

E-clearance form – how to settle your account with the library?

The library e-clearance form is an electronic way of confirming that you have settled your account with the libraries of the University of Wrocław. It replaces the traditional paper-based document circulation.

The clearance is processed in the university system **USOSweb** – with no the need to collect signatures or submit documents in paper form.

Who does the e-clearance form apply to?

The library e-clearance form applies to all:

- students of the University of Wrocław,
- doctoral students of the University of Wrocław

who are completing their studies or education **from the academic year 2025/2026 onwards**.

How to complete the e-clearance form step by step

1. Return all borrowed materials to **all UWr libraries**.
 2. Settle any outstanding fees for overdue materials (if applicable).
 3. Contact the **Local Lending Desk of the University Library in Wrocław** or send a message from your university e-mail address (in the *uwr.edu.pl* domain) requesting clearance of the e-clearance form to: **sw.bu@uwr.edu.pl**
 4. If you are enrolled in more than one degree programme, indicate in your message **which programme should be cleared by the library**.
 5. The library will confirm your clearance electronically in the system.
 6. Information about the clearance will be automatically transferred to the e-clearance form in USOSweb
– **no further action is required on your part**.
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Important!

To streamline and speed up the clearance process:

- all library debts must be settled first in the **specialist UWr libraries** where the materials were borrowed,
- only after settling them should you contact the **University Library in Wrocław – Local Lending Desk (level 1)**.

This will help you avoid the need to contact multiple units repeatedly.

The library does not clear the e-clearance form automatically – submitting a request is mandatory.

The student is required to settle all obligations, including financial and library-related ones, towards the University at least three days prior to taking the diploma examination.