

## **Dear Students,**

We would like to inform you about the changes in the **procedure of filing the requests.**

Since **Nov 1, 2015**, the requests are to be filed **only through the USOSweb.**

We are also informing that you are **not obliged to print out and bring the request to the Office, with the exception of the requests that require attachments or the consents and signatures of the instructors.** In such cases, please file a request in the USOSweb, print it, and submit it with an attachment or a signature, in person, to the Office for Students' Affairs.

The other requests will be printed in the Office before the office hours of the Counselor for Students' Affairs.

The requests that require **administrative decisions** are also to be **submitted to the office in person.** These are:

- the requests to be **crossed out** from the list of students
- the request for the **reductions in fees** (waiving of the fee or paying fee in installments)

Since **Nov 1, 2015**, the requests **other than filed through the USOSweb will not be accepted.**