

# LUBLIN MIGRATION HANDBOOK

*Anna Kosińska, Tomasz Sieniow (ed.), Paweł Wojtasik*

LUBLIN 2009

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## Introductory remarks

*Dear Readers,*

On behalf of the Rule of Law Institute and the Regional Network of Immigrants' Support in Lublin we are presenting the Lublin Migration Handbook. Our publication is an attempt to collect information on institutions working for foreigners and to facilitate the provision of that information to people interested in migration. In this handbook you will find contact details and descriptions of the range of action of the central bodies of the country, including administrative offices, local government, universities, international organizations and non-governmental organizations. We hope that the information included will help foreigners who intend to stay for a long period on the territory of the Republic of Poland and those for whom residence on the territory of the Republic of Poland is only a temporary stage of their migration.

This handbook has been published within the project "Regional Network of Immigrants' Support in Lublin" co-financed by the European Fund for the Integration of Third Country Nationals and by the national budget of Poland. The aim of this project is to create the institutional support for persons and institutions taking care of the issues concerning foreigners in our region. The members of the network meet regularly for working meetings and trainings in order to solve the problems connected with increasing migration. The project also includes a Migration Library which has been created within the project that includes the publications used by the institutions working with migrants, a newsletter of the Network, and a website – [www.migrant.lublin.pl](http://www.migrant.lublin.pl) has been created. We believe that the measures taken by us will result in a new quality of migrant integration in our region.

*Authors*



# Introduction

Foreigners staying on the territory of the Republic of Poland should be aware of many requirements that considerably influence their legal residence in Poland. Residence legalization itself is the first step of the integration with Polish society. During the residence, full integration with the local community requires a great effort and the good will of both foreigners and the institutions involved in the integration process. In this handbook, you will find contact details and the range of actions of the institutions taking care of the issues connected with foreigners. We hope that the information included in this handbook will help foreigners to understand these procedures and facilitate their integration.

The issues concerning foreigners are the responsibilities of the offices on both the central and local (regional) level. After having obtained an entry visa in a **Polish Consulate**, a foreigner crossing the border has contact with **the Border Guards** and **the Customs Service**. The issues connected with the residence legalization are attended to by the **Voivodeship Offices** cooperating with **the Voivodeship Police Departments**. Additionally, in cases when a foreigner applies for refugee status, his/her residence on the territory of the Republic of Poland depends on the decision of the Head of the Office for Foreigners. A foreigner may appeal against that decision to the Council for Foreigners. A foreigner dissatisfied with the decisions of the administrative bodies may make a complaint to **the Voivodeship Administrative Court**.

Foreigners have the right to apply for Polish citizenship. The **President of the Republic of Poland** grants Polish citizenship and gives consent for renunciation of Polish citizenship, but a county executive (starosta), consul, voivode and the Minister of Foreign Affairs intermediate in the proceedings. Moreover, a voivode is a competent body to recognize a foreigner as a citizen of the Republic of Poland by virtue of the regulations of the Act on Polish Citizenship.

On the governmental level, Polish migration policy is influenced by on the one hand: **the Department of Social Assistance and Integration of the Ministry of Labour and Social Policy**, and on the other hand: **the Migration Policy Department of the Ministry of The Interior and Administration**. During the foreigner's residence on the territory

of the Republic of Poland, his/her functioning in society depends in many cases on the decisions of administrative bodies. If a foreigner intends to work on the territory of the Republic of Poland, he/she needs to acquire a work permit from a voivode. It is also necessary to obtain a Tax ID Number (NIP) and to effect payments to the competent **Tax Office**. Foreigners staying on the territory of the Republic of Poland legally, may register as unemployed in **employment offices**. A foreigner intending to purchase real estate on the territory of the Republic of Poland has to obtain the approval of the **Minister of the Interior and Administration**.

If a foreigner wants to start education in a Polish school, nostrification (a form of certification and acceptance) of the school certificate obtained abroad is necessary-performed by a **school superintendent** competent with respect to the foreigner's place of residence. If there is a need to confirm a diploma obtained in the foreign university, **the Bureau of Academic Recognition and International Exchange** is the competent institution.

Foreigners that are residents on the territory of the Republic of Poland may use the social assistance of the **County Centers of Help for the Family** (that in the cities are called the **City Centers of help for the Family**) on the same terms as Polish citizens. Polish law allows for contracting a marriage in **the Civil Registry Offices** and for performing acts connected with child recognition. The Civil Registry Offices issue birth and death certificates. On the territory of Poland, there are international organizations helping foreigners, such as: **UNHCR** (United Nations High Commissioner for Refugees) or **IOM** (International Organization for Migration). Additionally, many Polish non- governmental organizations focus on helping migrants, including: **Caritas, The Helsinki Foundation for Human Rights, Association for Legal Intervention, Halina Nieć Legal Aid Center, and associations of the foreigners of a particular country**.

Throughout history the Lublin region has been an area of cultural and migration mixing. Nowadays, these tendencies are still present, especially because of the fact that the east border of the Republic of Poland is the external border of the European Union. On the territory of the Lublin Region, there are many organizations and institutions taking care of the migrants' issues. Among the non- governmental organizations in Lublin there are: the **Regional Volunteer Center in Lublin, Caritas of the Archdiocese of Lublin, Homo Faber Association and the Rule of Law Institute**. These organizations give legal advice to migrants and refugees and give institutional support to persons working with foreigners. The international relations offices of universities in Lublin and the European College of Polish and Ukrainian Universities are responsible for academic cooperation. **The Higher School of International Relations and Social Communication in Chełm** has an interesting educational offer for foreigners. The School of Polish Language and Culture at the John Paul II Catholic University of Lublin and the Polish Language and Culture Center for Foreigners at Maria Curie- Skłodowska University in Lublin popularize Polish culture and language.

Certainly, cooperation with developing countries and migration movements will intensify in the Lublin Region. The need to create the handbook appeared in virtue of the necessity of the methods of effective integration promotion and the management of the migration movement on the central and local level. We believe that the information included in the handbook will facilitate the difficult process of integration and will influence the improvement of the quality of the third-countries nationals' residence on the territory of the Republic of Poland.



# STATE AND LOCAL GOVERNMENT BODIES

## PRESIDENT OF THE REPUBLIC OF POLAND

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According to article 137 of the Constitution of the Republic of Poland of April 2, 1997: *‘The President of the Republic shall grant Polish citizenship and shall give consent for renunciation of Polish citizenship.’*

The detailed rules of procedures are regulated in the Ordinance of the President of the Republic of Poland of March 14, 2000 (Journal of Laws, 2000.28.231). According to the ordinance an application for granting Polish citizenship or for the consent for renunciation of Polish citizenship shall be submitted by hand of a competent county executive (starosta) or consular office. The applications are attached to the ordinance. A county executive delivers correct application along with the required documents (mentioned in paragraph 2 it.1 and paragraph 4 it. 2) to the competent voivode while a consul delivers an application to the competent Minister of Foreign Affairs. Then, a voivode or a Minister of Foreign Affairs deliver applications, by hand of the competent Minister of the Interior and Administration, to the Chancellery of the President of the Republic of Poland. The issued decision on granting Polish citizenship or on the consent for renunciation of Polish citizenship is final. When a President issues a decision, the head of the Office of the President of the Republic of Poland issues a confirmation of granting Polish citizenship or of the consent for renunciation of Polish citizenship, which is final. The original confirmation is delivered to the competent voivode or the Minister of the Interior and Administration. The confirmation is presented to a foreigner by a county executive (starosta) or consul.

### **Chancellery of the President of the Republic of Poland:**

10 Wiejska Street, 00-902 Warszawa;

Phone: (+48 22) 695 29 00; Fax (+48 22) 695 23 52 (The Main Office);

[www.prezydent.pl](http://www.prezydent.pl)

## SENATE OF THE REPUBLIC OF POLAND

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The Senate of the Republic of Poland is the second house of the Parliament. One of its committee's is **the Emigration Affairs and Contacts with Poles Abroad Committee**

that takes care of migration issues. Also, the Marshal of Senate takes care of Poles abroad. This help is given with the assistance of non- governmental organizations from the budget of the Office of Senate. **The Consulting Board for Poles Abroad** and the Team of Counsellors for Economic Migration of Poles to the Member State of European Union.

**Chancellery of the Senate:**

6 Wiejska Street; 00-902 Warszawa;  
Phone: (+48 22) 694 95 12; Fax (+48 22) 694 99 06;  
e-mail: senat@nw.senat.gov.pl

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## OFFICE FOR FOREIGNERS

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The Office for Foreigners (UdSC) is a central body of governmental administration responsible for the issues connected with foreigners (especially the legalization of the residence and granting the refugee status). The Head of the Office supervises organizational entities, especially the Department for Legalization of Stay and Foreigners' Register, Department for Refugee and Asylum Proceedings, and the **Bureau for Organization of Centres for Foreigners Applying for Refugee Status or Asylum. The office is a competent body in cases of:**

- granting refugee status- the proceedings are conducted by the Office for Foreigners and the decision is issued by the Head of the Office. The proceeding is commenced on the foreigner's application; the application shall be submitted to the Head of the Office by hand of the competent commandant of the department or institution of Border Guards (Department for Refugee and Asylum Proceedings);
- legalization of foreigners' residence, the expulsion of foreigners from the territory of the Republic of Poland, statistics concerning the foreigners' residence on the territory of the Republic of Poland, the issue of uniform visas and the cooperation with the Schengen Information System (Department for Legalization of Stay and Foreigners' Register);
- taking care of foreigners and the service of the centres for foreigners applying for the refugee status (**Bureau for Organization of Centres for Foreigners Applying for Refugee Status or Asylum**);

Currently, there are 19 centers under the supervision of the Office for Foreigners in the following voivodships: kujawsko-pomorskie, lubelskie, mazowieckie, podlaskie i śląskie.

Practical information concerning the possibility of help from the Office for Foreigners and the forms are available for download on the website of the Office: [www.udsc.gov.pl](http://www.udsc.gov.pl).

**Office for Foreigners:**

16 Koszykowa Street, 00-564 Warszawa;  
Phone: (+48 22) 601 74 02;  
Fax (+48 22) 601 74 13

It is possible to submit the foreigners' applications for a refugee status or asylum at the following address:  
33 Taborowa Street, Warszawa

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## MINISTRY OF LABOUR AND SOCIAL POLICY

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### Department of Migration

According to the Regulation (Attachment to the Disposition No 6 of the Minister of Labour and Social Policy of June 17, 2009), the Department of Migration of the Ministry of Labour and Social Policy is responsible for realization of Polish migration policy. In case of issues connected with foreigners, the department prepares the projects of normative acts concerning economic activity of the foreigners on the territory of the Republic of Poland, prepares and negotiates mutual contracts on employee transfers, formulates and realizes activities aimed at foreigners' integration, conducts cases connected with the function of the Minister as the second instance body in cases connected with issuing work permits to foreigners, cooperates with the Working Group for Migration of the Employment, Labour and Social Affairs Committee of OECD, the Council of Europe, the United Nations, the International Organization for Migration (IOM), and the International Labour Organization (MOP). The Department for Migration cooperates also with embassies and consulates in educating foreigners interested in working on the territory of the Republic of Poland. The department keeps statistics concerning the employment of foreigners on the territory of the Republic of Poland and facilitates providing this information to the public. Detailed information may be found on the website: [www.migracje.gov.pl](http://www.migracje.gov.pl)

### Department of Social Assistance and Integration

According to the decision of the Council of the Ministers, the Ministry of Labour and Social Policy is responsible for creating integration policy on the territory of the Republic of Poland, and to coordinate the tasks within that integration policy. In cases concerning foreigners, the department coordinates actions connected with integration of foreigners on the territory of the Republic of Poland and conducts the cases concerning the management of the European Fund for the Integration of Third Country Nationals. On the website of the Ministry of Labour and Social Policy, you may find information associated with help for foreigners and the register of the non- governmental institutions that help migrants. A FAQ (frequently asked questions) related with the support of the integration of the foreigners on the territory of the Republic of Poland is available on the site.

### Secretary's Office of the Department of Social Assistance and Integration:

Phone: (+48 22) 66 11 662;  
Fax (+48 22) 66 11 140;  
e-mail: [sekretariat.dps@mpips.gov.pl](mailto:sekretariat.dps@mpips.gov.pl)

## EMPLOYMENT OFFICES

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Voivodeship, city and county employment offices are the institutions created to organize employment service, give professional advice, train the unemployed, decrease the unemployment level and to create statistics concerning the job market. Issues connected with the employment of foreigners on the territory of the Republic of Poland are regulated by the Act of April 20, 2004 on Employment Promotion and Labour Market Institutions (Journal of Laws, No 99, it. 1001 as amended) and the executive ordinances. **Voivodeship Employment Office – the Department of Job Market** monitors the employers' declarations of the intention to employ a foreigner without the necessity to possess a work permit, but on the basis of the information sent by the **County Employment Office** every month. **Urban and County Employment Offices** register the foreigners staying legally on the territory of the Republic of Poland as unemployed.

Foreigners from the countries bordering with Poland (Belarus, Moldavia, The Russian Federation, Ukraine) may be employed for a short period of time without the obligation to possess a work permit (on the basis of the Regulation of the Minister of Labour and Social Policy of August 30, 2006 on foreign workers who can access the job market without a work permit). The employer registers the declaration of the intention to employ a foreigner in the County Employment Office.

**Voivodeship Employment Office in Lublin:** 5 Okopowa Street, 20-022 Lublin

**City Employment Office in Lublin:** 14 Niecała Street, 20-080 Lublin

**County Employment Office in Lublin:** 11 Melgiewska Street, 20-954 Lublin

## MINISTRY OF THE INTERIOR AND ADMINISTRATION

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The Ministry of the Interior and Administration coordinates many issues concerning foreigners:

- the Ministry of the Interior and Administration is a body that intermediates in the proceedings connected with granting Polish citizenship by the President of the Republic of Poland and giving the consent for renunciation of Polish citizenship. A minister is also the second instance body in cases of granting Polish citizenship to a foreigner married to a Polish citizen (on the basis of the Act of February 15, 1962 on Polish Citizenship);
- the Minister of the Interior and Administration gives consent for real estate acquisition by a foreigner on the territory of the Republic of Poland (after consulting the Minister of National Defence or the Minister of Agriculture in case of agricultural real estate; the legal basis: the Act of March 24, 1920 on Purchasing Real Property by Aliens, Journal of Laws, 2005.183.1538);
- within the structure of the Ministry, the Department for Migration Policy exists that coordinates actions connected with the migration policy of the country, cooperates with

institutions, research centres and non- governmental organizations in cases connected with migration policy, presents the assumptions of migration policy to the Council of the Ministers;

- in order to counteract discrimination, racism and xenophobia, the Ministry is responsible for the cooperation with **the European Union Agency for Fundamental Rights**. In November 2004, the Monitor Unit for Racism and Xenophobia was created in the Department for Denominations and National and Ethnic Minorities. Currently, the unit exists in the Department for Control, Complaints and Petitions. The main task of the unit is to create a database of the phenomena of ethnic discrimination, racism and xenophobia, to prepare analyses and reports, to monitor those phenomena and to take measures to help ethnic minorities;
- The Ministry coordinates actions of administrative bodies for the cooperation with **the Schengen Information System (SIS)**;
- the Ministry is responsible for the management of the External Borders Fund, the European Return Fund and the European Fund for Refugees (the European Union and International Cooperation Department ).

**Ministry of the Interior and Administration:**

5 Stefan Batory Street, 02-591 Warszawa;

Phone: (+48 22) 60 115 38;

Fax (+48 22) 646 36 96

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## MINISTRY OF FOREIGN AFFAIRS

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The Ministry of Foreign Affairs is responsible for the foreign Policy of the Republic of Poland. The ministry maintains contacts with the third countries through special departments: Department of Africa and the Middle East, Department of the Americas, Eastern Department and Department of Asia and Pacific Region. The Ministry also prepares international contracts (Department of Legal and Treaty Issues) and maintains contacts with Poles abroad (Department of the Cooperation with Polish Diaspora). In foreigners' issues, the Ministry supervises the Polish Diplomatic Corps. Institutions responsible in this area:

- **Department of Consular Affairs** (consular care and visas). The Ministry supervises all diplomatic institutions and consular offices in the whole world.
- **Diplomatic Protocol** that is responsible for the creation of the rules concerning the relationships with foreign and local (staying on the territory on the Republic of Poland) partners, such as Diplomatic and Consular Corps. On the website of the Ministry, you may find the addresses of the diplomatic representations and consular offices on the territory of the Republic of Poland and the register of the institutions that has a diplomatic relationship with the Republic of Poland.

**Ministry of Foreign Affairs:**

23 J. Ch. Szucha Avenue, 00-580 Warszawa

## CONSULATES

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According to the Act of February 13, 1984 on the functions of consuls, a consul is responsible for the care of Polish citizens staying outside the territory of the Republic of Poland. There are many functions of consuls. The most important actions concerning foreigners' issues are:

- consular care;
- intermediating in obtaining the acts from Civil Registry Office from Poland or the third country (a payment shall be made for the legalization) and in delivery of the acts to the country;
- on the basis on the act on Polish citizenship, an application for the ascertainment of Polish citizenship, for granting Polish citizenship and for consent for renunciation of Polish citizenship by the President of the Republic of Poland;
- legalization of the official documents issued in a foreign country before allowing them in legal transactions in the Republic of Poland. Legalization is based on the confirmation of the consul that a particular document has been issued by a competent body, while authentication is based on the confirmation that a document is in agreement with the law of that foreign country. This obligation has been abolished for some Less-Developed Countries as a result of international agreements;
- in case of personal property belonging to natural persons transferring their normal place of residence (regulated by the Council Regulation (EEC) No 918/83 of March 28, 1983) a consul issues a confirmation of the residence outside the duty area of the European Economic Community;
- additionally a consul issues a statement to bring ashes and corpses to the Republic of Poland (the issue of statement depends on the county executive's (starosta) or the city president's decision allowing for importing the ashes to the Republic of Poland).

The register of all diplomatic institutions and consulates of the Republic of Poland is available on the website of the Ministry: [www.msz.gov.pl](http://www.msz.gov.pl)

## MINISTRY OF FINANCE – CUSTOMS SERVICE

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The Customs Service is supervised by the Ministry of Finance. It was founded on the basis of the Act of July 24, 1999 on customs service (Journal of Laws 1999. 72. 802). According to Article 1 of the Act, the customs service shall confirm the legality of the products that enter the duty area of the European Economic Community and the products that leave that area. Moreover, the customs service exercises customs control on commercial international exchanges, assesses and collects customs duties and taxes in the part calculated at the State's border (VAT, excise) and fights against smuggling activity and counteracting customs fraud. According to Article 6h of the Act, customs service may conduct all activities that are considered necessary within the customs control according to the customs law (on the territory of the Republic of Poland or outside it—if the international agreements state that).

In case of products that enter the duty area of the European Economic Community or the products that leave that area by tourists, the customs service may require the identity card from that person, control the documents entitling to cross the border, check the luggage and search a person. It is worth mentioning that customs service on the north and east of Poland control the external borders of the European Union. Customs service is divided into customs chambers that supervise customs offices and customs divisions (e.g. the Customs Chamber in Biała Podlaska supervises three customs offices and eighteen customs divisions). In the structure of customs service, there are also laboratories enabling the improvement of customs control and a more effective fight against crime.

**Ministry of Finance:** 12 Świętokrzyska Street, 00-916 Warszawa;  
Phone: (+48 22) 694 55 55; e-mail: kancelaria@mofnet.gov.pl

**Customs Chamber in Biała Podlaska:**  
19 Północna Street, 21-500 Biała Podlaska

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## TAX OFFICES

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Employment of a foreigner on the territory of the Republic of Poland must be reported to the Tax Office (US). If a foreigner does not possess a tax ID number, he/she has to apply for it first. The employer is obligated to calculate the foreigner's income taxes. If a foreigner is a resident (a natural person with the place of residence on the territory of the Republic of Poland) the Tax Office is competent with respect to his/her place of residence. If a foreigner is not a resident, the Tax Office for non-residents located in a particular voivodeship is competent. Foreigners who receive income on the territory of the Republic of Poland are obliged to pay income tax to a competent Tax Office.

**The First Tax Office in Lublin:**  
5 Sądowa Street, 20-027 Lublin

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## VOIVODESHIP ADMINISTRATIVE COURTS

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The Act of August 30, 2002 on proceedings before the administrative courts (Journal of Laws, 2002.153.1270) regulates the proceedings in cases concerning the control of public administrative activities and other cases to which the regulations of the act are applied by virtue of special acts. In cases concerning the issue of refugee status (regulated by the Act of August 30, 2002 on the issue of protection to foreigners on the territory of the Republic of Poland), if the Head of the Office for Foreigners refuses, a foreigner may appeal to the Council for Refugees. A complaint on the decision issued by the Council for Refugees goes to the Voivodeship Administrative Court in Warsaw.

**Voivodeship Administrative Court in Warsaw:**  
2 Jasna Street, Suite 4; 00-013 Warszawa;  
Phone: (+48 22) 553 70 00; Fax :(+48 22) 826 98 89;  
e-mail: informacja@warszawa.wsa.gov.pl

**Voivodeship Administrative Court in Lublin:**

40 Maria Skłodowska-Curie Street, 20-029 Lublin; Phone: (+48 81) 531 07 00

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## **BORDER GUARDS**

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According to Article 1 of the Act of October 12, 1990 on Border Guards, the border guards are the entity founded for the protection of the Polish border on the land and sea and for the control of border traffic. The head of the border guards is the commandant appointed and dismissed by the Minister of the Interior and Administration. Local bodies are the commandants of the border guards divisions and the commandants of the institutions and squadrons of border guards.

The tasks of the border guards are:

- to protect the border of the Republic of Poland, to control border traffic and to guarantee the security of international transit;
- to issue permits to cross the border (including visas);
- to prevent against and pursue culprits, especially in connection with crimes concerning with the border crossing, the entry of the excise products under the obligation of excise and the products regulated by acts on arms and ammunitions and on the protection of cultural goods.

In cases concerning foreigners, border guards are competent to admit the applications for the refugee status that are passed over to the Office for Foreigners. Additionally, border guards supervise the guarded centres for foreigners.

**Border Guard Head Office**

100 Niepodległości Street, 02-514 Warszawa

**The Bug River Border Guard Office in Chełm:**

2 Trubakowska Street, 22-100 Chełm

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## **POLICE**

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**Voivodeship Police Department in Lublin**

In issues connected with foreigners, Police perform tasks regulated by the Act on Police (Journal of Laws 1990.30.179), Act on Aliens (Journal of Laws (2006. 324.1694) and the Act on granting protection to foreigners on the territory of the Republic of Poland (Journal of Laws( 2006. 324. 1695).

Tasks include:

- the commanding officer of the voivodeship Police department issues a decision on the obligation to leave the territory of the Republic of Poland with the period up to 7 days (in particular cases referred to in the Act) and may apply for a decision on expulsion to the voivode;

- there is an Anti- human trafficking group that monitors dangers (e.g. in foreign job offers) and cooperation with international organizations;
- the commanding officer of the police department may appoint the attorney for human rights protection;
- the convoy department shall escort foreigners in order to expel or to place them in the guarded center for foreigners;
- In the Administrative Procedures Department of the Provincial Police Department in Lublin, there is a **Unit for Foreigners**. The department prepares information about foreigners for proceedings conducted by the voivode in cases concerning the legalization of the stay, prepares the documentation and cooperates with border guards.

Police are also competent to control the legality of the stay of the foreigners on the territory of the Republic of Poland. During the control, a foreigner is asked to present a travel document, visa, a permit to settle, an invitation or financial means necessary to cover the costs of the residence on the territory of the Republic of Poland.

**Voivodeship Police Department in Lublin:**

73 Narutowicz Street, 20-019 Lublin;

Phone: (+48 81) 532 01 01; Fax. (+48 81) 535 46 24; [www.kwp.lublin.pl](http://www.kwp.lublin.pl)

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**CIVIL REGISTRY OFFICES**

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The Law on acts of civil registry of September 29, 1986 (Journal of Laws 2004.161.1688) states that the Civil Registry Offices (USC) register status in the form of birth, marriage and death certificates.

A child of a foreigner born on the territory of the Republic of Poland has to be registered in the Civil Registry Office within the period of 14 days from the birth (the same as Polish citizens). The birth certificate is issued on the basis of the notification from the hospital. If the parents of a child are not married, the recognition of the fatherhood takes place before the head of the Civil Registry Office.

Contracting a marriage by a foreigner on the territory of the Republic of Poland takes place in the Civil Registry Office. However, on the basis of article 56 of the law of acts of civil registry, a foreigner is obliged to submit a document confirming that he may get married.

In some cases, the regional court may exempt a foreigner from the obligation to submit such document from their native country.

The report of death of a foreigner shall be submitted within 3 days from death. The death certificate of a foreigner is issued in the Civil Registry Office competent with respect to the place of residence of the foreigner.

**Civil Registry Office:**

20 Leszczyński Street, 20-069 Lublin;

Phone: (+48 81) 466 15 05

## VOIVODESHIP OFFICE

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On the territory of the Lublin voivodeship, the **Department of Citizens' Affairs and Foreigners** of the Voivodeship Office is competent in cases concerning foreigners. The departments for foreigners perform tasks regulated by the Act on Polish Citizenship of February 15, 1962 (Journal of Laws 1962.10.49). The voivode is the competent body to pass on the applications on granting Polish citizenship and to give consent to renunciation of Polish citizenship by the President of the Republic of Poland delivered by a county executive (starosta) to the Chancellery of the President of the Republic of Poland. Additionally, a stateless person may be recognized as the citizen of the Republic of Poland if he/she has resided on the territory of the Republic of Poland for the period of at least 5 years on the basis of a permit to settle or a long-term resident's EC residence permit. A foreigner that is married with a Polish citizen may submit a confirmation to a voivode competent with respect to the place of residence of the foreigner and on the basis of Article 10 of the act on Polish citizenship may obtain Polish citizenship by means of a decision. The voivode is also the competent body to issue a decision on granting Polish citizenship to a foreigner that lost it during childhood. Additionally, the voivode is competent to issue a decision restoring Polish citizenship lost as a result of a marriage with a foreigner (reintegration). Departments for foreigners perform tasks regulated by the Act on repatriation of November 9, 2009 (Journal of Laws, 2000.106.1018). The voivode is the competent body to recognize a repatriant as a Polish citizen. The voivode is the competent body to issue decisions concerning the legalization of the foreigners' stay on the territory of the Republic of Poland (issues residence visas, residence permits for a fixed period, permits to settle, expulsion decisions, give consent for a tolerated stay). Departments control the legality of the foreigners' stay, conduct the registers of residence permits for a fixed period, permits to settle and the register of invitations and statistics. The voivode is the body that issues work permits to a foreigner on the territory of the Republic of Poland on the basis of the Act on Employment Promotion and Labour Market Institutions of April 20, 2004. Additionally, Departments of Social Affairs of Voivodeship Offices work for the foreigners' integration.

**Lublin Voivodeship Office Department of Citizens' Affairs and Foreigners:**

3 Północna Street, 20-064 Lublin; Phone: (+48 81) 747 74 00;

e-mail: wsoc@lublin.uw.gov.pl

**Department of Social Policy:**

4 Spokojna Street, 20-914 Lublin;

Phone: (+48 81) 742 45 52

## BUREAU OF ACADEMIC RECOGNITION AND INTERNATIONAL EXCHANGE

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The bureau is subject to the competent Minister for higher education and is the national center of ENIC (European Network of National Information Centres for

academic recognition and mobility)/ NARIC (National Academic Recognition and Information Centre. The bureau confirms the validity of the school certificates and diplomas obtained abroad. Scientific degrees obtained abroad are confirmed also by the bureau. This institution coordinates the recruitment of foreigners for universities and trainings in Poland.

**Bureau of Academic Recognition  
and International Exchange:**

28 Ogrodowa Street, Suite 30, 00-896 Warszawa;

Phone:(+48 22) 826 74 34;

Fax: (+48 22) 826 28 23

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**DEPARTMENTS OF EDUCATION**

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Departments of education are administrative entities in the voivodeship. Superintendents supervise the education on the territory of a particular voivodeship. Functioning and the organization of education on the territory of the Republic of Poland is regulated by the Education System Act of September 7, 1991 (Journal of Laws 1991.95.425). Foreigners in Poland have the same access to Polish education as Polish citizens, however, education is payable from gymnasiums (obtaining a grant is possible). On the basis of the Regulation of the Minister of the National Education of October 4, 2001 (Journal of Laws 2001.131.1458) a headmaster of a school qualifies a foreign student to the appropriate grade. A superintendent is a competent body in a particular voivodeship for the nostrification (a type of certification) of the school certificates or diplomas obtained abroad. Information concerning nostrification may be obtained in the competent department of education. The Department of Education in Lublin has three branch offices in Zamość, Biała Podlaska and in Chełm.

**Department of Education in Lublin:**

6 Trzeciego Maja Street,

0-078 Lublin;

Phone: (+48 81) 538 52 00

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**CITY CENTER OF HELP FOR THE FAMILY**

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The City Center of Help for the Family (MOPR) in Lublin is an organizational institution that realizes the statutory tasks concerning social services of the city of Lublin. The aim of MOPR is to enable people and families to overcome difficult situations that they are not able to overcome on their own using their own rights, opportunities and resources. The center workers support families in attempts to satisfy the necessary needs and enable them to live in humane conditions. The workers take measures to facilitate the independence of persons and families and their integration with others. The tasks of MOPR are regulated by the act on social service and the regulations of other acts. The following persons are entitled to use social services:

1. Foreigners that have the place of residence and stay on the territory of the Republic of Poland:
  - a) on the basis of a permit to settle, a long-term resident's EC residence permit, a residence permit for a fixed period, refugee status or complementary protection;
  - b) on the basis of the consent for a tolerated stay – in the form of a shelter, food, clothes and welfare for a particular purpose.
2. Foreigners that have the place of residence and stay on the territory of the Republic of Poland, the citizens of the European Union Member States or the Member States of EFTA (The European Free Trade Association) - the parties of a contract on the European Economic Area or the Swiss Confederation and their family members that possess the residence right or the permanent residence right on the territory of the Republic of Poland.
3. Persons that possess Polish citizenship that have the place of residence and stay on the territory of the Republic of Poland.
4. Additionally, foreigners referred to in article 33 paragraph 1 it. 5 and article 53 paragraph 1 it. 15 of the Act on Aliens of June 13, 2003 have the rights to benefits in the form of the crisis intervention, shelter, food, clothes and welfare for a particular purpose.

Social help is given especially to persons and families in case of becoming an orphan, poverty, homelessness, unemployment, physical disability, long or serious illness, domestic violence, a need of motherhood protection or multi children family protection, and being a victim of trafficking in human beings in need of protection and other cases referred to in the act. In order to determine a family, health and financial situation, a social worker conducts a community interview in the place of residence to determine whether a person or a family are entitled to social assistance.

Monetary and non- monetary consideration may be received from social service. Additionally, MOPR in Lublin grants and pays family benefits, nursing benefits and maintenance.

**City Center of Help for the Family (MOPR)**

7 Grodzka Street, 20-112 Lublin;

Phone: (+48 81) 466 53 00; Fax (+48 81) 466 53 01

**MOPR Section of help for foreigners, combatants and repatriants.**

15 Unii Lubelskiej Street, Lublin;

Phone: (+48 81) 532 20 12

# INTERNATIONAL ORGANIZATIONS

## UNHCR - UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

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The Office of the United Nations High Commissioner for Refugees was established in 1951 and has its headquarters in Geneva. UNHCR staff operate in some 120 countries around the world. UNHCR's primary purpose is to safeguard the rights and well-being of refugees. The help is humanitarian and apolitical. UNHCR realizes its aim on the national level by encouraging the governments of countries to join international conventions. Additionally, the organization coordinates the help given to refugees, cooperates with non-governmental organizations and supports the reintegration of the refugees that have returned home. Financial actions are almost entirely from voluntary fees paid by particular countries and from United Nations grants.

### **UNHCR Office in Poland:**

13/15 Szucha Avenue, Suite 17, 00-580 Warszawa;  
Phone: (+48 22) 628 69 30; Fax (+48 22) 625 61 24;  
e-mail: [polwa@unhcr.org](mailto:polwa@unhcr.org)

## IOM – INTERNATIONAL ORGANIZATION FOR MIGRATION

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Established in 1951, with headquarters in Geneva, IOM is the leading inter-governmental organization in the field of migration. Currently, it has 125 members. IOM is dedicated to promoting humane and orderly migration with respect to human rights for the benefit of all. It especially looks after refugees during and after the end of critical events. The organization conducts analysis and scientific research aimed at informing about the current tendencies in migration. Additionally, IOM organizes trainings for administrative bodies and its partners, and also inter-governmental consultations.

The IOM Office in Warsaw realizes projects within the assistance in voluntary return. The program is aimed at persons that have resigned from applying for refugee status in

Poland. Within the assistance, IOM guarantees the access to information concerning the real situation in the return country, the organization of the return, purchase of the tickets, reintegration advice and the opportunity to obtain means for occupational trainings or the assumption of economic activity in their country.

**IOM International Organization for Migration:**

8 Mariensztat Street, 00-302 Warszawa;  
Phone: (+48 22) 538 91 03; Fax (+48 22) 538 91 40;  
e-mail: [iomwarsaw@iom.int](mailto:iomwarsaw@iom.int)

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**THE EUROPEAN UNION AGENCY  
FOR FUNDAMENTAL RIGHTS (FRA)**

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The European Union Agency for Fundamental Rights was established in 2007 and Vienna is the location of its headquarters. It was established through the transformation of the European Monitoring Center on Racism and Xenophobia. The main aim of the agency is to collect and analyze data concerning fundamental rights. The agency helps countries to draw up reports and expertise. The aim of the Agency is to create the cooperative network between the subjects taking care of fundamental rights protection (The Fundamental Rights Platform). Publications, reports and newsletters of the Agency are available on the website: [www.fra.europa.eu](http://www.fra.europa.eu).

Outside the structure of the Agency, there are the National Liaison Officers that shall guarantee a constant contact of the Agency with a particular Member State. In Poland,

Miss Inga Rudecka is the National Liaison Officer, the expert in the Department of the European Union and International Cooperation of the Ministry of the Interior and Administration.

**European Union Agency for Fundamental Rights:**

Schwarzenbergplatz 11, 1040 Wien, Austria;  
Phone: (+431) 580 3060; Fax: (+431) 580 30699;  
e-mail: [information@fra.europa.eu](mailto:information@fra.europa.eu)

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**ICMPD – INTERNATIONAL CENTER FOR MIGRATION  
POLICY DEVELOPMENT**

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The Center with its headquarters in Vienna was founded in 1993, upon the initiative of Austria and Switzerland. The organization was created to serve as a support mechanism for informal consultations, and to provide expertise and efficient services in the newly emerging landscape of multilateral co-operation on migration and asylum issues. ICMPD today is an international organisation with eleven Member States: Austria, Bulgaria, Croatia, the Czech Republic, Hungary, Poland, Portugal, Slovakia, Slovenia, Sweden and Switzerland. The aim of the organization is to analyze current data, to predict future

migration movements and to do research in the countries where the migrants influx is the biggest. The result of those activities is better control of migration movements. Thanks to the Center it is possible to prepare and introduce long- term strategies aimed at the activation of early warning methods, harmonization of the control means of the entry and coordination of the methods of actions towards foreigners and refugees.

This approach is reflected in ICMPD's working method and structural set-up, based on three interlinked pillars:

- International dialogue and cooperation;
- capacity building - with the aim to contribute to good migration governance. ICMPD develops and organizes training and capacity building programmes, facilitates international and interagency co-operation, and supports governmental and administrative bodies in their institution building efforts and legal reform in areas such as asylum, visa, human trafficking and integrated border management;
- research and documentation – ICMPD conducts research in the area of migration policy. The ICMPD library offers one of the largest collections of migration-specific literature in Austria.

On the website [www.icmpd.org](http://www.icmpd.org) there is a service concerning human trafficking [www.antitrafficking.net](http://www.antitrafficking.net). The platform may be a place of experience connected with this type of crime.

**International Centre for Migration Policy Development:**

Gonzagagasse 1, 5th floor; 1010-Vienna, Austria;

[www.icmpd.org](http://www.icmpd.org)



# HIGHER SCHOOLS AND UNIVERSITIES

## OFFICES OF INTERNATIONAL RELATIONS OF LUBLIN UNIVERSITIES

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Lublin is a student city. Since 1918, the Catholic university of Lublin (KUL) has existed. In 2004 Catholic University was named after its former Professor John Paul II, making it the John Paul II Catholic University of Lublin. Moreover, it is a private University (yet possessing the rights of a public school), recognizable in Poland and the whole world.

After World War II, new universities were established: the Maria Curie- Skłodowska University (the biggest university with a broad education offer), the Medical University (offering medical studies in English – very popular amongst students from Europe, USA and Asia), the University of Technology and the University of Life Sciences. In the last decade, a couple of private universities were born. Below, there are contact details of the bureaus of international cooperation of these Universities.

**International Relations Office at the John Paul II Catholic University of Lublin (KUL):**

14 Raławickie Avenue, 20-950 Lublin,  
room 203 GG (main building);  
Phone: (+48 81) 445 41 05; e-mail: [dwz@kul.pl](mailto:dwz@kul.pl)

**Medical University of Lublin, II Medical Faculty with English Division:**

1. Raławickie Avenue, 20-059 Lublin;  
Phone: (+48 81) 528 89 37

**International Relations Office of the University of Technology:**

38D Nadbystrzycka Street, 20-618 Lublin;  
Fax: (+48 81) 538 47 92

**Office of Foreign Relations and International Programmes at UMCS**

5 M. Curie-Skłodowska Square, 20-031 Lublin

**International Exchange Office of the University of Life Sciences:**

15 Akademicka Street, 20-950 Lublin

**THE SCHOOL OF POLISH LANGUAGE AND CULTURE  
AT THE JOHN PAUL II  
CATHOLIC UNIVERSITY OF LUBLIN**

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The School of Polish language and culture works at the John Paul II Catholic University of Lublin. The school was created 35 years ago and its aim is to organize courses for foreigners who want to learn Polish language and familiarize themselves with Polish culture. It is worth noticing that the school is one of the oldest institutions of this kind in Poland. and the experience and ability of the university teaching staff which cooperate with the school ensure a high quality for the courses. The language courses are conducted all year round, however, the largest number of students attend during the summer. During the whole year about 270 people participate in different programs of the School. In recent years, the number of people from Polonia or people with Polish origins decreased, nevertheless, the percentage of foreigners who want to study in Poland is increasing. For many people, the necessity of learning Polish language is dictated by professional reasons. Numerous diplomats, scientists, students, businessmen and also hobbyists and language lovers take part in the courses. They come from many different countries: from the European Union, Japan and the United States. Some of people interested in learning Polish are citizens of the Russian Federation. The completion of an intensive course provides communicative knowledge of Polish, which is important especially for foreigners who want to study in Poland. The school is characterized by the high quality and the diversity of the courses. Besides typical courses, programs for people with specific needs and interests are organized, e. g. course on the development of democracy after 1989 or course on the culture and language of refugees and migrants. Recently, the school has organized a course on Holocaust for Americans. The participants visited Lublin, Warsaw and Cracow. Moreover, there are unique lectures of the prominent specialists, trips, spectacles, movies screenings, concerts and meetings. Certainly, the participation in the courses run by The School of Polish Language and Culture is a chance for effective integration of people from different countries, cultures and environments.

**The School of Polish Language and Culture  
at the John Paul II Catholic University of Lublin:**

14 Raclawickie Avenue, 20-950 Lublin: [www.kul.pl/school](http://www.kul.pl/school); e-mail: [polski@kul.pl](mailto:polski@kul.pl)

**THE POLISH LANGUAGE AND CULTURE CENTRE  
FOR POLISH PEOPLE FROM ABROAD AND FOREIGNERS  
OF THE MARIA CURIE-SKŁODOWSKA UNIVERSITY  
OF LUBLIN**

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The Polish Language and Culture Centre for Polish People from Abroad and Foreigners was formed in January 1991 when The Polonian Cultural and Educational Centre (established in 1975) merged with the School of Polish for Foreigners (established in 1981).

The Centre organizes study programs and courses of the Polish language and culture for foreign visitors and students of Polish origin, compiles handbooks and teaching materials, and conducts scientific research on the Polish language and culture. During the summer, the centre organizes Polish language courses, and additionally to its educational offerings there are one-year courses preparing for studies in Poland: Polish Philology for Foreigners and post- graduate studies for foreigners.

**The Polish Language and Culture Centre for Polish People  
from Abroad and Foreigners of UMCS**

18 Weteranów Street, 20-038 Lublin;  
www.cjpk.umcs.lublin.pl; e-mail: polonia@poczta.umcs.lublin.pl

**THE EUROPEAN PH.D. COLLEGE OF POLISH  
AND UKRAINIAN UNIVERSITIES (ECPUU)**

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The European Ph.D. College of Polish and Ukrainian Universities is an educational institution founded in December 2000. The founders included **Maria Curie-Skłodowska University in Lublin** (Poland), the **John Paul II Catholic University of Lublin** (Poland), **Taras Shevchenko National University of Kyiv** (Ukraine), **Ivan Franko National University of Lviv** (Ukraine), and the **National University of “Kyiv-Mohyla Academy”** (Ukraine). The principal aim of the College is to educate future Polish and Ukrainian elites involved in developing cooperation between the two countries to shape the European consciousness of young Poles, Ukrainians and other peoples in this part of the European continent to continue the task of the European integration. The core activity of the College focuses on the launch of Central and Eastern European studies, including Polish-Ukrainian relations, into the area of European scientific research. Students attending the College prepare their Ph.D. dissertations within the following disciplines; economics, law, history, philology, culture, philosophy, sociology, political sciences, international relations, pedagogy and psychology. The College also conducts open lectures and publications of „A Yearbook of ECPUU”.

**ECPUU:**

5 Maria Curie-Skłodowska Street, 20-029 Lublin;  
Phone/Fax (+48 81) 537 64 61; www.ekpu.lublin.pl; e-mail: ekpu@ekpu.lublin.pl

**THE HIGHER SCHOOL OF INTERNATIONAL RELATIONS  
AND SOCIAL COMMUNICATION IN CHEŁM**

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The School was founded in 2004 and is a private university. The aim of the university is to pass on the knowledge, to seek the truth, to shape the minds of the youth in the heart of responsibility for the future of a person in the local, regional and global dimensions. Feeling responsible for creating a modern European society, the University is taking up new challenges through the high quality of education and a proper educational offer which is prepared for the changing job market. An essential asset of the university is it's

border location. The School actively participates in international cooperation (numerous European Union countries) and cross-border cooperation with the Ukraine and Belarus. For better collaboration there are contracts with the Cross-Border Association Euroregion BUG and with Ukrainian Universities, the Volyn National University of Lesya Ukrainka in Lutsk and the Ivan Franko State Pedagogical University in Drohobych. The University has extensive experience in education of students from abroad, especially from Ukraine. The School provides such students with equal rights and hires some teachers from Ukraine. The university is a partner of the Regional Network of Immigrants' Support in Lublin and wants to actively participate in actions realized by the different institutions taking care of foreigners and their integration in the Lublin region.

**Higher School of International Relations  
and Social Communication in Chelm:**

102 Hrubieszowska Street, 22-100 Chelm;  
Phone: (+48 82) 560 31 01; Fax (+48 82) 560 31 11;  
[www.wssm.pl](http://www.wssm.pl); e-mail: [poczta@wssm.pl](mailto:poczta@wssm.pl)

# NON-GOVERNMENTAL INSTITUTIONS AND THE LOCAL PARTNERS OF THE NETWORK

## RULE OF LAW INSTITUTE FOUNDATION

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The Rule of Law Institute Foundation is a non-governmental organization created by Polish and American lawyers connected with the faculty of law of the John Paul II Catholic University of Lublin. It was created at the turn of 2001 and 2002 in order to support initiatives intending to raise the legal awareness of the society, to promote the European Union law and the ideas of European integration, and to protect human rights. The mission of the Foundation is to undertake measures leading to complete realization of a country based on the rule of law as included in Article 2 of the Constitution of the Republic of Poland. Since the beginning of the Foundation's activities, it has also worked to protect human rights of foreigners. The Foundation has employed several lawyers taking care of the legal help aimed at the poor and foreigners. The legal advice is realized in two programs: refugee and migration. The program of the legal advice for refugees has existed in the Foundation since 2004. It was created thanks to UNHCR support. Currently, the foundation is realizing the project "Lawyers for Refugees IV" co-financed from the European Fund for Refugees and the national budget of Poland. Within the program, lawyers give free and individual legal advice (in Russian, English and Polish) to people applying for a refugee status, possessing a refugee status, complementary protection or a permit for tolerated stay in the country. They are also attorneys before the Office for Foreigners, the Council for Refugees and other institutions of public administration. They participate in status interviews, prepare documentation, applications, appeals and complaints to the Voivodeship Administrative Court.

Legal and integration advice for migrants that are not refugees developed in 2009 thanks to the project 'Integration of Foreigners in the Lublin Region' financed by the European Fund for the Integration of the Third Country nationals and by the national budget of Poland. The activities of the workers and volunteers of the Foundation are concentrated especially on the legal-social advice. The immigrants are informed about the basic aspects of life in Poland. A lawyer and integration advisor give advice and information concerning: searching for and starting a job, the opportunities to acquire appropriate occupational

qualifications, acquiring a work permit, the assumption of the economic activity, social security, education, health care and travelling on the territory of the European Union. Moreover, the Foundation conducts courses of Polish language for foreigners. The activities of the program are aimed at the potential immigrants that intend to visit Poland (including individuals possessing the Polish Card and repatriants). Thanks to long experience in working with foreigners, the Foundation has become the administrator of the 'Regional Network of Immigrants' Support in Lublin'. The aim of the project is the creation of institutional support for subjects and people taking care of foreigners' issues in the Lublin Region. Through the project's measures, we would like to pursue a goal of reinforcement and development of cooperation between the members of the Network and coordination of tasks performed by institutions associated in the network. The final and far-reaching aim of the project is the integration and improvement of the migrants' situation in the Lublin Region. The area of activities of the individual members of the Network are presented in this handbook.

The foundation has also created a mailing list and edits a *newsletter* with information about changes in law and foreigners situation in the Lublin region that is distributed to all Network members.

There is also a website concerning the project: [www.migrant.lublin.pl](http://www.migrant.lublin.pl).

For people interested in the migration issues, there is the **Migration Library** available in the headquarters of the Foundation. Currently, it is probably the biggest collection of publications concerning the migration and refugee issues in the region.

**Rule of Law Institute Foundation:**

14 Chopin Street, suite 70, 20-023 Lublin;

Phone/Fax (+48 81) 532 40 69;

[www.fipp.org.pl](http://www.fipp.org.pl) ; [www.migrant.lublin.pl](http://www.migrant.lublin.pl);

e-mail: [migrant@fipp.org.pl](mailto:migrant@fipp.org.pl)

## **THE CENTER OF HELP FOR MIGRANTS AND REFUGEES OF CARITAS OF THE ARCHDIOCESE OF LUBLIN**

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The Center of Help for Migrants and Refugees of Caritas of the Archdiocese of Lublin is a specialist institution established in 1994 in order to help and support foreigners staying on the territory of the Republic of Poland. It offers free and professional help for all foreigners staying on the territory of our country regardless of their legal or social status, race, nationality or religion. The Center workers have substantial experience and have worked with migrants and refugees not only in Lublin, but also in the centres in Łuków, Leonów and Lybyczna Królewska. Moreover, the Center of Help for Migrants and Refugees has its centres in Białystok, Zgorzelec, Ślubice and Biała Podlaska. In Lublin, under special care are persons: applying for refugee status, possessing a permit for a tolerated stay, complementary protection and persons who are recognized refugees, migrants and repatriants. The Center of Help for Migrants and Refugees of Caritas of the Archdiocese of Lublin offers help for foreigners in the following areas:

- Social advice: support of the integration processes, financial help, help in gaining access to primary, secondary and higher education, help in searching accommodation and jobs, programs of social information, educational classes for children and teenagers, help in learning Polish, drawing up documents and applications, filling out forms.
- Psychological advice: diagnosis of emotional and psychological problems, especially concerning fear disorders, reactions to stress and adaptation disorder (connected with culture shock or mourning), individual and group therapy, consultation and trainings within the range of cultural differences and intercultural communication, help for foreigners' children who attend Polish schools, problematic prevention including the prevention of addiction, support for the educational function of the parent in the foreigner's family, the care of women and children, moral support.
- Legal advice and help.

**The Center of Help for Migrants and Refugees of Caritas  
of the Archdiocese of Lublin:**

2 Prymas Stefan Wyszyński Street, 20-950 Lublin;  
Phone/Fax (+48 81) 743 71 86;  
e-mail: migranci-lublin@caritas.pl

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## **VOLUNTEER CENTER IN LUBLIN**

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The Volunteer Center in Lublin was established in 2000 and is an institution that takes care of people exposed to social exclusion. Within 9 years, about 700 started job as volunteers in the Volunteer Center. They work in about 100 organizations and institutions. The Volunteer Center is a place for trainings preparing volunteers to work in the center and to help during the realization of social projects. The Center has international experience - it cooperates with organizations of European Union Member States, Africa and other continents, and also conducts missions. In the area of trainings of the volunteers and realization of the innovative programs, the Volunteer Center in Lublin is one of the most active volunteer centres in Poland. Thanks to the efforts of the center, about 1000 people started work last year and 540 volunteers work within the theme programs of the organization.

The program "Help for Refugees" is one of the programs realized by the center. Its main aims are: the support and integration of refugees and persons staying in the Center for Foreigners in Lublin, to run the common room for the foreigners in which 60 volunteers (in the academic year, from Monday to Friday) conduct Polish language courses involving fun for kids and explain to adults issues concerning the culture, tradition and history of Poland. Since August 2008, the volunteers conduct the Chechen Culture Band "The Stars of Chechenya" that presents the culture and dance of Chechen people to the community of the Lublin region. The voluntary Center has organized many promotional and integration events, the Voluntary Gala, Lublin Multicultural Village and Multicultural Event during which the refugees and foreigners staying on the territory of the Lublin Region presented themselves.

In the office of the Volunteer Center, foreigners may get help from the volunteers in searching for accommodation, visiting administrative offices, hospitals and meeting with Polish employers etc.

The organization created model solutions for the volunteer centre during working with refugees that has been popularized in Poland and abroad (in Italy, Norway, Spain and the European Parliament). The Volunteer Center in Lublin has been awarded twice by The Ministry of Regional Development and the Foundation “Cooperation Fund”. The activities of the center have been recognized by the Ministry of Labour and Social Policy and the Office for Foreigners.

Since April 2009, the Volunteer Center has realized the project “Because I was a newcomer... -social campaign” co-financed by the European Fund for the Integration of the Third Country nationals, the national budget of Poland and the budget of the center. The aim of the project is to create an international dialogue, the education of the citizens in the area of immigrants and their culture, to inform about the rights of the Third Country nationals on the territory of the Republic of Poland and the European Union and also to become acquainted with their culture and religion. Within the project, a festival is planned: intercultural education at universities and in schools, two editions of the billboard campaign, commercials in the Regional Television in Lublin, radio auditions and a film. Foreigners may participate in measures taken by the centre and the Catholic Youth Center.

**Volunteer Center Association:**

4/5 Jezuicka Street, 20-113 Lublin; Phone/Fax (+48 81) 532 45 45;  
www.wolontariat.org.pl/lublin; e-mail: lublin@wolontariat.org.pl

**THE REFUGEE SECTION OF THE LEGAL AID CLINIC  
OF THE JOHN PAUL II CATHOLIC UNIVERSITY  
OF LUBLIN**

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The main aim of the Refugee Section of the Legal Aid Clinic is to give help and legal advice to persons applying for refugee status on the territory of the Republic of Poland by the students of law under the supervision of an academic professor of the faculty of Law of the Catholic University of Lublin. The Refugee Section has undertaken the active cooperation with the students of the Slavic Philology and as a result, more opportunities and effectiveness have been achieved in the area of informing the refugees and foreigners about their rights and duties on the territory of the Republic of Poland in a language understandable for them. The clinic classes are aimed at acquaintance with the theory and practice in the area of the legal help for foreigners. Within the classes, students have under their care one of the centers for foreigners in the Lublin region where they give legal advice to foreigners during the refugee procedures, prepare the appeals against the decisions of the Head Office for Foreigners, prepare complaints to the Voivodeship Administrative Court and applications for social benefits at the Regional Family Help Center. The Refugee Section cooperates with the the Rule of Law Institute Foundation in which students serve their practice and very often continue their cooperation after graduation. Within the

educational activities, the Legal Aid Clinic organized the exhibition of the posters from the collection of the United Nations High Commissioner for Refugees and conducted anti-discrimination trainings at schools to which children of the refugees attend.

**The Refugee Section of the Legal Aid Clinic  
of the John Paul II Catholic University in Lublin:**  
14 Raclawickie Avenues, 20-950 Lublin; e-mail: upp\_kul@kul.pl

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## HOMO FABER ASSOCIATION

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The association was established in 2004 and its main area of activities include human rights, anti-discrimination, citizen and cultural initiatives. "Lublin is friendly" is one of the projects realized by the association. It is a pilot initiative of the Culture Department of the Lublin City Office and Homo Faber Association realized within the Intercultural City program – a common initiative of the Council of Europe and the European Commission. The aim of the program was to find foreign students at Lublin universities and ask them about the level of satisfaction of life in Lublin and participation in Lublin cultural events. The result of the conducted surveys was a report published in May 2009 available in the Migration Library of the Regional Network of Immigrants' Support in Lublin. The association is also a partner in the project: "Stranger? Getting closer." realized together with the association "For the land" with the cooperation of the Office for Foreigners. The aim of the project to help in the integration of the Chechen staying on the territory of the Lublin region. Within the project, the classes and art trainings for kids concerning human rights are conducted. The final effect of the project is an effective integration between the benefactors and Polish culture and society.

Since July 2009, Homo Faber Association has realized the project "Welcome in Lublin". The aim of the project is to facilitate the integration of foreigners – mainly students that live in Lublin.

**Homo Faber Association:**  
41/4a Narutowicz Street, 20-016 Lublin;  
Phone: (+48 81) 534 94 06; www.hf.org.pl; e-mail: info@hf.org.pl

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## FRConsulting

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FRConsulting company specializes in legal-administrative services for foreigners staying on the territory of the Republic of Poland helping in obtaining the official permits and documents and also represents clients before Polish offices and other institutions. FRC takes care of the legal-administrative service of companies run by foreigners and employing foreigners. FRConsulting involves itself in non-commercial activities for refugee problems. With the cooperation of the La Strada Foundation against Human Trafficking and Slavery, FRC participates in fighting against and preventing human trafficking on Poland. FRC is actively involved in the Regional

Network of Immigrants' Support in Lublin. Activity within the program is a chance to meet people that take care of different aspects of immigration on the territory of the Republic of Poland.

**FRConsulting:**

10/3a Świętoduska Street, 20-082 Lublin;  
Phone: (+48) 504 920 521; Fax (+48 81) 463 47 33;  
www.frconsulting.pl; e-mail: biuro@frconsulting.pl

## **THE CROSS-BORDER ASSOCIATION EUROREGION BUG GOVERNMENTS ASSOCIATION OF THE EUROREGION BUG**

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Euroregion Bug is a cross-border association established for cooperation of cross-border regions. **It includes the Lublin Voivodeship in Poland, Brest District in Belarus, Wolyn District and two regions from Lvov District in Ukraine.** It was established in 1995 in Luck. The Euroregion BUG covers an area of 64.000 sq. kms and is one of the largest European Euroregions. 31.1% of the area is on the territory of Poland. In Poland, Governments Association of the Euroregion Bug is responsible for financing of the activities of Euroregion Bug. The bodies of the association are the Euroregion Bug Council (10 representatives from Belarus, Ukraine and Poland), The Council Presidium, Secretariat (national bureaus in Brest, Chełm and Luck) and Appeal Committee. The area of the Euroregion BUG is quite unvarying with the majority of lowlands, however, in virtue of its location, it has a strategic significance for the development of the relations between the EU Member States and its East neighbours. The aim of the measures taken within the Euroregion Bug is to strengthen the cooperation of the partners within the areas of spatial development, communication, education, environment, health care, sport and tourism. Within the realized projects, the festivals, trainings, panels, seminars and programs aimed at maintaining the identity and the tradition of the region are organized. From the point of view of the cultural globalization, those activities deserve recognition.

**The Cross-Border Association Euroregion Bug**

**Bureau of National Secretariat:**

1 Niepodległości Square, 22-100 Chełm;  
Phone; (+48 82) 562 75 77;  
e-mail: sekretariat@euroregionbug.pl

## **THE HELSINKI FOUNDATION FOR HUMAN RIGHTS**

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The Helsinki Foundation for Human Rights was established in 1989 on basis of the Helsinki Committee in Poland that has existed underground since 1982. Since the beginning of the activities, the Foundation concentrates on measures guaranteeing

human rights observance and strengthening their protection. As a result, the foundation cooperates with organizations on the international, national and local level. Within the Foundation, there is a national office of the RAXEN program (Racism and Xenophobia Network) coordinated by the European Union Agency for Fundamental Rights and created by the European Monitoring Center for Racism and Xenophobia. National offices collect information and prepare analysis concerning the national and ethnic minorities, migration and discrimination. The Foundation realizes also programs in which foreigners are the benefactors, e.g. the program of legal help for refugees and migrants.

**The Helsinki Foundation for Human Rights:**

11 Zgoda Street, 00-018 Warszawa; Phone: (+48 22) 828 10 08;  
e-mail: refugees@hfhropol.waw.pl

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## HALINA NIEĆ LEGAL AID CENTER

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The Center is a non-governmental organization established in 2002 and its mission is to give legal advice to persons threatened by marginalization and alienation. The help is also given to foreigners and refugees. Additionally, the Center actively fights against racism and xenophobia. Moreover, campaigns against human trafficking, monitoring and trainings are organized. Information concerning currently realized programs and the rules of legal help are available on the website: [www.pomocprawna.org](http://www.pomocprawna.org)

**Halina Nieć Legal Aid Center:**

11/7 Krowoderska Street, 31-141 Kraków;  
Phone: (+48 12) 633 72 23; Fax (+48 12) 423 32 77;  
e-mail: [biuro@pomocprawna.org](mailto:biuro@pomocprawna.org)

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## STATEWATCH

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Statewatch is non-governmental organization established in 1991. As the independent subjects it comprises journalists, researchers, social activists, lawyers and scientists who monitor the observance of the human rights in Europe. The monitoring is concentrated on the events and phenomena that are very often omitted in official reports and information that are very often omitted in the news. Many important problems are diagnosed ad hoc thanks to volunteers working for State Watch. Collected data are available in the bulletin, on the website and regular publications. In issues connected with foreigners, information concerning

the Common Space on Freedom, Security and justice of the European Union, especially visa policy, immigration, border management and fighting against human trafficking.

**Statewatch:**

PO Box 1516, London N16 0EW, UK; Phone (+ 44 208) 802 18 82;  
[www.statewatch.org](http://www.statewatch.org); e-mail: [office@statewatch.org](mailto:office@statewatch.org)



## ABOUT REGIONAL NETWORK OF IMMIGRANTS' SUPPORT IN LUBLIN

The aim of the project 'Regional Network of Immigrants' Support in Lublin' is the creation of institutional support for subjects and people taking care of foreigners' issues in the Lublin Region. Through the project's measures, we would like to pursue a goal of reinforcement and development of cooperation between the members of the Network and coordination of tasks performed by institutions associated in the network. The final and far-reaching aim of the project is the integration and improvement of the migrants' situation in the Lublin Region.

As a part of the project regular quarterly working meetings for the members of the network are organized; during such meetings it is possible to exchange experience between the representatives of particular institutions and to solve practical problems connected with the situation of foreigners' in Poland. Moreover, trainings and conferences for the members are organized during which it is possible to discuss the most important matters concerning the integration of the third country nationals.. A mailing list and the newsletter devoted to changes in law and the situation of foreigners in Lublin Region has been created and is being edited. Also, a special website connected with the project has been created- [www.migrant.lublin.pl](http://www.migrant.lublin.pl) One of the plans of the project was to develop this simple handbook concerning the activities of particular institutions and partners and to translate it into Russian, Ukrainian and English. There has also been created the Migration Library with publications connected with the matters in the range of members' interests.

### THE COUNCIL OF THE NETWORK:

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|------------------------------|---|
| <b>Tomasz Sieniow, PhD</b>   | The President of the Board of the Rule of Law Institute Foundation (The Secretary of the Network) |
| <b>Monika Budka</b>          | City Center Of Help for the Family in Lublin (MOPR)   |
| <b>Stanisław Dubaj, PhD</b>  | Higher School of International Relations and Social Communication in Chelm                        |
| <b>Joanna Oleszkowicz</b>    | The coordinator of the Migration Program of the Rule of Law Institute Foundation                  |
| <b>Roman Jaborkhel</b>       | City Office in Lublin, The Department of Culture  |
| <b>Maciej St. Zięba, PhD</b> | Director of The Department of Citizen's Affairs and Foreigners, Lublin Voivodeship Office         |

Contact with the Administrator of the Network:

The Rule of Law Institute Foundation: 14 Chopin Street, suite 70, 20-023 Lublin;  
Phone/Fax (+48 81) 532 40 69; [www.migrant.lublin.pl](http://www.migrant.lublin.pl); e-mail: [migrant@fipp.org.pl](mailto:migrant@fipp.org.pl)

