credits only for courses that appear in your individual account. This rule applies both ways: If you register for a course and later you decide not to attend it you must inform you Dean's office about this fact, otherwise the name of the course will be published in your Transcript of Records with a grade F – failed.



Your Transcript of Records will be signed by your Dean's Office.

You should print it out from your USOSweb account and submit it in the Dean's Office so they can check it and approve it.

You can pick it up before your departure in the Dean's Office or Inform them to send it to you or your Univeristy.

Remember that without the signature from the Dean's Office your Transcript is not valid!



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- ▶ [cart](#)
- ▶ [for courses](#)
- ▶ [for exams](#)
- ▶ [direct for groups](#)
- ▶ [group preferences](#)

MY STUDIES

- ▶ [introduction](#)
- ▶ [tests](#)
- ▶ [marks](#)
- ▶ [linkage](#)
- ▶ [POL-on](#)
- ▶ [decisions](#)
- ▶ [promotions](#)
- ▶ [rankings](#)
- ▶ [applications](#)
- ▶ [declarations](#)
- ▶ [stipends](#)
- ▶ [surveys](#)
- ▶ [payments](#)
- ▶ [diplomas](#)

Student's section

**Registration**

Register for courses or examinations, see the current state of your registration cart...

**My studies**

Manage linkage between courses and study programs, check your marks and progress...

To print your Transcript of Records go to *Student's Section*
And to „*My studies*”.

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- ▶ declarations
- ▶ stipends
- ▶ surveys
- ▶ payments
- ▶ diplomas

My studies

**Tests**

See the results and marks of your tests and exams...

**Linkage**

Link completed courses with one or more study programs (or specific stages of programs)...

**Promotions**

View your achievements, check if you satisfied the requirements...

**financial support**

Information on your financial support.

**Payments**

See your bank account and details on your payments.

**Applications**

Submit applications, fill in declarations, view submitted applications and learn about coordinators' decisions.

**Final marks**

View the current final marks for courses you completed...

**Decisions**

View and edit student's office's decisions related to your study programs...

**Rankings**

View your ranking positions.

**Surveys**

Take a survey or view survey results.

**Diplomas**

See details on your diplomas.

**Declarations**

View submitted declarations.



Choose „*Final Marks*”

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Final marks for courses



Table refers to all courses you have completed in given terms, irrespective of their links to your study programs.

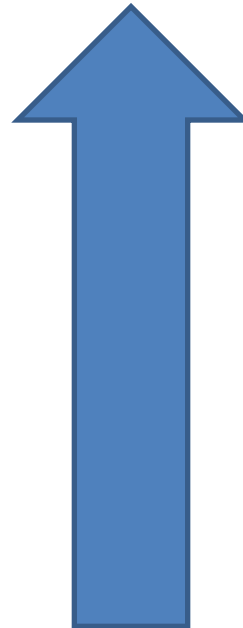
- If your looking for information on which of these courses you have linked with which study stage, then look into the [promotions](#) section.
- If you want to attach marks to specific study stages, then you need to see the [linkage](#) section.

Marks in parenthesis are the "old" marks, which you have improved by taking exam in subsequent examinations.

[show all terms](#) 

[hide all terms](#) 

[→ get transcript of records](#)



GET YOUR TRANSCRIPT OF RECORDS

Register the Residence (only students from EU, without VISA)

All students from EU countries coming to study in Poland for more than 3 months must apply for a „Temporary Residence Card” – Karta Rezydenta. To obtain it you need to visit the Voivodship Office - Urząd Wojewódzki.



Residence Registration non EU Citizen

ONLY in case if:

- your visa is valid for shorter than your study period
- you don't have Shengen Visa (type D) but you would like to travel abroad during your stay in Poland.

You need to apply at least 1 day before the end of the visa valid.

Required documents:

Application form for a Temporary Residence Card (original + 3 copy)

Copy of the passport (x 4 personal data, 1 x whole passport)

Copy of the certificate of place of registered residence (x 4)

Confirmation of enrolment

Copy of the dormitory resident card.

Health insurance with the National Health Fund or insurance company

Five color photography (dimension 4.5 x 3.5 centimeter).

Confirmation of Stamp duty payment made

All the documents should be translated by the certified translator in Polish language.

Cost: 340 PLN



Health Insurance for students from outside EU

If you want to buy Polish Health Insurance you can do that in NFZ (National Health Fund)

Information meetings:

✓ **16.10.2014**, 13:00

✓ **28.10.2014**, 13:00

Address:

NFZ

Conference Room,

Ul. Joannitów 6

Building B



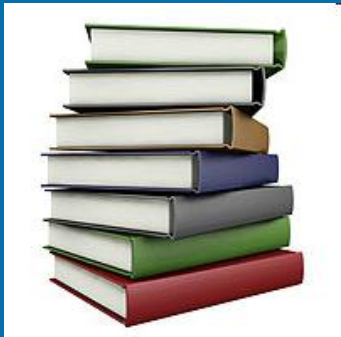
Subscribe to Wrocław University Library

Fill in online electronic form available at:

www.bu.uni.wroc.pl/en

Address:

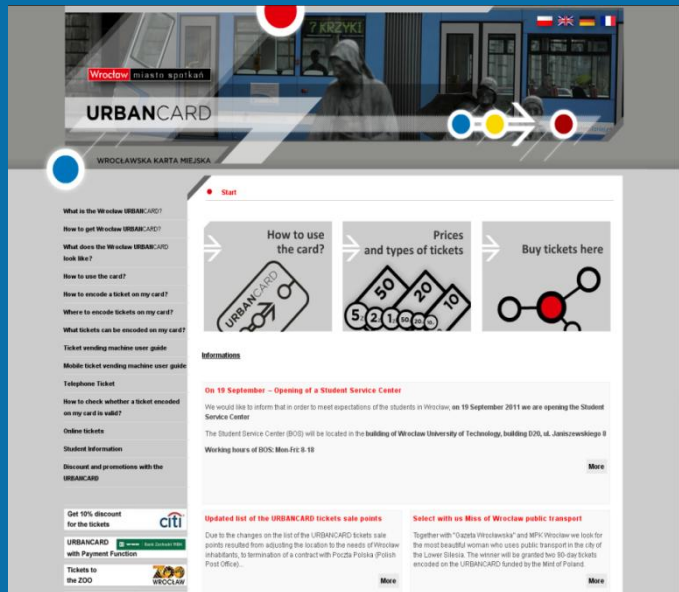
Karola Szajnochy 7/9 Street
(1st floor, room No. 14)



Apply for a Electronic Transportation Ticket (URBANCARD)

If you plan to use trams and busses it is a good idea to apply for the URBANCARD

www.urbancard.pl



The screenshot shows the homepage of the URBANCARD website. At the top, there is a banner with the text "Wrocław miasto sprawnie" and "URBANCARD" in large letters. Below the banner, there are navigation buttons for "WROCLAWSKA KARTA MIEJSKA". The main content area is divided into several sections:

- Start**: A navigation menu with icons for "How to use the card?", "Prices and types of tickets", and "Buy tickets here".
- Information**: A section titled "On 19 September - Opening of a Student Service Center" with a "More" link.
- Updated list of the URBANCARD tickets sale points**: A section with a "More" link.
- Select with us Miss of Wrocław public transport**: A section with a "More" link.

There are also several promotional banners for "citi" (10% discount for the hotels), "URBANCARD with Payment Function", and "Tickets to the ZOO".



Register for Polish Language Course (Placement Test)

Semester course of Polish Language 29.09.2014 - 28.01.2015

Placement test :

....., 2014 at

(pl. Nankiera 15, room))



Register for Foreign Language Course (Placement Test)

If you would like to attend one of the following foreign language course:

English, German, French, Italian, Spanish, Russian

you need to take a PLACEMENT TEST which will be held on:

.....
.....
.....

Please note that students can only continue learning language they have studied before.

The result of the placement test and group assignments will be announce on the Foreign Language Centre website

www.spnjo.uni.wroc.pl

on the left side bookmark “Exchange Programmes”

Each course in worth 3 ECTS



Register for Sport Classes

Uniwersyteckie Centrum Wychowania Fizycznego i Sportu

**Ul. Przesmyckiego 10, room B
51-148 Wrocław**

Office Hours:

Monday - Friday 9:00 - 14:00

Tel. 71 375 6262

e-mail: ucwfis.uniwroc@poczta.onet.pl

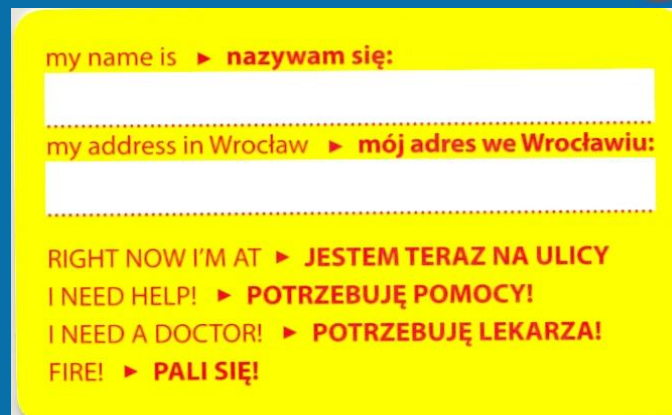




Fill in phone number of your embassy/consulate in Poland

Keep it in your wallet during your stay in Wrocław

Fill in your name and your address in Wrocław



my name is ► **nazywam się:**

my address in Wrocław ► **mój adres we Wrocławiu:**

RIGHT NOW I'M AT ► **JESTEM TERAZ NA ULICY**
I NEED HELP! ► **POTRZEBUJĘ POMOCY!**
I NEED A DOCTOR! ► **POTRZEBUJĘ LEKARZA!**
FIRE! ► **PALI SIĘ!**



Please fill out EXCHANGE STUDENT'S DATA and leave it in the box before you leave the room

EXCHANGE STUDENT'S DATA:

Academic year 2014/2015:

winter semester summer semester full academic year

First name:

Surname:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Date of birth:

Name of the Exchange Programme:

Home University:

Address in Wrocław (please let us know if you change your address):

Phone number, mobile in Poland:



International Office

Pl. Uniwersytecki 1
1st floor
Rooms 109, 120

Mon-Fri 9.00-14.00
Wednesday CLOSED



Thank You for your attention!

