

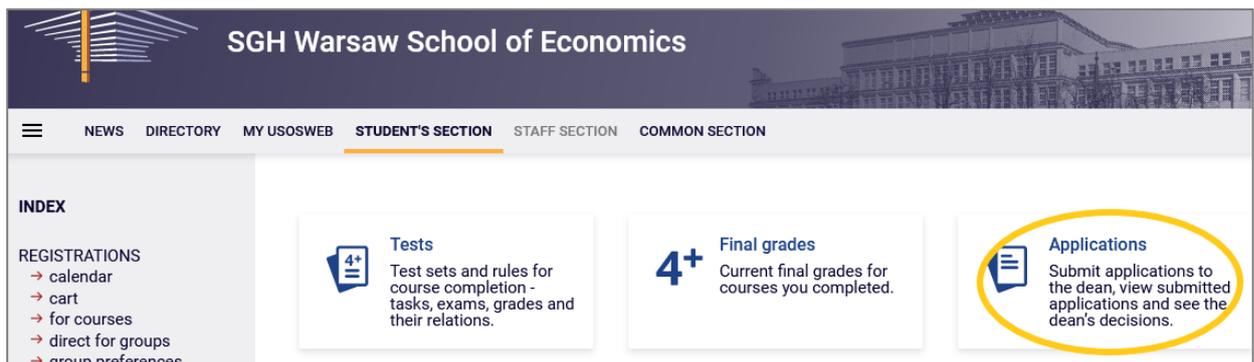
# How to submit an application with an exchange request in USOSweb?

After submitting LA in USOS you need to follow the procedure below.

Fill out and save as a PDF file documents attached in the email:

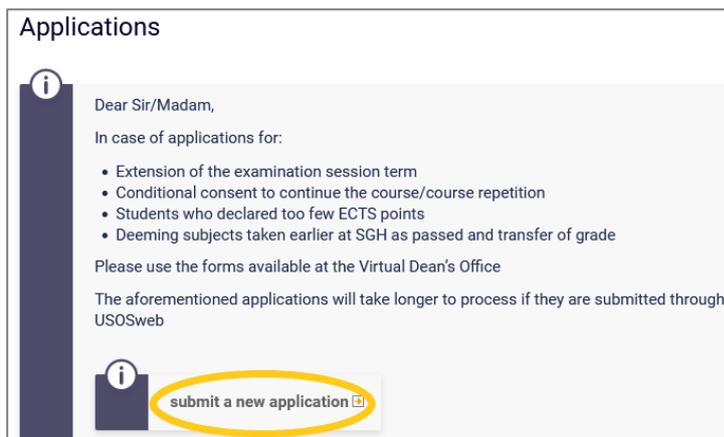
- "Exchange request" specific for your program and study level
- "Student commitment" and
- „Language declaration” (if applicable - the procedure only for some Bachelor students, who will not complete their language courses before departure)

1. Sign into <http://usosweb.sgh.waw.pl>
2. In the STUDENT SECTION find the tab titled „Applications”



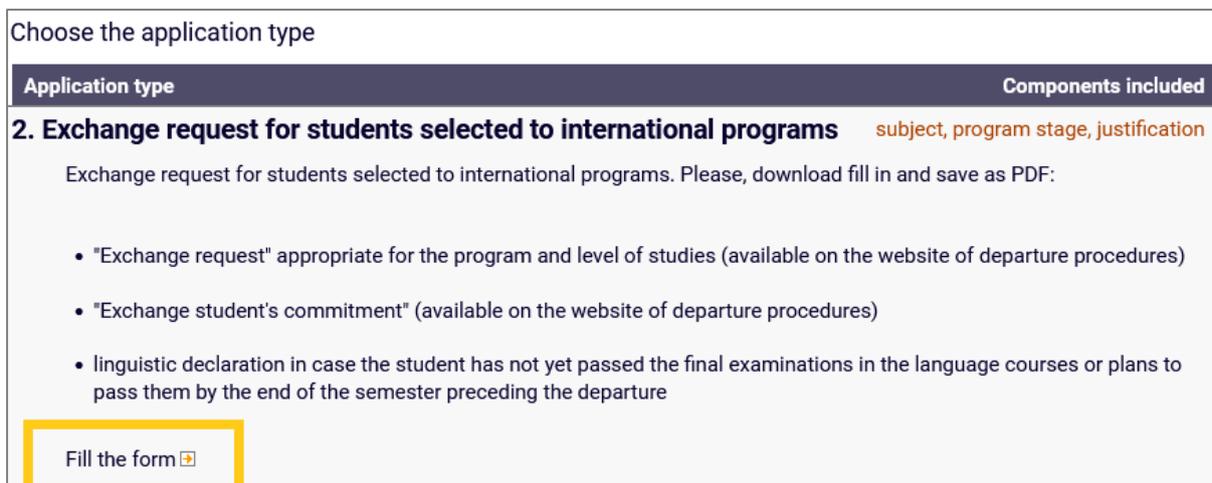
The screenshot shows the SGH Warsaw School of Economics website. The navigation bar includes 'NEWS', 'DIRECTORY', 'MY USOSWEB', 'STUDENT'S SECTION' (highlighted), 'STAFF SECTION', and 'COMMON SECTION'. The 'INDEX' sidebar lists 'REGISTRATIONS' with sub-links: 'calendar', 'cart', 'for courses', 'direct for groups', and 'group preferences'. The main content area features three cards: 'Tests' (Test sets and rules for course completion), 'Final grades' (Current final grades for courses you completed), and 'Applications' (Submit applications to the dean, view submitted applications and see the dean's decisions). The 'Applications' card is circled in yellow.

3. Click on the link – submit a new application



The screenshot shows the 'Applications' page. It includes an information icon and the text: 'Dear Sir/Madam, In case of applications for:'. A bulleted list follows: 'Extension of the examination session term', 'Conditional consent to continue the course/course repetition', 'Students who declared too few ECTS points', and 'Deeming subjects taken earlier at SGH as passed and transfer of grade'. Below this, it says 'Please use the forms available at the Virtual Dean's Office' and 'The aforementioned applications will take longer to process if they are submitted through USOSweb'. At the bottom, there is a 'submit a new application' link with an external icon, which is circled in yellow.

4. From the application list select point 2. *Exchange request for students selected to international programs*, click on **Fill the form**.



The screenshot shows the 'Choose the application type' form. It has a table with two columns: 'Application type' and 'Components included'. The selected row is '2. Exchange request for students selected to international programs' with components 'subject, program stage, justification'. Below the table, it says 'Exchange request for students selected to international programs. Please, download fill in and save as PDF:'. A bulleted list follows: 'Exchange request' appropriate for the program and level of studies, 'Exchange student's commitment', and linguistic declaration in case the student has not yet passed the final examinations. At the bottom, there is a 'Fill the form' button with an external icon, which is highlighted with a yellow box.

Application type	Components included
<b>2. Exchange request for students selected to international programs</b>	<b>subject, program stage, justification</b>

Exchange request for students selected to international programs. Please, download fill in and save as PDF:

- "Exchange request" appropriate for the program and level of studies (available on the website of departure procedures)
- "Exchange student's commitment" (available on the website of departure procedures)
- linguistic declaration in case the student has not yet passed the final examinations in the language courses or plans to pass them by the end of the semester preceding the departure

Fill the form

- Fill out the **Application subject** with the following information:
  - name of mobility program (**Erasmus+ / bilateral agreement, etc.**),
  - country,
  - study semester during exchange (e.g. IV, VI),
  - summer semester, 2023/24

**example: Erasmus+, Germany, IV, summer semester, 2023/24**

Application subject:	<input type="text"/>
Program stage:	fifth semester/Winter semester 2022/23 <input type="button" value="v"/>

- In the **Request/Justification** enter the following statement:

I kindly request to take part in a study exchange in order to complete part of my studies abroad, in accordance to the information stated in the attachment to this application.

I acknowledge the commitment and I am aware of the consequences.

I hereby declare that the submitted information is correct as I have entered it myself in the attached documents to this application.

Request/Justification:	Limit 3000, entered 0 characters
	<input type="text"/>
Attachments:	You may only attach PDF documents. Maximum attachment size: <b>10.00 MiB</b> Maximum number of attachments: <b>10</b> <input type="button" value="ATTACH A FILE"/>
<input type="button" value="NEXT"/>	

- Attach **in PDF format**: „exchange request“, „student commitment“ and if applicable (only Bachelor students) - „language declaration“ and press **NEXT**.
- Carefully read the student application contents and if the application is error free, press **SUBMIT** at the bottom of the page. Before submitting, if you would like to correct your application, press the button **go back to editing**.

A submitted application cannot be removed from the system.

After submitting application in USOS system please remember to monitor the Dean's decision (!)

<p><b>Confirmation</b></p> <p> Application is ready for submission.</p> <p><b>Carefully read the contents of the application</b> and press the <b>submit</b> button at the bottom of the page, if the application does not contain errors and you really want to submit it. Submitted application can not be removed from the system. Application which has been submitted, can then be printed from the "list of submitted applications". If you want to change your application, press the back button to return to edition.</p>													
<p><b>Student's application</b></p> <table border="1"> <tr> <td>Application type:</td> <td>Exchange request for students selected to international programs</td> </tr> <tr> <td>Application subject:</td> <td>Erasmus+, Germany, IV, summer semester, 2022/23</td> </tr> <tr> <td>Program stage:</td> <td>fifth semester/Winter semester 2022/23</td> </tr> <tr> <td>Student's office:</td> <td>Undergraduate studies [SL]</td> </tr> <tr> <td>Recipient:</td> <td>Deputy dean for students affairs</td> </tr> <tr> <td></td> <td> <p><b>Request/Justification:</b></p> <p><i>I kindly request to take part in a study exchange in order to complete part of my studies abroad, in accordance to the information stated in the attachment to this application.</i></p> <p><i>I acknowledge the commitment and I am aware of the consequences.</i></p> <p><i>I hereby declare that the submitted information is correct as I have entered it myself in the attached documents to this application.</i></p> </td> </tr> </table> <p><input type="checkbox"/> I want to receive email confirmation of the application </p> <p><b>Remember!</b></p> <p>By submitting the application you declare that you are aware of the responsibilities arising from false statements in writing.</p> <p><input type="button" value="SUBMIT"/> <input type="button" value="GO BACK TO EDITING"/></p>		Application type:	Exchange request for students selected to international programs	Application subject:	Erasmus+, Germany, IV, summer semester, 2022/23	Program stage:	fifth semester/Winter semester 2022/23	Student's office:	Undergraduate studies [SL]	Recipient:	Deputy dean for students affairs		<p><b>Request/Justification:</b></p> <p><i>I kindly request to take part in a study exchange in order to complete part of my studies abroad, in accordance to the information stated in the attachment to this application.</i></p> <p><i>I acknowledge the commitment and I am aware of the consequences.</i></p> <p><i>I hereby declare that the submitted information is correct as I have entered it myself in the attached documents to this application.</i></p>
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