

## SENDING A PLACE APPLICATION USING eHMS

**PLEASE NOTE:** students studying in more than one course may send in an application from any course they wish (as long as it meets the conditions below, e.g. it is not their last semester of study). However, please make CAREFUL choices, as the student will receive a place from the pool of the Faculty from which he/she sent the application and ONLY THEN will he/she be able to make a reservation. Example: a student is studying Forestry and Horticulture - if he/she sends an application from the Forestry course, he/she will receive a place in DS 'Feniks' and not in DS 'Bazyliczek'.

- 1) Applications can be sent ONLY between 01.06.2025 and 15.08.2025!!!
- 2) Applications can be sent ONLY by full-time students!!!
- 3) Applications can ONLY be sent by students with statuses: IT, EN, P, S, V, W, M, N
- 4) Conditionally, applications can also be sent by students with statuses: U, UZ, OP, ON, OX, A1, SZ and D (first degree - undergraduate studies only) - provided that as of 01.10.2025 such status changes to one of the statuses listed in point 3 (when attempting to send an application a message will appear informing that the student's situation needs to be verified)
- 5) Applications MUST NOT be sent by persons with statuses: A, E, R, X, K, Y, D (first degree - engineering studies, second degree or single master studies) - a message will appear when trying to send an application
- 6) Applications MUST NOT be sent by students who are currently in their final year of study, unless it is the final year of undergraduate study and the student concerned will be starting a Masters course from 01.10.2025
- 7) Applications MUST NOT be sent by students who are in any kind of arrears at the date of application (a message will appear when trying to send an application)
- 8) Applications MUST NOT be sent by students who do not have information in HMS about the distance from their place of residence to the University (a message appears when trying to send an application)

According to the Rules and Regulations for allotting places and accounting for accommodation in student residences at the Warsaw University of Life Sciences (SGGW), it is the distance from the place of permanent residence measured by the shortest connection along the existing public road network to SGGW (Warsaw, 166 Nowoursynowska Street - junction by the entrance gate to the University),

Precise calculation of the distance is possible thanks to maps available on the Internet.

We recommend <https://mapa.targeo.pl> (IMPORTANT: choose the 'short' route option).

In addition, the electronic application for a halls of residence place for the academic year 2025/26 includes a 'Distance II' field - which shows the distance verified and entered by ADiSS staff for those who applied last academic year for a student residence place for the academic year 2024/25. The distance verified by ADiSS staff can be checked in the Virtual Deanery under 'My Data'. For those who do not have the information completed in Distance II, the data will be successively checked (according to <https://mapa.targeo.pl>) and entered after the student has sent the electronic application.

NOTE: the submitted application will be considered on the basis of Distance II, i.e. the distance entered by ADiSS!!!

9) Applications MUST NOT be sent by students with administratively cancelled student accommodation bookings for the academic year 2024/25! Administratively cancelled are all bookings of people who have made a booking and then failed to accommodate and relinquish the occupied place or to inform ADiSS of the cancellation (thus preventing the use of the place at the time of basic accommodation by their fellow students).

In order to unblock the possibility of sending an application, you must report in person to ADiSS.

10) Students who are interested in applying for a place for their child must contact ADiSS (Limba, room 27 or 32) before submitting the form.

In order to send the application, once you have settled all the formalities mentioned above (fees, distance, etc.), you should log in to your account in the Virtual Deanery (eHMS) and then go to the form window in the path Dormitories ---> Application for DS and, after making sure that the data displayed is correct, use the button '**Send application**'.

**SUCCESSFUL SUBMISSION OF THE APPLICATION IS CONFIRMED BY THE MESSAGE ☺**

(we strongly recommend taking and saving a screenshot of the message confirming that the application has been sent!)