

GENERAL INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR THE ALLOCATION, RESERVATION, REPLACEMENT OF A PLACE AT UL DORMITORY

I. POLISH STUDENTS OF THE UNIVERSITY OF LODZ:

- allocation/reservation of a place in the student dormitory – students register applications in the Usosweb. Detailed information on dormitory application procedures, and the registration dates will be published each year in separate announcements on the Usosweb and the main website of the University of Lodz.

II. PERSONS ACCEPTED IN THE RECRUITMENT:

- In order to be granted a place in a dormitory – after obtaining the student status – students should register their applications in the Usosweb system within the deadlines published annually in separate announcements in the Usosweb and on the main website of the university.
- **After all rounds of registration have been completed in the Usosweb**, students submit their applications for a place in a dormitory (appendix 3), in hard copy, to the UL Service Centre for Students and PhD Candidates – Student Affairs, Lumumby 1/3, 90-927 Łódź, via Polish post or e-mail to the address of an authorised COSID-SB employee.
- In order to change a dormitory (appendix 4), students should submit paper copies to the Service Centre for Students and PhD Candidates, Lumumby 1/3, 90-927 Łódź, Poland, or send them via e-mail to an authorised COSID-SB employee.

III. FOREIGN STUDENTS OF THE UNIVERSITY OF LODZ

Detailed instructions on applying for a dormitory and the registration dates will be sent in separate notices each year. Applications for the allocation/reservation of a place in a dormitory are registered in the Usosweb (reservation and allocation of a place) or electronically (via e-mail) to BWZ (applies to allocation of a place).

- applications to reserve a place for the following academic year should be submitted in the Usosweb,
- applications for the summer holidays should be submitted to COSID-SB,
- applications for the allocation of a place should be submitted to the BWZ or in the Usosweb.

University of Lodz

International Relations Office (BWZ), Uniwersytecka 3, 90-137 Łódź

III. PARTICIPANTS OF THE POLISH LANGUAGE CENTRE FOR FOREIGNERS:

Declaration of residence in a dormitory should be submitted to the Polish Language Centre for Foreigners.

University of Lodz, Polish Language Centre for Foreigners, Kopcińskiego 16/18, 90-232 Łódź.

1. *The Controller of your personal data is the University of Lodz with its registered office at Narutowicza 68, 90-136 Łódź.*
2. *In any case the Data Protection Officer may be contacted at the above-mentioned address with a note: Data Protection Officer, or by e-mail at: iod@uni.lodz.pl*
3. *Your personal data will be processed for the purpose of processing of processing the application for a place and living in the student dormitories of the University of Lodz.*
4. *The full data protection clause is available at: <https://www.bip.uni.lodz.pl/inne/ochrona-danych-osobowych/klauzule-informacyjne>*