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Dear Students!

The new academic year 2020/2021 is ahead of us. For many of you, it will be the beginning of your student adventure with the University of Warsaw, for others it will be a continuation. This upcoming academic year will be different for all of us. We all need to face the challenges of living and studying in a pandemic. Above all, we need to take on the challenge of maintaining the continuity of high-level education and academic research.

We can assure you that the Rector's Team will support you strongly, ensuring optimal conditions for your development not only in the upcoming academic year. We want online classes to be a useful supplement to your study process, an opportunity to improve your competences and expand your knowledge. We would like everyone to feel good at our University and to be sure that it is the best place to shape their future.

To guarantee this, we will begin a reform of digital tools used at the University of Warsaw. We have no doubts that the digitalization of our University is a process that must accelerate to catch up with current standards. We hope that you will also be actively involved in this process and that the new reality will also reflect your experiences, expectations and needs.

We encourage you to take advantage of all the opportunities that studying at the University of Warsaw offers and to actively participate in the life of our University. We are convinced that the upcoming academic year will bring many opportunities to undertake new initiatives and develop existing ones.

We wish you good studies and constant enthusiasm in achieving your goals!

With best regards,
Rector and Vice-Rectors
of the University of Warsaw

POLAND – A FUN PLACE TO BE!

As you enter Poland you might have different images of what you are about to discover. Some of you for sure think about old, medieval cities and castles. Others, on the contrary, have 20th century monumental architecture and modern skyscrapers in mind. And there might be those of you who expect multiple natural attractions: deep forests, spectacular mountains, long coastline, and myriads of lakes.

What if we say that you can expect all of that and more? Because Poland is both young and old, modern and traditional, urban and natural. We encourage you to discover our country in each of its different sites and not be content only with studying here.



POLAND – FACTS AND FIGURES

official name:	Republic of Poland
official language:	Polish
population:	38 million
area:	312,000 km ² , 7th largest country in Europe
location:	Central Europe; border countries: Germany, Czech Republic, Slovakia, Ukraine, Belarus, Lithuania and Russia
membership:	European Union (EU), Schengen Area, European Higher Education Area (EHEA), North Atlantic Treaty Organisation (NATO), United Nations (UN), and others
capital city:	Warsaw; other major cities: Krakow, Gdansk, Wroclaw, Poznan, Lodz, Szczecin
time zone:	Central European time zone (GMT + 1 hour / UTC + 1 hour)
climate:	moderate
landscape:	most of Poland's territory is lowland; three major mountain chains: the Carpathians (Karpaty), the Sudeten Mountains (Sudety), the Holy Cross Mountains (Góry Świętokrzyskie); the Baltic sea;
currency:	zloty (PLN)
government type:	parliamentary republic
academic tradition:	650 years, 132 public Higher Education Institutions (HEIs)

WANT TO LEARN MORE? THESE ARE GOOD PLACES TO START!

 www.polska.pl

 culture.pl/en

 www.poland.travel/en

 About Poland¹

WARSAW IN A NUTSHELL

The University of Warsaw is a higher education institution in the capital of Poland, one of the most dynamically-developing cities in Europe. Warsaw is steadily climbing in the international rankings of the world's most attractive urban areas. Not only is Warsaw a political, economic, social and cultural centre, it is also an undisputed leader in Polish higher education and science. According to the QS Best Student Cities 2019 ranking, Warsaw is the 51st best city in the world. It receives a very high score in the affordability category – within the top five of the entire index – thanks to its combination of low living costs and reasonable tuition fees.

WARSAW – FACTS AND FIGURES

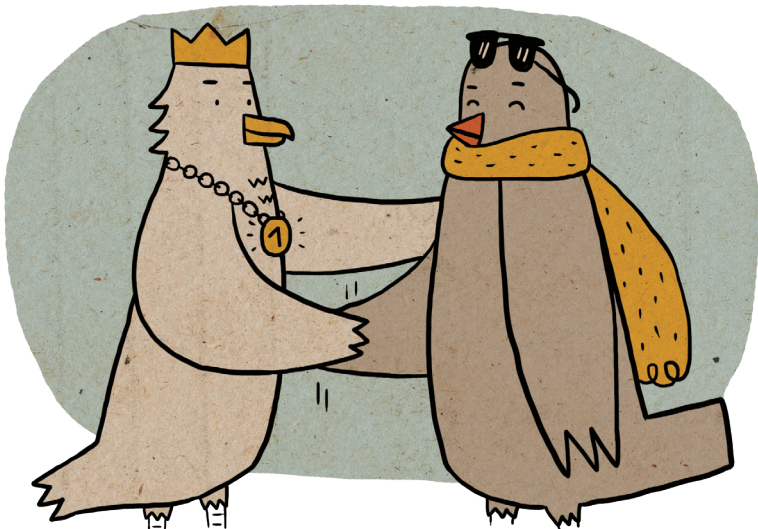
history:	the capital of Poland since 1596
location:	Central Poland (Masovian Voivodeship)
population:	1.7 million inhabitants
area:	517 km ²
districts:	18
academic life:	15 public Higher Education Institutions, 240,000 students

- 8.3 million tourists per year
- 120 hotels and youth hostels
- 175 cinemas, theatres, music venues, museums, art galleries
- 80 parks
- 270 bus and tram lines, 2 metro lines, 4 SKM lines (Urban Rapid Railway)
- 450 kilometres of cycle paths

University of Warsaw is among the top 3% of the world's best universities. According to international rankings it is also the best university in Poland and one of the best in this region of Europe. Long story short: you have made a good choice!

UW IN NUMBERS

- 40 500 students (bachelor's and master's) and 2 500 doctoral students
- 7 500 employees, including:
 - academic teachers
 - engineering and technical employees
 - librarians
 - administrative employees.
- 24 faculties²
- 30 academic units³
- 4 doctoral schools⁴



AUTHORITIES

- The Rector of the UW – oversees the UW administration and finances, makes key decisions, represents the University externally, and is in charge of the staff as well as undergraduates and postgraduates
- Four UW's vice-rectors - operate within their power of attorney, as well as the responsibilities given to them by the Rector
- The Senate of UW – is the University's most important governing body. It has the authority to pass documents which are of key importance to the University, such as bylaws, the mission statement and strategy for development, as set out by the Rector, financial and investment plans, and course regulations

LOCATION

University's campuses and facilities are located in a few different areas of Warsaw. Main Campus, the oldest and the biggest one, is situated in the heart of the Polish capital, a walking distance from the Royal Castle and the Old Town. It is also a historic seat of the University of Warsaw and home to the humanities, social sciences, the UW authorities and central administration offices (such as: Admissions Office, International Relations Office, Office for Student Affairs, Office for Doctoral and Postgraduates Studies). Due to its great location UW's neighbourhood is a very popular place for meetings, social events and walks around this beautiful part of the city.

Ochota Campus, on the other hand, lays in Ochota district, just 20 minutes of bus ride from the Main Campus. It is home to science, natural science and UW's main sports facility.

Służewiec Campus, with its Faculty of Management and part of the Faculty of Applied Linguistics, is situated in the farthest distance from the city center. Nevertheless, thanks to the nearby metro line, commute there does not take too long.

MISSION⁵

The University of Warsaw recognizes as still valid its mission as a public utility institution formulated by its founders in 1816: *The University should not only maintain in the nation both learning and skills at the level they have already attained in the scholarly world, but also further develop and propagate them as well as apply their theory for the public good.*

The only difference in UW's stance today is that we like to add the letter "s" to the word "nation". Our goal is not only to develop into one of the top internationally recognized research units in the world, but also to do it in a fashion that brings different cultures closer together to make the world a better place.

4EU+ ALLIANCE

4EU+ members:

- Charles University, Prague, Czech Republic
- Heidelberg University, Germany
- Sorbonne University, Paris, France
- University of Copenhagen, Denmark
- University of Milan, Italy
- University of Warsaw, Poland



Core values:

- Academic and research freedom
- Democratization of education
- Students at the centre
- Collaboration in an interdisciplinary approach
- Research excellence
- Creativity and openness
- Integrity
- Internationalization

The 4EU+ Alliance aims at creating a unique study offer for students. As a UW student, in the future you will have the opportunity to study at five other European universities at the same time.

Learn more on the 4EU+ website⁶.



EXCHANGE PROGRAMMES

ERASMUS+

The University of Warsaw offers its students the opportunity to study abroad through an Erasmus+ scholarship. The offer includes 27 EU-countries + UK, North Macedonia, Turkey, and three EEA countries (Iceland, Liechtenstein, Norway). In order to apply for the scholarship, you need to be a student of at least the second year.

Students of the University of Warsaw can also apply for an internship at a foreign institution, enterprise, scientific and research facility, or non-profit organization. Such places include, for instance, museums, libraries, hospitals or local administrative units.

If you are interested in the Erasmus+ programme, contact the International Relations Office or visit their website⁷.

The International Relations Office can also give you information on other scholarship and government programmes and contracts.

MOST

If you want to experience the perks of an exchange programme but don't want to travel abroad, MOST is the perfect option for you. MOST is the local version of an Erasmus+ programme, which means you can spend a semester or two, or study just one subject, at another Polish university. You can apply for the programme after finishing the 2nd semester of your studies.

For more information on the programme, as well as the registration dates, visit: www.most.amu.edu.pl.

ACADEMIC CALENDAR 2020/2021

WINTER SEMESTER 15.10.2020 – 21.02.2021

Classes	15.10.2020 – 31.01.2021
1st round of registration for courses in the summer semester of the academic year 2020/21	01.12.2020 – 30.12.2020
Winter holidays	23.12.2020 – 06.01.2021
Winter examination session	01.02.2021 – 14.02.2021
Language exams	01.02.2021
Inter-semester break	15.02.2021 – 21.02.2021

SUMMER SEMESTER 22.02.2021 - 30.09.2021

Classes	22.02 - 13.06.2021
Resit examination session for winter semester	26.02 – 07.03.2021
Language resit exams	27.02.2021
Spring holidays	01.04.2021 – 06.04.2021
Juvenalia - Students' Festival, days without classes	07.05.2021 - 08.05.2021
1st round of registration for whole-year and winter semester courses in the academic year 2021/2022	1.06.2021 – 30.06.2021
Summer examination session	14.06.2021 – 04.07.2021
Language exams	14.06.2021
Summer holidays	05.07.2021 – 30.09.2021
Holidays	12.07.2021 - 24.09.2021
Resit examination session for summer semester	30.08.2021 - 12.09.2021
Language resit exams	30.08.2021

Detailed calendar can be found on our website⁸.

FIRST STEPS IN WARSAW



Welcome Point is the central information and support service for international students, doctoral students and staff. Our goal is to help you during your arrival and stay in Poland. In our office you can get all the necessary information about your stay at the University. Our team will guide you to the appropriate unit, help with legalisation of your stay in Poland, tell you how to use the library, set up an e-mail account, and register for courses. We will provide you with information about student organizations operating at the University of Warsaw, language courses as well as sports and cultural activities. You can also expect many invitations to events and workshops organised by us.

Contact details:

- **Welcome Point Main Campus**

Krakowskie Przedmieście 26/28, small courtyard,

- **Welcome Point Ochota Campus**

Stefana Banacha 2c, CeNT UW

phone: (+48) 22 55 24 080, 22 55 24 103,

22 55 24 118, 22 55 24 119

welcome@uw.edu.pl

www.welcome.uw.edu.pl

ACCOMMODATION

University of Warsaw offers 2 500 places in six residence halls spread around Warsaw city. Each hall has a quiet study lounge, a TV room, a computer room, and laundry facilities. Monthly rent ranges from EUR 80 to 160 (PLN 345 - 700) per person, depending on the type of the room.

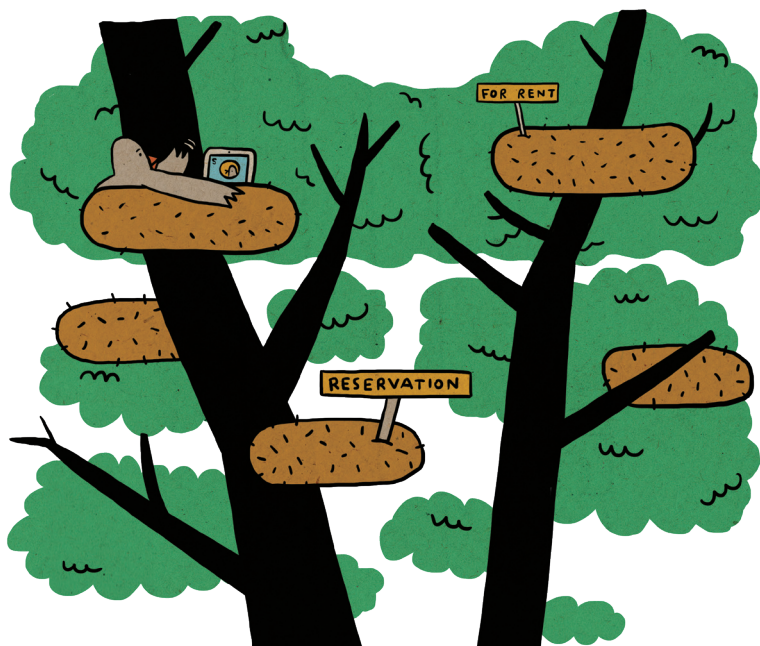
FIRST STEPS IN WARSAW

HOW TO APPLY?

Degree programme students: first-year full-time UW students have to apply for a room in a dorm within 10 days from gaining access to their accounts on USOSweb. Please note that places in dormitories are limited and we cannot guarantee places for all of those interested.

HOW TO RENT A FLAT?

As to renting some place on your own, we cannot recommend anything specific. It is a good idea, however, to look for some groups on Facebook. Just type phrases like “Warszawa mieszkanie wynajem” in Facebook’s search engine, join the group and start searching. Another option is to visit one of many Polish online marketplaces.



CANTEEN

It is located in the small building with a red roof, to the left of the gate leading out to Oboźna street. It is wheelchair accessible via a ramp.

In the canteen, you can eat dinner as part of the subscription or any dish from the current offer. You can also buy take-away meals.

Prices (subscription lunches):

- PLN 11 for students and pensioners,
- PLN 12 for University staff.

The canteen is also available to non-students and non-staff, soups cost about PLN 4 and main course about PLN 10.

Opening hours:

Monday - Friday

10 am – 4 pm

October - mid-June



Cards for subscription lunches are issued at the Office for Social Affairs (main campus, small courtyard, 1st floor, room 13, from 10am to 3pm).

FIRST STEPS IN WARSAW

REGISTRATION OF ADDRESS

In Poland there is an obligation, for both Poles and foreigners, to have their stay here registered if it exceeds a 14-day period. We call it ZAMELDOWANIE. In order to fulfill that obligation you have to visit the district office (pol. *urząd dzielnicy*) competent for your place of residence with:

EU citizen	Non EU citizen
<ul style="list-style-type: none">• rental agreement• ID from home country	<ul style="list-style-type: none">• rental agreement• passport• visa or residence card
within the first 30 days since arriving to Poland	within the first 4 days since arriving to Poland

At the office you will have to fill in and submit an application form⁹ and receive confirmation of your registration. If you do not have a PESEL number and you are registering your stay for more than 30 days, the district office should give you one. Please check our website in order to learn more about PESEL¹⁰.

HEALTH INSURANCE

Having health insurance while staying in Poland is mandatory. If you are a citizen of the EU country and have European Health Insurance Card¹¹, you are eligible for same public health services as Poles do. Otherwise you have to sign an agreement either with NFZ (National Health Fund¹²) or one of private medical clinics. Students who decide to insure themselves in NFZ will have to pay contribution in the amount of less than 50 PLN per month.

FIRST STEPS IN WARSAW

If you are interested in getting NFZ insurance but do not know how to proceed, visit our website¹³.



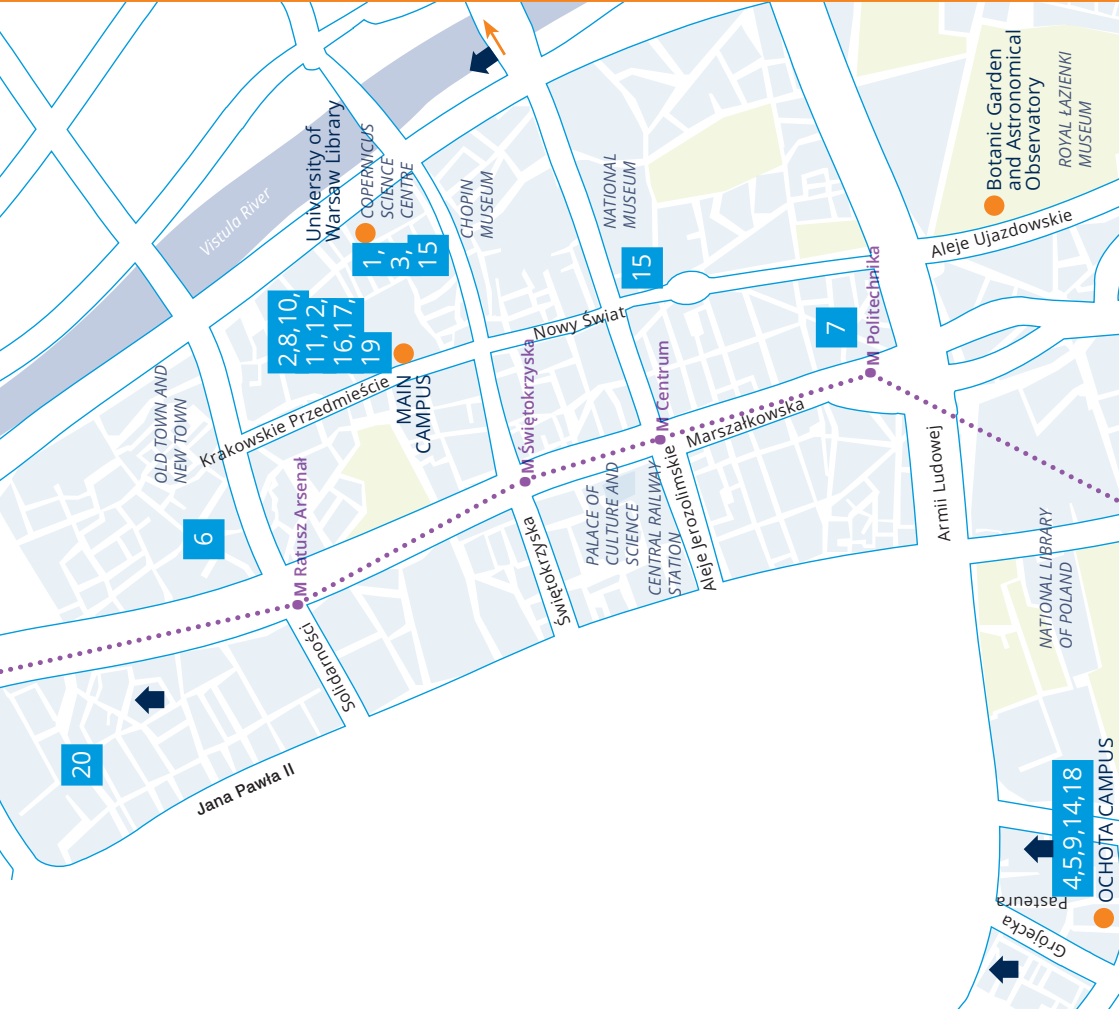
Medical clinics which are part of the NFZ system are easily recognizable by this sign located somewhere near entrance door.

BANK ACCOUNT

It is highly advised to open a Polish bank account once you arrive in Poland, even though you can use your current card without any problems. The reason is simple: using a foreign account entails additional costs due to the currency conversion.

In order to open a bank account in Poland you have to visit a selected bank with all required documents. It is a good idea to call them first and explain your status. Thanks to that you may avoid going there a couple of times and learn straight away if the PESEL number is required, if there is an online banking system in English, if there is a possibility to speak to a consultant in English etc.





1 Faculty of Applied Linguistics

2 Faculty of Applied Social Sciences
and Resocialisation

3 Faculty of „Artes Liberales”

4 Faculty of Biology

5 Faculty of Chemistry

6 Faculty of Economic Sciences

7 Faculty of Education

8 Faculty of Geography and Regional Studies

9 Faculty of Geology

10 Faculty of History

11 Faculty of Journalism and Political Science

12 Faculty of Law and Administration

13 Faculty of Management

14 Faculty of Mathematics, Informatics,
and Mechanics

15 Faculty of Modern Languages

16 Faculty of Oriental Studies

17 Faculty of Philosophy and Sociology

18 Faculty of Physics

19 Faculty of Polish Studies

4,5,9,14,18
OCHOTA CAMPUS

UNIVERSITY IN THE WARSAW

COMMUTING OPTIONS

Main Campus ↔ Ochota Campus, 5 km

🚶 128, 175 – about 20 min.

Main Campus ↔ Służew Campus, about 10 km

🚶 503, change for the 401 or 222 change for the 🚶 4 – about 45 min.

Main Campus ↔ Botanic Garden
and Astronomical Observatory, 4 km

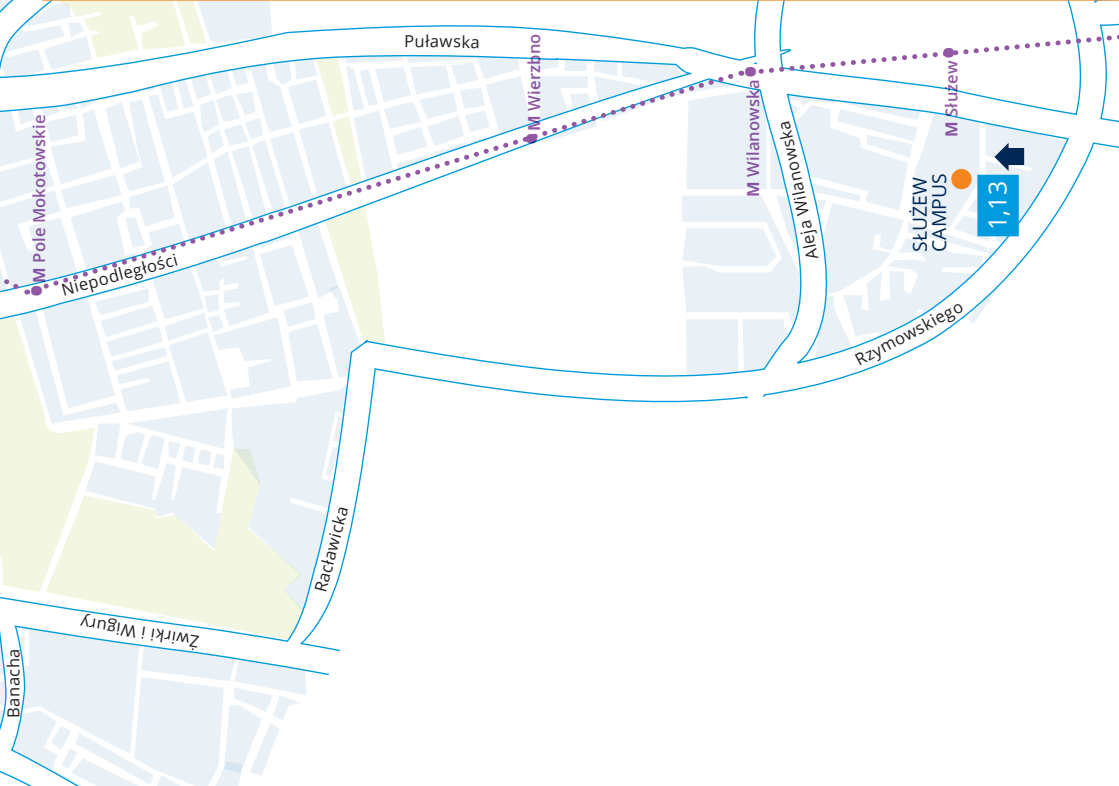
🚶 116, 180, 222, 503, E-2 – about 15 min.

HOT SPOT

The university staff and students have access to wireless Internet in the eduroam network having obtained a personal login and password. Guests of units associated with eduroam can log in on a similar basis.



– residence hall

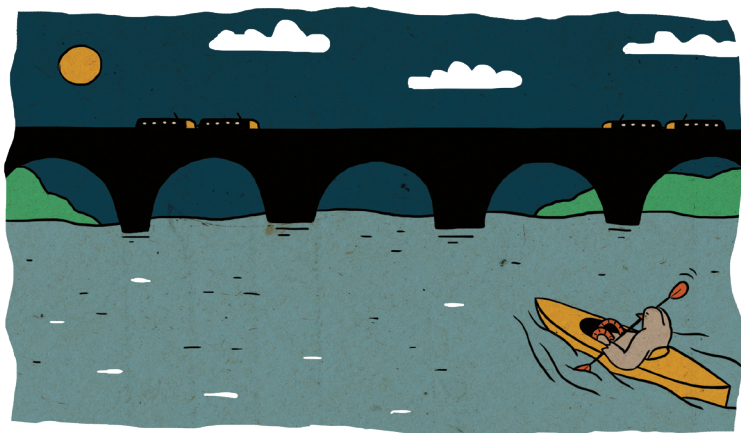


TRANSPORTATION IN WARSAW

Warsaw is well known for its developed public communication system. The Polish capital offers a variety of different means of transport: from metro and trains to trams and buses. In order to use them in most cases you only need to buy WTP's (Warsaw Public Transport) ticket. They are available not only in machines located inside buses, and trams, or near stops but also in many kiosks spread around Warsaw. As a student you are entitled to 50% discount and long-term tickets (such as 30-day and 90 days ticket) can be encoded into your Electronic Student Card.

It is worth remembering that having a valid WTP ticket entitles you also to using non-WTP means of transportation in Warsaw, such as: KM – Koleje Mazowieckie (Masovian Railways) and WKD – Warszawska Kolej Dojazdowa (Warsaw Commuter Railway).

As you can see, there are plenty of ways to travel around Warsaw and sometimes even veteran Varovians have problems with choosing the best way to do it. That is why we recommend you download the app called jakdojade.pl. Thanks to it you may easily find out how to get from point A to point B in the fastest or in the most convenient way.



TRANSPORTATION IN WARSAW

Travelling by night

Night timetables are in effect from 11 PM to 5 AM every night. During that time you can use one of many bus lines which are recognizable by the letter "N" in front of the number. Generally, buses run less frequently at night and every stop is on request, meaning that you have to push the "STOP" button in order for the bus to halt.

WARSAW BY BIKE

Warsaw offers not only up to 552 km of bike lanes, but also one of the largest urban bike systems in the entire Europe – Veturilo¹⁴. Its stations can be found all around Warsaw. You can ride on a regular bike, electric one, or on a tandem!



USOSWEB / EDUROAM (WI-FI)

Once you have become a student of the UW you will gain access to your own USOSweb account¹⁵. What is USOS? It is an online platform created in order to help students, such as you, manage their studies. It is in your USOSweb account where you can apply for accommodation, register for classes at your faculty, check your grades or timetable, control your tuition payments and many, many others.

Part of the USOSweb system is also Token Registration Service¹⁶. There, you can register for classes outside of your faculty (e.g. language courses, PE classes, general university courses).

Wondering about free access to the Internet at the UW? Do not worry, all UW's students have it, provided they obtain a personal login and password to USOSweb. The first-time use of eduroam on campus will require changing your password to USOSweb. This can be done right in your USOSweb account¹⁷.

To configure the network on your device, please follow the instructions on our website¹⁸. If you have problems with connecting with eduroam and you have Apple iOS system on your mobile, check out our guide¹⁹.



POLISH LANGUAGE

During your stay in Warsaw, you will hear Poles produce a lot of sh's and ch's intertwined with a lot of r's and other strange-sounding noises, but fret not – we are here to help you grasp what is happening. Feel invited to join Polonicum UW²⁰, the Centre of Polish Language and Culture for Foreigners and make the most out of your stay in Poland. It always pays off to make an effort to learn some Polish while living in Poland. After all, as Goethe said: *as many languages you know, as many times you are a human being*.

All international students at the UW can learn Polish language for free. Check your USOSweb account (Token Registration Service website²¹) in order to find out if you have tokens for Polish language classes (they should be in the “Cart” section). If you do not see them, then you should contact your faculty in order to get them.

FOREIGN LANGUAGES

Students of the University of Warsaw may learn more than 40 different languages. The University System of Language Provision was distinguished by the European Union with the European Language Label of the Labels award – a European recognition of innovative approaches in language teaching and learning. Students of the 1st cycle and long-cycle (5-year) studies at the University of Warsaw are eligible for 240 teaching hours for free.

LIBRARIES

There is no studying without libraries. That is why at UW you will encounter one of the largest collections of scientific books and journals in Poland – over 3 million volumes! Its main part is located in the University of Warsaw Library (BUW in short) which is conveniently situated in a walking distance from UW Main Campus. Apart from the large collection of books, journals and other study and research materials, you will be able to access computers, printers and copy machines there. Not to mention the beautiful rooftop garden that you can visit after you are done studying.

Contact details:

Dobra 56/66

00-312 Warszawa

phone (+48 22) 55 25 178, 55 25 179 (Information Desk),

(+48 22) 55 25 181 (Information Services and Training Department)

fax (+48 22) 55 25 659 (Front Office)

askalibrary.buw@uw.edu.pl

Besides BUW every faculty has its own book collection that is focused on a specific field of expertise. You can find a list of all faculties at UW on our website²².

Learn more on our website²³.



If you are an active person who perceives his/her time at university not only as a chance to study, but also as an opportunity to do something for the community and develop useful skills, University is a perfect place for you!

Outside of being the no.1 research unit in Poland, UW makes constant effort to create a friendly environment for more socially-oriented individuals. That is why there are so many entities that mainly focus on making members of our community active. Among them there are:

- **The Volunteer Centre of the University of Warsaw²⁴**

If you want to join a community of people who believe that their potential and energy can help to change their surroundings and other people's lives, the Volunteer Center is the place for you.

The volunteers participate in organizing local and international conferences, and cultural events connected to UW, as well as leading projects aiming to improve the UW community and its intercultural aspect.

Volunteering is not only sharing, it's also a great opportunity to develop skills and meet wonderful people.



- **Students' Union UW²⁵**

Students' Union represents the student body in the University's authorities and is involved in the decision-making process in various subjects, particularly election of the Rector, scholarship rates, prices and allocation of places in dormitories. The Students' Union also organizes the student „Juwenalia” festival.



AFTER CLASSES

- **Erasmus Student Network, University of Warsaw (ESN UW)**²⁶

The ESN UW is a member of the pan-European, non-profit student organisation which supports the development of exchange programmes and mobility. The goal of ESN UW is to help all international students in everyday matters and to make their stay at UW as fruitful and as pleasant as possible. The ESN offers the Mentor and tandem programmes, and organizes trips, parties and events for integrating foreign and local students.



- **The UW Student Science Movement**

Would you like to improve your knowledge in a particular field of study? Check out the wide variety of student circles dealing with various areas of science.

- **Arts and Cultural Organisations**

Interested in culture and talented in art? You can develop your passion at UW and join one of the choirs, a dance group or a theatre. The largest ones are: Warsaw University Choir, The University of Warsaw Collegium Musicum Chamber Choir and the Folk Song and Dance Ensemble of the University of Warsaw.

- **Sports**

As the saying goes, "healthy body, healthy mind". The UW offers a wide range of sports courses: www.rejestracja.usos.uw.edu.pl if you would like to practise sport more seriously, you may also contact the Academic Sports Association – the biggest university sports organisation in Poland. It has 40 sections in various disciplines.

Learn more on our website²⁷.

EVERY PROBLEM HAS A SOLUTION

It may happen that during your stay in Poland you encounter a problem that will require someone's help. Do not become discouraged! University is ready to help you. We have a dozen of units and people who can assist you.

UNIwersytet Warszawski
OMBUDSMAN



- **Ombudsman** is an academic representative for students and staff related matters. Ombudsman offers assistance and support in various university issues. You can ask for help in any case: if you think you have been treated unfairly, you are in conflict and need a mediator or you simply do not know who to go to with your problem.

Dobra 56/66,

first floor, room 1.60 C

tel. (+48) 22 55 27 214,

(+48) 22 55 27 813

ombudsman@uw.edu.pl

www.ombudsman.uw.edu.pl/en/start/

- **Equal Opportunity Chief Specialist at UW** person who performs this function is engaged in anti-discrimination policy, equal treatment and diversity at the University of Warsaw. Anyone who has experienced discrimination or unequal treatment may report the incident directly to the Chief Specialist or to the Rector's Committee for Preventing Discrimination.

 **WE ARE ALL
EQUAL**

Dobra 56/66,

tel. (+48) 22 55 27 185

rownouprawnienie@uw.edu.pl

antydiskryminacja@uw.edu.pl

www.en.rownowazni.uw.edu.pl/rectors-committee-for-preventing-discrimination/

EVERY PROBLEM HAS A SOLUTION

- **Center for Conflict and Dispute Resolutions** promotes amicable



Center for Conflict and Dispute Resolution
at the Faculty of Law and Administration UW

conflict resolution, respect for human rights, tolerance and acceptance. You can contact the Centre if you have experienced discrimination, violence or unequal treatment.

Collegium Iuridicum II,

Lipowa 4, room 3.5.

tel. (+48) 22 552 59 23

office hours: Monday, Tuesday,

Wednesday (9:00 – 13:00)

mediacje@uw.edu.pl

- **Academic Legal Counselling** provides free legal aid to students, including persons who have experienced unequal treatment, become victims of harassment, mobbing, or their rights have been violated in any other way.



Krakowskie Przedmieście 24, room 109

tel. (+48) 228 264 999

biuro@akademickaporadniaprawna.pl

- **Legal Clinic UW** is a free of charge Student Legal Aid Center. Legal advice is provided by a group of students at the end of their studies to anyone who needs it and is not able to pay for them. Those students are supervised by professional lawyers.



Collegium Iuridicum I

Krakowskie Przedmieście 26/28

tel. (+48) 22 55 20 811

klinika@wpia.uw.edu.pl

EVERY PROBLEM HAS A SOLUTION

- **Office for Persons with Disabilities** provides support for persons whose illness or disability causes difficulties in undertaking and continuing their studies.



Dobra 55

ground floor, room 0.70

tel. (+48) 22 55 24 222

bon@uw.edu.pl

www.bon.uw.edu.pl/en

- **Psychiatrist and Psychologist.** If you encounter psychological problems you can always contact a specialist. Every student is entitled to have a meeting. The Psychological Counselling Center provides initial diagnosis on the basis of which you can be referred for further consultation with a psychologist or psychiatrist (an appointment to the psychiatrist can be made at the Office for Persons with Disabilities).



Psychological Counselling Center

Pasteura 7

tel. (+48) 694 711 731

cpp@psych.uw.edu.pl

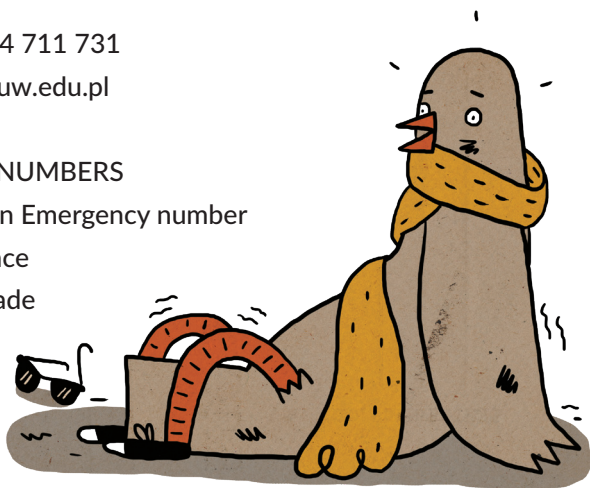
EMERGENCY NUMBERS

112 – European Emergency number

999 – ambulance

998 – fire brigade

997 – Police



LEGALISATION OF STAY

You have to remember that your stay in Poland always has to be legal. If you are an European Union, Lichtenstein, Switzerland, Norway or Iceland citizen you do not need a visa or temporary residence card. You can visit our country freely but your stay should be registered if it exceeds a 90-day period (what is registration of stay? Check out our website²⁸). If you, however, are citizen of another country then first of all check the list of visa-free countries on the website of Polish Ministry of Foreign Affairs²⁹. If your country appears on the list then you can enter Poland without a visa and stay here up to 90 days.

Both citizens of visa-free countries and citizens of other countries have **to apply for temporary residence card** anyway if they want to stay in Poland. Former – before 90 day period ends, latter – before their visas expire. It is good, however, to get down to it sooner than later. The whole procedure is done through the Department of Foreigners of Mazowieckie Province Office.

Firstly, you need to arrange a meeting in order to submit your application. It can be done through the online booking system³⁰. Unfortunately, the whole website is in Polish but we have prepared an instruction for you. Please check it from page 6. It can be found on our website³¹.

After setting a meeting, it is time to gather all necessary documents. You will need:

- 2 copies of the application for a temporary residence card permit³² (if you are a part-time student, remember, to check “other circumstances” in “the main purpose of stay” section; if you are having problem with filling it in, please, use the instruction above);
- 4 recent colour photographs, size 45x35 mm, made in the last six months;

LEGALISATION OF STAY

- a valid travel document (2 photocopies);
- certificate from the University about acceptance or continuing education;
- document confirming having health insurance or coverage by the insurer (learn more about health insurance in Poland on our website³³);
- document confirming having sufficient funds to cover the cost of tuition, living in Poland and return travel.

What are 'sufficient funds to cover the cost of living in Poland and return travel'?

These funds are legally regulated and might change with time. For now (September, 2020) it is 701 PLN per month for single person and 528 PLN per month for family member. As to costs of return travel, they depend on country of your origin:

- 200 PLN – if you came from Poland's neighbouring state (namely: Russia, Lithuania, Belarus, Ukraine, Slovakia, Czech Republic or Germany),
- 500 PLN – if you came from one of the EU states not neighbouring with Poland (that also includes: Iceland, Lichtenstein, Norway and Switzerland),
- 2500 PLN – all other countries.

Once you submit all necessary documents, the procedure will begin and you should receive a stamp in your passport. Remember that it may take a lot of time for you to receive the decision and during that period you will not be able to leave Poland unless you still have a valid visa (to be precise: you will be able to leave but then you would not be able to come back).

USEFUL EXPRESSIONS

Mam na imię... - My name is...

Dzień dobry - Good morning / Good day (formal)

Dobry wieczór - Good evening (formal)

Dobranoc - Good night

Cześć! / Hej! - Hello! / Hi! (informal)

Do widzenia / Do zobaczenia - Goodbye (formal)

(Pa) Pa! - Bye! (informal)

Dziękuję - Thank you

Proszę - 1. Please (when asking for something)

2. You're welcome (when someone says "Thank you")

Nie ma za co - You're welcome (when someone says "Thank you")

Przepraszam - Sorry / Excuse me

Pomocy! - Help!

Na zdrowie - Bless you (after sneezing)

Smacznego - Enjoy (only before eating; "Bon Appétit")

Która godzina? - What time is it?

Ile (to) kosztuje? - How much is it?

Gdzie jest...? - Where is...?

...ulica - street

...akademik - dormitory

...pokój - room

...przystanek - stop (public transport)

...wydział - faculty

1 jeden

6 sześć

2 dwa

7 siedem

3 trzy

8 osiem

4 cztery

9 dziewięć

5 pięć

10 dziesięć

- ¹ <http://welcome.uw.edu.pl/before-you-arrive/>
- ² <http://en.uw.edu.pl/about-university/faculties/>
- ³ <http://en.uw.edu.pl/about-university/academic-units/>
- ⁴ <http://welcome.uw.edu.pl/home/phd-students/>
- ⁵ <http://en.uw.edu.pl/about-university/mission-statement-startegy/>
- ⁶ <https://4euplus.eu/4EU-10.html>
- ⁷ <http://bwz.uw.edu.pl/en/>
- ⁸ <http://welcome.uw.edu.pl/before-you-arrive/academic-calendar/>
- ⁹ <https://obywatel.gov.pl/>
- ¹⁰ <http://welcome.uw.edu.pl/during-your-stay/pesel-number/>
- ¹¹ <https://ec.europa.eu/social/main.jsp?catId=559>
- ¹² <http://www.nfz.gov.pl/>
- ¹³ <http://welcome.uw.edu.pl/before-you-arrive/health-insurance/>
- ¹⁴ <https://www.veturilo.waw.pl/en/>
- ¹⁵ <https://usosweb.uw.edu.pl/>
- ¹⁶ <https://rejestracja.usos.uw.edu.pl/>
- ¹⁷ <http://logowanie.uw.edu.pl>
- ¹⁸ <http://welcome.uw.edu.pl/during-your-stay/it-services/>
- ¹⁹ <http://welcome.uw.edu.pl/content/uploads/2019/01/configuration-of-edu-roam-for-apple.pdf>
- ²⁰ <http://polonicum.uw.edu.pl/en/>
- ²¹ <https://rejestracja.usos.uw.edu.pl/>
- ²² <http://en.uw.edu.pl/about-university/faculties/>
- ²³ <http://welcome.uw.edu.pl/during-your-stay/library/>
- ²⁴ <https://wolontariat.uw.edu.pl/volunteers/>
- ²⁵ <http://samorząd.uw.edu.pl/about-us/>
- ²⁶ <https://www.uw.esn.pl/en/contact>
- ²⁷ <http://welcome.uw.edu.pl/during-your-stay/have-fun-get-involved/>
- ²⁸ <http://welcome.uw.edu.pl/during-your-stay/legalisation-of-stay/>
- ²⁹ https://www.msz.gov.pl/en/travel_to_poland/entering_poland/visa_free/visa_free_countries
- ³⁰ <https://kolejka-wsc.mazowieckie.pl/rezerwacje/pol/login>
- ³¹ <http://welcome.uw.edu.pl/content/uploads/2017/08/wniosek-legalizacja-pobytu.pdf>
- ³² <https://cudzoziemcy.gov.pl/en/files-to-download/>
- ³³ <http://welcome.uw.edu.pl/guest-lecturers/health-insurance/>

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INTERNATIONAL STUDENTS' GUIDE

