



**UNIVERSITY
OF LODZ**

International
Relations Office

ERASMUS+ registration in USOSweb - tips

Choosing an University

At the beginning it should be noted that the order of selected universities matters. In the first place, enter the university that is the most important to you.

Languages skills

When determining the level of foreign languages you know, you do not need to attach a certificate confirming the level of your skills. Nevertheless, remember that the Faculty Coordinator and the Recruitment Committee may require such certificates in the second stage of recruitment. If you do not have them, during the interview you can verify the information entered by you.

Opinions

Opinions are not an obligatory point on the application form. If you have such a desire, you can ask for the opinion to your lecturer. The opinion should be issued before sending the form, so the sooner you get to it, the better. This is an optional element, so if you do not have it - do not worry, and if you care about submitting such a recommendation, you can bring it for an interview.

How to write a CV

The Recruitment Commission should be able to find out who you are based on your CV, how you manage your education and on what angle you think about your future career.

1. Education - enter the current education course here: high school, bachelor studies (if applicable)
2. Additional activity at the university - activity in academic circles, student associations, organized projects, etc. (if applicable)
3. Professional activity - completed internships, casual work during studies

How to write a cover letter

A letter submitted by the candidate explaining the motivation of the writer.

It should be in formal form, addressed to a specific person or institution, in this case it is the Honorable Recruitment Commission of the XYZ Faculty.

The cover letter should contain a short presentation of the person and motivation to go for Erasmus+ exchange. You should write what in the educational offer of the partner university is the most important for you, what induce you to choose and what kind of added value you can see from the mobility in a given place.

Internships abroad

If you have had any internships abroad, here is the place to be proud of. Write the period and place of stay and briefly define what your duties were.

Other experiences

Studies do not stop for you in attendance at lectures and do many other things? Here you can write and show off your experiences and achievements outside of the student life. Science club, student organization or volunteering? Enter this in this field and get to know the Recruitment Committee better.

The language of the form

USOS requires the entry of data in Polish and foreign language, chosen by the student. If the Polish language is not your native language and you do not use it fluently in writing, you can send your answers twice in the language in which you will study.