



BIURO KSZTAŁCENIA
MIĘDZYNARODOWEGO
OFFICE OF INTERNATIONAL
EDUCATION

Farewell Meeting

Lublin University of Technology

13th June 2025



Office of International Education (OIE)

 Dormitory no.1, ground floor,
Nadbystrzycka 42

 Incoming Students Office: **room 11**

 Email contact: erasmus@pollub.pl

Office hours: 11-14 (Monday - Friday)

 Website: <http://bkm.pollub.pl/en/>





To finish your mobility

1. Exams
2. Settle with all units at LUT (**OIE, Library, Dormitory**)
3. Transcript of Records
4. Confirmation of study period



Transcript of Records

- Names of courses, grades, ECTS score
- Issued by Dean's Office
- **IMPORTANT:** If it's not ready before your departure, you need to confirm the way of receiving it by **YOUR HOME UNIVERSITY**: email or a regular mail

Electrical Engineering and Computer Science students:

<https://weii.pollub.pl/en/procedures>



Confirmation of Study Period (Certificate of Stay)

- Dates - actual info (final date of stay is the date of the signature on the document)
- Issued by OIE
- Collected **IN PERSON**
- **IMPORTANT:** If you received a certificate/confirmation document from your home University, send it to erasmus@pollub.pl or print it out and complete it with your data **BEFORE** your visit



Changes to the Learning Agreement

- ▶ Send the document to: erasmus@pollub.pl (if you haven't yet)
- ▶ Inform Erasmus Office if no changes were made



Please note: email addresses (and your inboxes) in our domain @pollub.edu.pl will be deactivated within 3 months after the end of the semester!



Buddy Programme

- ▶ Did you have a buddy? Give us your feedback!



[Level of satisfaction: Buddy Programme 2025/2026](#)



LUT Dormitory



Moving out from Dormitory

- ▶ Clean the room before leaving.
- ▶ Inform the Reception Desk before your departure to have your room checked – at least 2 days before you leave
- ▶ The clean check can be done ONLY from 8:00 to 12:30 from Monday to Friday.



Deposit return document

- ▶ The document can be downloaded from here:
<https://bkm.pollub.pl/en/exchange-students/accommode/how-to-get-a-deposit-return-9.html>
- ▶ The template how to complete the document is also available on the webpage.





Which bank account should I put?

- ▶ **The same** which you used to **pay in the deposit**
- ▶ If the deposit was sent by a Family Member or a Friend, write his/her **bank account** number and **fill in two pages** of the document for money return
- ▶ Those who used **own bank account** and now have a new one run in EUR currency, **could put this new one**. Make sure it will be **active after** you leave Poland [for at least three months].

If in doubt, visit OIE: room 11, groundfloor, Dorm 1



Where to deliver the completed and signed document for deposit return?

by email to Joanna Sągała: j.sagala@pollub.pl
and in person in room 11

**Remeber to sign the document
at the end of the page!**

Thank you for your attention!



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