**System of booking direct visits at the Dean's Office**

**Direct visits must be arranged through the visit booking system:** https://www.wns.uni.wroc.pl/Dziekanat/Rezerwacja-wizyty

**Login**: index number (nr albumu)@uwr.edu.pl

Select the type of case and then reserve the date. The visit is possible on the booked date. In case of resignation from the visit, please cancel the date (release the date). Cancellation possible via the link sent to the email address during the booking process.

**Other options for dealing with matters in the Dean's Office**: http://dziekanat.wns.uni.wroc.pl/

**Student service at the Dean's Office**

Due to the epidemiological situation, in order to limit to the minimum direct contact in serving students at the Dean's Office of the Faculty of Social Sciences, we introduce the following organization in dealing with current affairs:

1. **Current affairs**

In current matters, please contact the relevant employee of the Dean's Office supporting a given field of study by phone or e-mail

http://dziekanat.wns.uni.wroc.pl/Dziekanat/Pracownica-dziekanatu

All applications addressed to the Vice-Deans can be sent by scan to the e-mail address to the relevant employees of the Dean's Office serving a given field of study.

E-mail correspondence should be sent from the university mailbox.

The documents can also be left in the box in front of the Dean's Office.

1. **Individual cases.**

In individual cases, please contact the relevant employee of the Dean's Office supporting a given field of study by phone or e-mail to determine the manner of settling the matter.

http://dziekanat.wns.uni.wroc.pl/Dziekanat/Pracownica-dziekanatu

1. **Student status certificates**

Students who need a certificate of study are asked to contact by phone or email to the relevant employee of the Dean's Office supporting a given field of study with information about the form of receipt - a scan to an e-mail address, possible shipment directly to the institution to the address provided, shipment to the home address.

http://dziekanat.wns.uni.wroc.pl/Dziekanat/Pracownica-dziekanatu

1. **Matters related to material aid**

http://dziekanat.wns.uni.wroc.pl/Aktualnosci/Informacje-dla-studentow-ubiegajacych-sie-o-stypendia

1. **Direct visits to the Dean's Office.**

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