



UNIwersYTET WARSAWSKI

Prorektor ds. studentów i jakości kształcenia
dr hab. Jolanta Choińska-Mika, prof. UW

BSS-4414-cudz-1047/2017

Warsaw, 15th December 2017

Dear all,

We would like to remind you that, according to article 41 of the Polish Code of Administrative Proceedings, during all administrative proceedings all parties and their representatives are obliged to notify the appropriate public authority of each change of their address, including email addresses. If a change of address is not properly notified, all correspondence sent to the previously given address is considered properly delivered for legal purposes.

Moreover, according to article 40 points 4 and 5 of the same Code, a party in an administrative proceeding which does not have a permanent address in Poland or another EU country (if such party does not have a legal representative based in Poland and the Polish consul does not serve as an intermediary in a given case) is obliged to select a representative for handling official correspondence based in Poland, unless this correspondence is being handled electronically. If such representative is not selected, all correspondence directed to such party is being archived and is considered delivered for legal purposes.

Taking all that into consideration, **all non-European Union citizens studying at the University of Warsaw are strongly obliged to either provide a Polish address which will be used for official correspondence, or to appoint a representative for handling official correspondence based in Poland, and provide this representative's address. All changes in the addresses mentioned above have to be immediately notified to the University of Warsaw. Neglecting this obligation may result in problems related to the course of studies and even lead to relegation from the University.**

For those reasons, **all non-European Union citizens are obliged to verify whether the appropriate secretariat/dean's office has their correct Polish address and, in the absence of it, to provide their Polish address or the address of their representative by January 31, 2018.**

Yours faithfully