

## Arrangements regarding the resumption of study procedure

1. The person applying for resumption of study should submit the application (karta wznowienia/resumption card) along with confirmation of payment (80 PLN) in room 158 of Students Office.
2. The applications which require participation in classes during the semester are accepted only till the end of the second week of the semester at the latest.
3. The Dean looks into all the applications and considers them. If he accepts them he also decides about specific conditions of the particular resumption (he may also approve the conditions proposed by the Academic Affairs Directors of the Institutes – it applies to decisions regarding students of 6-9 semesters of undergraduate programme as well graduate studies).
4. The application is sent internally (meaning without the applicant involvement) to room 119 of Students Office where all the necessary fees for the resumption process are being calculated.
5. The applicant can check the amount of the fee in the USOSWeb system (by logging on to his/hers personal account). After the payment is made and booked the applicant can pick up the application from room 119 of Students Office.  
**Please Note:** In case there are problems with the payment booking in USOS (ex, it is not visible in the system) it is possible to bring the confirmation in a paper form to room 119.
6. Only after all the fees have been paid the applicant can be enrolled to subjects/courses.
7. If the fees have not been paid till the end of the first month of the semester it automatically means the applicant is giving up the resumption procedure.