

APPLICATION PROCEDURE FOR A PLACE IN THE ASHR FOR THE ACADEMIC YEAR 2024/2025

The Office for Personnel Social Benefits informs that applications for new accommodation and extension of accommodation for the new academic year at the Academic Staff Hall of Residence (ASHR) will be considered by the Committee for the ASHR Accommodation on the following dates:

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

Pursuant to the Ordinance No. 279 of the Rector of the University of Warsaw dated 10 December 2020 on the University of Warsaw e-mail accounts, the processing of applications on the basis of electronic versions of documents is possible; however, pursuant to § 3, section 3 of the Ordinance, "the 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 submitting applications for obtaining new accommodation or extension of accommodation in the ASHR:

1. Duly completed and signed by the applicant documents can be sent in the form of scans (please ensure that they are readable).
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 items 4 and 5 of the application.
3. In case of failure to provide up-to-date data in USOS or SAP systems, i.e., when the employment contract, period of studies, or year of doctoral studies is shorter than the period of accommodation provided for the academic year, it is necessary to contact the faculty/doctoral school/organisational unit in order to attach to the application a certificate of the planned extension of the employment contract, period of studies, or year of doctoral studies for the period of accommodation in the ASHR.
4. The application together with complete documentation may be submitted to the Office for Personnel Social Benefits:
 - through the Faculty, doctoral school or organisational unit,
 - by sending an email to: komisja.dpn@uw.edu.pl
 - directly to its the secretary's office

The Committee for the ASHR Accommodation will process only complete documents.

The following applications are available on the UW home page under the tab "pracownik" [eng. Employee] – "Biuro Spraw Socjalnych" [eng. Office for Personnel Social Benefits] – "Dom Pracownika Naukowego" [eng. Academic Staff Hall of Residence]:

1. application form for persons applying for accommodation in the ASHR;
2. application form for persons applying for extending their accommodation in the ASHR; (it is necessary to enter the number and type of premises occupied).

Pursuant to the Chapter 1, point 9 of the Rules and Regulations governing the use of the Academic Staff Hall of Residence of the University of Warsaw, "the responsibility for obtaining news about the allocation of a place in the ASHR lies with the person concerned".

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