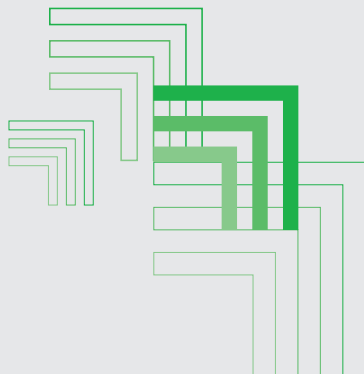




Lodz University of Technology



AFTER YOUR ARRIVAL



**European
Funds**
Knowledge Education Development



**Republic
of Poland**



European Union
European Social Fund



The programme is implemented under the Operational Program Knowledge Education Development co-financed by the European Social Fund, project *Increasing competencies of the academic staff and the institutions potential to receive people from abroad - Welcome to Poland*, realised in the framework of the Action specified in the application for funding no POWR.03.03.00-00-PN14/18.

1. Go to the Student Assistance

Office located in the International Faculty of Engineering (36 Żwirki St.).

2. Have your Certificate of Arrival signed and become TUL's student officially.

3. Pay for the student card. Get a red form filled in with your personal data and go to the post office and pay 22 zł. One part of the red form should be left at the post office and second is for you, as a confirmation of payment which should be brought to SAO.

4. Bring to SAO: the confirmation of payment, Health Insurance and Civil Liability Insurance (valid in Poland) and get your student ID. Wait for the info from SAO - they will let you know when the student cards are available for collection. **Please note that the student ID might be issued only if you had sent us your passport – size photo before.**

SAO

Student Assistance Office (SAO) – located on the first floor of IFE building (A16) is a „students helping students” office. First place you go to after your arrival in Lodz and last one that you visit when you are about to leave.

AFTER YOUR ARRIVAL

If you have any questions concerning your Learning Agreement, go there and ask or contact them by e-mail: **sao@info.p.lodz.pl**.

Organizational meeting

Before the beginning of each semester, there is an organizational meeting during which all the important information concerning the studies will be passed on to you. **Attendance is obligatory.** During this meeting you will be also provided with the detailed information on how to establish your timetable, as you will have to prepare it on your own.

LAS and other documents

Exchange students may have to modify the agreed programme of study upon arrival at the host institution for a variety of reasons. Approval of the changes by both parties must be obtained in order to guarantee full academic recognition of all course units taken abroad. These changes will be indicated on a separate form. Changes to Learning Agreement for Studies can be generated from www.mobility-p.lodz.pl/in after your arrival at TUL. **Deadline for submitting** the printed Changes to LAS to the Student Mobility Division is **till the end of the 2nd week of the semester**.

www.erasmus.p.lodz.pl

mobility.p.lodz.pl