

Getting your Student ID Card

USOSweb Guide



Student Affairs Office
Technical University of Koszalin

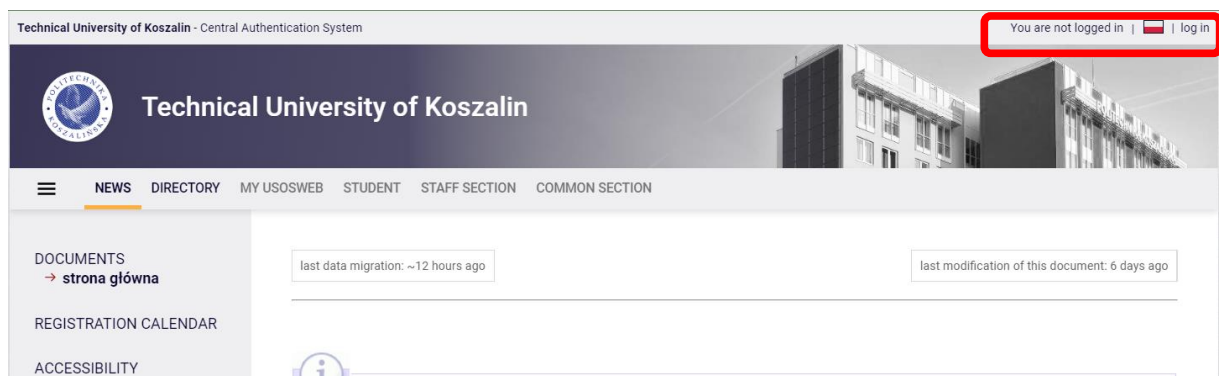
How to get your Student ID Card in 6 steps?

Step 1. Logging in

Log into your student's account on the USOS website.

To go there click on this link:

<https://usosweb.tu.koszalin.pl/kontroler.php?action=actionx%3Anews%2Fdefault%28%29&lang=en>



Technical University of Koszalin - Central Authentication System

You are not logged in | log in

Technical University of Koszalin

NEWS DIRECTORY MY USOSWEB STUDENT STAFF SECTION COMMON SECTION

DOCUMENTS
→ strona główna

REGISTRATION CALENDAR

ACCESSIBILITY

last data migration: ~12 hours ago

last modification of this document: 6 days ago

Central Authentication Service

 Polski



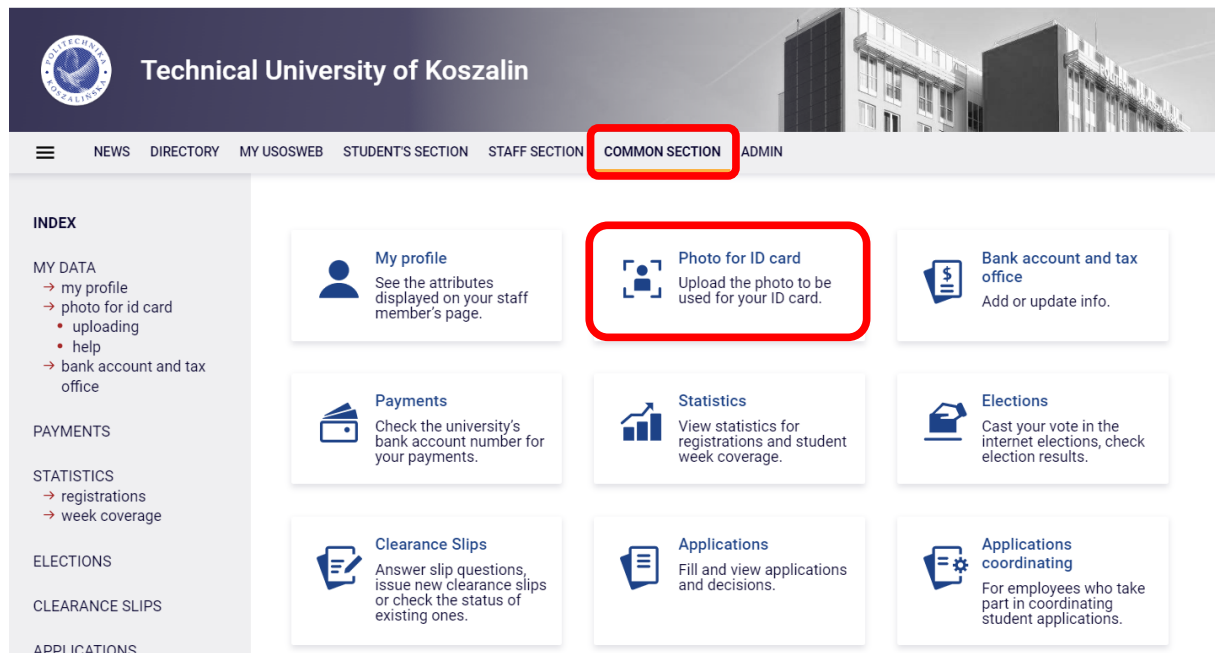
[Help](#)

[Accessibility declaration](#)

Your ID is your e-mail from Learning Agreement. Please use Reset password button to create your own password. Should you have any problems with logging in, please write an e-mail to the Erasmus+ Coordinator in the Student Affairs Office: zaklina.kaminska@tu.koszalin.pl.

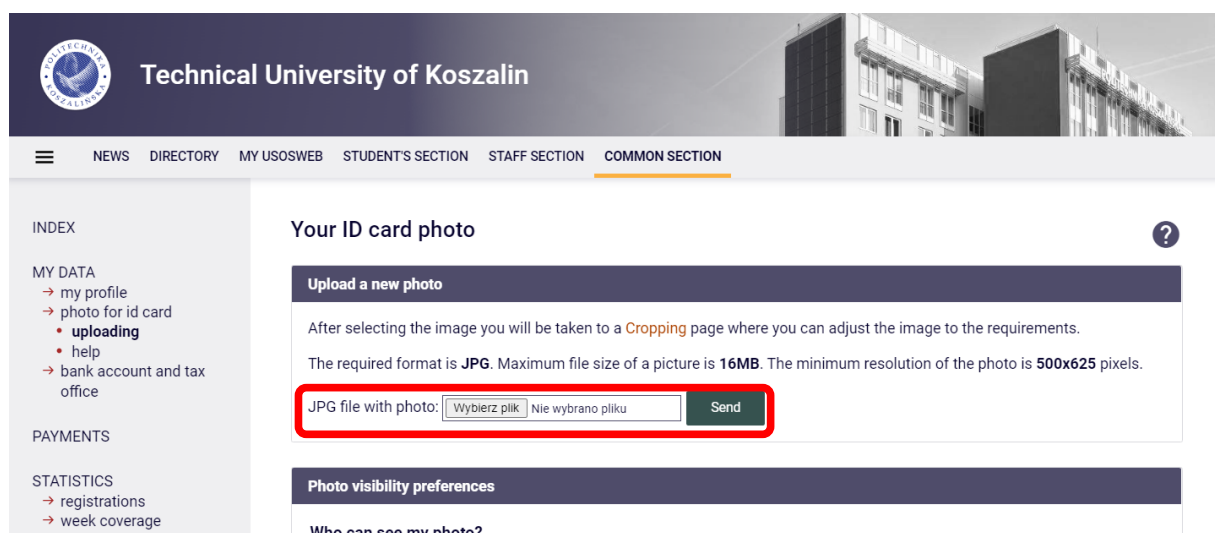
Step 2. Uploading your photo

Please choose “Photo for ID card” in the COMMON SECTION part.



The screenshot shows the website's main navigation bar with the 'COMMON SECTION' menu item highlighted in red. Below the navigation bar, a grid of service tiles is displayed. The 'Photo for ID card' tile, which includes the instruction 'Upload the photo to be used for your ID card.', is also highlighted with a red border. Other visible tiles include 'My profile', 'Bank account and tax office', 'Payments', 'Statistics', 'Elections', 'Clearance Slips', 'Applications', and 'Applications coordinating'. A left-hand sidebar contains an 'INDEX' section with links to 'MY DATA', 'PAYMENTS', 'STATISTICS', 'ELECTIONS', 'CLEARANCE SLIPS', and 'APPLICATIONS'.

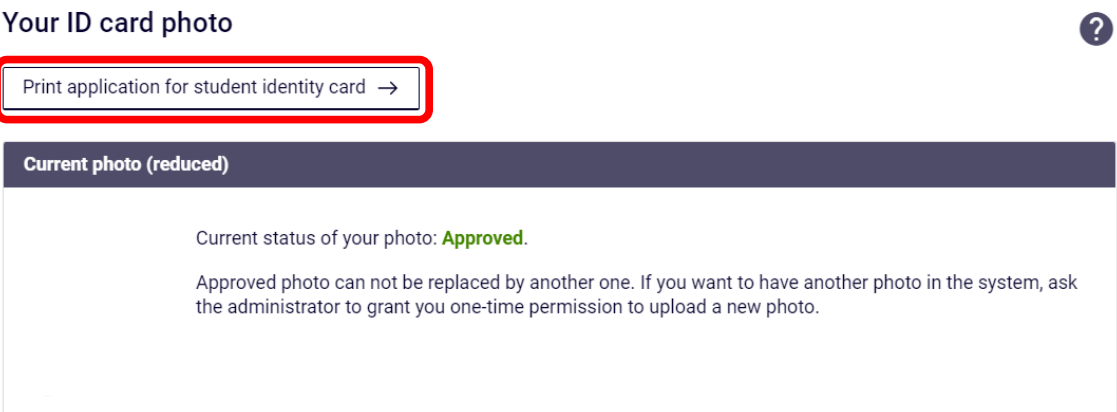
Choose a photo from your device and upload it into this site:



The screenshot shows the 'Your ID card photo' page. The 'COMMON SECTION' menu item is highlighted in the navigation bar. The page title is 'Your ID card photo' with a help icon. A dark blue header reads 'Upload a new photo'. Below this, instructions state: 'After selecting the image you will be taken to a Cropping page where you can adjust the image to the requirements. The required format is JPG. Maximum file size of a picture is 16MB. The minimum resolution of the photo is 500x625 pixels.' A file selection field is highlighted with a red box, containing the text 'JPG file with photo: Wybierz plik Nie wybrano pliku' and a 'Send' button. Below the field, a section titled 'Photo visibility preferences' is visible, with the sub-heading 'Who can see my photo?'.

Step 3. Downloading the application form

After your photo is approved download the application by clicking “Print out your application for a Student ID Card” from the website:



Your ID card photo ?

[Print application for student identity card →](#)

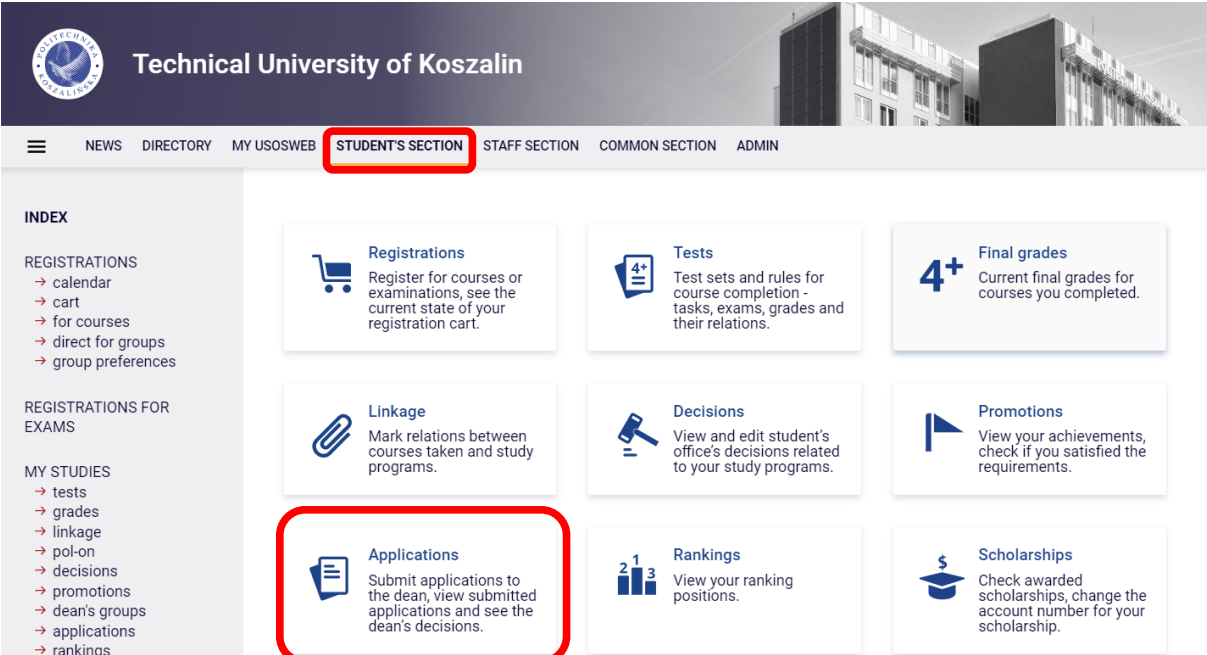
Current photo (reduced)


Current status of your photo: **Approved**.

Approved photo can not be replaced by another one. If you want to have another photo in the system, ask the administrator to grant you one-time permission to upload a new photo.

Step 4. Applying for your Student ID Card

After downloading your application go to **STUDENT'S SECTION** and choose Applications.



 **Technical University of Koszalin**

NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION ADMIN

INDEX

REGISTRATIONS
→ calendar
→ cart
→ for courses
→ direct for groups
→ group preferences

REGISTRATIONS FOR EXAMS

MY STUDIES
→ tests
→ grades
→ linkage
→ pol-on
→ decisions
→ promotions
→ dean's groups
→ applications
→ rankings

Registrations
Register for courses or examinations, see the current state of your registration cart.

Tests
Test sets and rules for course completion - tasks, exams, grades and their relations.

4+ **Final grades**
Current final grades for courses you completed.

Linkage
Mark relations between courses taken and study programs.

Decisions
View and edit student's office's decisions related to your study programs.

Promotions
View your achievements, check if you satisfied the requirements.

Applications
Submit applications to the dean, view submitted applications and see the dean's decisions.

Rankings
View your ranking positions.

Scholarships
Check awarded scholarships, change the account number for your scholarship.

Click on Submit a new application button.

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NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION

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REGISTRATIONS FOR EXAMS

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Applications

submit a new application

List of submitted applications

No application has been submitted.

Find Student ID Card Request Form and fill the form (Remember to attach the previously downloaded application to it):

Student ID Card Request Form no additional components required

This Request Form should be applied by ERASMUS+ students in order to receive their Student ID Card.

Firstly, a photo needs to be uploaded in the "COMMON SECTION -> Photo for the ID Card" of the USOSweb account. After the photo is approved, the application form needs to be downloaded by clicking "Print application for student id card" in the aforementioned section of the USOSweb account. Finally, the downloaded application should be attached to this Request Form.

Students will be notified via e-mail when their ID Card is ready to be picked up.

Fill the form

Step 5. Payments

You need to pay 22 PLN for the Student ID Card. You can find your individual bank account number and your due payment in the COMMON SECTION:

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NEWS DIRECTORY MY USOSWEB **COMMON SECTION** ADMIN

INDEX

MY DATA
 → my profile
 → photo for id card
 • uploading
 • help
 → bank account and tax office

PAYMENTS

STATISTICS
 → registrations
 → week coverage

ELECTIONS

CLEARANCE SLIPS

Payments
 Check the university's bank account number for your payments.

My profile
 See the attributes displayed on your staff member's page.

Photo for ID card
 Upload the photo to be used for your ID card.

Bank account and tax office
 Add or update info.

Statistics
 View statistics for registrations and student week coverage.

Elections
 Cast your vote in the internet elections, check election results.

Clearance Slips
 Answer slip questions, issue new clearance slips or check the status of existing ones.

Applications
 Fill and view applications and decisions.

Applications coordinating
 For employees who take part in coordinating student applications.



INDEX

MY DATA

- my profile
- photo for id card
 - uploading
 - help
- bank account and tax office

PAYMENTS

- academic bank accounts
- uncleared debts
- cleared debts
- all payments
- uncleared payments

Payments

What do you want to do?

- bank accounts of the university - Check the university's bank account number for your payments
- uncleared debts - browse uncleared debts
- cleared debts - browse cleared debts
- all payments - browse all your payments for the university
- uncleared payments - browse your payments for the university not yet cleared with any debts

Step 6. Collecting your ID card

When your ID card is ready to be collected you will be informed via e-mail.