

Beginner guide for foreigners in IO PAN



This guide was prepared by the Doctoral Self-Government of IO PAN in March of 2022.

It is a collection of tips for new doctoral students arriving in Poland. To get the most up-to-date information and documents always refer to governmental and other official websites.

1. Registration of stay in Poland

EU citizens:

The application for registration of residence must be submitted in person to the competent province governor for the area where the EU citizen resides, no later than the next day after the end of the 3-month period following the date of entry into the territory of the Republic of Poland.

Fill in the application form for EU citizens (*you need 4 copies*) and attach the following:

- 4 photocopies of your passport data page with your photo and personal details or of another type of ID
- 4 photocopies of the document that confirms your registration of residence (*permanent or temporary*)
- 1 photocopy of your certificate of employment (*or a declaration from your employee*)
- **For students:** a photocopy of your certificate of student status and a photocopy of your confirmation of health insurance.
- A proof that you have enough money to support yourself and your family members (*credit card or bank statement stamped and signed by a bank employee*). In the Pomeranian voivodeship it is 2500 PLN, although the sum keeps changing.

Useful link:

<https://uwgdansk.bip.gov.pl/oddzial-ds-cudzoziemcow/zarejestrowanie-pobytu-obywatela-unii-europejskiej.html>

Non-EU citizens:

If you are from outside the EU, you are obliged to have a valid passport with a visa (depending on the country you are coming from).

You can stay in Poland with one of the 4 main types of documents:

- **visa** (national visa D-type for student gives you the right to enter Poland and stay within its borders for a single or more visits up to 90 days in total, the visa is valid for up to 1 year)
- **residence card**
- **valid biometric passport** (if you come from a country with no visa requirement)
- **valid stamped passport that confirms you applied for a residence permit**

In special situations, e.g. when you have applied for refugee status, other types of documents may be required.

2. Registration of residence

If you are a foreigner planning to stay in Poland for more than 30 days, you need to register your temporary residence. **Temporary stay** (in Poland) and **temporary residence** (at a particular address) are two different things that require separate procedures. Whether temporary or permanent, you can have only one registered address at a time.

How to register temporary residence:

- Fill in the application form:

<https://download.cloudgdansk.pl/gdansk-pl/d/201804106330/notification-of-temporary-stay.pdf>

- If you do not have the Apartment Rental Agreement, the form needs to be signed by the owner of the flat/house.

Attachments:

- An apartment rental agreement or a document confirming the legal owner of the flat/house.
- Your passport or ID
- A document confirming your temporary stay in Poland (visa, residence card, decision to grant a temporary/permanent stay permit or protection in Poland). For EU, EFTA and Swiss Confederation citizens – a valid ID
- With first-time registration of a child's residence: a certified transcript of the birth certificate (if the certificate was issued abroad, you will need to get a certified Polish translation).

Note: If the owner of the house/flat does not agree to register your residence, you can take the filled-in form and the rest of the documents to the City Hall and ask about registering under an administrative decision. Most employees of the City Hall communicate in English.

Where to submit your application?

For visiting, you need to make an appointment in advance by call or visit the office's website

Urząd Miasta Gdańska (Gdansk City Hall) if you live in Gdansk:

Zespół Obsługi Mieszkańców nr 1, ul. Partyzantów 74, 80-254 Gdańsk, desks: 38, 39, 40

tel. 58 323 69 58; 58 323 69 59; 58 323 69 60

web: <https://www.gdansk.pl/urząd-miejski/registering-for-temporary-stay,a,106974>

Urząd Miasta Sopotu (Sopot City Hall) if you live in Sopot:

ul. Tadeusza Kościuszki 25/27, 81-704 Sopot, tel. 58 521 37 51

Urząd Miasta Gdyni (Gdynia City Hall) if you live in Gdynia:

Al. Marszałka Piłsudskiego 52/54, 81-382 Gdynia, room 60

tel. 58 668 87 29; 58 668 87 30; 58 668 87 27

To apply online, go to: <https://obywatel.gov.pl/>

You have to use Profil Zaufany (Trusted Profile) or an electronic signature.

The fee to get a written confirmation of your registered residence is 17 PLN.

Any changes of your address HAVE to be reported to the IO PAN, doctoral school and any office where you gave your previous address. That will ensure that all correspondence will reach you!

3. PESEL number

PESEL is an individual, unique 11-digit identification number. Migrants are quite often asked for their PESEL in Poland. Although in most cases it is not legally required, having it makes things a lot easier. To get your PESEL number, you need to have a registered address.

You can apply for both at the same time.

How to get a PESEL?

- Fill in the form: <https://www.gdansk.pl/download/2017-01/84431.pdf>
- A photocopy of your passport or ID and your registered residence certificated

Note: You can apply for a PESEL when you're applying for registered residence.

Where do I submit my application?

Urząd Miejski w Gdansk (Gdansk City Hall) ul. Partyzantów 74, 80-254 Gdańsk

tel. 58 323 69 58; 58 323 69 59

Urząd Miasta Sopotu (Sopot City Hall) ul. Tadeusza Kościuszki 25/27, 81-704 Sopot

tel. 58 521 37 51

Urząd Miasta Gdyni (Gdynia City Hall), Al. Marszałka Piłsudskiego 52/54, 81-382 Gdynia

tel. 58 668 87 29; 58 668 87 30; 58 668 87 27

4. Getting a SIM card

Telephone starter/SIM card can be bought in the operator's office or any other store, kiosk or petrol station. In Poland every person, who uses or intends to use the offers of Polish mobile telephone networks, is obligated to register her/his SIM card – that is why you have to make registration when you buy the starter. To make the registration you have to confirm your identity (**ID card or passport**) during the purchase.

5. Opening bank account

Holding a bank account makes your life in Poland easier, it is useful not only when you work, to buy goods or services, but also when you want to handle your formal official affairs via the Internet (using Trusted Profile).

The rules on how to open a bank account may differ depending on the facility. Many banks provide web sites in foreign languages, not only Polish, so check the web site of a particular bank.

If you want to visit the bank, take with you a document confirming your legal residence in Poland and your identity. Depending on the institution you will need the following documents:

- ID card of the country you come from (passport, ID),
- driving licence,
- statement confirming your residence or registration of your residence,
- residence visa,
- temporary or permanent residence card.

6. Profil Zaufany (Trusted Profile)

It is a method of identity confirmation in the electronic systems of administration; you can handle various formal matters via the Internet. By using Trusted Profile you can, for example, file for your ID card, submit PITs, report your child's birth or register as permanent or temporary resident. You can set up a Trusted Profile via the Internet or in a special confirmation point.

The easiest way is to log in to your e-banking system and enter the 'e-Office' tab. The Bank has already verified your identity when you were opening your bank account, so you do not have to do this again.

You also have a possibility to set up a Trusted Profile through the ePUAP portal (www.epuap.gov.pl). After sending your TP application you should confirm your identity within two weeks afterwards in the confirmation point you choose.

7. Public healthcare

For Non-EU citizens, to use public healthcare in Poland you need healthcare insurance with the NFZ (National Health Fund).

Who has got healthcare insurance?

- An employee with umowa o pracę and/or umowa zlecenia.
- The employee's spouse – however, this does not happen automatically. They need to be registered for insurance purposes with the employer. As soon as the spouse starts working, the fact also needs to be registered with the employer to avoid double insurance.
- Children under 18 (this includes the employee's children, the children of their spouse, adopted children, grandchildren and foster children). Children under 26 if they continue their education (students over 26 need to inform their school and the school is required to cover their health insurance). Children with severe disabilities can be registered for insurance regardless of their age.
- The employee's parents and grandparents if they live in the same household.
- Fee 55,8 zł/ month

Who has the right to voluntary insurance?

- People working with umowa o dzieło.
- People working under a management contract.
- Undergraduate and PhD students studying in Poland as well as graduates on a compulsory internship.
- People who were granted tolerated stay or a refugee status in Poland, or who are under temporary protection.
- People on an adaptation internship.
- People who are taking a Polish language course or a preparatory course to study in Polish.

How to get voluntary insurance?

Instructions and a list of all the necessary documents:

<http://www.nfz.gov.pl/dla-pacjenta/zalstw-sprawy-krok-po-kroku/jak-ubezpieczyc-sie-dobrowolnie/>

Submit your application through email: kancelaria@nfz-gdansk.pl

In the subject of the email put 'Wniosek o dobrowolne ubezpieczenie / Application for voluntary insurance' and attach following documents:

- scan of passport
 - scan of visa
 - scan of the student ID
 - certificate of the status of doctoral student from the IO PAN
 - certificate of not being registered for the insurance by IO PAN (for students outside of the EU)
 - filled in application
- https://www.nfz.gov.pl/gfx/nfz/userfiles/_public/dla_pacjenta/ubezpieczenie_w_nfz/wniosek_o_objecie_dobrowolnym_ubezpieczeniem_zdrowotnym.pdf

You should get a response from POW@nfz-gdansk.pl indicating to call (58) 321 8641 to make an appointment to sign the agreement in person at Pomorski Oddział Wojewódzki NFZ

80-865 Gdańsk, ul. Marynarki Polskiej 148

After successfully signing the agreement at the NFZ office, report to any ZUS office within 7 days to register the NFZ agreement and complete the DRA form in-person. Required documents are proof of ID, NFZ agreement, and PhD student card.

The monthly healthcare contribution (55,80 zł) is made to an individual bank account that will be provided by mail from the ZUS office. After reporting to ZUS, create an online account (PUE) to correspond with the office, file monthly ZUS DRA declarations and track the monthly payments.

*If possible, bring a Polish speaker to the ZUS office

8. Renting a flat

You can rent a flat either directly from the landlord or from their representative. You can also use a real estate company. While looking for a place, consider the full price. The basic price mentioned in the ad is often the sum you need to pay to the at owner and does not include rent and utilities (gas, water, electricity). Apart from all that, many landlords also require a deposit. Before signing a contract with a real estate company, ask who covers the cost of looking for a flat. In most cases it is the landlord, but some companies may charge you as well.

When you find a flat, you should sign a rent agreement. This usually includes:

- The address of the place
- Renting period (fixed or indefinite)
- The amount of rent and when it's due
- Terms of terminating the agreement
- Terms of getting your deposit back

Remember never to sign a contract which you don't fully understand.

Helpful websites

<https://www.otodom.pl/>

<https://ogloszenia.trojmiasto.pl/nieruchomosci/>

www.olx.pl

<https://gratka.pl/nieruchomosci>

9. Residence card (TRC)

For foreign students in Poland after the visa expires (national D-type), a temporary residence permit along with a valid passport gives you the right to stay in Poland and cross its borders without a visa. **This application process will take long-time, you need to consider applying for a temporary residence permit 6 or 9 months before your visa expires.**

Types of residence cards:

- Temporary residence permit (issued for up to 3 years)
- Temporary residence and work permit (for up to 3 years)

After the 3-year period, you can apply for another permit.

The basic set of documents necessary to apply for a temporary residence permit:

- 2 copies of the application for a temporary residence permit completed as instructed;
- 4 recent colour photos (in accordance with the requirements);
- a valid travel document (passport) and 2 photocopies of all pages with annotations, original available for inspection;
- basic documents required for a given type of temporary residence permit

For student:

- 1 copies of student certificate for director of IO PAN or graduate school
- 1 copies of finance support statement, i.e., scholarship agreement or tuition payment
- 1 copies of apartment rental agreement
- 1 copies of agreement of health insurance and last payment certificate

Note: depending on the purpose of the foreigner's stay in Poland, additional documents must be submitted (the set of additional documents is given in the tabs on temporary residence permits). You will find the application form with the list of necessary attachments at the Pomorski Urząd Wojewódzki website:

<https://uwgdansk.bip.gov.pl/oddzial-ds-cudzoziemcow/zezwozenie-na-pobyt-czasowy-i-prace.html>

The application form with all the necessary documents can be submitted at

Pomorski Urząd Wojewódzki, Wydział ds. Cudzoziemców (Pomeranian Voivodeship Office, Foreigner Affairs Department)

Before applying, register for a visit online, or, without registering, go to: <https://uwgdansk.bip.gov.pl/>

Pomorski Urząd Wojewódzki w Gdańsku, ul. Okopowa 21/27, 80-810 Gdańsk

(PUW. Wydział Środowiska i rolnictwa entrance from Okopowa Street)

Fingerprints are collected from a foreigner applying for a temporary residence permit for the purpose of including them in the residence card. At Pomorski Urząd Wojewódzki (Pomeranian Voivodeship Office), Okopowa 21/27, Gdańsk, room 93, first floor, entrance from Rzeźnicka Street.

10. Annual tax declaration

Unless you sign any other contracts the regular PhD scholarship does not count as an income therefore you are not required to submit any tax declarations.

If you have any contracts (contract of mandate or contract for specific work) you will be required to submit their annual Personal Income Tax declarations (PIT) to the fiscal authorities. There are various PIT forms marked with different numbers but the most common form is PIT-37 for employees not running their own business.

In order to submit your tax declaration, first you need the PIT-11 form which your employer has to provide to you before the end of February. PIT-11 includes information on paid taxes which you will have to put in your annual tax declaration.

11. Important addresses and emergency telephone numbers

Important addresses

Pomorski Urząd Wojewódzki w Gdańsku (Pomeranian Voivodeship Office in Gdańsk)

ul. Okopowa 21/27, Gdańsk

www.gdansk.uw.gov.pl/dla-klienta/cudzoziemcy

Urząd Miejski w Gdańsku (Gdańsk City Hall)

ul. Nowe Ogrody 8/12, Gdańsk

www.gup.gdansk.pl

Urząd Miejski w Sopocie (Sopot City Hall)

ul. T. Kościuszki 25/27 Sopot

https://miasto.sopot.pl/strona/strona_glowna

Urząd Miejski w Gdyni (Gdynia City Hall)

Al. Marszałka Piłsudskiego 52/54 Gdynia

<https://www.gdynia.pl/>

Important emergency telephone numbers:

Emergency - 112

Police - 997

Ambulance - 999

Fire Service - 998

Straż miejska Municipal Police - 986

Gas Emergency Service - 992

Electricity Emergency Service - 991