

University of Lower Silesia



# A SPOT JUST FOR YOU



**STARTUP!**  
FOR INTERNATIONAL  
STUDENTS

[www.dsw.edu.pl](http://www.dsw.edu.pl)

# WELCOME!



ALL THE PHOTOS IN THIS BROCHURE  
WERE TAKEN IN WROCŁAW.  
IN THE PICTURES YOU CAN SEE OUR  
POLISH AND FOREIGN STUDENTS.

## This guide will help you start your student life

We believe that lectures and classes are like journeys to unknown lands. Our lecturers are of the opinion that there are no wrong paths, no silly questions or bad ideas, as long they lead to knowing and experiencing. They are eager to assist you and support you in exploring new issues and new areas, no matter how difficult and complicated they might be. Read this guide before your journey at University of Lower Silesia starts, and if you have any questions, please contact us.



## TABLE OF CONTENTS:

WELCOME	1-2	ONLINE CLASSES AND LECTURES – WE ARE READY, IF NECESSARY	14-15
ULS LOCALIZATION AND TRANSPORT	3	HOW CAN WE HELP YOU AFTER COMING TO POLAND?	16
WHAT YOU NEED TO DO AFTER GETTING ACCEPTED?	4-8	SET UP A BANK ACCOUNT AND MORE	17
KNOW YOUR RIGHTS	9	SNUG DWELLING	18-19
WHAT IS GOOD TO KNOW WHEN IT COMES TO STUDYING?	10	WORK IN POLAND	20-22
FRIENDLY E-UNIVERSITY	11	IMPORTANT CONTACTS	23-25
ERASMUS+	12	CHECKLIST	26
THE EXAM SESSION – A BUNCH OF INFORMATION	13		

We have been a member of the European Union since 2004, and have a rich history. On numerous occasions, we have proven that nothing is impossible for us. We are famous for our hospitality, diligence, and creativity. We can also boast of excellent cuisine and incredible nature. In addition, Poland is a country with great economic potential and significant cultural heritage.



**WE HOPE YOU LOVE IT HERE!**

MORE INFORMATION ABOUT POLAND CAN  
BE FOUND AT:

 **POLAND.TRAVEL**

We are pleased to welcome you to Poland, a dynamically developing country, located in the heart of Europe.

## POLAND IN NUMBERS

- **Area** 312,685 sq. km
- **Population** about 38 million
- **Population density** 124 per sq. km
- **Capital city** Warsaw
- **Administrative division** 16 voivodeships (provinces)
- **President** Andrzej Duda
- **Legislature** Sejm (Lower House) 460 deputies, Senate (Upper House) 100 senators
- **Currency** 1 Polish zloty (PLN) = 100 groszy
- **Time zone** GMT + 1 h
- **Religion** Roman Catholic – 87,6%, Orthodox Church – 0,41%, Jehovah’s Witnesses – 0,36%, Lutheran Church – 0,18%
- **Nationalities** Poles – 98,5%, Ukrainian – 0,6%, German – 0,5%, other nationalities – 0,4%
- **GDP** USD 592.16, per capita based on PPP – 33,891 dollars
- **Average monthly gross** salary depends on the region and ranges from 4855,89 to PLN 7082,42
- **Unemployment rate** 6% (June, 2020)
- **Urbanisation** about 61% (2018)
- **Tourism** Poland is one of the most visited countries in the world, famous for excellent cuisine and incredible nature. In addition, Poland is a country with great economic potential and significant cultural heritage.

Source: Statistics Poland

# ULS LOCALIZATION AND TRANSPORT



## Vratislavian born and bred! In Wrocław forever



The University of Lower Silesia has been associated with Lower Silesia and Wrocław for 22 years, that is from its very origin.

From the beginning of the university's existence, lecturers implemented the visionary plan to establish a free and democratic school. Students were to participate in its creation, realizing their passions and dreams without any obstacles.

## Transport

The most economical and the easiest way of moving around the city where you live is **public transport**.

### A city brimming with tradition

The city has a unique atmosphere conducive to international and intercultural projects and events. During the year, many recurring events take place.

You will find more information on website:

 [wroclaw.pl/english](https://wroclaw.pl/english)

You should be aware that The Public Transport Authority offers a refillable travelcard – in may vary depending on the city where you live. For example, students in Wrocław use Urbancard.

For current information about public transport, including all ticket prices, timetables, and bus stops, go to the official website ► [urbancard.pl/#](https://urbancard.pl/#) or ► [jakdojade.pl/wroclaw/trasa](https://jakdojade.pl/wroclaw/trasa).

You can also use The City Bike System and rent a bike, e.g. ► [wroclawskirower.pl/en](https://wroclawskirower.pl/en).

We recommend using public transport because you avoid traffic jams and problems with parking. What is more important, as a student up to the age of 26, with the presentation of the Polish student ID, you benefit from a 50% discount.





## WHAT YOU NEED TO DO **AFTER GETTING ACCEPTED?**

### **The legalisation of your residence: how and where to do it?**

After arriving in Poland, you must make several visits to public units to obtain several documents to make your stay here legal. It may seem daunting and sometimes lasts a long time, even up to several months, don't worry though. All our students get through this procedure.

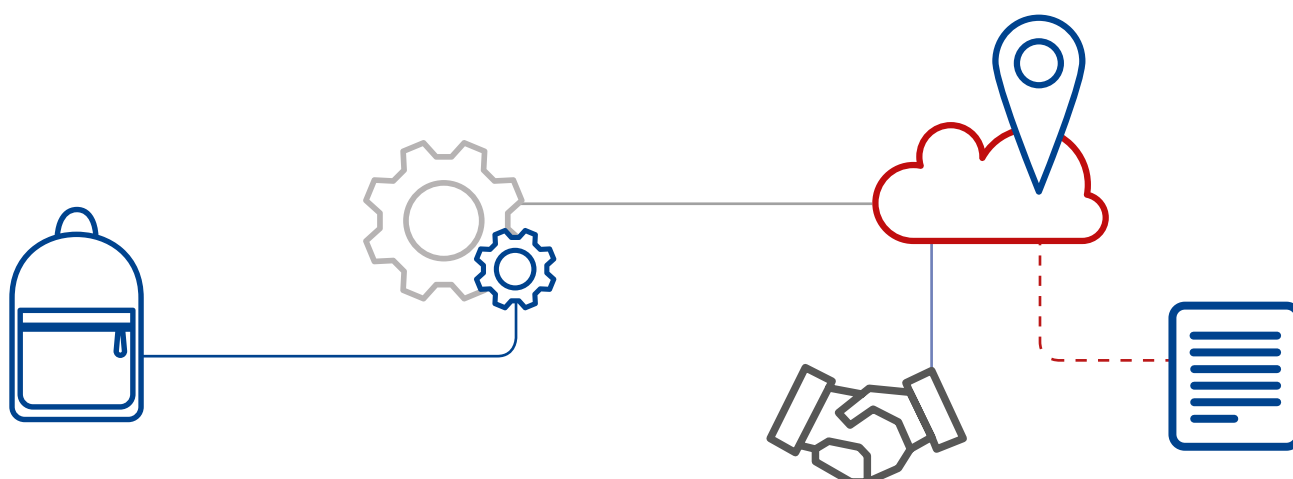
First things first then:

#### **1. Legalisation of your stay**

Upon arrival in Poland you are obliged to make sure your stay on the territory of our country is legal. In most cases you will need either a visa or a temporary residence permit (there are also other types of legal titles to stay in Poland, but these two are usually used by students).

#### **Visa**

A valid visa entitles you to stay in Poland for a specified period of time. **Pay attention to the limit of the number of days of your stay, as this number can often be different from the period of visa validity (e.g. 90 days of stay during 180 days of visa validity).** Check whether your visa allows you to enter Poland only once or whether you can cross the border multiple times (in such a case it is marked "MULT"). Make sure which purpose of stay is indicated in your visa (it is marked with numbers). If you have a student visa, it should be marked with "09". The citizens of some countries are entitled to enter and stay for some time without a visa (visa-free movement). The list of these countries can be found [▶ here](#).





### Temporary residence permit

A temporary residence permit is granted to a foreigner who is planning to remain in Poland for more than 3 months and has a specified purpose of their stay.

You can apply for a residence permit in the Voivodeship Office (Urząd Wojewódzki). The address of the voivodeship office can be found ► [here](#). As a rule, you need to submit your application at the office in person, present the necessary documents and pay an application fee. **It is crucial to apply before your visa or a temporary residence permit expires. If you apply when your stay is legal and your application is complete, your stay is considered legal while you wait for the decision on the temporary residence permit.** A stamp in your passport proves your legal stay during the procedure.

When your visa or your previous temporary residence permit has expired and the basis of your stay is the above-mentioned stamp in the passport, you can leave Poland freely but in order to come back, you need a new visa.

While the procedure in the Voivodeship Office is in progress, you need to pay attention to the correspondence you get from the authority. Remember to inform the Office about each change of your address during the procedure. Otherwise, you will not know about the progress of the procedure and you might well lose a chance to react if something goes wrong. The procedure is conducted in Polish. If you get a letter which you do not understand, contact the office and ask for explanation. You can also contact one of the organisations which offer assistance (you can find the ► [list](#) in the last chapter).

The procedure is finished when you get a decision on the temporary residence permit. It will be sent or handed to you on paper. Afterwards you will also get a residence card (karta pobytu). It allows you to stay in Poland and cross the border in both directions (you are also obliged to possess your passport while crossing the border).

You will find more information ► [here](#).



---

Please remember: keep the decision in writing in a safe place. You might well need it during your stay.

Please note: The above rules apply to foreigners who are neither European Union citizens nor are their family members. The EU citizens and the members of their families can learn more ► [here](#).

---



WHEN COMING TO POLAND, KEEP IN MIND THAT TO BE ABLE TO TAKE ADVANTAGE OF FREE MEDICAL CARE THROUGHOUT THE COUNTRY, YOU MUST HAVE HEALTH INSURANCE COVERAGE. THE INSURANCE IS SIGNIFICANT BECAUSE THE COSTS OF MEDICAL TREATMENT CAN BE STEEP. IT IS ALSO ONE OF THE REQUIREMENTS FOR OBTAINING A RESIDENCE PERMIT FOR THOSE OF YOU WHO NEED ONE. TO THIS END, A VOLUNTARY AGREEMENT WITH A HEALTH INSURANCE PROVIDER SHOULD BE SIGNED.

## 2. Registration of residence and personal identification number (PESEL)



### Registration of residence

**Registration of residence means that a particular person is staying at a certain address. It is not a way to legalise your stay in Poland and it does not give you any rights to the accommodation. As a rule, foreigners should do it no later than on the 4th day after the arrival to the particular location (The EU citizens and the members of their families must register their residence within 30 days). It is possible for you to register only for a period compatible with period of your stay on the territory of Poland on the basis of your visa, residence permit, etc.**

In order to register your stay, you have to submit an application at ► **a municipal office** (information in Polish). It is also possible to register your residence online. Registering of residence is free of charge. More information can be found ► **here** (information in Polish).



### Personal identification number (PESEL)

PESEL is a unique 11-digit personal identification number. It is assigned to Polish citizens as well as to foreigners when they register their residence. Possessing the PESEL number is not obligatory for foreigners. However, in practice, possessing the PESEL number can facilitate many things in Poland, such as opening a bank account.

## 3. Get your health insurance

**If you do not have health insurance, you run the risk of serious problems:**

- Health insurance or confirmation of the coverage of medical costs by a health insurance provider is required not only when entering Poland and applying for a temporary residence permit here, but also **during the entire stay of a foreigner in Poland.**
- **The lack of insurance** may result in withdrawal of the temporary residence permit, which in consequence means the need to leave. The failure to leave Poland despite the withdrawal of the temporary residence permit results in the obligation of the foreigner to return to their country of origin combined with a ban on re-entry for six months or longer.
- **The lack of insurance** may expose you to high costs related to the required treatment in the event of a medical emergency, such as an illness or accident, e.g.:
  - general doctor's appointment: PLN 150
  - medical specialist's appointment: PLN 150–250
  - ultrasound: PLN 150–250
  - suturing: PLN 100–200
  - dressing change: PLN 50–80
  - x-ray of the lower limb: PLN 50-80
  - putting on a cast: PLN 50–450.

## Health insurance for the UE citizens

If you are an EU or EFTA citizen and have a European Health Insurance Card (EHIC), you have the right to free health care. With the EHIC card, you can make an appointment directly with a GP you choose, and you can use **public health care** in hospitals and clinics that have signed a contract with the Narodowy Fundusz Zdrowia (NFZ). NFZ stands for National Health Fund, which manages the public (state) health care system in Poland.

You can receive the EHIC card in your country, and if you do not have it, after arriving in Poland in the appropriate NFZ branch.



## Health insurance for the non-UE/EEA citizens

If you are **neither an EU/EFTA citizen nor have the right to reside legally in the territory of an EU/EFTA country other than Poland or are subject to compulsory health insurance in the territory of the Republic of Poland or another EU/EFTA Member State** (e.g. compulsory insurance for an employed person, the right to be stated as a member of an insured person's family, etc.), you ought to **take out voluntary insurance**.

We recommend to take out public insurance at the NFZ.

The monthly dues are **PLN 55.80 (approx. €12 Euro)**.

**The voluntary health insurance agreement with the National Health Fund (NFZ) entitles you to the following services:**

- the right to use healthcare services financed from public funds in the same way as other insured Polish citizens under the public healthcare system,
- the option of obtaining an EHIC Card at the NFZ branch,
- the right to healthcare services is due from the date set in the contract. It expires 30 days after the termination or expiry of the agreement.

Check how you can insure yourself in the National Health Fund (NFZ, information in Polish):

▶ [nfz.gov.pl/dla-pacjenta/zalaw-sprawy-krok-po-kroku/jak-ubezpieczyc-sie-dobrowolnie](https://nfz.gov.pl/dla-pacjenta/zalaw-sprawy-krok-po-kroku/jak-ubezpieczyc-sie-dobrowolnie)

### How to get public health insurance?

· **Visit the appropriate NFZ branch**  
**Dolnośląski Oddział Wojewódzki NFZ**  
**50-525 Wrocław, ul. Joannitów 6**  
tel. (71) 797 91 75, faks (71) 797 93 25  
▶ [nfz-wroclaw.pl](https://nfz-wroclaw.pl) [information in Polish]

· **Sign an agreement with the National Health Fund (NFZ)**

#### Take the required documents with you:

- a photocopy of the first page of the passport (with photo)
- a photocopy of the current student visa or Residence Card (both sides)
- a photocopy of the Polish Charter (if you have one)
- a photocopy of a valid student ID card (both sides)
- a valid student status certificate (the certificate is valid for 30 days from the date of issue)
- a personal identity number (PESEL, if you have one)
- a copy of the document confirming residence in the territory of the Republic of Poland, e.g., a copy of the confirmation of temporary residence; a copy of Dormitory Resident Card, a copy of tenancy agreement
- for minors (students who are under 18), an additional statement should be provided – a parent's or legal guardian's consent to conclude a voluntary health insurance agreement with the National Health Fund (NFZ) together with a copy of the parent's/guardian's passport.

· **Register the agreement with Zakład Ubezpieczeń Społecznych (ZUS) = Social Insurance Institution)**

▶ [a list of branches](#) [information in Polish]

- submission of ZUS ZZA form within seven days
- a copy of ZUS ZZA and a proof of payment should be delivered to NFZ (personally or via e-mail).

· **Cost of dues: PLN 55.80 PLN/per month** (not later than on the 15th day of each month for the preceding month).

· **Termination of the agreement**

When you graduate, end your residence in Poland, start a job, etc.:

- visit an NFZ branch to declare the termination of the agreement; you need to fill in a ZWUA form and send it to the ZUS (Social Insurance Institution).



### At the doctor

Take your proof of health insurance: the European Health Insurance Card or its replacement (for the UE citizens) or a copy of the healthcare agreement with the previous month's payment sheet.

Additionally, you can choose private health insurance at one of the insurance companies or a subscription at private health facilities (clinics, private hospitals).

Remember, however, to carefully check the scope of services provided to make sure that the insurance covers the costs of treatment. It is also a more expensive option.

## 4. Accreditation of the obtained education



**Remember that if you want to start studying in Poland, you must ensure that your education is approved as early as the recruitment stage.**

Poland has various procedures for recognition of a person's education, depending on the country in which you graduated from school or studies. Check which student group you are in and what you need to do, and follow the recruitment prerequisites conditions.

Read more ► [here](#)

· If the procedure requires recognition of a high school diploma, you should contact

**Dolnośląskie Kuratorium Oświaty**  
**50-153 Wrocław, Pl. Powstańców Warszawy 1**

kuratorium@duw.pl

poczta@kuratorium.wroclaw.pl

tel. (71) 340 63 70, (71) 340 63 48

fax (71) 340 61 08

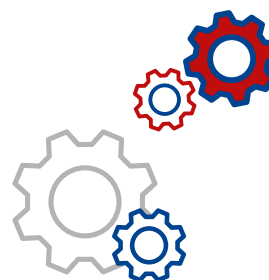
► [kuratorium.wroclaw.pl](http://kuratorium.wroclaw.pl) [information in Polish] to fulfill this obligation.

· To obtain legal acknowledgement of your diploma or recognition of the obtained education, go to the Polish National Agency for Academic Exchange (NAWA).

► [nawa.gov.pl/en/recognition](http://nawa.gov.pl/en/recognition)

You can read more at:

► [gov.pl/web/edukacja/recognition-of-foreign-school-certificates-and-diplomas-in-poland](http://gov.pl/web/edukacja/recognition-of-foreign-school-certificates-and-diplomas-in-poland)



REMEMBER THAT IF YOU WANT TO START STUDYING IN POLAND, YOU MUST ENSURE THAT YOUR EDUCATION IS APPROVED.

# KNOW YOUR RIGHTS



As a student, you should know that in Poland we have a very important document concerning rights and freedoms, called The Constitution of the Republic of Poland.

**It grants various rights and liberties not only to Polish citizens, but also to foreigners.** It contains general rules that should be followed by all legislative and executive authorities.

*„All persons shall be equal before the law. All persons shall have the right to equal treatment by public authorities. No one shall be discriminated against in political, social or economic life for any reason whatsoever“.*

Article 32 of The Constitution of the Republic of Poland

This article means that everyone is equal before the law and that Polish Constitution grants the same rights to men and women. **You should know that you cannot be treated differently because of your nationality, sex or material status.** According to The Polish Constitution, all authorities should protect your right to life and refrain from torture, inhuman or degrading treatment. You should also remember that you have the right to private and family life, the right to communicate freely and to express your views and opinions as well as to follow the religious creed of your choice.

If you feel that somebody could infringe your rights, please contact the local police, lawyer or check the list of important contacts at the end of this brochure.

### **You can also contact the Commissioner for Human Rights, who helps:**

- anyone who feels their rights have been violated by the state
- anyone who feels they are treated unequally because of who they are
- anyone deprived of their liberty and wishing to complain of inhuman treatment.



DO YOU FEEL THAT SOMEBODY COULD INFRINGE YOUR LAW?

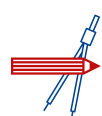
YOU WILL FIND ► **A LIST OF HELPFUL CONTACT DETAILS** AT THE END OF THIS BROCHURE.



## WHAT IS GOOD TO KNOW WHEN IT COMES TO STUDYING?

### Academic year at University of Lower Silesia

Academic year in Poland starts on the October 1 and ends on September 30. It consists of two semesters: the winter semester (October-Mid-February) and the summer semester (mid-February or the beginning of March-September).



#### Breaks

The first break of the year is Christmas Break at the end of December, which is typically about 10 days long or even more. **Next break is winter break in February after winter examination session.** The summer semester starts in in mid-February or the beginning of March and ends in September, with a one-week break for Easter. Summer holidays last for three months (July-September) but only for those students who passed all exams during the summer examination session. Remember that the retake exam period is in September.



### The course of studies

Work or other obligations turn expanding knowledge into a challenge? We can help! Remember about:

- **IOS** (Individual Organization of Studies), which consists in the possibility of studying at a specific field of study, level and profile designed individually for each student. IOS can be the form of an Independent Study Plan (ISP).
  - **Dean's leave of absence** – involves a free break in studying; it is useful if your private obligations last for a longer time. You retain your student status, and you keep your Student ID/Card.
- You did not manage to obtain all the course credits on time?
- **Conditional promotion to next semester** – allows you to use additional attempts to pass the failed – course. As a result, you continue your studies in the next semester and gain more time to study an uncredited course.
  - **Retaking the semester** – is a solution for the students who did not pass the 'conditional promotions' or did not receive permission to pass the semester. All the positive grades you have obtained will reduce the number of courses you will need to pass during the retaken semester.

---

### Exams

There are two examination sessions, one at the end of each semester. Each examination session has a period during which you can retake your exams. As a rule, you need to pass all your exams, by the end of the examination session.

---

# FRIENDLY E-UNIVERSITY

To facilitate your studying and ensure constant, quick and easy contact with the Dean's Office and the access to relevant information, ULS has introduced an integrated virtual student service system.

You will find necessary information here (information in Polish):

▶ [dsw.edu.pl/strefa-studenta-i-doktoranta/dzieknanat](https://dsw.edu.pl/strefa-studenta-i-doktoranta/dzieknanat)



## Dean's Office

Thanks to virtual Dean's Office you can:

- check your timetable
- have access to existing documentation and application forms
- receive the information about support for students
- check the contact details for your lectures and the information about their office hours
- find details about student organizations and student interest groups.

You will find more information here:

▶ [harmonogramy.dsw.edu.pl/Index/Index](https://harmonogramy.dsw.edu.pl/Index/Index)



## USOS Web

It is our intuitive and easy internal system which enables you to find:

- your grades
- current information about your payments

- the syllabuses for particular classes
- the student scholarship application form
- the contact details for your lectures and the information about their office hours
- more about the program of studies.

You will find more information here:

▶ [usosweb.dsw.edu.pl](https://usosweb.dsw.edu.pl)



## MS Office 365 free of charge for our students

We work on a solution which would enable our students to use MS Office 365 for free during their studies.

**As a student using MS Office 365, you will gain:**

- the newest versions of: Word, Excel, PowerPoint, OneNote, Outlook, Skype for Business, Publisher and Access
- the possibility to install Microsoft Office 365 on up to 5 devices (Mac, Windows, iOS, Android)
- 1TB OneDrive cloud space to store all your personal documents.

## Library

We have one of the largest libraries among private universities in Poland. While studying, you can take advantage of over 94,000 volumes – books, textbooks and periodicals. We also offer access to multimedia collections and electronic documents as well as licensed databases.



# ERASMUS+



Our aim is to increase the degree of internationalization by, among others, providing student and faculty exchange programs, e.g. Erasmus+. Our students can choose to do part of their studies and/or internships abroad.



## Erasmus+

Erasmus+ is an EU mobility program for education, training, youth and sport. Our students can participate in the Erasmus+ student exchange program in one of ULS partner schools across Europe. While doing their study periods abroad the students are exempted from tuition fee. The students also have the opportunity for doing an internship in various companies located in Europe.

### Erasmus+ provides you with opportunities to:

- study in an international setting
- learn and improve foreign language skills

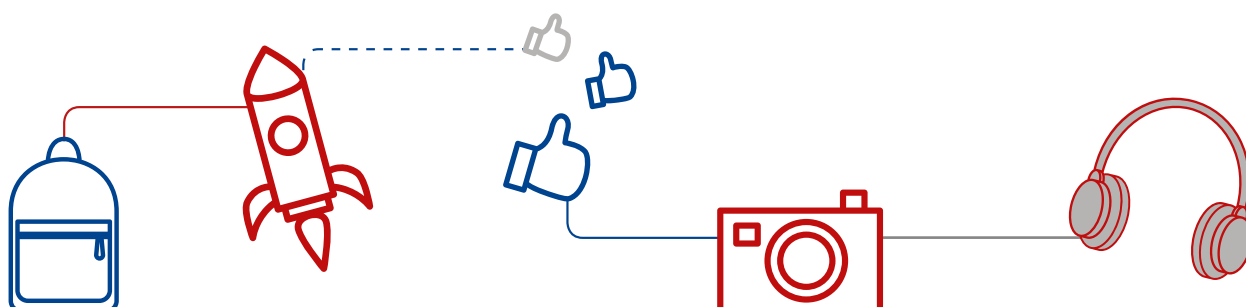
- participate in an internship program
- study in a partner school without having to pay tuition fees
- obtain a EU scholarships
- explore the culture of a host country
- make friends with students of different nationalities
- acquire hands-on experience that is valued so much by prospective employers.



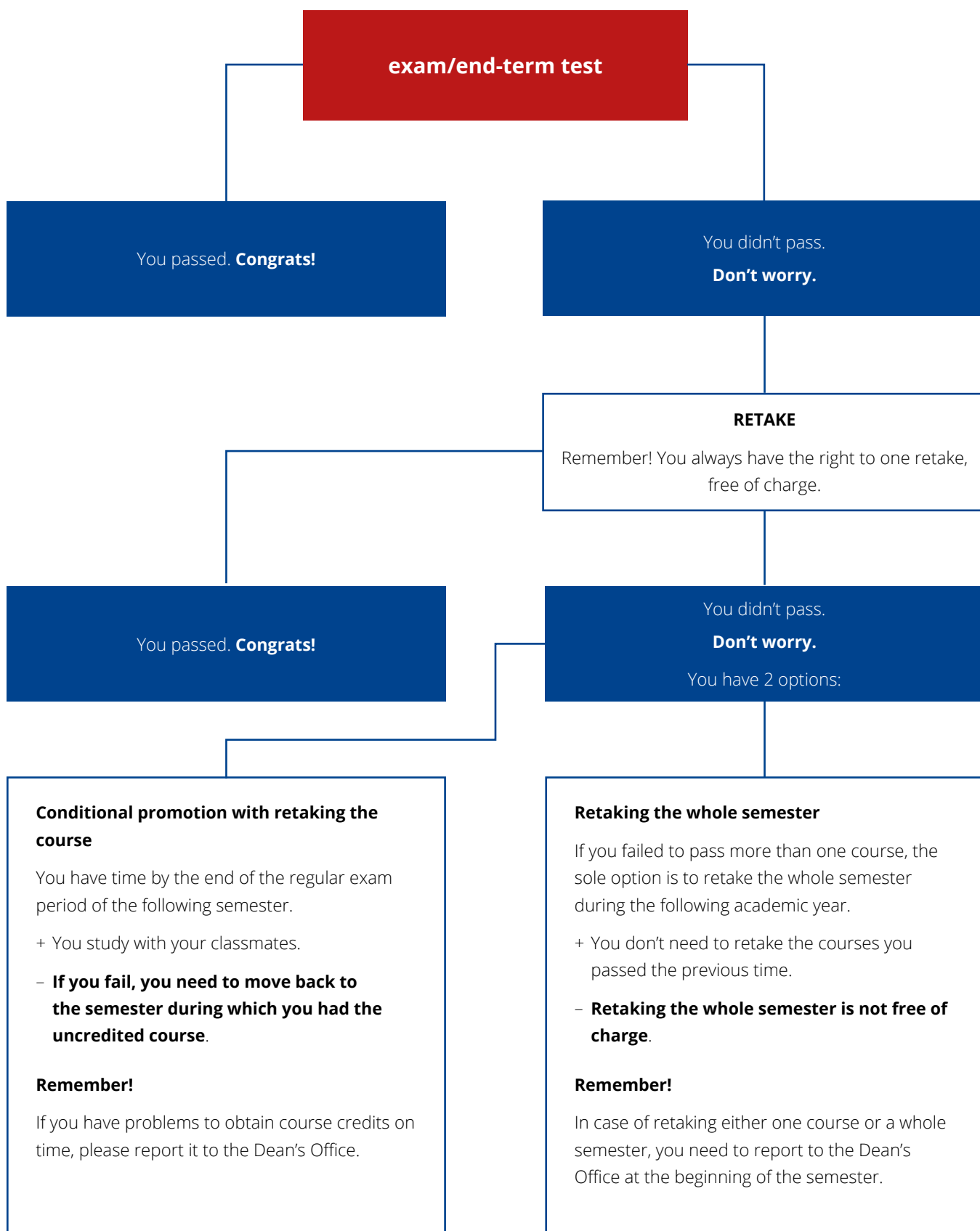
## International Cooperation

### International Programmes Office Team

If you dream of studying or internship in another country, have a good command of a foreign language, and are fond of traveling – we will be pleased to meet you! Come to the International Programmes Office Team. You will find **▶ contact details** at the end of this brochure.



# THE EXAM SESSION – A BUNCH OF INFORMATION





## ONLINE CLASSES AND LECTURES – WE ARE READY, IF NECESSARY

We are ready to conduct online classes via such platforms as: **Moodle, Zoom, MS TEAMS and Google Hangouts Meet**. Thanks to them, our students and lecturers can be in constant touch, if they are not able to meet in person in brick and mortar teaching facilities. If it is necessary, we hold **online webinars, workshops, lectures, practical classes, training sessions, group work activities, and case studies**. We also conduct defense examinations online.

More information about our recent and temporary shift of education and services to online due to pandemic of coronavirus, you can find below.

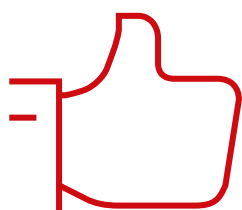
As we always keep the future of our students in mind, we have implemented a special strategic project “Remote education” in case we have to deliver classes online again in October. **This means that we are ready to deliver classes in a traditional mode and online mode.**

If it is necessary, our student service offices such as Career and Internship Centre, Admissions Office or Dean’s Office and other offices will work online.

---

### Preparation of the University of Lower Silesia for the situation connected with the pandemic

Almost 600 students took part in the survey.



**82,9%**

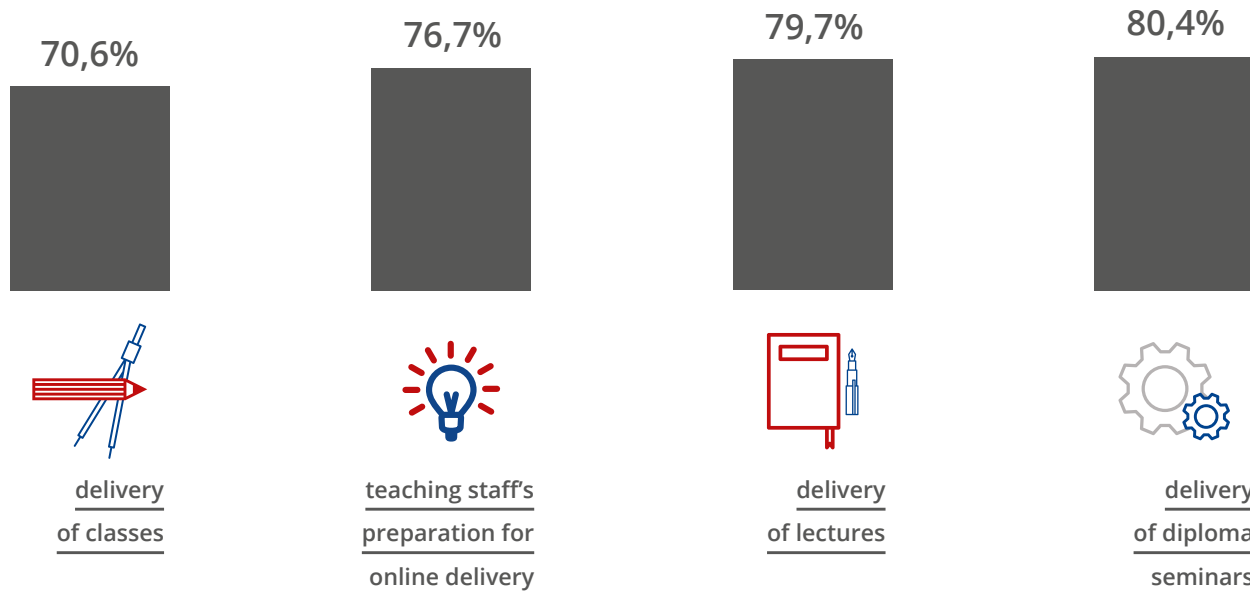
of bachelor’s and master’s students are very  
satisfied or satisfied with the actions taken by  
the University of Lower Silesia in the face  
of the coronavirus pandemic.

---

## Assessment of online classes and lectures

Percentage of bachelor's and master's students very satisfied or satisfied with particular forms of online delivery. Almost 600 students took part in the survey.

---

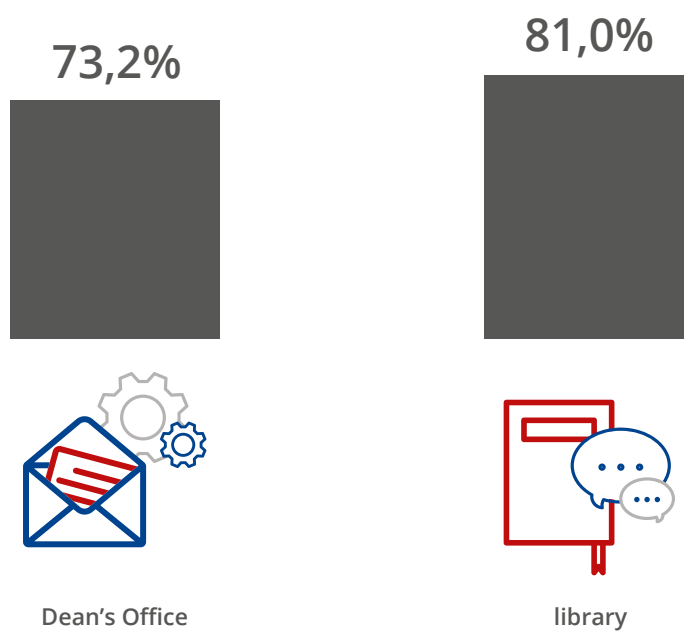


---

## Assessment of student services by particular administrative units

Percentage of bachelor's and master's students very satisfied or satisfied with student online services provided by ULS administrative units. Almost 600 students took part in the survey.

---



Source: student satisfaction survey conducted in the University of Lower Silesia among bachelor's and master's students in the period of April – June, 2020 by Centrum Rozwoju Szkół Wyższych TEB Akademia sp. z o.o.



# HOW CAN WE HELP YOU AFTER COMING TO POLAND?

- We will provide you with information on which means of transportation to get to the city where you study from the nearest transfer point in Poland as conveniently as possible.
- We will inform you about the obligations arising from the Polish law regarding foreign nationals (registration of residence; health insurance, etc.).
- We will explain you why is it important to choose a bank, set up a bank account, choose a mobile service provider and the Internet provider.
- We will show you around the campus and tell you about how to get around the city via public transport as well as recommend places worth visiting around the city.

We understand that moving to a foreign country and studying in Poland is a new situation. As a student you can have some questions, doubts or problems. No need to worry, though. Our Admissions Office will provide you with all information and assistance you need. Just contact the **Admissions Office**.

Another place you will visit relatively often is **Dean's Office**. Our Dean's Office staff are pleased to help you with any matter concerning your study. This is the place, where you pick up or renew your Student ID Card or certificate of study.

**Student Financial Service Department** will help you in all matters regarding dealing with your payments.

How can the department assist you?

- You will receive answers to all questions related to the payment of tuition fees.
- You will receive an invoice for tuition or confirmation of payment of tuition fees.
- You will submit the applications to the Dean concerning financial matters regarding the change of the date of payment of the tuition installment, postponing the date of payment of the tuition installment, return of the overpayment, modification of the tuition fee, transfer of a payment between the student's accounts, spreading of debt on account of tuition fees and interest.

If you have arrears in tuition fees, you can divide them into installments.

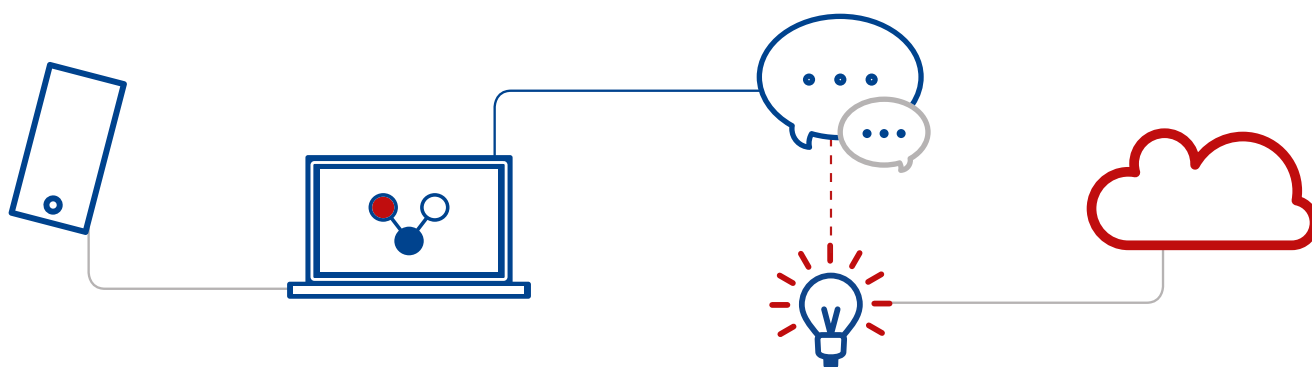
**Career and Internship Centre** is a unit that will help you choose a career path, enable you to complete internships, as well as help in an effective job search.

If you need help with:

- organization of domestic and foreign internships
- job placement
- participation in workshops and free training sessions raising your qualifications and skills
- individual meetings with a career advisor.

Just call in the Career and Internship Centre!

Remember, one of the conditions for obtaining a diploma is undergoing professional as well as diploma internship. Career and Internship Centre will help you in their organization.





## SET UP A BANK ACCOUNT AND MORE



If you plan to stay in Poland for a more extended period, it is worth considering opening an account with a local bank. This will definitely help you with many everyday matters, such as paying bills or shopping (in most stores you will pay by card). If you start work, your employer will transfer your salary to your bank account.

### What to consider? It is good to choose a bank that offers:

- no fee for the account-keeping service
- free online bank transfers
- free withdrawals from all ATMs in Poland
- a mobile application
- a free payment card
- additional services: text notifications, insurance, account limits, and discount programs.

You can open a bank account in Poland easily and quickly, don't forget to take your student ID card and passport with you.

### List of popular and selected banks:

- ▶ **Alior Bank**
- ▶ **ING**
- ▶ **mBank**
- ▶ **Millenium**
- ▶ **PKO BP**
- ▶ **Pekao SA**
- ▶ **Santander.**

### What do you need to know about Polish currency?

The Polish currency is the zloty (PLN), fully convertible on the currency market. Other currencies (euros or dollars) are only accepted in stores of international corporations, such as H&M, or hotels. Currencies can be exchanged in stationary and online exchange offices and banks.



### Mobile phone

#### Select your mobile service provider

There are many companies on the market offering many different phone models and various service packages. **The best solution is to visit their websites and/or talk with particular consultants.** If you cannot or do not want to sign a permanent contract (for a so-called subscription telephone), you can buy a pre-paid set. A good offer should include a package of free minutes and texts as well as data transmission (the Internet access).

Plus GSM ▶ [plus.pl](https://plus.pl)

T-Mobile ▶ [t-mobile.pl](https://t-mobile.pl)

Orange ▶ [orange.pl](https://orange.pl)

Play ▶ [play.pl](https://play.pl)

Heyah ▶ [heyah.pl](https://heyah.pl)

Virgin Mobile ▶ [virginmobile.pl](https://virginmobile.pl)

Nju Mobile ▶ [njumobile.pl](https://njumobile.pl)

# SNUG DWELLING



There are many different options for arranging student accommodation in Poland. Students usually choose a **dormitory**, also called hall of residence, **or private apartment**. Although ULS does not have its own dormitories, you can apply for a place in one of the dormitories managed by a state university. It can be a university with which ULS have signed partnership agreements. You can also rent a room in a dormitory by yourself.

If a dormitory is not a good solution for you (usually the residents' regulations/codes apply), you can **rent lodging or a room in a student apartment**. You can also look for an apartment to rent with a group of friends. Rental can be done independently (remember to always sign a tenancy agreement with the owner!) or via an agency.

## How to rent an apartment?

Do you want to know how to rent an apartment in Poland? Check how to do it quickly and what is the most important.



### Searching

- Be very careful if the price given in the advertisement is meagre.
- Never deposit money before seeing the apartment.
- Consider the number and quality of photos.



### Meeting the owner

- Make an appointment with the owner of the apartment as soon as possible.
- If you don't feel comfortable communicating in Polish, take someone who can help with you.



### Signing the tenancy agreement

- Sign an agreement at a notary's office.
- Each lease agreement should contain information such as the date and place of conclusion of the agreement and specify the identities of the owner and the tenant of the apartment.
- The parties of the tenancy agreement are the owner of the apartment as a landlord and the tenant. The agreement should include personal details and ID card/ passport number.
- The agreement should contain the exact address of the apartment, usable area, the floor on which the apartment is located, and the number of rooms.
- The amount of rent and other charges (e.g. for utilities) should be clearly defined and specified in the agreement.
- Additional fees may be charged if the lease agreement indicates that the tenant will pay utilities based on invoices.
- As a form of security, the landlord often requires the tenant to pay a deposit. Its amount is usually 2 or 3 times the amount of rent.
- The keys to the apartment are generally provided on the day the apartment is to be let – as specified in the agreement.



### Staying in the apartment

- Renewing your apartment is an essential element that you can negotiate. The rental agreement ought to precisely determine in writing the party responsible for the renewal of the apartment and specify the method of cost settlement.
- The agreement duration should be clearly defined. The agreement can be concluded for a definite or indefinite period.
- The owner of the apartment has the right to terminate the rental agreement. Depending on the type of agreement concluded, for a fixed or indefinite period; the details ought to be best specified in the agreement.
- According to the act, the owner may increase the rent or other charges for using the premises.



### Moving out

- The apartment should be left after the expiry of the lease agreement, within the period specified in the agreement.
- Remember about getting the deposit back.



# WORK IN POLAND

As a rule, foreigners from outside the European Union need a work permit to take up a job in Poland. However, there are some exceptions. Some of them apply to international students.

You can find some details [▶ here](#).

## Full-time students

Remember that international students in Poland do not need a work permit if:

- they are the EU/EEA citizens
- they are full-time students staying in Poland on the basis of a visa or a temporary residence permit during the period of validity of their residence permit
- they have a permanent residence permit or a long-term resident's EU residence permit.

Student visa (full-time studies)	Temporary residence card (issued due to studies)
-------------------------------------	---

Free internships

Without a work permit	Without a work permit
-----------------------	-----------------------

Paid internships

Without a work permit, while the visa is valid.	Without a work permit during the validity of the residence card.
--	--

## Part-time students

The above provisions do not give the right to work to part-time (evening or extramural) students. In connection with the above, if you are a part-time student, to be able to work in Poland, your employer is required to obtain a work permit for you, regardless of whether you have a visa or a residence card issued due to taking up education in Poland.

## Work: types of contracts

A contract of employment (Polish: umowa o pracę) is the most preferable form of employment among Polish people. There are a few reasons for that, for example: benefits described in the Labour Code (e.g. paid holidays), social contributions, protection in case of contract termination, certificate of employment to the employee, and minimum wage guarantee. In Poland we have several types of contracts of employment.

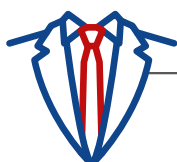
### Types of contracts of employment

- **indefinite employment contract** – it creates a long term labour relationship between the employee and the employer.
- **fixed-term employment contract** – it is signed for a period that suits the employee and the employer. It can be extended three times, the fourth extension of this contract changes it into an indefinite employment contract.
- **probation period contract** – it enables the employer to check the qualifications of the employee, this type of contract can be concluded for no longer than 3 months.
- **replacement employment contract** – it is a type of a fixed-term employment contract, signed in the situation of the excused absence of a regular employee.

**However, in Poland, we have also different forms of employment, regulated by the Civil Code, such as:**

- **specific-task contract** – this type of contract is signed when the employee and the employer do not define the date of work performance, the duration of the employment contract depends on work performance. The employer will pay for on a "payment by results" basis.
- **contract of mandate** – you sign this type of contract if you agree to carry out specific tasks for an employer. In contrast to a specific-task contract, you are not paid for results of your work but for an act of working itself. Since January 2020, a minimum wage for contracts of mandate is set for PLN 17.00 gross per hour.

The contracts of mandate and specific-task contracts are regulated under the Civil Code, and the provisions of the Labour Code do not apply to them (paid holidays, paid overtime etc.).



# WORK IN POLAND



## **Change in tax law – important information for working students**

In August 2019 Poland introduced a new law regulation. It states that people under 26 years who have either a contract of employment or a contract of mandate are exempt from paying a large portion of income tax.

Currently, young people under 26 years can earn up to PLN 85,528 (about EUR 19,890) per year and do not have to pay income tax. This resolution applies also to foreigners who are tax residents or have a contract of employment in Poland. However, if you are not a tax resident\* and have a contractor agreement, you cannot benefit from the exemption.

*“A tax resident is a person who stays in Poland for more than 183 days in a tax year or has a ‘centre of vital interests’ in Poland. Taxation of foreigners is regulated by bilateral agreements, which stipulate that only foreigners who have a certificate of tax residence in Poland are entitled to a lower tax rate or tax exemption”.*

Source: [ec.europa.eu/migrant-integration](https://ec.europa.eu/migrant-integration).

## **Time of work**

In Poland the working time usually does not exceed 8 hours per day and an average of 40 hours on a five-day work week. If you work overtime you are entitled to additional compensation.

In case of violation of the labor rights, you can file a complaint to the State Labor Inspectorate (Państwowa Inspekcja Pracy (PIP)). It is possible if you have an employment contract.

More information you can find on the website of the Poviata Labour Office in the city where you live.



# HOW TO LOOK FOR A JOB?

## If you look for a job, you can visit:

- Career and Internship Centre
- Poviast Labour Offices in the city where you live
- popular websites where you can find interesting offers, the list you will find below.

## For business contacts use:

▶ [LinkedIn](#)

▶ [Goldenline](#).

## Important websites with job offers:

▶ [Pracuj.pl](#)

▶ [Praca.pl](#)

▶ [InfoPraca.pl](#)

▶ [GazetaPraca.pl](#)

▶ [CareerJet.pl](#)

▶ [Jobs.pl](#)

▶ [Olx.pl](#)

▶ [Gumtree.pl](#)

▶ [Gowork.pl](#).

If you look for a job in IT sector, visit:

▶ [JobsForGeek.com](#)

▶ [Justjoin.it](#)

▶ [Nofluffjobs.com/pl](#)

▶ [Bulldogjob.pl](#)

▶ [4programmers.net](#).

## International enterprises

· Amazon ▶ [amazon.jobs/pl](#)

· Atos ▶ [atos.net/pl/polska](#)

· BNY Mellon ▶ [jobs.bnymellon.com](#)

· C.H. Robinson ▶ [chrobinson.catsone.com](#)

· Credit Suisse ▶ [credit-suisse.com](#)

· Deloitte ▶ [www2.deloitte.com/pl/en.html](#)

· Ernst & Young ▶ [ey.jobs](#)

· Google Poland sp. z o.o. ▶ [careers.google.com](#)

· HP ▶ [jobs.hp.com/en-us](#)

· IBM ▶ [ibm.com/pl-pl/employment](#)

· LG Chem ▶ [lgchempraca.pl](#)

· LPP ▶ [lppsa.com/en](#)

· McKinsey & Company ▶ [mckinsey.com](#)

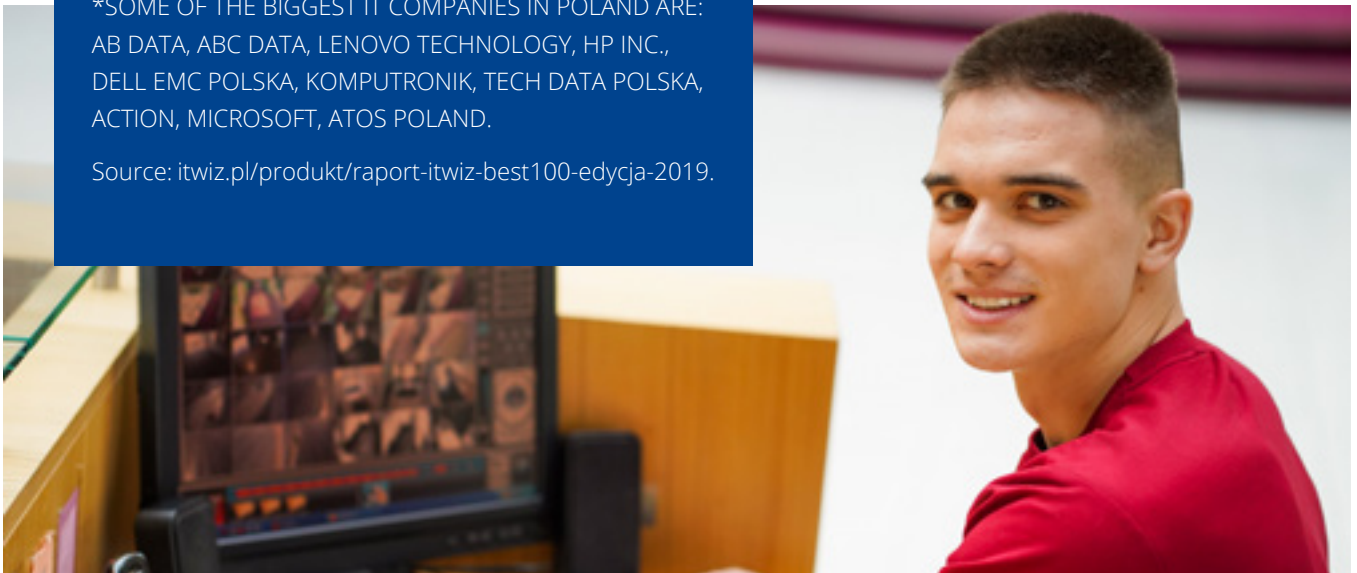
· Nokia ▶ [nokia.com/about-us/careers](#)

· Raben Logistics ▶ [polska.raben-group.com](#)

· Volvo Group ▶ [volvogroup.com](#)

\*SOME OF THE BIGGEST IT COMPANIES IN POLAND ARE:  
AB DATA, ABC DATA, LENOVO TECHNOLOGY, HP INC.,  
DELL EMC POLSKA, KOMPUTRONIK, TECH DATA POLSKA,  
ACTION, MICROSOFT, ATOS POLAND.

Source: [itwiz.pl/produkt/raport-itwiz-best100-edycja-2019](#).



# IMPORTANT CONTACTS



## Office

## How can we help you?

Admission Office

▶ [admission@dsw.edu.pl](mailto:admission@dsw.edu.pl)

- support for international students
- certificates needed for visas and residence cards
- certificates needed for visas and residence cards

Dean's Office

▶ [dziekanat@dsw.edu.pl](mailto:dziekanat@dsw.edu.pl)

- scholarships
- receiving application forms
- distribution of student ID cards

International Programmes Office Team

▶ [erasmus@dsw.edu.pl](mailto:erasmus@dsw.edu.pl)

- international student exchange
- support for international students

Career and Internship Centre

▶ [biuro.karier@dsw.edu.pl](mailto:biuro.karier@dsw.edu.pl)

- international student exchange
- support for international students



## Organizations which can help you

Below you will find the list of organizations which help in different matters: finding accommodation, or job, organize language courses and integration meetings, provide free legal help and more. Contact them if you need support.

Localisation	Organization	Internet address	Contact
Wrocław	WroMigrant	<a href="https://wielokultury.wroclaw.pl/en">▶ wielokultury.wroclaw.pl/en</a> <a href="https://facebook.com/WielokulturyWroclaw">▶ facebook.com/ WielokulturyWroclaw</a>	<a href="mailto:wielokultury@wcrs.wroclaw.pl">▶ wielokultury@wcrs.wroclaw.pl</a>
	Center for Integration in Wrocław	<a href="https://wci.wroclaw.pl">▶ wci.wroclaw.pl</a>	<a href="https://wci.wroclaw.pl/kontakt">▶ wci.wroclaw.pl/kontakt</a>
	Foundation Ukraine	<a href="https://fundacjaukraina.eu">▶ fundacjaukraina.eu</a>	<a href="https://fundacjaukraina.eu/?lang=en">▶ fundacjaukraina.eu/?lang=en</a>
	NOMADA Association for Multicultural Society Integration	<a href="https://nomada.info.pl">▶ nomada.info.pl</a>	<a href="mailto:nomada@nomada.info.pl">▶ nomada@nomada.info.pl</a> counselling service: <a href="mailto:counselling@nomada.info.pl">▶ counselling@nomada.info.pl</a>



## Other important contacts – free legal assistance

Organization	Internet address	Contact
The Office for Foreigners	▶ <a href="https://udsc.gov.pl/en">udsc.gov.pl/en</a>	▶ <a href="https://udsc.gov.pl/en/urzed/bezplatna-pomoc-prawna">udsc.gov.pl/en/urzed/bezplatna-pomoc-prawna</a>
The Association for Legal Intervention	▶ <a href="https://interwencjaprawna.pl">interwencjaprawna.pl</a>	▶ <a href="mailto:biuro@interwencjaprawna.pl">biuro@interwencjaprawna.pl</a>
Polish Migration Forum Foundation (PFM)	▶ <a href="https://forummigracyjne.org">forummigracyjne.org</a>	▶ <a href="mailto:info@forummigracyjne.org">info@forummigracyjne.org</a>
Polish Hospitality Foundation	▶ <a href="https://polskagoscinnosc.org/en">polskagoscinnosc.org/en</a>	▶ <a href="mailto:kontakt@polskagoscinnosc.org">kontakt@polskagoscinnosc.org</a> In any urgent case, contact via private message to Facebook page ▶ <b>With Bread and Salt</b>
Helsinki Foundation for Human Rights	▶ <a href="https://hfhr.pl/en">hfhr.pl/en</a>	▶ <a href="https://hfhr.pl/en/contact">hfhr.pl/en/contact</a>
Office of the Commissioner for Human Rights	▶ <a href="https://rpo.gov.pl/en">rpo.gov.pl/en</a>	▶ <a href="mailto:biurorzecznika@brpo.gov.pl">biurorzecznika@brpo.gov.pl</a>



## EMERGENCY CONTACTS

**112** all-service European emergency number

**997** police

**998** fire brigade

**999** ambulance

## Checklist – the most important after arrival

### 1. Be in good mood, ready for adventure with studies!

Read our brochure, it will make things easier.



### 2. Legalize your stay.

You need either a visa or a temporary residence permit.

**Visa** – If you have a student visa, it should be marked with “09”.

The list of these countries can be found with free visa movement can be found [▶ here](#).

**Temporary residence permit** – you can apply for it in the Voivodeship Office (Urząd Wojewódzki).

The list of the voivodeship offices can be found [▶ here](#).

### 3. Register your residence and get a PESEL number.

More information can be found [▶ here](#) (information in Polish).

### 4. Get your health insurance.

Remember **that you must be covered by health insurance** to be able to take advantage of free medical care throughout the country.

**If you are the EU citizens** and have a European Health Insurance Card (EHIC), you have the right to free public health care. If you are **neither an EU/EFTA citizen nor have the right to reside legally in the territory of an EU/EFTA country other than Poland or are subject to compulsory health insurance in the territory of the Republic of Poland or another EU/EFTA Member State** (e.g. compulsory insurance for an employed person, the right to be stated as a member of an insured person's family, etc.), you ought to **take out voluntary insurance**.

**Check how you can insure yourself in the National Health Fund (NFZ)**, [information in Polish]:

[▶ nfz.gov.pl/dla-pacjenta/zalatw-sprawe-krok-po-kroku/jak-ubezpieczyc-sie-dobrowolnie](https://nfz.gov.pl/dla-pacjenta/zalatw-sprawe-krok-po-kroku/jak-ubezpieczyc-sie-dobrowolnie)

### 5. Remember about accreditation of the obtained education

Remember that if you want to start studying in Poland, you must ensure **that your education is approved as early as the recruitment stage**.

Check which student group you are in and what you need to do, and follow the recruitment prerequisites conditions.

[▶ en.men.gov.pl/2015/10/30/recognition-of-foreign-school-certificates-and-diplomas-in-poland](https://en.men.gov.pl/2015/10/30/recognition-of-foreign-school-certificates-and-diplomas-in-poland)

### 6. Get your bank account.

You can choose one of the popular banks:

[▶ Alior Bank](#)   [▶ ING](#)   [▶ mBank](#)   [▶ Millenium](#)   [▶ PKO BP](#)   [▶ Pekao SA](#)   [▶ Santander](#)

### 7. Choose mobile service and Internet provider.

Select your mobile and Internet service provider:

[▶ Plus GSM](#)   [▶ T-Mobile](#)   [▶ Orange](#)   [▶ Play](#)   [▶ Heyah](#)   [▶ Virgin Mobile](#)   [▶ Nju Mobile](#)

### 8. Rent a room or a flat.

More about accommodation you will find in the brochure.

### 9. Check public transport and get a refillable travelcard.

We recommend using public transport because you avoid traffic jams and problems with parking. What is more important, as a student up to the age of 26, with the presentation of the Polish student ID, you benefit from a 50% discount if you have your Student card with you.

You should be aware that The Public Transport Authority offers a refillable travelcard – in may vary depending on the city where you live.

### 10. Find a job and get new experience.

**You don't need a work permit if you:**

- are the EU/EEA citizen
- are full-time student staying in Poland on the basis of a visa or a temporary residence permit during the period of validity of your residence permit
- have a permanent residence permit or a long-term resident's EU residence permit.

**If you are a part-time student**, your employer is required to obtain a work permit for you, regardless of whether you have a visa or a residence card issued due to taking up education in Poland.

If you search for a job you can visit:

- Career and Internship Centre
- Poviats Labour Offices in the city where you live
- popular websites where you can find interesting offers, the list you will find in the brochure.

University of Lower Silesia



**A SPOT  
JUST FOR YOU**