

Selecting the Method of Payment in USOSWeb – “Payments” Tab

Access to the student’s individual bank account number will only be available after registration for the semester to which the fee applies, and – for students from the second semester onwards – after selecting an installment plan for tuition fees (single payment or installments) within the deadline specified in the “Installment Plans” tab.

If the system does not display any fees due, but a payment should have been charged – please contact the Student Service Center (COS): <https://cos.uek.krakow.pl/centrum-obslugi-studenta/kontakt/>

For students from the second semester onwards:

1. Open the “Installment Plans” tab

The screenshot shows the USOSWeb interface with the 'COMMON SECTION' selected. The 'Payments' section is displayed, featuring five cards: 'Uncleared debts', 'Cleared debts', 'Instalment plans', 'All payments', and 'Unresolved payments'. The 'Instalment plans' card is circled in red, and a red arrow points from it to the text below.

Select the “Installment Plans” tab to choose between a single payment or three installments.

2. If Student Service Centre has created a payment proposal, click “Choose”:

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Instalment plans

i The page contains a list of debts awaiting selection of an instalment plan. After selecting one of the options, the debt will be divided into instalments in USOS within a few days according to the selected plan. These instalments will be visible and payable in the list of your uncleared debts.

If you do not make a selection for a given debt within the specified time limit, the automatically selected instalment plan will be set as default.

Warning: once the plan is selected, you won't be able to change it.

Debts for: Krakow University of Economics

Selection date	Payment type	Description	
2025-10-12	Tuition fee	Opłata semestralna za studia (3. semestr) realizowane w języku angielskim	choose →

3. Choose your method of payment:

- Single payment with discount – available if payment is received by October 20 (winter semester) or March 20 (summer semester). In this case, deduct 200 PLN from the stated amount
- Payment in 3 installments.

Select an instalment plan

Payment date	Description	Instalment number	Amount	Default i	
2025-10-20	Opłata za 3. semestr	1	6000,00 PLN		choose →
2025-10-20	Opłata za 3. semestr - rata 1.	1	2100,00 PLN		choose →
2025-11-20	Opłata za 3. semestr - rata 2.	2	2100,00 PLN		
2025-12-22	Opłata za 3. semestr - rata 3.	3	1800,00 PLN		

After choosing your preferred method of payment, follow the further on-screen instructions.

To access your individual account number, please wait a few days until the proposal is approved, and then use the instructions from:

[“Access to the Individual Student Account in USOSWeb.”](#)