

**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.

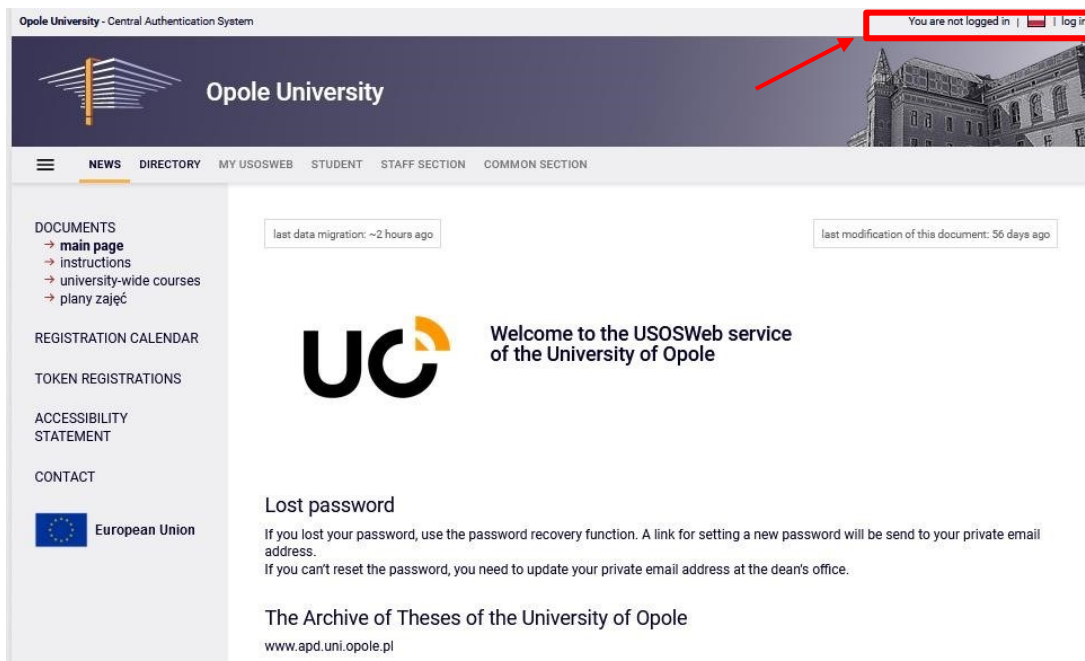


Fig. 1.

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

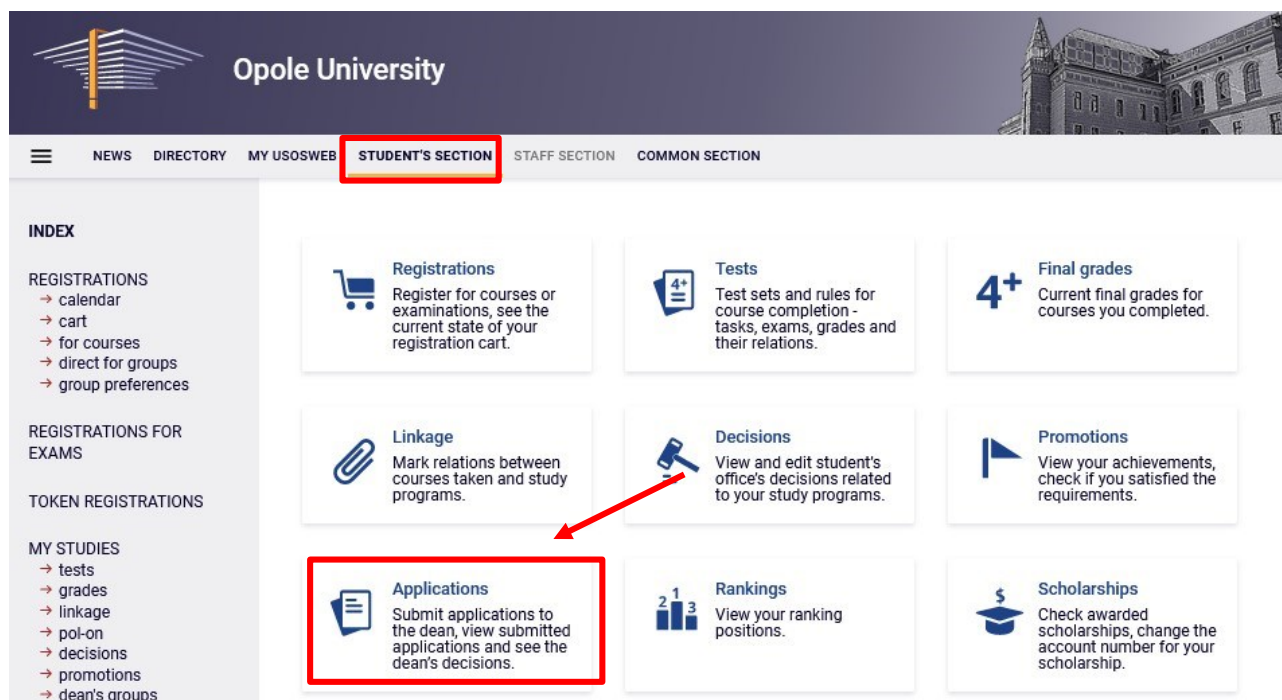


Fig. 2.

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

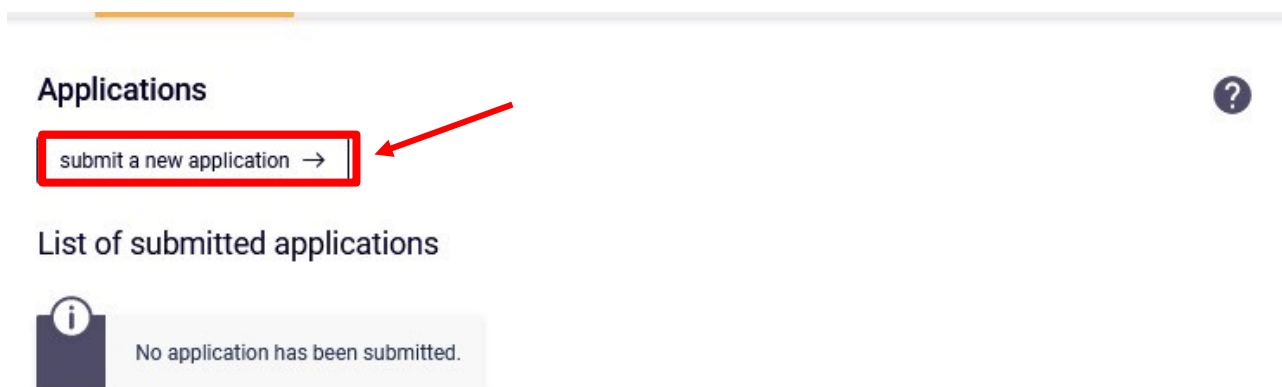


Fig. 3.

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.

The screenshot shows the 'New application' form. At the top, there is a text field containing 'Study program: Landscape Architecture [6-KRK-AK-D15]' which is highlighted with a red rectangle. Below this is a section titled 'Choose the application type'. Inside this section, the 'Application type:' is set to 'Apprenticeships (holiday)', which is also highlighted with a red rectangle. To the right of this section, there is a button labeled 'Fill the form →' with a red arrow pointing to it. Below the application type section, there is a 'Components included:' section listing 'program stage, justification' and a 'Description:' section with a 'NOTE:' about required attachments and a link to a PDF document.

Fig. 4.

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

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.

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

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

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

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

<div> <div> <div>◀</div> <div>◀</div> <div>Elements 1.2 of 2</div> <div>▶</div> <div>▶</div> </div> <div> <input type="checkbox"/> Show options </div> </div>				
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 →

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