Welcome

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Safe Harbour

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Welcome to Poland!
We want you and your family to feel welcome and safe in our country.

If you are planning to stay here longer, sooner or later you will have to have the answer to some questions: What does the healthcare system look like? Do I have to buy additional health insurance for me and my family? Do my children have to attend school? Do I have the right to benefits since I legally work in Poland, I pay taxes and live with my family here? Do I have to fulfill additional conditions to be employed in Poland? Can I, without specific permits, buy here an apartment or other real property? What is a PESEL number, and is it worthwhile to apply for it? Where and how should I register my vehicle?

“Welcome PL” will familiarize you with the most important issues you will face during your stay in our country. We are presenting the information in a clear way – in graph, chart, calculation and FAQ form. We hope that in this publication you will the find answers to questions that are bothering you and our legal, social and cultural system will cease to be a great mystery.
Table of contents:

<table>
<thead>
<tr>
<th></th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Healthcare system in Poland</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>Education</td>
<td>21</td>
</tr>
<tr>
<td>3</td>
<td>Family benefits</td>
<td>39</td>
</tr>
<tr>
<td>4</td>
<td>Emergency phone numbers</td>
<td>53</td>
</tr>
<tr>
<td>5</td>
<td>Work</td>
<td>59</td>
</tr>
<tr>
<td>6</td>
<td>Accommodation</td>
<td>85</td>
</tr>
<tr>
<td>7</td>
<td>PESEL number</td>
<td>99</td>
</tr>
<tr>
<td>8</td>
<td>Driving license and car registration</td>
<td>103</td>
</tr>
</tbody>
</table>
Healthcare system in Poland
Are you working? Studying? Or maybe you just live with your family in Poland? No matter why you are staying here - perhaps you will find yourself in a situation when you need medical assistance.

The very first experience of Polish medical care may be difficult and complicated for you. Therefore, in this chapter you will learn how the Polish health service operates and what medical services you and your family are entitled to.

Abbreviations used in this chapter:
NFZ - National Health Fund
ZUS - Social Insurance Institution
Health insurance in Poland

If you want to benefit from free medical care in Poland, you have to be insured in the National Health Fund (NFZ). The Fund is responsible for financing health services and for drugs refund (you pay less for particular medicines). The money that the Fund has at disposal comes from monthly contributions for health insurance from the insured.

if you work under employment contract your employer has to notify ZUS about your health insurance

- you receive disability living allowance or a pension
- you are a clergyman
- you perform work on the basis of:
  - mandate contract „umowa zlecenia”
  - agency agreement
  - employment contract
  - service contract
- you work under tolling agreement
- you are a person conducting a non-agricultural business or a person cooperating with them excepting those which suspended their economic activities

if your family members are in Poland with you, the health insurance also covers them

NOTE! This rule doesn’t apply to family members who are insured in NFZ on other basis

you are subject to obligatory insurance if:

- if you work under employment contract your employer has to notify ZUS about your health insurance
- if your family members are in Poland with you, the health insurance also covers them
- you receive disability living allowance or a pension
- you are a clergyman
- you perform work on the basis of:
  - mandate contract „umowa zlecenia”
  - agency agreement
  - employment contract
  - service contract
- you work under tolling agreement
- you are a person conducting a non-agricultural business or a person cooperating with them excepting those which suspended their economic activities

Health insurance
If you are insured in NFZ, you are allowed to get for free following health services:

1) primary health care;
2) ambulatory specialist care;
3) hospital treatment;
4) mental health and addiction treatment;
5) medical rehabilitation;
6) care benefits and care in the context of long-term care;
7) dental treatment;
8) spa treatment;
9) the supply of medical products, at the request of the person entitled, and their refunds, referred in the Act on the Reimbursement of Medicines;
10) emergency medical services;
11) palliative care and hospice care;
12) highly specialised services;
13) health programs;
14) medicines, foodstuffs intended for particular nutritional and medical devices available at the pharmacy with a prescription;
15) specific drug programs mentioned in the Act on the Reimbursement of Medicines;
16) chemotherapy drugs specified in the Act on the Reimbursement of Medicines;
17) drugs without authorization to trade on Polish territory, imported from abroad, provided that in relation to these drugs there was issued a decision on the acquisition of a refund under the Act on the Reimbursement of Medicines;
18) foods for particular nutritional uses imported from abroad, provided that in respect of these foods was issued a decision to refund under the Act on the Reimbursement of Medicines.

What happens if you are staying on Polish territory and you are not insured?

- You will have to pay for each consultation with a doctor, each treatment, analysis, and other medical services.
- Pregnant woman, a non-Polish citizen, is not entitled to any free medical services excepting those that are provided by emergency medical services.
- You are entitled only to limited free of charge services:
  - a service provided in order to combat infections and infectious diseases
  - health services in terms of mental health care for the mentally ill or mentally handicapped people
  - services in terms of addiction treatment for people addicted to alcohol or drugs
Voluntary insurance

If you are not subject to obligatory insurance, you can buy insurance at your own premium.

This way you will be entitled to free treatment.

In order to join submit a written application in the regional branch of the NFZ.

Free treatment applies to institutions which have contracts with the NFZ.

Voluntary insurance (NFZ)

Insurance premium

You have to pay it yourself every month by the 15th day of the following month for the previous one.

Current amount of monthly contributions (January - March, 2016)

You can always check the current contribution on www.nfz.gov.pl.

For foreign students

46,80 PLN

For volunteers

166,80 PLN

For other people

385,27 PLN
Persons entitled to health care services other than those possessing obligatory or voluntary insurance - services for these persons are financed by the NFZ

Note!
The rule about notification of family members to voluntary insurance does not apply to foreigners:
- who are studying,
- graduates who undertake obligatory internship in Poland,
- members of religious groups, students of higher and theological seminaries, postulants, novices and other members of groups and their counterparts,
- who hold Polish language courses and preparatory courses for learning Polish,
- who are insured voluntarily as volunteers.

- services are financed by the NFZ

Family members registered by insured person

- Husband /wife
- Children and grandchildren under 18 years old
- Parents, grandparents - given that they live with insured person

Two exceptions

- Children possessing a decision on severe disabilities may be reported to the insurance without age limit
- If the child continues education after the age of 18, they may be reported to the insurance as a family member for no longer than the day of reaching the age of 26
Persons with the right to health care services other than those possessing obligatory or voluntary insurance - services for these people are funded from the state budget.

- Pole’s Card Holders
  - in terms of using health care services in emergencies, unless international agreement provides more favorable rules

- Persons with mental disorders (in terms of psychiatric care).

- Persons addicted to alcohol and drugs (in terms of addiction treatment).

- Uninsured persons who meet the income criterion to receive social assistance benefits
Free health care

You can benefit from free health care in Poland, primarily if you stay legally on the territory of the EU or the European Free Trade Association (EFTA) and have health insurance in the NFZ.

Documents confirming your right to health care benefits:
- generated electronic document from the electronic Verification of Eligibility of Beneficiaries System (eWUS),
- documents issued by the employer, e.g. a monthly report of ZUS RMUA issued by the employer + ZUS ZUS ZZA a valid certificate from the employer,
- a statement of the right to health care.

The coverage of travel health insurance also entitles you to free services, provided that you:
- stay in Poland on the basis of Schengen or national visa
- and you are not insured in the NFZ.

What services am I entitled to, and who covers the expenses in this case?

Such services are limited to situations when occurs:
- threat to health or life,
- sudden illness.

Do all third-country nationals residing in Poland have such an opportunity?

No. It applies to citizens of those countries that have signed a bilateral agreement with Poland concerning these issues.

These are:
- Albania
- Bosnia and Herzegovina
- Montenegro
- Russia
- Serbia
Paid health care

In Poland, there are a number of private health care facilities, where you can make an appointment to see a doctor on a paid visit. All services offered in a private facility are valued independently, and each is charged. Some private clinics have signed contracts with the NFZ. As a result, among paid health care facilities there are services that are reimbursed by the state. This means that you will not have to pay for if you are insured in the NFZ.

If you want to use free services in such institutions, you should have a referral from your family doctor for a visit to a specialist or to perform specific analysis in private clinic.
There are, however, three exceptions when there is a temporal validity of the referral to particular health service.

<table>
<thead>
<tr>
<th>Referral to health care service</th>
<th>Time of the validity of the referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral to SPA</td>
<td>This referral is verified every 18 months from the date of issuing</td>
</tr>
<tr>
<td>Referral for rehabilitation</td>
<td>This referral is valid for 12 months from the date when the treatment starts</td>
</tr>
<tr>
<td>Referral to psychiatric ward</td>
<td>This referral expires within 14 days from the date of issuing</td>
</tr>
</tbody>
</table>
Medicines and referrals

If you are insured in the NFZ, you have the right to buy subsidized medicines and dressings.

**Who can issue a referral?**

- health insurance doctor (a doctor who signed contract with the NFZ for the provision of health services or an employee of the institution that has signed such a contract),
- doctor who has the right to exercise profession, and concluded a contract with the NFZ authorizing to issue prescriptions,
- since 2016 nurses and midwives, who have obtained permission to issue prescriptions.

A prescription for medicines should be filled in the course of 30 days from the date of issuing. However, there are types of medicines where the duration of the prescription is different:

- antibiotics - 7 days from the date of issuing,
- immunological preparations - 90 days from the issue date
- medicines imported from abroad - 120 days from the date of issuing.

Currently, there are proposed changes in drug reimbursement, whose aim is to launch free drugs (state-funded) for persons over 75 years of age.

**NOTE! Such drugs may only be prescribed by a general practitioner (family doctor).**

List of free medicines will be updated and published by the Ministry of Health.
You can get free dentist’s services from a dentist, who works in an institution that has signed a contract with the NFZ. Free treatment covers only a narrow range of services, the list of which is available in every dental office. You’ll have to pay for health services if you visit dentists conducting private dental care (without NFZ contract).

<table>
<thead>
<tr>
<th>The NFZ insurance covers:</th>
<th>Underaged persons have i.a. right to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• endodontic treatment of (root canal) front teeth in adults and all teeth in children, pregnant women and postnatal period</td>
<td>• protect sealant slot grooves of teeth sixth (once up to the age of 7)</td>
</tr>
<tr>
<td>• removal of the tartar</td>
<td>• impregnate the dentine of deciduous teeth</td>
</tr>
<tr>
<td>• treatment of the oral mucosa</td>
<td>• cosmetic cover the enamel hypoplasia of permanent teeth</td>
</tr>
<tr>
<td>• removal of teeth</td>
<td>• light-cured composite fillings</td>
</tr>
<tr>
<td>• caries treatment</td>
<td>• orthodontic treatment (up to the age of 12)</td>
</tr>
<tr>
<td>• extraoral X-ray images</td>
<td>• treat the periodontal disease</td>
</tr>
<tr>
<td>• medical examination (3 times a year)</td>
<td>• treat caries of deciduous and permanent teeth</td>
</tr>
<tr>
<td>• medical examination with dental oral hygiene instruction (once a year)</td>
<td>• put the enamel on all permanent teeth</td>
</tr>
</tbody>
</table>
Healthcare system in Poland

Hospital treatment (hospitalization)

- to go to the hospital, you have to show a referral from your doctor
- the referral should indicate the ward where you will get the medical care
- the referral is unnecessary when:
  - you got sick and need immediate help
  - you experience a sudden poisoning or an accident
  - you find yourself in a life threatening condition

At the Hospital Emergency Ward, you will receive assistance from specialists, who will decide whether you should be hospitalized or not.

During your stay at hospital, you don’t have to pay for taken medicines, conducted tests and treatments.

Remember! Hospital treatment is free of charge if you have insurance!

In emergency, life-threatening situations, you will be transported to the hospital by ambulance.
Since 1st January 2016 the hospital is obliged to issue Health Booklet for each newborn child.

Doctors, midwife or nurses have to fill in the Health Booklet with all information about:

- vaccinations
- treatment
- history of infections
- important subsidiary tests
- hospitalizations

There is also stored information about school sick notes from P.E.

Child’s Health Booklets issued before 1st January 2016 are still valid and are recognised as medical documents.

is treated as an ID
Education
Are you staying in Poland together with your family? Have you got children aged 6 to 18 years of age?

According to Polish law they are subject to an obligation to go to school, so they have to attend school or receive home education. Information contained in this section will help you to understand the Polish education system. You will learn, among other, how and why you should enroll your child to school or kindergarten. You will also become familiar with the procedures concerning university education.
The school obligation

Do you have to enroll your child in school?
As a rule, yes. In Poland, each child has the right and obligation to attend school. It happens that sometimes parents want to take this responsibility on themselves. They want the child to receive education at home instead of attending school. However, if a parent or legal guardian want to teach a child at home, they have to meet several conditions.

Education at home
When you get a positive decision of a principal, you can start learning at home. However, you have to remember that the results of your work and your child’s knowledge will be examined. Before the end of each school year, students exercising their right to education at home have to pass exams in front of a special committee.

What happens, if the child does not go to school?
If you do not send your child to school and you don’t provide homeschooling you should be aware of the consequences - a parent or a guardian of a person under 18 years of age can receive a fine up to 50,000 PLN, until the obligation is fulfilled. In some cases it may even involve withdrawal of parental rights.
The school obligation

What school should I enroll my child to?
Polish Constitution guarantees access to education. Education in public schools is free. Beside public schools, there are also private schools where education is paid for. However we will focus on discussing the public school system.

When it comes to public primary schools and junior high schools the so-called zoning rule is applied – children are enrolled in a school in accordance with their place of residence (this is the main criterion, but not the only one). Children from the region are guaranteed a place at school. Other children from outside the region who want to attend to the school are accepted according to the criteria specified by the school until the limit of places is reached.

Can I enroll my child during the school year?
If on the day of arrival to Poland your child in that particular calendar year finishes 7 years - yes. Children under the age of 7 are not subject to a school obligation. However, if the child is 6 years old - enroll them to reception class called “zerówka”.

What does the education system in Poland look like?

day care centre
from 20 week to 3 years old)
• voluntary
• obligatory tuition

kindergarten
(from 3 to 6 years old)
• voluntary
• free up to 5 hours a day
• you have to pay for the food

reception class
(from 6 to 7 years old)
• obligatory
• free up to 5 hours a day
• you have to pay for the food

primary school
(from 7 to 13 years old)
• obligatory
• free of charge
Day care centre/Nursery

It’s a place where may stay children from the age of 20 weeks up to 3 years who are not having provided home care while their parents work. Nursery provides children with:
- meals (breakfast, second breakfast, lunch, afternoon snack)
- health and hygienic care (nurse)
- proper development of the child (psychologist)
- educational care (qualified nannies for children - one caregiver cannot deal with more than 8 children).

Working hours - usually open from 6 a.m. some centers work up to 7 p.m.

The fee for day care centre
- each municipality independently determines the amount of fees for the nursery. For example, Lublin municipality in the year 2015/2016 determined the fee as 10% of the minimum salary, i.e. 185 PLN, additionally parents pay child board (food), amounting to 5 PLN/day.

Layette for the baby:
- shoes and a change of clothes
- handkerchiefs
- diapers
- toothbrush with a mug

Registration for the nursery
The municipality is responsible for supervising and conducting the day care centers. Each municipality independently organizes enrollment to nursery, usually through special websites. Registration continues throughout the year, and children are accepted on a regular basis depending on the number of vacancies. Most vacancies are available in September, when the older children go to the kindergarten.

junior high school
(from 13 to 16 years old)
- obligatory
- free of charge

secondary school
- voluntary
- free of charge

university education
- voluntary
- free of charge or tuition fee

post-secondary school
- voluntary
- free of charge or tuition fee
You can enroll to the kindergarten a child that is at least 2.5 years old. If your child is over 6 years it has already reached level of compulsory education – the child should start learning in a reception class called “zerówka” – it may be organized in the kindergarten or at school.

You will find the registration deadlines to enroll your child to kindergarten on the website of your municipality or city. These days, in majority of municipalities enrollment is done via an Internet platform. You can choose several kindergartens, where you would like to enroll your child - if your child does not get into the dreamt kindergarten there is still a reserve list. Deadline for entries usually expires in March, and the results are usually announced two or three months later.

**Sounds difficult, let’s simplify it:**

**Select a public kindergarten, you want to enroll your child to**

**call, visit website or go to kindergarten and get to know when does the enrollment process start and is it possible to sign up via the Internet**

**you can’t enroll to the kindergarten via the Internet:**

**you can enroll to the kindergarten via the Internet:**
Education

Visit your municipality or city hall website
Register on the recruitment platform
Fill out the application form and indicate kindergarten you want to enroll your child to

You will see all kindergartens that take part in the enrollment process in your municipality
Select up to three kindergartens marking them in the right order - the first point is the one you desire most
If your child does not get to the first of them, it is possible that they will get to the second or third in the additional enrollment process
Click the button to confirm completing the registration process - the city hall may ask you to print out the documents and submit them in the kindergarten

You have finished, you have to wait for the answer now

Visit selected kindergarten
Fill out and submit the application form in the kindergarten

Wait for the publication of qualified and not qualified children

When your child is qualified confirm the registration and (if needed) bring additional documents to the kindergarten

Wait for the publication of qualified and not qualified children

If your child is qualified, sign the contract with the kindergarten
Kindergarten

During the application process you will be asked to give some personal data. Your child will get extra points in the enrollment when:

<table>
<thead>
<tr>
<th>additional „points” that determine the enrollment of a child to kindergarten</th>
</tr>
</thead>
<tbody>
<tr>
<td>child is from a large family</td>
</tr>
<tr>
<td>is brought up by one parent only</td>
</tr>
<tr>
<td>has got disability</td>
</tr>
<tr>
<td>child is brought up in a foster family</td>
</tr>
<tr>
<td>parents or siblings are individuals with disability</td>
</tr>
</tbody>
</table>

Payments

During the day the child is entitled to stay for free in the kindergarten up to 5 hours a day. To the same number of hours is entitled a child attending to “reception classes”. Any additional hour demands extra tuition. Although opening hours in the kindergartens are set individually by each institution, they are usually open between 6:00 a.m. to 5:00 p.m.

In addition, parents are obliged to pay for meals. The cost of additional hours of staying in the kindergarten and the fee for board each municipality sets individually.

As a part of promoting family-friendly policies, the second and subsequent children enrolled to kindergarten often receive discounts in tuition fees (for detailed information please contact your Municipal Office).

Holidays in kindergarten

If you work and do not have anyone to leave your child with during holidays find out whether a “holiday kindergarten” operates in your area. Each year the list of such institutions is published on bulletin boards of your kindergarten. Keep in mind that you’ll have to go through the same enrollment as before.

Kindergartens are care facilities that work all year round, they work during winter break, Christmas break but they are closed on Saturdays and during public holidays.
Primary school

This is your child’s first school and the education there lasts 6 years. Primary education is divided into two stages:

<table>
<thead>
<tr>
<th>INTEGRATED TEACHING (CLASSES I – III)</th>
<th>BLOCK TEACHING (CLASSES IV – VI)</th>
</tr>
</thead>
</table>
| The first stage of learning where one teacher is responsible for conducting lessons of Polish language, mathematics, music, artistic and physical education. There is no division into individual subjects. | Classes are conducted by many teachers, each teaches a different subject. Obligatory subjects include:
- Polish language
- Foreign language
- Math
- Science
- History and Society
- Music
- Arts
- Technical Classes
- Computer Technology
- Physical Education
- Education of Family Life |
| The majority of classes take place in the same classroom. | Lessons usually take place in special labs. |
| Traditional notes are replaced by descriptive evaluation. | Notes from 1 to 6. |

The last year of primary school ends with a competence test checking previously acquired skills and knowledge, it’s so-called “sixth grade” test.

Each student has to take the exam, which currently consists of two parts:
- Part One - Polish language and Mathematics,
- Part Two - Modern foreign language.

The test is in a written form, and passing the test is a prerequisite to complete primary school.

**DID YOU KNOW THAT?**

You do not have to worry about the test results, as there is no minimum number of points that student should get - simply undertaking it is a condition to complete primary school.
Afterschool club
If you work late and you cannot pick up your child from school right after ending their classes, you can enroll them to an afterschool club. It is a common place of fun and learning that each school is required to provide for children in classes I-III. The afterschool club is open from early morning to afternoon hours. Classes in the afterschool club are free of charge. Schools often organize activities and circles of interests, where your child can develop their talents.

School ID
School is obliged to issue each student a student card - a document with a photo, confirming school attendance.

DID YOU KNOW THAT!
The card gives your child right to use all kinds of financial incentives, such as discounts in public transport and lower prices for movie tickets. It’s a big savings!

Remember that as a parent you can:
- attend class meetings and other meetings organized at school to get up to date information on both what happens in the child’s class and the whole school community to which they attend
- individually contact teachers and ask about the achievements and difficulties of your child - each school sets appointments for consultation with teachers
- submit your observations and insights on your child
- ask for intervention and assistance in matters which raise your concern

Eating at school
In vast majority of schools canteens provide lunch menus for students. Dinners are partly subsidized by the municipality, so the cost of a one-month meal card isn’t high. There also operate shops where your child can buy drinks, sandwiches and snacks.

Textbooks
Since 2015, there has been an operating program, under which textbooks are gradually becoming free. So far books are free in the first four years of primary school and the first year of junior high school. As a parent or legal guardian you lend them from the school library at the beginning of the school year. If a child destroys them or lose them you will have to pay for the books.
## Primary school

### Enrollment in school

<table>
<thead>
<tr>
<th>A child who hasn’t previously attended school and is subject to the school obligation during their stay in Poland</th>
<th>A child who has previously attended school and is subject to the school obligation during their stay in Poland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll your child to school in the year when they turn 7 years old.</td>
<td>When you enroll your child to school attach the documents proving that they finished school abroad.</td>
</tr>
<tr>
<td>If you cannot submit documents confirming graduation at certain level the qualification process will be conducted on the basis of the interview. The date and time of the interview is set by the school principal. If your child doesn’t speak Polish the interview is carried in the foreign language used by child.</td>
<td></td>
</tr>
<tr>
<td>You sign up your child to school on the basis of your place of residence.</td>
<td></td>
</tr>
<tr>
<td>You can sign up your child to a school outside the zone of your residence, if the school has vacancies.</td>
<td></td>
</tr>
<tr>
<td>If you want to enroll your child in a sports school or sports championship school - the school needs to have vacancies and the child has to pass fitness test and obtain parental consent.</td>
<td></td>
</tr>
</tbody>
</table>

### Extra classes of Polish

When your child is not doing well with the Polish language, they have the right to free Polish lessons organized by school. The principal sets the weekly schedule and the number of lessons (minimum 2 hours per week).

### Days off from school are the days public holidays and additionally days listed below:

- September 1st - the beginning of the school year (classes are not conducted)
- September 14th - Day of National Education (Teacher’s Day)
- December 23rd – January 2nd - Christmas break
- 14 consecutive days between January 14th and February 28th - winter holidays
- the period between Holy Thursday and Tuesday after Easter - spring break
- the period between the last Friday of June and August 31st – summer holidays
### Primary school

In addition, there are 6 days of holidays in primary school that at the beginning of each school year are indicated to parents so they could plan child care (e.g. May 2\textsuperscript{nd} - the day between May 1\textsuperscript{st} and May 3\textsuperscript{rd} Bank Holidays, the day of the test of ending primary school).

In junior high and secondary schools there are 8 and 10 days (they are provided for secondary and maturity exams). The list of all days should be presented to parents at the beginning of each school year.

### Junior High School

Junior high school is mandatory, as the primary school is. Your child is guaranteed a place in junior high school on the basis of the place of residence. If you want to enroll to another high school, the decision will depend on:
- primary school test results
- the results of additional tests organized by junior high schools
- average grade point from school

Junior high school ends with the exam that consists of three parts:
- Humanities
- Mathematics and Science
- Foreign Language

Taking the exam is mandatory - it is a graduation’s requirement.

### Secondary schools

#### vocational school
- learning period lasts 2-3 years, depending on the profile
- professional exam
- after graduating from vocational school student may continue education in a 3-year technical secondary school

#### high school
- learning period lasts 3 years
- final exam: maturity exam (matura)

#### technical secondary school
- learning period lasts 4 years
- final exam: professional exam + maturity exam (matura)
The higher education system in Poland is divided into three levels.

## I level program (Bachelor or Engineer) undergraduate studies

- **Entry requirements**
  - completed advanced level of secondary education attested by a diploma giving access to university studies

- **Duration**
  - 6 semesters
  - Bachelor studies
  - minimum of 7 semesters
  - Engineer studies

- **Diploma:**
  - Title: Bachelor
  - Title: Engineer

- **Notes:**
  - Selected programs such as: psychology, law, canon law, pharmacy, medical studies, dentistry, veterinary medicine, theology are conducted as integrated master studies and they last from 9 to 12 semesters.

## II level program (Master) graduate studies

- **Entry requirements**
  - I level university degree (Bachelor, Engineer)

- **Duration**
  - 4 semesters
  - Master studies
  - 3 semesters
  - Master studies after Engineering studies

- **Diploma:**
  - Title: Master
  - Title: Master Engineer

## III level program (Doctor) postgraduate studies

- **Entry requirements**
  - II level University degree (Master, Medicine Doctor, Doctor of Veterinary Medicine)

- **Duration**
  - 8 semesters
  - they end with a public defend of Doctoral thesis

- **Diploma:**
  - Title: Doctor
Are the studies free or do I have to pay for them?
The answer to this question is complicated.
Below we presented a chart that will help you determine whether you are allowed to study in Poland for free.

You can study for free and you are entitled to scholarships!

You have Polish citizenship

- You have the Pole’s Card
- You are a citizen of one of the EU or EFTA Member States - parties to the Agreement on the European Economic Area or the Swiss Confederation
- You are a family member of the EU or EFTA Member States - parties to the Agreement on the European Economic Area or the Swiss Confederation and have the right to permanent residence or funds necessary to cover costs of living while studying
- You have the permanent residence permit

- You can choose whether you want to study on the same conditions as Polish citizens or to the rules applicable to foreigners
• you have the refugee status on the territory of the Republic of Poland
• You benefit from temporary protection
• you're a migrant worker, a citizen of an EU Member State, the Swiss Confederation or EFTA Member State - party to the Agreement on the European Economic Area or you are a family member of such a person living on the territory of the Republic of Poland
• you have been granted a permission to long-term EU resident
• you have been granted subsidiary protection
• you have the rights to scholarships

as a rule payable:
for both Polish citizens and foreigners - for more details ask particular academic institution

you don’t have any rights mentioned before

unfortunately, you have to prepare yourself to bear the costs of education - it is payable, unless you are a scholar of the Polish Government or any other type of scholarship that covers costs of your studies

private

• you have the refugee status on the territory of the Republic of Poland
• You benefit from temporary protection
• you’re a migrant worker, a citizen of an EU Member State, the Swiss Confederation or EFTA Member State - party to the Agreement on the European Economic Area or you are a family member of such a person living on the territory of the Republic of Poland
• you have been granted a permission to long-term EU resident
• you have been granted subsidiary protection
• you have the rights to scholarships
Undergraduate degree and graduate studies

When you finish high school and receive a maturity certificate or a document entitling you to start studies in Poland you can submit documents in academic institutions.

Language of studies

At some Polish universities you can study both in Polish and in a foreign language (depending on the study program). To study in Polish you need to prove knowledge of Polish (certificate of knowledge of the Polish language), or take part in an interview at the university. Depending on the university you may be required to meet both of these conditions or just one of them.

What should I do to study in Polish?

1. you need to get a document certifying graduation from secondary school
2. maturity certificate (Polish matura)
3. a document entitling you to start studies in Poland + documented knowledge of Polish language (each document issued abroad should be legalized in the country of issuing or should have apostille)
4. if you want to study in Polish language, your knowledge and motivation to study is often checked at the interview
5. however to study medicine, pharmacy and many other courses in Polish language it is necessary to pass an exam of the knowledge of Polish language
You are wondering now what an Apostille is and how you can legalize your maturity certificate?

Apostille is a certification, on which basis the documents issued on the territory of one country are recognized in another. You can get Apostille in the country where the document was issued (if you have completed high school e.g. in Ukraine - you will get the certificate from the Ukrainian Ministry of Education and Science).

If country that issued the document is not a party to the Hague Convention, which introduced this certification you will have to legalize your maturity certificate. In this case, contact your consulate and ask about the legalization process.

Please note that all documents need to be translated by a sworn translator, figuring in the list of translators held by the Ministry of Justice.

What if you don’t know Polish well or do not have confirmation of language knowledge?

Very often the universities organize summer, holiday, annual or one-semester language courses of Polish language in order to study in Polish. If you have confirmed Polish origins, you can apply for a scholarship of the Polish Government - it gives you possibility of a relegation to an annual course of learning Polish language.

If you know Polish but you don’t have any confirmation in the form of passed exam, the level of your language knowledge will be tested during an interview - what really counts is your motivation to study not a perfect knowledge of Polish grammar and spelling.

However, everything depends which university you want to study at and the course of studies - any further information you can get there.

Studies in Poland

in a foreign language

Being in Poland, you can also start studies in a foreign language. In order to start a course the knowledge of language in which classes are held is required. The vast majority of courses at Polish universities conducted in foreign languages are based on a tuition fee, for both Polish citizens and foreigners. Detailed information may be found on the university’s website.
Family benefits
You have been living in Poland with family for a long time. You work here legally and pay taxes, receive health insurance and social security.

Despite undertaken work and your efforts the income for all members of your family is not high. Will you be entitled to family benefits on the same conditions as Polish nationals in such situations? What kind of family benefits are there in Poland? Where can you apply for such benefits and for how long will your family receive them? The answers to these questions and other important information concerning the provision of family benefits may be found in the second chapter of our publication.

Abbreviations used in this chapter:
MOPR - Municipal Family Assistance Centre
MOPS - Municipal Social Welfare Centre
EU - European Union
There are several types of family benefits in Poland. In our publication we decided to briefly discuss three of them: family benefit, one-time payment called “Baby bonus - Becikowe” (which you’re entitled to when a child is born), and parental benefits.

We have included in this chapter information about new parental benefits granted in the “Family 500 plus” program and the Large Family Card. They do not belong to family benefits, but they are intended to support families in raising and bringing up children.

For more detailed information about these benefits and about those that we missed or haven’t mentioned, please visit the Ministry of Labour and Social Policy’s website [www.mpips.gov.pl](http://www.mpips.gov.pl)
Types of family benefits in Poland

- care allowances
  - care benefit
  - attendance allowance
  - special care benefit
- a one-time payment for a newborn child „Baby Bonus - Becikowe”
- family benefit
- carer’s allowance
- parental benefits

- allowances to family benefits
  - Baby Bonus - you receive it when the child is born
  - child care allowance during parental leave
  - single parenthood allowance
  - allowance for rehabilitation of disabled child
  - allowance of raising a child in a large family
  - “start of school” allowance
  - allowance for child studying away from home
Family benefits

Am I entitled to family benefits?
Yes, if you meet the following criteria:

The criterion of legal stay
In order to receive family benefit you need to stay in the territory of Poland on the basis of:
• permanent residence permit
• long-term EU resident permit
• long-term EU resident permit granted by another Member State of the EU
or you should hold residence card with a note „Access to Labour Market”

Note!
It doesn’t include people who have obtained a work permit for a period shorter than 6 months or have a temporary residence permit due to the start or continuation of studies. Staying on the basis of a visa also does not entitle you to receive benefits.

The criterion of factual residence
Throughout the period of receiving benefits you have to reside on the Polish territory. This means that you need to stay in Poland with intention of permanent residence.

Application to establish the right to family benefits

Where should you apply?
In the institution responsible for implementation of family benefits - e.g. in the Municipal Centre for Family Support (MOPR), Municipal Social Welfare Centre (MOPS)

From when will you be entitled to receive the benefit?
From the month in which you submitted a correctly filled application form. If you apply before the 10th day of the month the family benefit will be paid until the last day of the month. If you do it later, the benefit for this month will be paid in the following one.

What happens when you fill the application form incorrectly?
You will be asked to correct or complete the application within 14 days from the date of receiving notice.

For how long is the benefit period settled?
From November 1st to October 31st the following calendar year, in which the right to family benefits is granted.

<table>
<thead>
<tr>
<th>Date of submitting application form</th>
<th>Day of payment for November</th>
</tr>
</thead>
<tbody>
<tr>
<td>before September 30th</td>
<td>before November 30th</td>
</tr>
<tr>
<td>from October 1st to November 30th</td>
<td>before December 31st</td>
</tr>
</tbody>
</table>
Family benefit and allowances to family benefit

Who is entitled to it?
- Parents and (legal or actual) guardians of the child
- A studying person

What is the purpose of this benefit?
- The goal is to partially cover child’s maintenance expenses

Until when you are entitled to get the benefit?
- Parents and guardians can receive the family benefit and allowances until the child is:
  - 18 years old
  - Studying but not longer than they turn the age of 21
  - 24 years old, if they continue education at school or college and hold judgment of moderate or severe disability
- A studying person can receive benefits, provided that they continue education at school or college, but not longer than until the age 24

The monthly amount of family benefit
- 89,00 PLN for a child up to 5 years old
- 118,00 PLN for a child older than 5 years old up to 18 years old
- 129,00 PLN for a child older than 18 years old up to 24 years old

is a person of legal age who is not maintained by their parents in connection with:
“Penny for penny” mechanism to determine the amount of benefits to be paid

What type of family benefits is it used for?
To family benefits and allowances.

When do we use it?
We use it when monthly income exceeds the income criterion per family member entitling you to family benefits.

How do we use it?
When we use this mechanism

Example:
If your family is entitled to benefits and allowances in the amount of 400 PLN and exceeds the income criterion of 370 PLN, you will receive 30 PLN (400 - 370 = 30 PLN).

NOTE! The minimum benefits paid using this mechanism is 20 PLN.

EXCEPTION! If your family raises a child with a disability the income should not exceed 764 PLN per family member

*The amount valid since 1 November 2015; is updated every 3 years.
A one-time payment for a newborn child „Baby Bonus - Becikowe”

Who is entitled?

- mother or father of the child
- legal or actual guardian of the child

The amount of the grant

- 1000 PLN netto

The income criterion

- income per person in your family cannot exceed 1922 PLN

Documents required to get the grant

- medical evidence of medical care of the mother, started not later than in the 10th week of pregnancy

Time to submit the application form

- 12 months since the baby was born
- 12 months from the date of taking legal or actual custody of the child but not longer than the age of 18
**Parental Benefit**

*New Allowance Available from 1st January 2016*

**Who is entitled?**

- Parents or guardians who don't receive maternity allowance for example
- Persons working on the basis of civil law contracts
- Unemployed

**What is the amount of this benefit?**

- 1000 PLN netto

**The income criterion**

- The benefit doesn’t depend on the income criterion

**For how long can you get it?**

- You can receive them for one year (52 weeks)

**When can you apply?**

- Within 3 months from the date of birth or adoption

**Where can you apply?**

- In the institution responsible for implementing family benefits, e.g. in MOPS, MOPR

**The benefit is included in the income for other family support systems, e.g.**

- In determining the right to establish rights to social assistance allowances
- In determining the right to family benefit

**What happens when you miss the deadline?**

- The benefit will be available from the moment of submission

<table>
<thead>
<tr>
<th>Number of children</th>
<th>Number of weeks of entitlement to get benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>65</td>
</tr>
<tr>
<td>3</td>
<td>67</td>
</tr>
<tr>
<td>4</td>
<td>69</td>
</tr>
<tr>
<td>5 and more</td>
<td>71</td>
</tr>
</tbody>
</table>

**NOTE!** In case of giving birth to more than one child number of weeks increases
**Healthcare system in Poland**

**Family benefits**

You are entitled, if you live with your family in Poland during the time of receiving it.

- Monthly amount of the benefit (per one child)  
  - 500 PLN netto

**Where can I submit the application form?**

- Municipal Office
- Post Office
- the Internet
- E-motion or e-banking

**Since when will you be entitled to receive the benefit?**

- Since the month in which the application and the correctly completed documents were submitted.

**Exception!**

If you submitted an application between April 1st 2016 and June 30th 2016, you will receive allowance in such amount as if you submitted it in April 2016.

**What is it?**

It is a benefit intended to partially cover the expenses associated with raising a child.

**But not earlier than the date of birth of the child or adoption day.**

Application forms to receive benefits and directions how to fill them out may be found at:

- www.obywatel.gov.pl
- www.rodzina500plus.gov.pl
- www.mpips.gov.pl
Am I entitled to receive this allowance?

The rules and the way of payment of benefits are the same as the payment of family benefits

Who can get receive the allowance?

For how long is the benefit period settled?

Is there an income criterion to receive the allowance?

Yes, if

No, if it's taken for the second and another child

Yes, if it's taken for the first child

Mother/Father/Guardian of the child under the age of 18

From 1st October to 30rd September following calendar year

you reside in Poland and you stay on the basis of a work permit or have a note on your reside „Access to labour market”

it results from bilateral international agreements binding Poland

The list of binding agreements may be found on the following website: www.mpips.gov.pl

The exceptions that exclude the possibility to receive the benefits:

- you have got work permit for no longer than 6 month
- you hold a temporary residence permit on the basis of starting or countinuing studies
- you work on the basis of visa
- the child is married
- the child is put in an institution providing maintenance or in foster care
- adult child has an established right to receive benefit for their own child
- part of the family is entitled to receive a similar allowance abroad

The child is married

The child is put in an institution providing maintenance or in foster care

Adult child has an established right to receive benefit for their own child

Part of the family is entitled to receive a similar allowance abroad

Yes, if it's taken for the first child

Income per family member cannot be higher than 800 PLN

If you receive benefits for a disabled child income can not be higher than 1200 PLN

You are not entitled to receive it, if:

- you reside in Poland and you stay on the basis of a work permit or have a note on your reside „Access to labour market”
- it results from bilateral international agreements binding Poland
- you hold a temporary residence permit on the basis of starting or countinuing studies
- you have got work permit for no longer than 6 month
- you work on the basis of visa
- the child is married
- the child is put in an institution providing maintenance or in foster care
- adult child has an established right to receive benefit for their own child
- part of the family is entitled to receive a similar allowance abroad

Income per family member cannot be higher than 800 PLN

If you receive benefits for a disabled child income can not be higher than 1200 PLN

The rules and the way of payment of benefits are the same as the payment of family benefits

The list of binding agreements may be found on the following website: www.mpips.gov.pl
Large Family Card

Who is entitled to get it?

What is it?

On the basis of the card you are entitled to discounts and additional rights for families in public institutions or private companies.

Where can I apply for the card?

In the Municipal Office where member of the large family lives.

Do I have the right to hold a Large Family Card?

Yes, if you live in the territory of Poland on the basis of:
- permanent residence permit
- long-term EU resident permit
- long-term EU resident permit of the UE granted by another Member State.

Where can I find the list of discounts?

visit: www.rodzina.gov.pl

entitles to discounts i.a. to purchase: food, clothing, toys, cosmetics.
**Type of benefit and the basis of residence - summary**

<table>
<thead>
<tr>
<th>Basis of residence</th>
<th>Type of benefit</th>
<th>Family benefits</th>
<th>Child raising allowance</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A one-time payment for a newborn child „A Baby Bonus - Becikowe”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The permanent residence permit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The long-term EU resident permit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The long-term EU resident permit granted by another Member State</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence card with a note „Access to labour market”*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other basis of residence (e.g. visa)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Does not apply to persons who:
  * obtained a work permit for a period not longer than 6 months,
  * have a temporary residence permit due to the start or continuation of studies.
Emergency phone numbers

- 999
- 998
- 997
- 112
Have you witnessed an accident or theft?
There is a fire nearby?

If you found yourself in a situation where your health, life, property or persons in your surroundings are in danger - do not stay passive! Calling the emergency numbers you will contact appropriate services that will help you in need. This chapter contains a list of the numbers, as well as the information necessary to submit a notification of what has happened.
General emergency number

If your health, life, your or people’s in your neighborhood are in danger call free emergency numbers to get help you need.

Remember that emergency calls are always recorded!

General emergency number

What kind of occurance you can notify about?

The dispatcher will forward your call to appropriate service that will give help.

112

thief

burglary

fire

road accident

cases of violence

sudden fainiting and loss of consciousness

serious injury or heavy bleeding

electrocution

recognition of a person wanted by the Police

other sudden situation threatening life, health, safety or public order
Most important emergency numbers:

999  Ambulance

998  Fire Brigade

997  Police

Other emergency phone numbers:

994  Water Supply Emergency

993  Heating System Emergency

992  Gas Emergency

991  Electricity Emergency

981  Road Assistance

986  Municipal Police

988  Helpline
995 Child Alert

international system, whose task is a fast initiation of specific procedures in case of reasonable suspicion that a child is the victim of a crime or their life, health or freedom is in danger

Child Alert is based on the interaction between various institutions, mainly the police and the media, whose aim is to provide as fast as possible the image of the missing child

currently the program is operating in 11 countries of the European Union as well as in the United States, Canada and Mexico, and its effectiveness is increasing
Calling the emergency phone number

Notifying the dispatcher about accident or other occurrence requiring the intervention of specialized services, provide the following information:

- nature of the accident with a short description
- place of occurrence
- number and condition of injured people
- your name and surname
- your telephone number

precisely answer dispatcher’s questions
execute orders of the dispatcher
if the place of the occurrence hasn’t got an address, please mention some characteristic points nearby
stay on the line until the dispatcher confirms acceptance of your notification
keep your phone line unoccupied in case the dispatcher tries to call you back to get more information
Work in Poland
Are you interested in working in Poland and want to work legally?

We will try to help you. Polish employment law on foreigners is quite complicated, some of the existing solutions originate from EU law, and as a result should comply with it, and part of it is a response to the needs of the Polish labor market. In this chapter we will try to explain you the rules under which foreigners can work in Poland, we will refer to examples, indicating what you may need.

Abbreviations:
EU – European Union
EOG – European Economic Area
Possibilities for foreigners to work in Poland are limited. Access to the labor market depends on several factors, e.g. legal basis of residence in Poland, type of work or citizenship. Taking up work by a foreigner usually requires a work permit. For some groups of foreigners there are exemptions from this obligation, some are being provided with simplified procedures regarding this issue.
In order to organize these issues, let’s start by explaining the concepts that you will surely come across while starting to work. Consider the following definition section as basic explanations of terms that will be broadly discussed further in this chapter.

**Work permit**

– a document entitling a foreigner to work in Poland. A work permit is issued for a specific person by name, it determines the job position, and type of contract that will be the basis for employment, the lowest salary permitted in that workplace and the employer. Each work permit has a specific expiry date.

**Temporary residence and work permit**

– is a document that grants at the same time the right to work and reside in Poland. Obtaining such a permit requires a residence permit application submitted by a foreigner in cooperation with a future employer.

**Declaration of the intention to commission work to a foreigner**

– is a document that entitles citizens of Armenia, Belarus, Georgia, Moldova, Ukraine and Russia to work in Poland within a period of 6 months within the following 12 months.

**Information about the local labor market**

– is a document issued by District Labor Office that is usually required to issue a work permit for a foreigner. It confirms that there are no candidates, registered as unemployed, who could work on the position offered to a foreigner.
<table>
<thead>
<tr>
<th>Comparison</th>
<th>Work permit</th>
<th>Temporary residence and work permit</th>
<th>Declaration of the intention to commission work to a foreigner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who does it apply to?</td>
<td>all foreigners</td>
<td>all foreigners</td>
<td>Citizens of Armenia, Belarus, Ukraine, Russia, Moldova, Georgia</td>
</tr>
<tr>
<td>Time of validity</td>
<td>up to 3 years</td>
<td>up to 3 years</td>
<td>6 months (180 days) within the following 12 months</td>
</tr>
<tr>
<td>Specific types</td>
<td>type A</td>
<td>temporary residence and work permit</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>type B</td>
<td>temporary residence and work permit</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>type C</td>
<td>in order to perform work in a profession requiring high qualifications</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>type D</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>type E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How does it affect the legality of residence?</td>
<td>visa or temporary residence permit are still needed for legal residence</td>
<td>the basis of legal residence</td>
<td>visa or temporary residence permit are still needed for legal residence</td>
</tr>
<tr>
<td>Particular advantages</td>
<td>simplified procedure for extension of such work permits</td>
<td>one procedure for work permit and residence</td>
<td>after working for three months facilitates in obtaining a temporary residence and work permit</td>
</tr>
</tbody>
</table>
After this brief introduction to the issues related with work, we will present you various options on starting work in Poland, depending whether you are planning to come to work or you may come to Poland with a different purpose and would like to work.

1) Arrival to Poland to work
If you want to come to Poland to start working you should get the required visa. Visas issued for the purpose of work are marked by symbols 05 or 06. Obtaining such a visa is possible only when your future employer in Poland previously has received a document that states your right to work. Such document is a work permit or a declaration of the intention to commission work to a foreigner. (See point 2)

NOTE: documents granting the right to work apply only to the employer who receives them and determines the exact terms and conditions of employment.

2) I stay in Poland, and I want to start working
Essential for the assessment if you can work in Poland is whether your residence is legal, and if so, what kind of residence you have. A person staying in Poland illegally cannot work (at least legally).

Foreigners who possess visas issued in order to:
- tour - symbol 01
- use temporary protection – symbol 22
- arrive for humanitarian reasons, in the interest of the state or international obligations - symbol 23
- do not have the right to work!

The right to work cannot be also received by a foreigner who has been granted a temporary residence permit due to circumstances requiring a short-term stay.

You may find designation of visa issuance in section Remarks, for example. PURPOSE OF ISSUE: 10
Work permit

Other foreigners residing legally in Poland can work here, if they have a work permit (which will discussed later in this chapter) and residence on the basis of:

a) visa issued by Poland,
b) stamp confirming the submission of application form for a temporary residence permit or a permit for a long-term EU resident, if before submitting application foreigners were entitled to work in Poland,

c) a temporary residence permit,
a) visa issued by another Schengen country,
e) residence permit issued by another Schengen country,
f) under the visa free regime.

Some foreigners residing in Poland don’t have an obligation to obtain a work permit. How to know whether you are in this group?

First, check whether your card contains a note “ACCESS TO THE LABOR MARKET.” If so, it means that you are entitled to work without a work permit or already have it.
If you don’t have a residence card, or if your card was issued in the first half of 2014 (on the basis of previous regulations), check whether you meet one of the following criteria card type, family situation and particular conditions.

**Foreigners who stay in Poland are eligible to work in Poland (without additional permits) on the basis of:**

- permanent residence permit
- long-term EU residence permit
- residence permit for humanitarian reasons
- permit for tolerated stay
- refugee status, subsidiary protection or temporary protection
- temporary residence permit:
  - for full-time university students
  - for family members of a Polish citizen with a further temporary residence permit in the event of widowhood, divorce or separation
  - for adult children of foreigners staying in Poland for at least 5 years on the basis of family bonds
  - for victims of human trafficking
  - for a foreigners with an intention to work and their family members holding the EU long-term residence permit in another Member State
  - for a family member of a foreigner granted a temporary residence permit for the purpose of family reunification
The following foreigners are exempt from the requirement to obtain a work permit due to family situation:

- Married to a Polish citizen
- Are children (under the age of 21) of a Polish citizen remaining at his dependence
- Married to aforeigner who reside in Poland on the basis of:
  - Permanent residence permit
  - Long-term EU residence permit
  - Residence permit for humanitarian reasons
  - Permit for tolerated stay
  - Refugee status, subsidiary protection or temporary protection
- Children (under the age of 21) of the foreigner remaining at their dependence
- Family member of EU citizen who exercises freedom of movement
Work permit - special circumstances

Special circumstances relating to the possibility of working without a permit refer, among others, to the following persons:

• Pole’s Card holders,

• employees temporarily delegated to work in Poland by an employer from a EU Member State,

• persons applying for refugee status who have a certificate from the Office for Foreigners
  - a certificate is issued, if the refugee case has not been completed within 6 months and the delay is not the fault of the applicant, the certificate is valid until the procedure finishes with the final decision

• applying for a long-term EU resident permit
  - the exemption from the obligation to obtain a work permit requires having a passport stamp confirming the submission of the application and having former right to work resulting from the type of residence or family situation,

• employees of the Polish Academy of Sciences, academics in the universities, scientific employees of research institutes,

• teachers of foreign languages who work in kindergartens, schools, educational institutions

• permanent correspondents of foreign mass media, granted accreditation by the minister competent for foreign affairs

• members of military forces or civil service, working in international military structures located on the territory of the Republic of Poland

• priests, members of religious orders or other persons performing religious work as a result of performed religious function in churches and denominational associations and national church

• limited to 30 days per calendar year:
  - foreigners performing artistic services individually or in teams
  - foreigners performing occasional lectures, reports or presentations of particular scientific or artistic value
  - sportsmen performing work for an entity having its registered office on the territory of the Republic of Poland in connection with sports competitions

• students:
  - of full-time studies conducted on the territory of the Republic of Poland or participants of stationary postgraduate studies conducted in the Republic of Poland
  - performing work under professional internships to the performance of which they are appointed by organizations being members of international student associations
  - performing work under public cooperation of employment services and their foreign partners, if the need to entrust work to the foreigner is confirmed by the competent employment
students of universities or students of vocational schools in Member States of the European Union or countries of European Economic Area not being members of the European Union or Swiss Confederation, performing work under professional internships as stipulated in the regulations of the studies or teaching program, subject to obtain such appointment from the university or vocational school

- graduating from Polish secondary schools, full-time university studies or postgraduate studies in Polish universities, scientific institutes of Polish Academy of Sciences or research institutes operating on the basis of the provisions concerning research institutes.

Secondary schools:

- a three-year vocational school, which enables pupils to obtain a vocational qualifications diploma after passing the examinations confirming qualifications in the profession, as well as further education starting from the second class of secondary school for adults
- a three-year high school, which enables pupils to obtain matriculation certificate after passing the matriculation examination
- four-year technical school, which enables pupils to obtain a vocational qualifications diploma after passing the examinations confirming qualifications in the profession, as well as obtaining the certificate of maturity after passing the matriculation examination
- post-secondary school for people with secondary education, where study period does not exceed 2.5 years that allows to obtain a vocational qualifications diploma after passing the examinations of a given profession
- a three-year special school allowing to work students with mental disabilities in the moderate or severe level, and for students with multiple disabilities, which enables pupils to obtain a certificate of work preparation
- trainers participating in professional internships, performing advisory and managerial services or requiring particular qualifications and skills in program actions implemented under EU or other international aid programs
- participating in cultural or educational exchange programs, humanitarian aid programs or developmental or summer work programs for students organized in consultation with the minister competent for work issues
- performing work for members of the European Parliament as a result of performed function
- perform work in connection with sports events of international rank appointed by the appropriate international sports organization
- entitled on the terms provided in legal acts issued by bodies appointed under Agreement establishing association between European Economic Community
Work permit - special circumstances

and Turkey signed in Ankara on 12 September 1963

• citizens of the Republic of Armenia, Republic of Belarus, Republic of Georgia, Republic of Moldova, Russian Federation and Ukraine, providing work on the basis of declaration of the intention to commission work to a foreigner

• appointed by foreign employer on the territory of the Republic of Poland, if they keep the place of their permanent residence abroad for the period not exceeding 3 months of the calendar year, in order to:

  a) perform installation, maintenance or repair works supplied as complete technological devices, structures, machines or other equipment, if the foreign employer is their manufacturer,

  b) perform acceptance of ordered devices, machines, other equipment or parts manufactured by Polish entrepreneur,

  c) training for employees of Polish employer being the recipient of devices, structures, machines or other equipment mentioned in (a) in the scope of its service or use,

  d) assemble and disassemble exhibition stalls and care over them, if the exhibitor is foreign employer who appoints them in this purpose;

If you meet some of the above criteria you have the right to work in Poland on the basis of the same terms as Polish citizens.
Declaration of the intention to commission work to a foreigner.

However, if listed exemptions don’t refer to your situation you can familiarize yourself with the information below.

The first restriction applies to recipients of this solution - the declaration may be registered only for foreigners who are citizens of Armenia, Belarus, Georgia, Moldova, Russia or Ukraine.

The second limitation relates to the time in which the declaration may be considered as a basis for work - it is assumed that based on the declaration a foreigner is allowed to work up to 6 months within the following 12 months. What concerns issuing other documents giving the right to work and declarations they are recorded by name for indicated person and given the right to start specific jobs on pre-defined conditions. Below, we will present you the procedure of registration declarations and will try to indicate solutions helpful while planning a longer stay in Poland.

**EXAMPLE** - how to understand this time limit - work can be performed:

1. continuously for 6 months, e.g. from January 1st, 2016 to June 30th, 2016 - 180 days of residence

   or

2. with intervals, e.g. from January 1st to February 15th (46 days); from March 1st to March 15th (15 days); from May 15th to 30th (15 days); from June 15th to June 30th (15 days); August 1st - September 15th (46 days); from November 10th to December 23rd (43 days).
Registration of declaration of the intention to commission work to a foreigner - step by step

Below we are presenting the procedure for registration of declarations, indicating solutions helping in planning longer stay in Poland.

Registration of declaration of the intention to commission work to a foreigner - step by step

**Where should I go in this case?**
Registration of declarations is carried out by the District Labor Office, competent for the place of permanent residence or the head quarter of the entity entrusting work, e.g. if an employer has been established in Świdnik district you should go to the District Labor Office in Świdnik.

**When should I register the declaration?**
The statement should to be registered before starting work by a foreigner. If the declaration is to serve in obtaining visa, while determining the date of the beginning of work, you should take into account the time required for issuing a visa.

**What costs are associated with declaration’s registration?**
The statements are registered free of charge.
NOTE! Before starting work the parties should sign a written contract of employment.

How does the procedure look like?

An employer who intends to hire a foreigner fills the declaration form provided by labor offices or can fill the declaration via the Internet portal: www.praca.gov.pl. The statement contains the data of the employer, the period for which the job is entrusted, determination of the position, at which the foreigner will be employed - including the code of the Classification of Occupations, place of work, type of contract, working hours and remuneration. When the foreigner’s personal data is entered, you indicate whether the statement will serve to obtain visa or residence permit, or whether it affects person already staying in Poland.

Declaration filled in two copies shall be submitted to the Labor Office. The office may verify the data contained in the declaration to check the identity of the data contained in the systems related to registration of business (KRS, CEIDG). It may even refuse to register declaration stating the reason for the refusal.

One copy of declaration remains in the labor office, the second receives an employer in order to provide it to the foreigner.

Simplifications for the foreigners employed on the basis of the declarations

If you work in Poland on the basis of declarations and you are interested in continuing your work, you should know that the declaration simplifies the process of obtaining a work permit, a temporary residence permit and work. It is a situation when a foreigner has been working for at least three months on the basis of a declaration and is going to continue work on the same position. In such situation it is unnecessary to provide information about local labor market. This is particularly important in relation to work that requires special requirements, e.g. the language skills or knowledge of recipes of local cuisines.

In order to benefit from this simplification the application for a work permit should be attached with the declaration of intention to commission work to foreigner, and the employment contract that was concluded on its basis and confirmation of social security contributions.
Obtaining a temporary residence and work permit

To obtain a temporary residence and work permit you should:

1. Have health insurance - that is, you should have a health insurance policy e.g. bought as part of obtaining a visa, or to be covered by health insurance as an employee, a family member (information relating to insurance may be found in Chapter 1).

   How to confirm the compliance with that condition?
   You need to attach a copy of the insurance policy document or confirmation of having health insurance in ZUS (printout of ZUS-RMUA).

2. Have a stable and regular source of income - this criterion applies in order to confirm that you have a legal source of income to maintain yourself and your family. Primarily, remuneration for your work may be considered as such an income, as well as pension, retirement, scholarship. Your livelihood may be provided by immediate family members.

   The minimum monthly amount of income:
   - for a single person household (living alone) - 634 PLN
   - for a person living with family - 514 PLN per person.

   How to confirm compliance with that condition?
   Please attach all documents relating to livelihood, salary, premiums and allowances paid as remuneration, bills for contractors, information concerning income from business activities, documents confirming the right to a pension, family benefits, tax returns from previous years, etc.

Example:
For a family of four, monthly income should be at least 2057 PLN. This does not mean that applying for a residence and work permit you must have an employment contract with such a salary, as part of this amount could come from the income of another family member, e.g. your husband or your wife.
Have a place of residence – in order to confirm staying in Poland. As a part of the legalization procedure the Border Guard has the right to verify whether you actually reside at a given address, e.g. they may contact the owner of the premises you rent, ask your neighbors, visit the premises.

**How to confirm the meeting of that condition?**
The easiest way is to submit a lease agreement for an apartment. You can also use the registering confirmation or your landlord’s statement that you actually have the right to reside at the given address.

Confirm the inability to meet staffing needs in the local market, so-called labor market test - this requirement originates from the protection of the labor market and consists of checking by the District Labor Office whether for the position where the foreigner will be employed there could be hired already an unemployed jobseeker. Based on the test results there is prepared information about the local labor market. Residence and work permit may be issued only if the Labor Office cannot find a jobseeker for the job offered.

**How to confirm meeting this condition?**
Please provide the information of the local labor market or documents confirming exemption from this obligation.

The criterion does not apply when:
- Profession is on the voivode’s list, as most wanted. For example, it applies to professions:
  - in the Lublin Voivodship: specialists of culture and art, lecturers at foreign language courses, English language teachers, teachers of French, Spanish teachers, teachers of German, Russian language teachers, sports instructors
  - in the Mazovian Voivodship: bus drivers, drivers of the tractors
  - in the Lower Silesian Voivodship: designers of network applications and multimedia, computer systems analysts, system’s analysts and computer programmers, specialists of sales (excluding ICT), specialists for bookkeeping and accounting
- before applying, the foreigner was holding the permit to work for the employer and he continues to work on the same position,
Obtaining a temporary residence and work permit

- the foreigner is released from the obligation to provide the information about labor market if:
  - works as a sports coach or athlete at the sports clubs or in the entity whose statutory activities include promoting physical exercise and sports,
  - has practiced as a doctor or a dentist during training or specialization program, under the provisions of the specialization of doctors and dentists,
  - is a representative of a foreign entrepreneur in the branch or representative office located in Poland,
  - as for the citizens of Armenia, Belarus, Georgia, Moldova, Russia and Ukraine:
    - if they perform nursing care or domestic help to individuals in households,
    - if they worked on the same position for at least 3 months on

- the basis of the registered declaration of the intention to commission work to a foreigner and submit this declaration, together with a written agreement and proof of payment of the required social security contributions,

- the foreigner is released from the obligation to obtain a work permit.

Reach the remuneration comparable to salaries, to the employees hired in similar positions and in the same or similar time dimension. Authority shall determine whether the salary offered to the foreigner meets this requirement.

- The criterion does not apply if the foreigner is released from the obligation to obtain a work permit.
Obtaining a temporary residence and work permit - step by step

Where should I go in this case?
An application for a temporary residence and work permit is filed at the Voivodship Office competent according to the foreigner’s place of residence in Poland - If you live in a Lublin Voivodship you should go to the Lublin Voivode Office. When you move to another voivodship, your case will be considered there.

When the application should be submitted?
The application should be submitted no later than in the last day of legal residence on the Polish territory. Application may be submitted in person, but if you cannot do it personally you may send documents by mail on the address of the Voivode Office and in scheduled time you will have to visit the Office in person.

REMEMBER!
The period of visa’s validity is not always the same as the period of residence, to which you are entitled, e.g. the visa is issued for the period of January 1st, 2016 to December 31st, 2016, but entitles you to 180 days of stay - if a visa would be the basis of continuous stay from January 1st, 2016 this legal residence ends on June 28th, 2016 (180 days).
Work in Poland

What does the procedure look like?
The work permit system is based on the assumption that the permit is issued to the foreigner by name and always for a specific position at a given employer. For this reason, the verification procedure starts after finding a job and establishing terms and conditions with the future employer.

Obtaining a temporary residence and work permit - step by step

Filling in an application for temporary residence
- the application should be submitted on the official form, which you can be taken from the Voivodship Office or printed out from the website of the Voivodship Office or the Office for Foreigners (www.udsc.gov.pl). You need to fill it out and sign.

For a temporary residence permit application you should attach Appendix 1 completed by the employer, which determines terms and conditions of the job. You can get Appendix 1 along with the application for a temporary residence permit.

Then you visit the Voivodship Office with the original documents that you submit to the inspection, adding 4 passport photographs, copies of all the pages of the passport, confirmation of stamp duty (440 PLN) and copies of documents confirming the fulfillment of the criteria for obtaining a temporary residence and work permit.

Your fingerprints – each person who has completed 6 years of age is required to be fingerprinted.
With the application you get instructions about the proceedings, the conditions you have to fulfill to gain the permit, etc. Be sure to check this information.

**For example**, you’ll find there an explanation that in the event of address changes during the procedure you should notify the office, neglect of this obligation will cause that the correspondence addressed to your old place of residence will be considered as effectively delivered - you may thus miss an important deadline, and even lose the possibility of legalizing your stay.

You will get a stamp in your passport confirming the submission of the application, which proves the legality of the stay to the end of the proceedings. A stamp is marked when the application is correct, or after the correction.

Then the Voivodship Office starts to consider your case. During the proceedings, all the submitted documents will be checked, there will be carried out consultation with other bodies - the Border Guard, the Police, the Internal Security Agency, it may also happen that you will get a notification informing about the need of submitting additional documents or explanations.

When the procedure ends, the decision on temporary residence and work permit is issued. The decision shall specify: - the period of validity of the permit, the entity entrusting work (employer), the position, minimum salary, working time, type of the contract based on which the foreigner is to perform work. After obtaining the decision you should pay a 50 PLN fee for issuing a residence card and join the current registration address (if you do not want this information on your card you may not attach a registration)

**Receiving a residence card**
- after about two weeks you receive in person your residence card. There will be noted an endorsement “access to the labor market” at the back of your card.
Work permit

A work permit is a document that entitles foreigner to start work in Poland.

Where should I go with this case?
An application for a work permit is filed in the Voivode Office, according to the place of the seat of the employer, e.g. if the employer has a seat in a town in Lesser Poland Voivodship you should go to the Lesser Poland Voivode Office.

When should I submit the application?
The application should be submitted before the foreigner starts working.

The employer fills out the application form for a work permit with the following documents:

The original of the information about the local labor market

It is a document issued as a result of the test procedure of the local labor market, which confirms the lack of a Polish citizen or a citizen of the EU that may be employed at this position. This means that a foreigner may obtain permit to work for the employer when, among the people registered there is nobody who can fulfill the employer’s requirements. The employer should apply to the Starosta to prove the information about the local labor market, according to the place of foreigner’s work. The information should be released no earlier than 180 days before submitting the application for a work permit.
Documents relating to the status of the employer (identity card, contract of association)

Copy of foreigner’s passport

Proof of payment relating to the application for a work permit of a foreigner, in the amount of:

- 50 PLN – when the entity entrusting employment to a foreigner intends to employ him for a period not longer than 3 months
- 100 PLN - when the entity entrusting employment to a foreigner intends to employ him for a period longer than 3 months
- 200 PLN - when the entity entrusting employment to a foreigner intends to delegate a foreigner to Poland for the purpose of export services
Obtaining information on the local labor market

Employer report District Labor Office about a job offer

the office immediately checks if among people registered in this particular District Labour Office there are candidates fulfilling the requirements for the job offer and informs the employer on their number

lack of candidates

within 14 days

the analysis of the adequacy of remuneration and application’s requirements

negative result of recruitment process

issuing information on inability to meet personnel needs

referral to the employer candidates who meet jobs criteria

within 21 days

job placement

unjustified refusal of employment

issuing information about possibility to meet personnel needs
Examples

The students’ work
If you are a student of full-time studies you have the right to work in Poland without a work permit. Exemption from the obligation to obtain a work permit does not apply to students of part-time studies or postgraduate studies. However, note the restriction on the possibility of applying for a temporary residence permit in order to obtain or continue higher education. If you work, you cannot get a temporary residence permit for the reason of study, except that it will be subsequent permit connected with studies.

The graduates’ right to work
The current provisions allow the attainment of a temporary residence permit for a graduate of Polish university in order to seek employment. This permit is issued for one year, but by itself does not entitle you to work. If you have completed secondary school, full-time studies or full-time doctoral studies in Poland you are exempt from the requirement to obtain a work permit. With such a permit for a graduate after completing full-time studies you do not need a work permit.

Care work
Polish law provides facilitations in obtaining work permits for citizens of Armenia, Belarus, Georgia, Moldova, Russia and Ukraine, who work as caregivers or domestic help to individuals. In such cases it is not necessary to carry out a labor market test, so you do not have to prove that there are no unemployed people that could work on this position.
Accommodation
In this chapter you will learn how to find an apartment, how you should prepare to rent and how to purchase a property.

We will help you to create a secure lease contract and tell you what you should check before signing it. We will also present a flowchart of the procedure of purchasing real estate. As a foreigner you will have to meet many additional requirements and be patient. Buying an apartment, a house or a plot is one of the most important decisions in life. Being a foreigner and deciding to take this step remember a few important principles relating to the purchase of real estate by foreigners. At the beginning we will try to clarify some key terms related to this topic.
If you want to find an apartment, start your searching on the Internet. There are special advertisement portals where you can find interesting offers:

- www.olx.pl
- www.allegro.pl
- www.otodom.pl
- www.gumtree.pl
- www.domiporta.pl
- www.anonse.com

The Internet advertisement is the simplest, but also the least safe way to find accommodation. Scammers often post offers tempting you with attractive price - so be careful. While viewing an apartment, ask for the documents confirming the right to property (notary deed, extract from the land and mortgage register) and compare them with identity cards of people who want to rent them. You can check in the electronic land
and mortgage register, whether the person is the owner of the apartment and whether you have the right to rent it.

For detailed information on the land and mortgage register visit: www.ekw.ms.gov.pl

Do not pay the deposit for booking the apartment, without checking owner’s right to property and signing the agreement - this is how the scammers act. Due to the “urgent” situation they ask for a deposit to guarantee priority to the premises and then they disappear.

**Newspaper announcements**

Newspapers with classifieds operate in a similar way. You will find local advertisements, usually from individuals. As in the case of Internet offers, check the person offering you the apartment. If in doubt, consult a lawyer or organization supporting foreigners.

**Real Estate Agencies**

If you are afraid of taking the risk connected with finding housing by your own, ask for help a professional - on the real estate market operate many real estate agencies, specializing in renting or selling apartments. Reliable agencies are licensed to brokerage real estate.

You sign an agency agreement with the real estate agency, which clearly stipulates the terms of cooperation and compensation for finding an apartment.

Remember to verbally negotiate terms of cooperation first:

1. The amount of their services (amount can range from 50 - 100% of a monthly rent or provide a predetermined value - a lump sum).
2. The method of payment (a reliable real estate agency doesn’t require down payments nor deposits for finding housing, they receive fees after finding the
Apartment’s lease

Before signing the agency agreement read it carefully. If there are things you don’t understand, ask for clarification. If in doubt, do not sign the contract. Consult a lawyer or organization that helps foreigners.

There are agencies that to avoid confusion, prepare contracts in two languages - if possible get an agreement in a language understandable for you.

negotiations with the agency

agency agreement

finding housing

agency fee

Friends
This is the best practice while looking for accommodation. You can find an interesting place of residence, if you are recommended by someone who knows you. Ask your friends if they have verified addresses. As they may be more knowledgeable they will certainly share their experience.

Student’s House - Dormitory
If you have come to Poland to study, try to find accommodation in dormitories run by universities. All information regarding accommodation, regulations and required documents may be found at the university’s website. Accommodation in a student house has a lot of advantages. Usually dormitories are located around universities, they have good organizational base and are one of the cheapest forms of tenancy. In many cases, dormitories are available for non-students. More information concerning accommodation you can get in the Office of Student Affairs of the university.
Confirmation of residence

If you are applying for a permit for temporary or permanent residence in most cases you will need to confirm the place of residence.

What is the proof of your residence?
It is a written confirmation that you have the right to live in provided place.

The lease agreement
The most popular form of confirmation of residence for you and your family is a lease agreement.

Below we will help you to construct such an agreement and draw attention to aspects that are important for you.

In order to confirm the place of residence and guarantee your rights prepare a written lease agreement. It will protect you from possible abuses from the landlord (the person who owns the property or has the right to property) and confirm your right to reside in a given place.

By law, the lease agreement is necessary if it’s period exceeds 1 year. If the contract includes information that you do not understand, ask for explanation from the landlord and consult a lawyer or an organization that helps foreigners.
Confirmation of residence

If it is possible ask for the agreement in two languages - Polish and in a language understandable for you. There is another advantage of signing the lease agreement - while submitting application form for a temporary residence permit it is proof of your residence. You should attach this document to the application form.

What should a lease agreement contain?

The lease agreement

- date and place of signing the contract
- names of the parties (landlord - usually the owner and tenant - you :))
- addresses of the parties

- information about the subject of the contract
  - which premises it regards, area in square metres and address
- the amount of rent and way of payment
- the amount of deposit, if it has been taken
- persons who live at this address

- the time for which the agreement was concluded
- the way of termination

signatures of the parties

It is important that the agreement mentions who lives in the apartment - this will facilitate submission of application for a temporary residence permit to all persons listed in the contract.

Do not forget to sign the agreement! Without signature of both parties the agreement is invalid.

According to the law, landlord and tenant have rights and duties:
The rights and duties of the parties of the lease:

<table>
<thead>
<tr>
<th>Rights</th>
<th>The landlord (the owner or the person having the right to premises)</th>
<th>Tenant (the person who wants to live in a particular place - that would be you)</th>
</tr>
</thead>
</table>
| **Rights**   | - has the right to raise the rent, but not more often than every 6 months  
- has the right to terminate contract with a tenant who fails to comply with the contract (e.g. does not pay the rent, destroys premises, uses it in breach of contract)  
- has the right of pledge on tenant’s movable property if the rent has not been paid for the last 12 months | - may terminate the agreement without prescribed period, if the premises defects pose threat to their life or health  
- if the leased space needs renovation the tenant may set a deadline for the landlord when the repair is to be made  
- has the right to postulate to reduce the rent if there are faults in the apartment or defects affecting usage of rooms - if the defects aren’t repaired, has the right to terminate the contract  
- if the contract does not provide otherwise - can allow another person to free use the property or to sublet it to another person  
- may install in the premises TV, radio, telephone, gas and electric lighting, if this does not affect the safety of the premises |
| **Duties**   | - lets premises in condition determined in the contract, and keeps it so for the time of agreement  
- ensures operation of installations and equipment in rented accommodation  
- is responsible for repairs of shared facilities  
- provides operation of facilities inside the premises (water supply, gas, electrical, heating, windows, flooring) - does not burden the tenant | - uses premises in a way consistent with the purpose  
- pays the rent within a specified period  
- adapts to the rules of the building, where the premises is rented  
- keeps the premises in technical hygienic-sanitary order (regularly clean)  
- in case of failure, after setting an appropriate period, makes available the local for technical services  
- after termination of the agreement should give back premises in the same condition as rented |
Confirmation of residence

A certificate from a dormitory or a hotel

You will receive such a certificate in the administration department of the dormitory.

Lending for use agreement or landlord’s statement

If you live for free at your family’s or friends you can conclude a lending for use agreement with them or ask them to write a such a statement. These documents are also a confirmation of your place of residence.

Registration (zameldowanie)

Just as Polish citizens, foreigners are subject to mandatory registration. Each foreigner who resides on Polish territory for more than 14 days should fulfill this obligation. You can register for a temporary or permanent residence.

The maximum period of registration cannot be longer than validity of your visa, residence permit or the period the lease agreement.

You can proceed with registration on the basis of one of the documents listed below:

- lease agreement
- extract from the land and mortgage register
- court’s decision
- notary deed

How to make a registration?

1. Report to the Municipal Office in the area of your residence
2. Fill in the form of temporary residence, available in the Municipal Office or on the website
3. Prepare required documents:
   - passport
   - visa or residence card
   - decision granting refugee status
   - temporary identity certificate of an alien
4. If you own a property or have another title to property bring document confirming this fact
5. If are not an owner, come with person who has this right (e.g. the owner of the apartment), bring document confirming this fact
6. Registration service is free of charge, but the fee for issuing the certificate is **17 PLN**
Property acquisition

Who is a foreigner in Poland?
When we are talking about buying property, the definition of a foreigner is a little different from everyday language.

To simplify the procedure, we will discuss process of purchasing real estate by a non-Polish citizen, but first a brief explanation of some of terms:

- **Types of properties:**
  - Land property
    - plot of land without building
  - Building Property
    - plot of land with building
  - Self-contained premises
    - separated on the basis of the provisions (apartment, commercial unit)

In the procedure of buying property a foreigner is:

- a non Polish citizen
- a legal person whose headquarter is abroad (ABC Company Ltd)
- an unincorporated company of natural or legal persons who is established abroad and was incorporated under the laws of foreign countries
- a legal person and a company without legal personality, which has got headquarter in Poland and is controlled by one of the three aforementioned entities
Property acquisition

What is the acquisition of real estate?
In short, it is a general term for sale agreement, exchange, donation, inheritance, bequest or prescription - the ways you become owner of the property.

To purchase the property as a rule, you will need a special permit, with exception when:

- you buy an apartment (self-contained premises) - where you live
- you buy for your own needs a garage or participate in a detached garage (you have a car)
- for minimum last 5 years you have possessed a permanent residence permit or a long-term EU resident permit
- your spouse is a Pole and for at least 2 years you have possessed a permanent residence permit or a long-term EU resident permit
- you purchased the property, which you would have inherited under the law and the alienor of the property was the owner or user for the last 5 years

To purchase property as a rule, you will need a special permit, with exception when:

These exemptions do not apply when you want to purchase the property in the border area (15 km from the Polish border) or more than 1 ha of agricultural land - then it is always necessary to obtain a permit.

If you are not in a group specified above, you have to start a procedure for obtaining a permit for property acquisition.

REMEMBER - without such a document, acquisition of property is not possible!

Do not forget that in Poland you can validly purchase property only in form of a notarial deed. To conclude such an agreement you need to go to a notary public, together with the person from whom you purchase the property.
Permit for the acquisition of property:

Step 1.
Prepare the motion - there is no model form. Below, you will find a simple scheme that will help you to write an application for the property permit:

If it is:

<table>
<thead>
<tr>
<th>Land property</th>
<th>Building property</th>
<th>Self contained premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>• street</td>
<td>• sequence number of the building and premises</td>
<td>• sequence number of the building and premises</td>
</tr>
<tr>
<td>• town</td>
<td>• street</td>
<td>• street</td>
</tr>
<tr>
<td>• municipality and voivodeship</td>
<td>• town</td>
<td>• town</td>
</tr>
<tr>
<td>• number of cadastral parcels</td>
<td>• municipality and voivodeship</td>
<td>• municipality and voivodeship</td>
</tr>
<tr>
<td>• the area in hectares</td>
<td>• usable area of the building in square meters</td>
<td>• usable area of in square meters</td>
</tr>
<tr>
<td>• the number of land and mortgage register</td>
<td>• features of the building</td>
<td>• participation in the common property, where the premises is located</td>
</tr>
<tr>
<td>• features of the building</td>
<td></td>
<td>• the number of land and mortgage register (if provided)</td>
</tr>
</tbody>
</table>

1. documents certifying the circumstances indicated in the application (a copy of the residence card/decision on granting a residence permit)
2. an extract from land and mortgage register or a certificate from a collection of documents
3. extract from the land register with a dimensioned drawing of the cadastral map
4. list of land changes in or the decision on merging the property
5. extract from the current land management plan or a document confirming the absence of such a plan
6. statement of the alienor on the acquisition of real estate
7. certificate from the tax office stating that you are not in arrears in budget payments
8. certificate from the competent branch of the ZUS stating that you do not owe the contributions to the Social Insurance Fund
9. a bank declaration where you have a basic current account, indicating the extent of financial resources and credit and payment worthiness, to prove the ability to finance planned investments in properties
10. proof of payment of the application (stamp duty is 1,570 PLN)
Application for a permit for property acquisition:
I would like to lodge a motion for a permit to the purchase the property ……………………………. 

Further part of the application should contain
• Designation of the acquired property
• identification of the alienor, i.e. the person from whom buy real estate (name, surname)
• indication of ways of purchasing property (eg. sale, donation)
• information about purpose of acquiring the property
• information about the origin of resources for property acquisition

Attachments:
Permit for the acquisition of property:

Step 2.
Prepared application together with all attachments send to the address of the Ministry (registered letter with acknowledgment slip):
The Ministry of Internal Affairs and Administration
ul. Stefan Batory 5,
02-591 Warszawa
or submit it in person.

Step 3.
Wait patiently.
The permit is issued as an administrative decision. Average waiting time for the decision is about 2-4 months.
In some cases, due to the detailed inspection of documents, the whole process may be even longer.
The permit is valid for 2 years from the date of issue. The decision contains the data of the alienor and alienee of the property and the object of the acquisition indicated in the application.

The Minister will issue a permit, if you meet a series of conditions:

Minister of National Defence and the Minister of Agriculture will not be opposed
by acquisition of the properties you will not pose a threat to:
• defense
• state security
• public policy

you will prove your bonds with Poland, for example:
• you are of Polish nationality
• you have Polish roots
• you hold a permit for temporary or permanent residence, or you are a long-term EU resident
• you are member of the board of the company, which is headquartered in Poland
• you run a business or a farming business in Poland

Step 4.
When you receive the decision, make an appointment with a public notary.
Well done!
PESEL number
As a foreigner, you often hear in Polish offices or other places the question of having a PESEL number.

In this chapter you will learn what a PESEL number is, and what it is used for.
PESEL Powszechny Elektroniczny System Ewidencji Ludności
(The Universal System for Registration of the Population)

PESEL is a specific registration system for people permanently staying in Poland. Each person receives a unique eleven-digit number that allows easy identification of the holder.

Each of the 11 digits of the number has its own meaning.

Your PESEL number will contain your date of birth (first 6 digits), serial number, indication of gender (for women last but one digit is even, and for men - odd) and a control number.

Will you need it and when?
A PESEL number is used for identification purposes only. You will need it e.g. while using medical services (examinations and treatment in the hospital), concluding contracts (renting an apartment, opening a bank account, signing a mobile phone contract) issuing other documents (driving license, bus pass) or paying taxes.

However, if you haven’t got a PESEL number, in most cases, you can replace it with other information, e.g. the date of your birth or tax identification number (if you are subject to tax, e.g. due to the work you perform).

Example: woman born July 8th 1902 roku

```
0 2 0 7 0 8 0 3 6 2 8
```

the two last digits of the year of birth
the two last digits of the month of birth
the two last digits of the day of birth
ordinal number with gender indication (even number - woman, odd number - man)
control number

gender
PESEL Powszechny Elektroniczny System Ewidencji Ludności
(The Universal System for Registration of the Population)

How can you get this number?
Before 1 May 2015 PESEL numbers were automatically assigned to each foreigner registering a permanent or temporary residence longer than 3 months. At present, these rules have changed.

The appropriate authority of municipalities responsible for notifying permanent or temporary residence will still automatically (ex officio) give you a PESEL number, but only if you stay in Poland on the basis of e.g.:

- permanent residence permit
- residence permit for a long-term EU resident
- refugee status
- subsidiary protection
- asylum
- permit for a tolerated stay
- temporary protection
- permit for humanitarian reasons
Driving license and car registration
Would you like to get a “driving license” while you stay in Poland with no need to go back to your country? Or maybe you already have a driving license and you want to buy a car in Poland? – No problem.

Foreigners residing in Poland can get a driving license as well as buy and register a car “as an owner”. In this short chapter you will find out how the procedure for obtaining a driving license and both theoretical and practical national exam look like. You will find out how much it will cost you.

Due to the great interest, we will discuss the procedure of obtaining a driving license using the example of a category B license. In addition, we'll show you how to buy and register a car on the territory of the Republic of Poland, where you can get necessary documents and we will tell you how much you have to pay and where you can do that.

Abbreviations used in this chapter:
PKK - Profile of Candidate for a Driver
WORD - Regional Centre of Road Traffic
OSK - Driver Training Centre
Driving license

To get driving license in Poland, you have to go through 3 simple steps:

1. Create PKK profile
2. Learn to drive
3. Pass national exams

VOILA!
You can pick your driving license!
PKK number

If you apply for a driving license in Poland, you will need to form a PKK number. **Profile of Candidate for a Driver** (Profil Kandydata na Kierowcę) is an electronic document generated in the system by the Department of Communication in district office. It contains data and information identifying you as an applicant for a driving license.

**NOTE!** If you apply for two categories of licenses – system will generate two separate PKK numbers.

**REMEMBER!** If you do not have a PESEL number, pass your date of birth instead.

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**PKK number**

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**Medical Examination**

Before starting driving course candidates have to visit doctor and do the tests that will confirm 100% ability to drive a vehicle of a particular category

- In some driving schools such research is already included in the course price

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**Take a Photo**

- Photo of dimension 35x45 mm
- On a plain white background
- Not older than 6 months

---

**Profile of Candidate for a Driver (PKK)**

- Fill out the application form for a driving license (*no, it’s not a mistake - it is exactly this form*) to the proper department of communication, according to your place of residence (*yes, for this procedure you will need to be registered in the Municipality Office*)
- Add a medical certificate and a photo that you took
- Add a copy of your visa / residence card

---

**cost - 200 PLN**

**cost approximately - 30 PLN**

(usually you take 4-8 photos)

**PKK is generated for free**
Learning to drive

You probably know that during the course for obtaining a driving license, ability to start the engine and smoothly change transmission is not enough - you are also required theoretical knowledge on traffic regulations. The theoretical part of preparation has to teach you how to safely and reliably drive in different road conditions, predict emergencies, and above all, think and take responsibility for other people on the road.

REMEMBER! EXAM IS NOT THE PURPOSE OF THE TRAINING, BUT ONLY THE NATURAL RESULT OF THE FIRST STAGE OF YOUR LEARNING PROCESS!

From January 1st 2015 theoretical classes at driving schools are not mandatory. It is no longer required to attend lectures. Nowadays you decide on the form of learning. You can choose to self-study at home, attend classes organized by the school in the form of workshops or lectures or learn via the Internet using online courses widely available on the Internet.

Choose a convenient way

„A” a DIY version

„B” a standard procedure
Option “A”

By choosing option “A” you decide on a more independent way, that gives you time flexibility and opportunity to self-study for theoretical part, even without leaving your own room.

At home

- You will have to gain theoretical knowledge on traffic regulations by yourself from textbooks and various types of e-courses.
- Sometimes you can also voluntarily attend theoretical classes in a driving school in order to learn, i.e. first aid.

WORD

- If you think you know about traffic regulations almost everything you needed in order to pass exam, go to the WORD and enroll to the theoretical part of the exam for a driver’s license. You will have to pay 30 PLN for the exam.
- You failed you? Don’t worry, it can happen to anyone. Pay for another exam (again 30 PLN) and give yourself a second chance!
- You passed? - Well done! - We can move on!

OSK

- This is the time to begin driving lessons. Visit your driving school and plan the next few „drives“.
- Note that you need to take a MINIMUM of 30 full hours of practical lessons. If you feel that you need some more practice, you can purchase additional hours of driving.

WORD

- It’s time for mere formality - namely the presentation to the WORD examiner how well you know the traffic regulations in practice. You are only inches from receiving your dreamt license, just an hour and, of course POSITIVE result of the exam!
Option „B”

You cannot make yourself to learn at home? E-learning or on-line course are not your story? You prefer traditional form of teaching? If you prefer to listen regular lectures, live contact with the teacher and at the same time want to ask a question and get a precise answer, your choice probably will fall to option “B”.

OSK

After receiving the PKK number go directly to the driving school and sign up for the course.

During regular classes you will learn theory.

Right after lectures start practical training (i.e. driving at the wheel).

Additionally, you can pass the internal theoretical and practical examination in your OSK.

WORD

After completing entire course in OSK, go to the WORD in order to pass the state exams.

When you get a positive result from the theory test, you can sign up for the practical examination.
The theoretical exam

In order to prepare and avoid stress in WORD, you can familiarize yourself with the procedure of the theory test.

What should you do to sit the theoretical exam?

- pay 30 PLN fee
- set the date and time of the exam
- present an identity document, e.g. residence card or passport

What does the theoretical exam look like?

- lasts 25 minutes
- it is carried out on computers
- getting 68 points of 74 possible guarantees passing the exam
- you will get the result immediately after answering the last question

- consists of 32 questions divided into two groups, and only one answer is correct

1st group:
- questions from 1 to 20 which you answer by choosing YES or NO

2nd group:
- questions from 21 to 32 which you answer choosing option A, B or C
The practical exam

If you passed the theoretical test, you can sign up for the practical tests. After paying the fee, choose the day and time that suits you best.

**For each approach for the practical test you will pay 140 PLN.**

**NOTE!** Despite the fact that you have been enrolled on a specific time, sometimes you have to wait for “your turn.” We advise you not to wait in the lobby or WORD’s waiting room among other visitors, since there’s a lot of stress that will not influence you positively.

Before starting the test, the examiner introduces himself and you have to confirm your personality by presenting your identity document (e.g. passport or residence card). Then the person examining you explains the requirements of exam.

**The practical examination consists of three tasks:**

1. **Task 1**

   The examiner will ask you to check the technical condition of the basic elements of the vehicle such as fluids, light and sound signals that affect driving.
The practical exam

Task 2
testing area

Now get ready to drive. You will perform 2 tasks on the testing area.

You will start with starting the engine, driving forward and reversing along the lane. You’re going forward turning a curve to the right and stop the vehicle at the marked place (picture of white envelope). Then you drive the same route on reverse. You must be careful not to cross the line and not to hit any of the traffic cones. However, if you did, you have a second chance to perform this maneuver.

The second task is to move forward on the hill. You drive up a hill, stop and put on the emergency brake, then you need to smoothly move on releasing the brake. While starting the vehicle be careful not to fall back more than 20 cm and not to stop the engine.
You have to perform the tasks of examination in accordance with the road traffic regulations (that is, the theory that you learned earlier). The examiner, in advance will give you a command that cannot be contrary to the traffic regulations and does not endanger road safety.

During the examination, the examiner will give you instructions on the direction and the implementation of examination tasks (e.g. changing the speed from 50 km/h to a full stop in indicated place, turning or parking).

The examiner will notify you in the event of any mistake. If you do the task incorrectly for the second time, the result of the test will be negative. However, if you want you may continue driving in order to return the place where you’ve started the exam.

The practical part of the state examination on the regular city road, demands completing a list of examination tasks in time not less than 40 minutes, the examiner may complete your exam after 25 minutes, if you do all examination tasks correctly.
NOTE! If during the examination you incorrectly perform the task for the second time, the exam will be finished with a negative result (unfortunately, without even leaving WORD).

DID YOU KNOW THAT?
Did you know that both the theory test and practical one may be conducted in a foreign language? The person taking the theoretical exam in WORD may submit it not only in Polish but also in German or English. Once you have passed the “theory” and want to proceed with the practical part, but you’re not sure whether you will be able to understand the rules of the examination and execute the examiner’s commands in one of the previously mentioned languages, you can provide yourself (of course, at your own expense) with a sworn translator, who will sit behind you and translate what the examiner says. It’s costs a bit, but you can do it :)

ANOTHER TITBIT!
Another thing you probably didn’t have a clue of – in Poland you can do a driving license on a car with an automatic transmission? Yes, it is possible. If you would like to take the exam on a car with automatic transmission, you can do it. If your WORD doesn’t have a car with an automatic transmission, the driver training center, where you did the training, can provide the car for you.

Receiving the driving license
After completing the course, and the classified state exam in WORD you can go to the proper department of motor vehicles (District Office) and pick up the license. In the office you have to pay a fee for issuing the license in the amount of 100 PLN and 50 gr. THAT’S IT! Now you just need to wait until your license is issued and delivered to the office. Time needed for issuing the document together with delivering it to the appropriate office amounts to seven working days.

If you want to check whether your license is already ready to pick up, you can do it on the following website: www.info-car.pl. You enter your name, PESEL number, birth date or number PKK. You receive driver’s license and off you go! Have a safe drive!
Car registration in Poland

As a foreigner you also have the opportunity to buy a car and to register it in Poland. After buying the car, regardless of whether it is new or used, you need to register it. In order to do this, go to the department of motor vehicles, the one according to your place of residence. You should be registered on the basis of permanent or temporary residence.

You have 30 days from the date of the purchase to register your car, so do not postpone it.

**Necessary documents**

*What documents are needed?*

Depending on whether you bought the car registered on the territory of Poland, or brought a car from abroad, to register it you will need different sets of documents.

**When it comes to a second hand car registered in Poland you will need:**

REMEMBER! All documents submitted to the department of motor vehicles should be the original ones – not copies.

NOTE! If the car is subject to co-ownership (e.g. married couple, a father and son), all the co-owners concerned should visit the office, and if they cannot – they should issue a proxy to the person processing the registration.

- A completed form for the vehicle’s registration
- Proof of vehicle’s ownership
- Registration certificate and vehicle’s card (if issued)
- Number plates
- An identity document

You can download such applications from Internet and fill them out on the computer, as well as fill them directly in the Office.

This could be a VAT invoice confirming the purchase of a vehicle, sale contract, exchange contract, donation contract.

You should get this document’s from the previous car owner.

You have to go to the department of motor vehicles and bring current number plates - you give them back, and in their place you get new ones.

In order to confirm your identity take your passport or residence card.
If you brought a car from another EU country, in order to register it in Poland, you need:

- A completed form for the vehicle’s registration
- Proof of vehicle’s ownership
- Registration certificate
- Number plates
- Document confirming the payment of taxes on the territory of the Republic of Poland
- The certificate on a positive result of the technical examination
- Documents translation into Polish
- An identity document

- The same as in the process of registration of Polish car.
- This could be a VAT invoice confirming the purchase of a vehicle, sale contract, exchange contract, donation contract.
- You should obtain this document (issued by another EU Member State) from previous car owner.
- You have to go to the department of motor vehicles and bring current number plates - you give them back, and in their place you get new ones.
- After bringing the vehicle to Poland you have 30 days to pay the tax to the proper custom chamber.
- The amount of excise tax depends only on engine capacity and amounts to:
  - 3.1% of the value of the vehicle, for vehicles with an engine capacity up to 2000 cc
  - 18.6% of the value of the vehicle, for vehicles with an engine capacity exceeding 2000 cc
- Technical examination will not be required, if the vehicle has a valid foreign technical examination.
- The cost of a technical examination of the vehicle ranges from 100 to 200 PLN.
- All documents issued in foreign languages should be submitted with a translation made by sworn translator or appropriate consul.
- The cost of translating all necessary documents is about 200 PLN.
- In order to confirm your identity take your passport or residence card.
Car registration in Poland - How much does it cost?

Usually the fee for registration of a passenger car amounts to - 180.50 PLN.

This fee includes:

- number plates - 80 PLN
- registration certificate - 54 PLN
- temporary permit - 13,50 PLN
- control sticker - 18,50 PLN
- verification sticker - 12,50 PLN
- cadastral fee - 2 PLN

**Total** - 180,50 PLN

**NOTE!**
If you do not have a vehicle’s card (car imported from abroad/the card was not issued/the card has been lost or damaged), the registration costs will increase by 75 PLN. If you want personalized number plates (e.g. you want to have your name on the plates), you will have to pay **1000.50 PLN** as a registration fee instead of **80 PLN**.
What is next?

When you submit the application form, you will get the number plates, a control sticker (stick it to the windshield) and a decision on a temporary registration for the period of 30 days. During this time you have to buy insurance in an insurance company.

Before the temporary decision expires you have to pick up the decision and the registration certificate, in return you will give back temporary decision and show OC insurance.

DID YOU KNOW THAT? You can check whether your registration card is ready to pick up, on the following website: www.info-car.pl. To check the status of registration you should enter the car’s number plates and the last 5 characters of the car’s body.
THE RULE OF LAW INSTITUTE FOUNDATION

is a non-governmental organization established as an initiative of Polish and American lawyers connected with the Faculty of Law, Canon Law and Administration of the John Paul II Catholic University of Lublin. Established at the turn of 2001 and 2002 in order to promote initiatives aimed at raising legal awareness of the society, improving professional qualifications of lawyers, promoting European law and the idea of European integration, efforts to protect human rights and reform legal education.

The mission of the Institute is to undertake actions which lead to more completed realization of the rule of law principle contained in Article 2 of Polish Constitution. Through Poland’s example, we want to support the introduction of these standards in other countries where the democratic transition process is still running.

The activities of the Institute are undertaken within four programs:

• The Legal Aid Program
• The Asylum, Migration and Integration Program
• Think-Tank Program
• The Legal Education and Training Program

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Safe Harbour

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