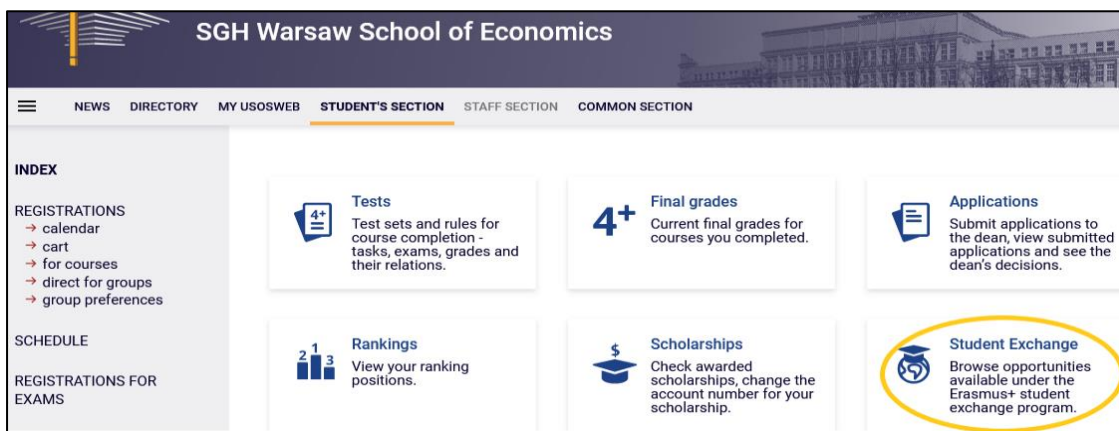


# How to submit an application with an exchange request in USOSweb?

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

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



3. Choose the tab „mobilities”



4. In the granted exchange, select -> „view”

Lp.	Country	Institution name	Academic year	Mobility type	Status of mobility	Qualifications stage	Actions
1	Slovenia	University of Ljubljana	2023	Studies	Active	Finished	view → learning agreement → EWP LA → bank account →

5. Leave the dean's signature field blank (you must click it before generating the document) and click on **print form**

The screenshot shows the 'Student mobility form' generation screen. The 'Do you want to add a field to the signature and stamp of the dean/director?' field is checked, and the 'print form' button is highlighted with a yellow box. The interface includes a navigation menu with 'Student mobility form' and a main content area with a checkbox, a language dropdown, and a 'print form' button.

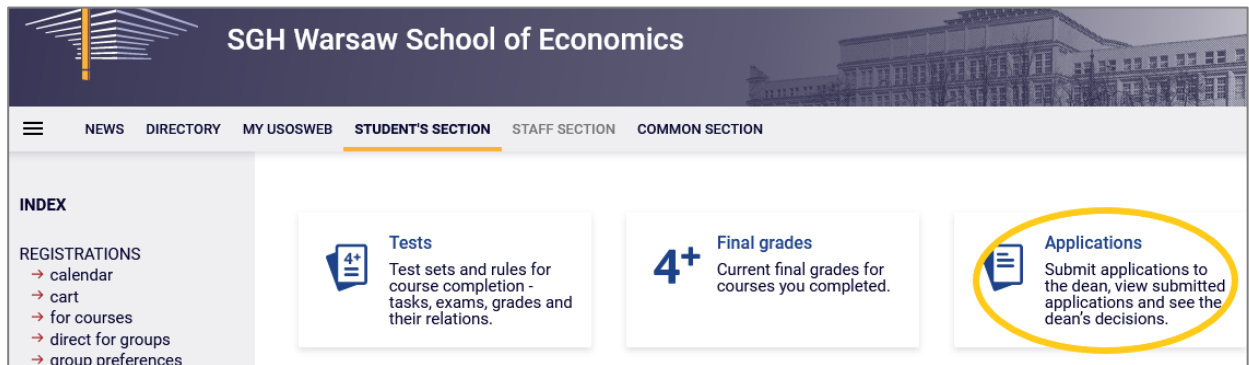
A PDF file with the mobility granted is generated, it is a mobility form as an Exchange Request and Commitment.

Please ignore the information about the requested number of months from the Erasmus scholarship: 0 (USOS does not calculate the scholarship, hence 0).

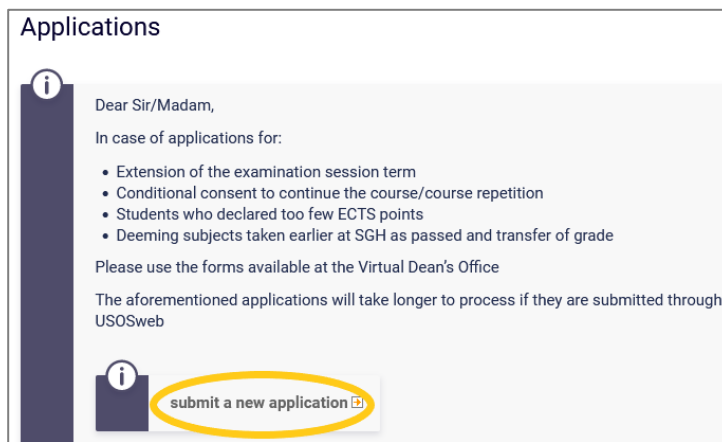
6. **Editing the generated document** - in Adobe Reader or ABBYY Fine Reader, please edit the document by completing the following data:
  - 1<sup>st</sup> page – **Mobility form** -> in Candidate's signature, enter the date, name and surname as the signature
  - 2<sup>nd</sup> page – **Commitment** -> complete the dates of stay, number of months and enter your name and surname as a signature
    - **PLEASE NOTE - undergraduate students** in point 4 **MUST declare passing the language courses** -> select the appropriate option, when selecting the last one, a completed "Language Declaration" must be attached in a later step (only for undergraduate students who do not complete the language courses before mobility)

Language declaration available on the IC departure procedures website [Mobility procedures 2024/25](#)

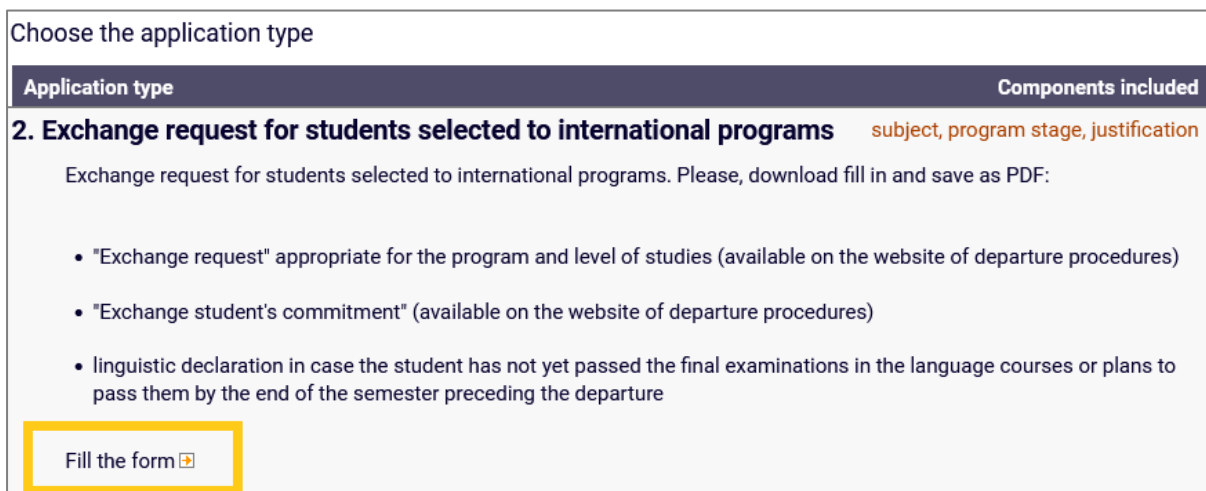
7. In the STUDENT SECTION find the tab titled „Applications”



8. Click on the link – submit a new application



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



10. 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),*
- *winter semester, 2024/25*

**example: Erasmus+, Germany, IV, winter semester, 2024/25**

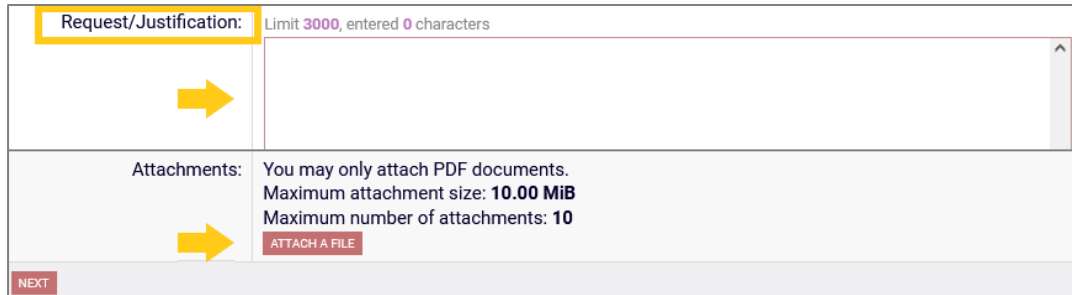
The screenshot shows the 'Application subject' form. It has a text input field for 'Application subject' and a dropdown menu for 'Program stage' with the value 'fifth semester/Winter semester 2022/23' selected.

11. 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.



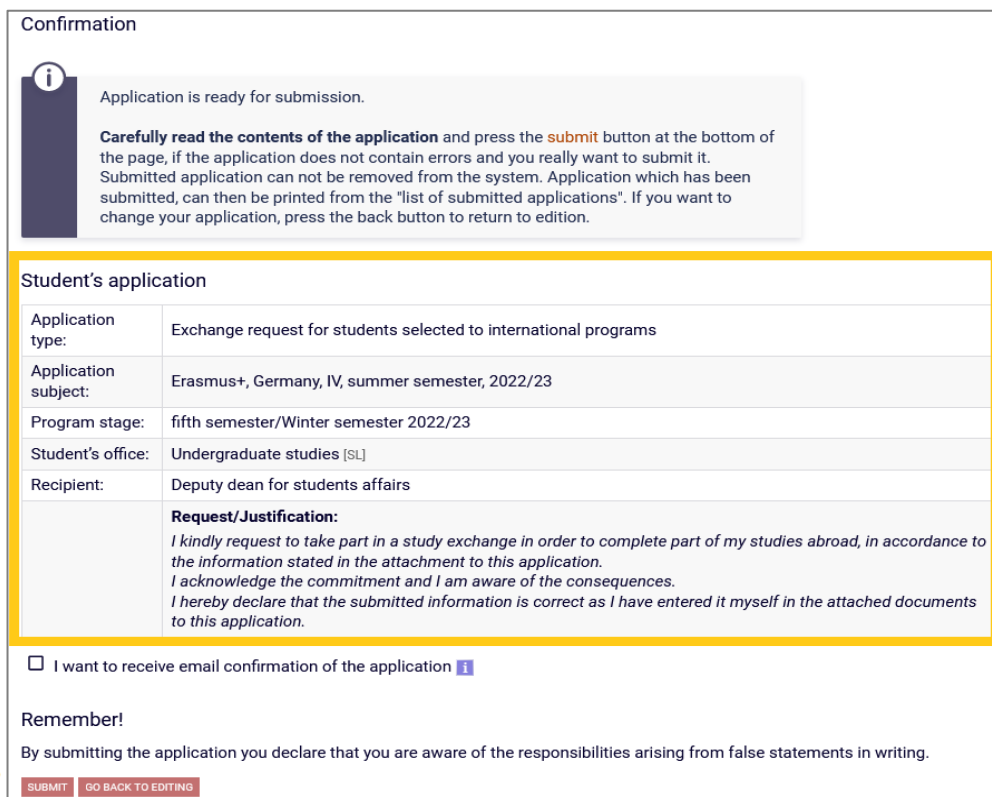
The screenshot shows a form with two main sections. The top section is labeled "Request/Justification:" and has a character limit of 3000, with 0 characters entered. A yellow arrow points to the text area. The bottom section is labeled "Attachments:" and contains instructions: "You may only attach PDF documents. Maximum attachment size: 10.00 MiB. Maximum number of attachments: 10". A yellow arrow points to the "ATTACH A FILE" button. At the bottom left, there is a "NEXT" button.

12. Attach **in PDF format:** „Mobility form” and if applicable (only Bachelor students) - „language declaration” and press **NEXT**.

13. 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 (!)



The screenshot shows a "Confirmation" page. At the top, it says "Application is ready for submission." Below this, there is a warning: "Carefully read the contents of the application and press the submit 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." Below this is a table titled "Student's application" with the following details:

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

Below the table, the "Request/Justification:" text is repeated. At the bottom, there is a checkbox: "I want to receive email confirmation of the application" with a blue question mark icon. Below this is a "Remember!" section with the text: "By submitting the application you declare that you are aware of the responsibilities arising from false statements in writing." At the very bottom, there are two buttons: "SUBMIT" and "GO BACK TO EDITING". A yellow arrow points to the "SUBMIT" button.