

Important things to be dealt with before departure from WUST (to compete with your E+/Exchange programme)

1) Transcript of Records (TR)

is prepared by the Faculty Coordinator and Dean's Office after all teachers put your grades in JSOS. If you cannot receive the Transcript of Records before your departure, we will send it to your University via post when we receive it from the coordinator or dean's office. Scan copy will be uploaded via IRC portal.

2) Confirmation of Stay (CS) = Certificate of Attendance

states the period of your stay at our university. We may prepare one on our form or you can upload in the IRC system your own Certificate of Attendance, if required by your home university. It will be filled **AFTER** the International Relation Office receive a copy of your Transcript of Records from the dean's office.

Please note that TR and CS will be given to you/your university if you have no commitments towards library, dean's office and dormitory and if you confirm your status.

3) Status

Please let us know in your IRC account (in the CONFIRMATION OF STAY/DEPARTURE section what was your status during the winter semester - chose option 1,2,3:

1. You were out of Wrocław but take part in on-line courses at WUST.
2. You are in Wrocław and take part in on-line courses at WUST.
3. During the semester you were for some time out of Wrocław and for some time in Wrocław taking part in on-line courses at WUST. In this case please indicate the dates of periods you were physically in Wrocław.

4) Library and Dean's Office

If you have any backlogs in WUST library or dean's office (e.g. Student ID fee) please settle them. If have an obligation card "Karta zobowiązań" you have to leave it in your dean's office.

WUST LIBRARY - building A-1, II floor, staircase "C", room 307a and 307; opening hours can be found on website: <http://biblioteka.pwr.edu.pl/godziny-otwarcia>

DEAN'S OFFICE:

<http://dsm.pwr.edu.pl/en/international-students/exchange-erasmus/incoming/erasmus-plus/deans-offices>

5) Dormitory (only for students staying at Dormitory)

Regarding dormitory fee and deposit, please contact administration office in dorm.

All students who live in the dormitory can stay till **11.07.2022**

In case of any questions, please contact directly your dormitory administration office.

The checklist of things that should be cleaned before check-out from the dormitory:

Room:

- Move the bed away from the wall, clean out the space where your bed use to be, and wash the floor. Also clean and wash the box that is underneath the mattress, and wipe the space between the box and its back.
- Vacuum the upholstery on the mattress, as well as, the chairs.
- Dust your desk, shelves, and lamps that are above the beds and desk. If necessary, wash them.
- Dust the windowsill, and wipe out the bottom of the window frame.
- Wash the inside and outside of the door, including the vent.
- Wash out the garbage can.

- Vacuum, and wash the floors.
- Remove any stickers, or posters from the furniture and door.
- Unfreeze and wash out the refrigerator, making sure to clean all the parts, and hard places to get to. Leave the refrigerator unplugged and opened.
- Pull the refrigerator away from the wall and clean and wash the space behind it.

Module:

- Wash the door from the inside and the outside.
- Dust the light switches and outlets.
- Vacuum and wash the floor.
- Wash the toilet, and with extra thoroughness the toilet seat.
- Wash the entire sink, inside and out.
- Wash the mirror.
- Wash the shower tray, drain, walls, and all the knobs.
- Wash the shower curtain, dry it and then hang it back up.
- Dust the heater.
- Vacuum and wash the floor, making sure that it is very clean, especially around the toilet.
- Wash the door from the inside and outside, as well as, the vent.