

APPLICATION PROCEDURE FOR THE DPN

FOR THE ACADEMIC YEAR 2024/2025

The Social Affairs Office informs that applications for new accommodation and extension of accommodation for the new academic year at "Dom Pracownika Naukowego" (DPN) will be considered by the DPN Accommodation Committee on the following dates:

- at the Committee's meeting held on **23 May** (submission of applications until 06.05.2024).
- at the Committee's meeting held on **19 September** (submission of applications until 02.09.2024).

Pursuant to the Ordinance No. 279 of the UW Rector, of 10.12.2020 on the use of the UW e-mail system, it is possible to process applications on the basis of electronic versions of documents, however, pursuant to § 3, section 3 of the Ordinance, "correspondence of a University employee, student and/or doctoral student sent from an e-mail account other than their university e-mail account shall be left without consideration".

Rules for forwarding applications for allocation of new accommodation or its extensions at the DPN:

1. Documents completed and signed by the applicant can be sent as scans (in readable quality).
2. Persons with registered residence in Warsaw, or in the vicinity up to 70 km, shall provide all documents and certificates that confirm the data in points 4 and 5 of the application.
3. In the absence of up-to-date data in the USOS or SAP systems, i.e. where the employment contract, study period or doctoral study year is shorter than the accommodation for the academic year in question, the applicant shall contact their faculty/doctoral school/organisational unit in order to obtain and enclose the document confirming the planned extension of the contract, studies, doctoral study year for the duration of accommodation at the DPN.
4. The application, together with full documentation, can be forwarded to the Social Affairs Office:
 - through the Faculty, doctoral school or organisational unit,
 - by email: komisja.dpn@uw.edu.pl
 - directly to the secretariat of the Social Affairs Office

The DPN Accommodation Committee will only consider complete applications.

The following applications are available on the UW home page under Employee - Social Affairs Office - DPN:

1. Application for extending the DPN accommodation;
2. Application for persons applying for the DPN accommodation;
(it is necessary to enter the number and type of premises occupied).

Pursuant to the Chapter 1, point 9 of the Rules of Use of the DPN at the UW, "it is up to the person concerned to obtain news of the allocation of a DPN place".

Information on the accommodation in the DPN at Smyczkowa 9 and 11 can be obtained: by phone: (+48) 22 55 33 700/704, or by writing an email to: DPN@adm.uw.edu.pl