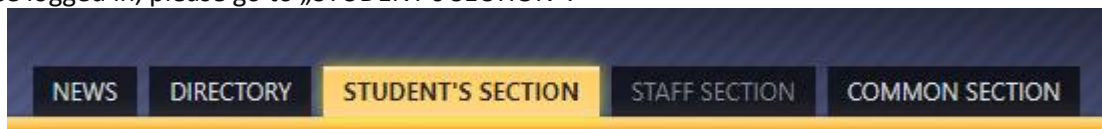


Dear Student,

If you still need to add or drop a course, please follow the online procedure.

## Paper request in USOSweb

1. In order to submit a request to have a course added or deleted, please enter: <https://usosweb.sgh.waw.pl/>, change to English and log in to the system (right upper corner). Once logged in, please go to „STUDENT’S SECTION”:



2. Choose „APPLICATIONS”:

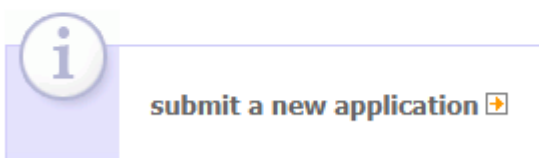


### Applications

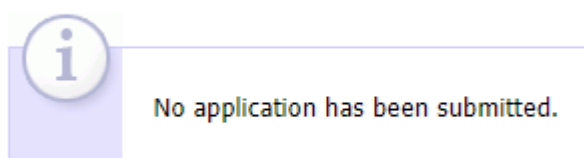
Submit applications to the dean, view submitted applications and see the dean’s decisions ...

3. Then, please go to „submit a new application”. You can check all your submitted requests at the bottom the page in “list of submitted requests”

## Applications



### List of submitted applications



4. Please choose your study programme (SLLD: tok 0):

## New application



Study program:

### Choose the application type

Application type	Components included
<b>1. General application</b> Request to the Dean of Bachelor Studies Please give the name of your Dean's office assistant. <a href="#">Fill the form</a>	<i>subject, program stage, justification</i>

- When you click [Fill the form](#), you will be directed to the form. You have to indicate „subject“ and „content“ of the request. You can attach only one document.

## New application



Study program: Finance and Accounting, Undergraduate, full-time [SLLD-FIR]

### Edit your application



Fill out the form and press the *next* button on the bottom of the page.

Application type:	General application
Additional information:	Request to the Dean of Bachelor Studies Please give the name of your Dean's office assistant.
Application subject:	<input type="text" value="Subcjet"/>
Program stage:	<input type="text" value="sixth semester/Summer semester 2019/20"/>
Student's office to which application is directed:	Undergraduate studies [SL]
Request/Justification:	Limit 3000, entered 39 characters <input type="text" value="Request"/> Dean's Office assistant: XYZ
Attachments:	You may only attach PDF documents. Maximum attachment size: <b>10.00 MiB</b> Maximum number of attachments: <b>1</b> <a href="#">ATTACH FILE</a>

[NEXT](#)

- Click „submit“ to send your request

# New application

Study program: Finance and Accounting, Undergraduate, full-time [SLLD-FIR]

## Confirmation



Application is ready for submission.

**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.

## Student's application

Application type:	General application
Application subject:	Subcjet
Program stage:	sixth semester/Summer semester 2019/20
Student's office:	Undergraduate studies [SL]
	<b>Request/Justification:</b> <i>Request</i>  <i>Dean's Office assistant: XYZ</i>

I want to receive email confirmation of the application

## Remember!

By submitting the application you declare that you are aware of the responsibilities arising from false statements in writing.

[SUBMIT](#) [GO BACK TO EDITING](#)

I want to receive email confirmation of the application

Please click to get confirmation of application.