Instructions for submitting applications for (professional/vacation) internships via USOSweb for students of the University of Opole

Please use the USOSweb system to submit your application and attach the required documents in relation to your internship. Using a web browser, go to **usosweb.uni.opole.pl**, and after opening the page, click **Login** and enter your ID (university email address) and password.
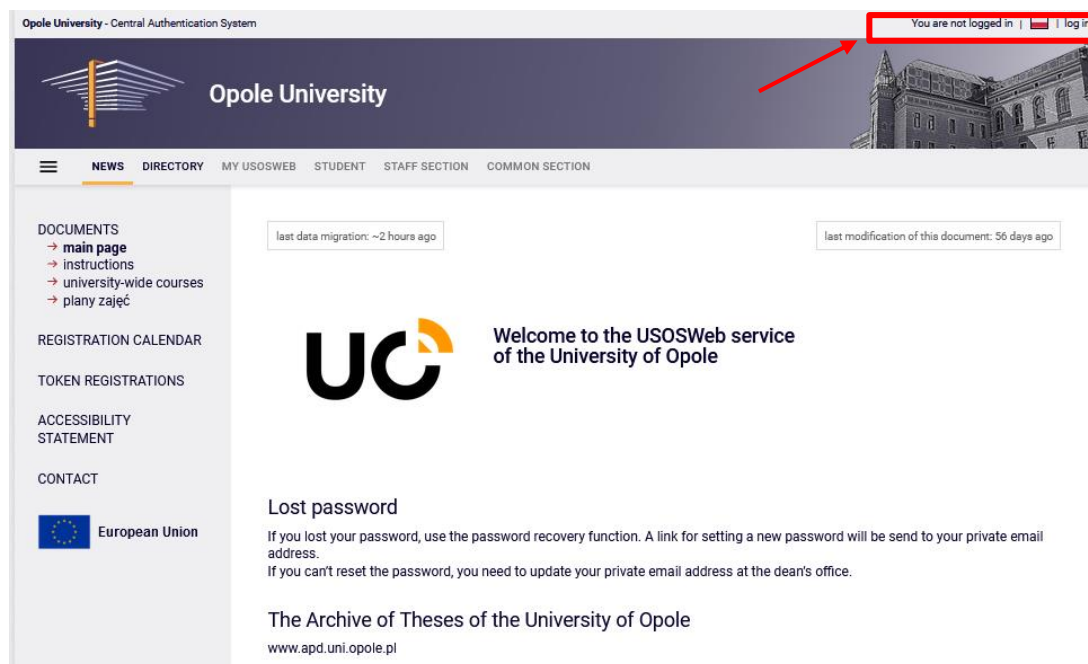

Fig. 1.

After logging in, select the **STUDENT'S SECTION** tab in the main menu and choose the **Applications** module.
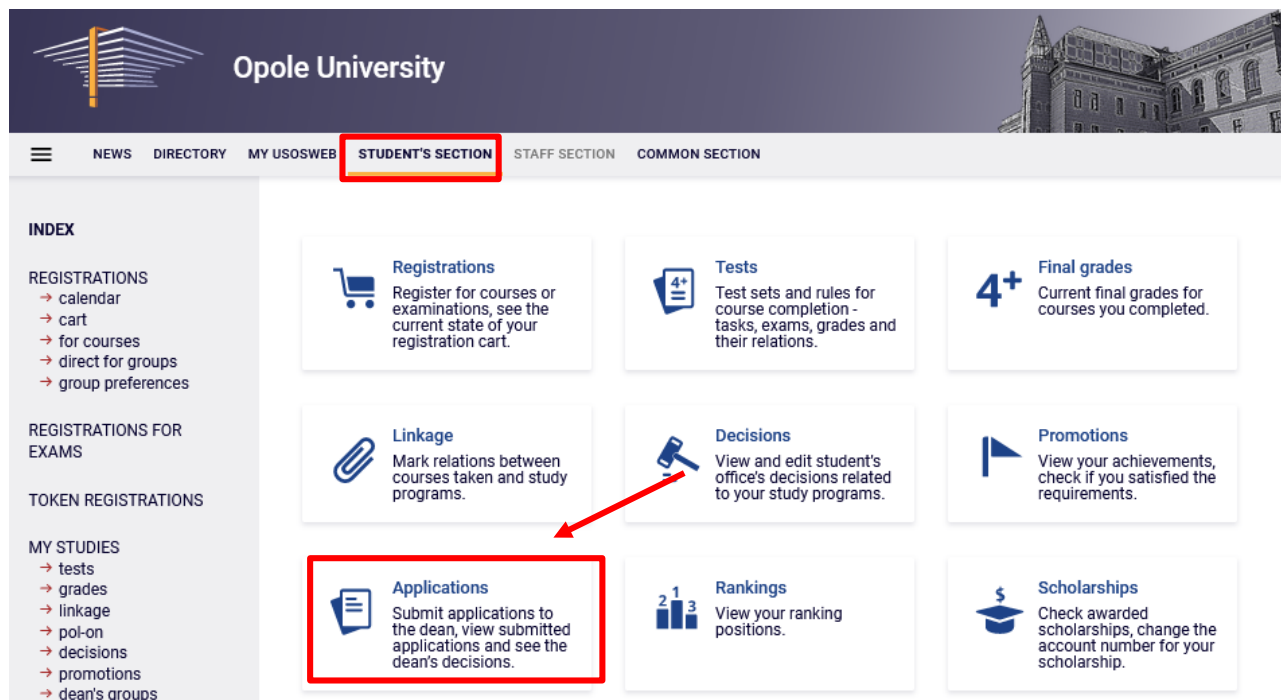

Fig. 2.

Go to the **Applications** module and click on the **submit new application** button.
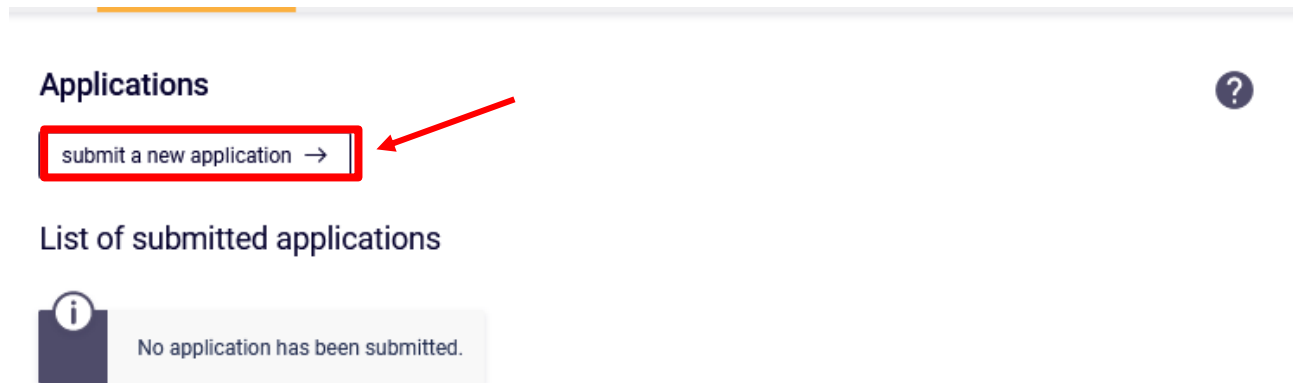

Fig. 3.

NOTE: If you study more than one degree programme, you will see a box where you should select the programme you wish to apply under by clicking **Select and continue** next to the appropriate programme. If you study only one programme, this step is skipped.

Fig. 4.

In the next step, select **the Type of application** you want to submit and click Fill the form → .

You will be transferred to a form where you can complete/add the required elements. 222

Edit your application

Application type:

Apprenticeships (holiday)

Additional information:

NOTE:
Before submitting your application, check that you have all the required attachments:

- a student's declaration that he/she has read the Rules for the Organisation of Internships at the University of Opole http://cedu.uni.opole.pl/wp-content/uploads/2021/03/oswiadczenie_wzor_regulamin_praktyk_uo.pdf
- a completed and signed by the host unit referral to the internship http://cedu.uni.opole.pl/dokumenty-do-pobrania-oswiadczenia-skierowania/
- coordinator's consent to complete the internship according to the schedule if it is different from the one specified in the instructions for the completion of the internship - optional.
1) Select the stage of study.
2) In the field "Addressee of application", indicate the Office of Academic and Student Affairs.
3) Insert the application template.
4) Enclose attachments:
- student's declaration that he/she has read the Rules for the Organisation of Internships at the University of Opole http://cedu.uni.opole.pl/wp-content/uploads/2021/03/oswiadczenie_wzor_regulamin_praktyk_uo.pdf.
- a completed and signed by the host unit referral to the internship http://cedu.uni.opole.pl/dokumenty-do-pobrania-oswiadczenia-skierowania/
- coordinator's consent to complete the internship according to the schedule if it is different from the one specified in the instructions for the internship completion - optional

APPLICATION TEMPLATE

[Insert application template] (2)

Program stage:

[/Summer semestr 2022/2023 ∨]

Student's office to which application is directed:

Faculty of Natural Sciences and Technology [02060000]

Application recipient:

[Office of Academic and Student Affairs] (1)

Request/Justification:

Limit **3000**, entered **0** characters

(3)

[Insert application template]

Attachments:

You may only attach PDF documents.
Maximum attachment size: **10.00 MiB**
Maximum number of attachments: **3**

(4)

[Attach a file]

(5)

[Continue]

Fig. 5.

4

The application types contain brief descriptions and information about the steps to be taken. Start with addressing the application to the "Office of Academic and Student Affairs" (step 1), then insert the application template (step 2), which is pasted into the **Request Justification** section (step 3). Depending on the type of application, enclose required attachments; please note that only PDF files can be enclosed (step 4).

The following documents should be attached to the **Internship Application**:

- a student's declaration that he/she has read the Rules for the Organisation of Internships at the University of Opole http://cedu.uni.opole.pl/wp-content/uploads/2021/03/oswiadczenie_wzor_regulamin_praktyk_uo.pdf
- an internship referral - completed and signed by the host unit http://cedu.uni.opole.pl/dokumenty-do-pobrania-oswiadczenia-skierowania/
- a coordinator's consent to complete the internship according to the schedule if it is different from the one specified in the instructions for the internship completion - optional

Then click **Next** (step 5).

The next step is to confirm your application, check if you have filled in all the information correctly and if all the required documents have been attached. If yes, submit your application by clicking on the **Apply** button at the bottom of the page.

Confirmation

☐ 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.

Wróć do edycji   Apply

Fig. 6.

You can tick ☑ I want to receive email confirmation of the application ⓘ to receive an e-mail confirmation of the entire operation.

List of submitted applications

Elements 1..2 of 2	☐ Show options			
Study program and stage	**Subject**	**Submission date** ▼	**Decision date**	**Options**
---------- /Winter semester 2022/2023	**Praktyki zawodowe (wakacyjne)**	2023-03-28 10:14:45	no reply	details →

Fig. 7.