



WELCOME



The Rule of Law Institute Foundation 2016

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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 find answers to questions that are bothering you and our legal, social and cultural system will cease to be a great mystery.

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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.

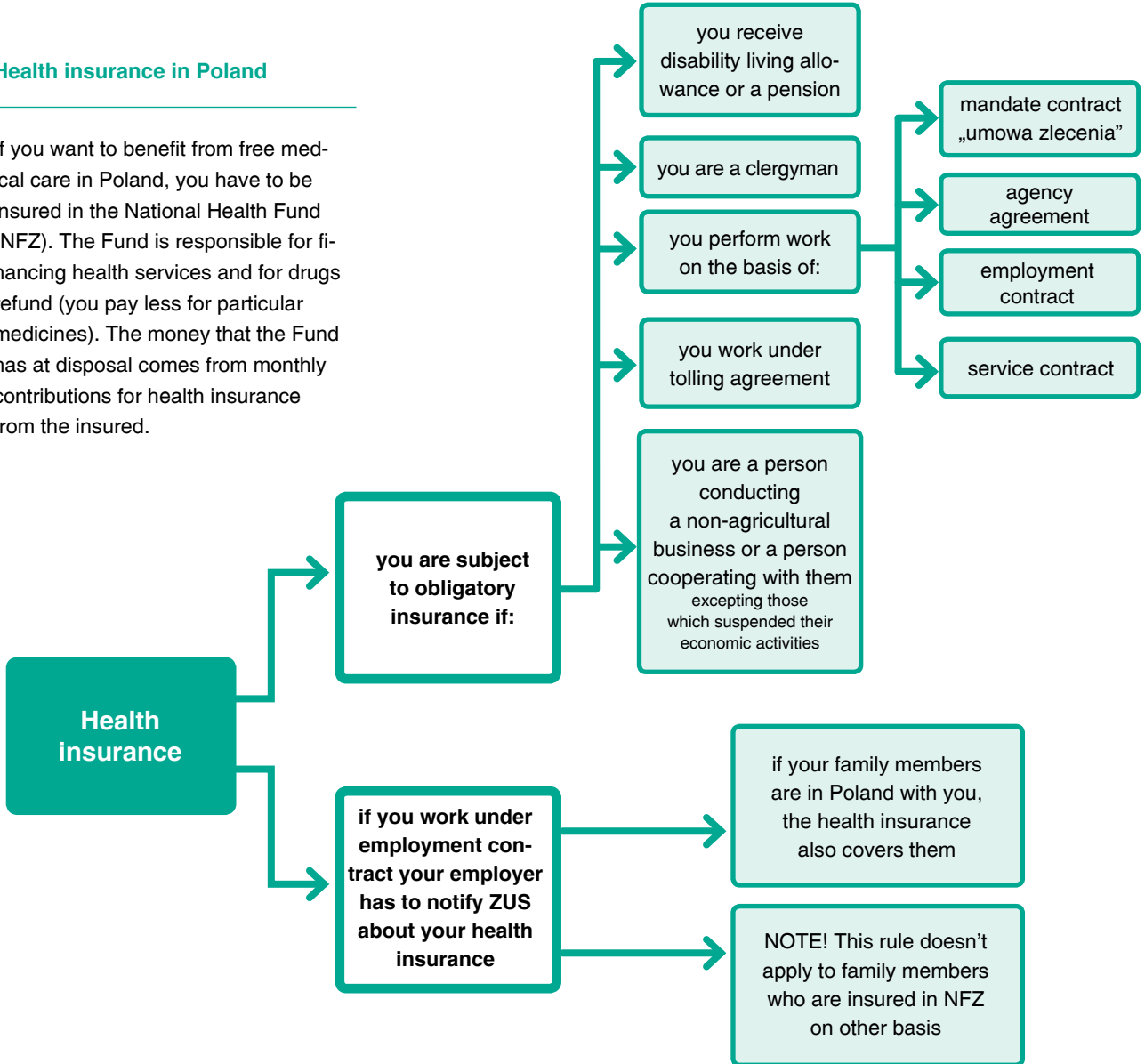
Abbreviations used in this chapter:

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.



Range of health benefits

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

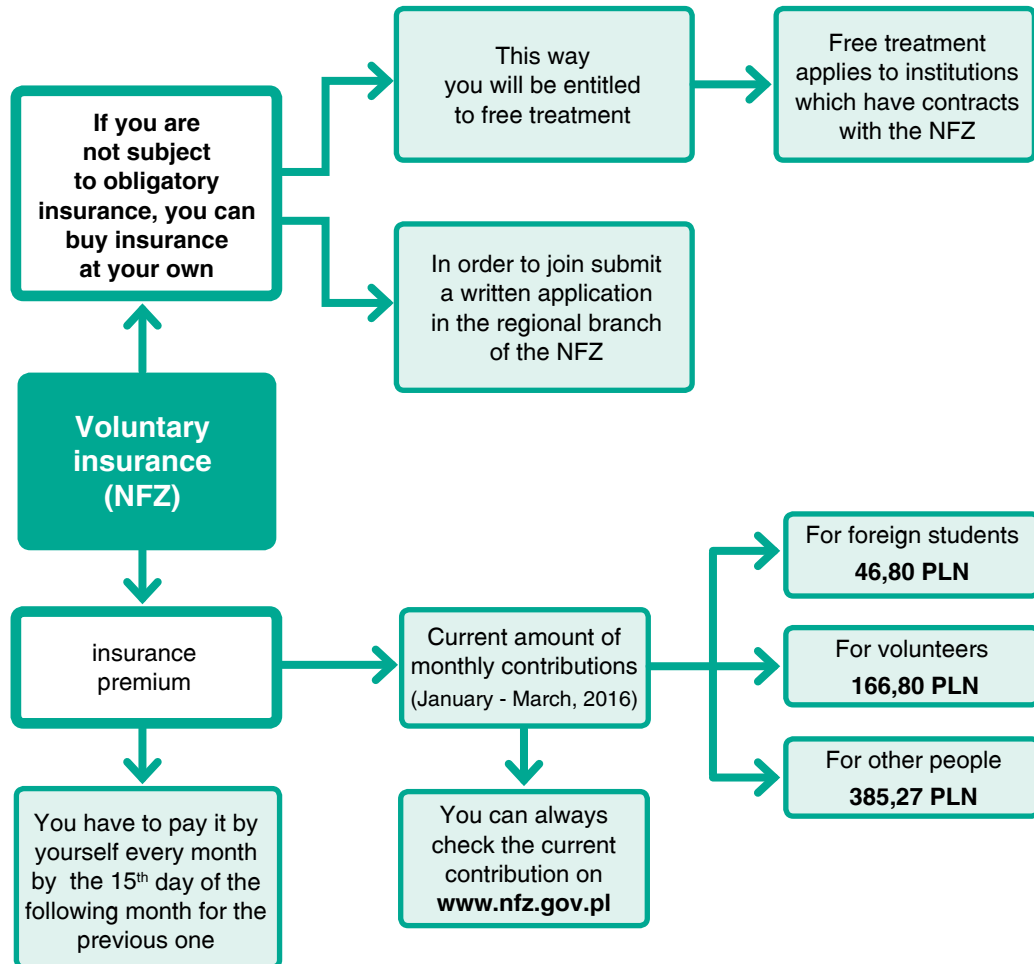
- 1) primary health care;
- 2) ambulatory specialist care;
- 3) hospital treatment;
- 4) mental health and addiction treatment;
- 5) medical rehabilitation;
- 6) care benefits and care in the context of long-term care;
- 7) dental treatment;
- 8) spa treatment;
- 9) the supply of medical products, at 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?

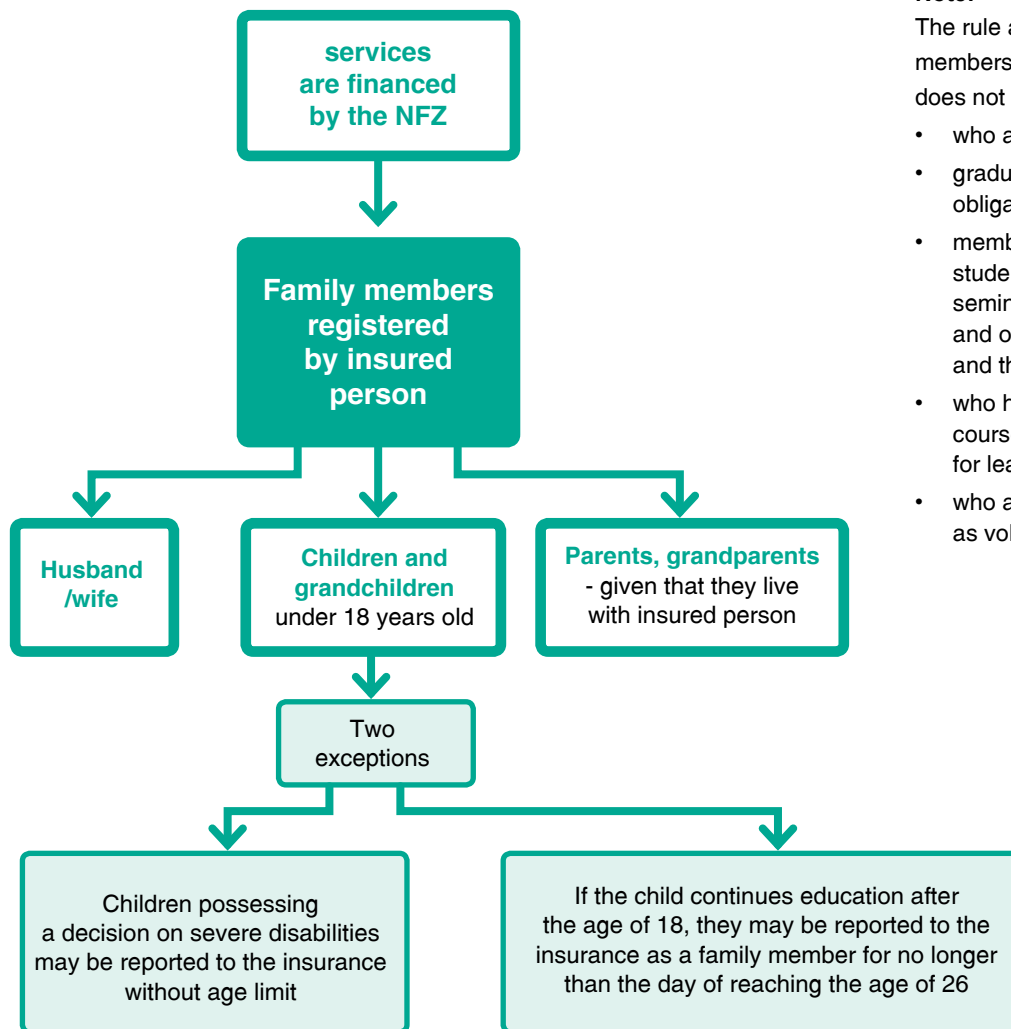
- You will have to pay for each consultation with a doctor, each treatment, analysis, and other medical services.
- Pregnant woman, a non-Polish citizen, is not entitled to any free medical services excepting those that are provided by emergency medical services.
- You are entitled only to limited free 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



Persons entitled to health care services other than those

possessing obligatory or voluntary insurance - services for these persons are financed by the NFZ

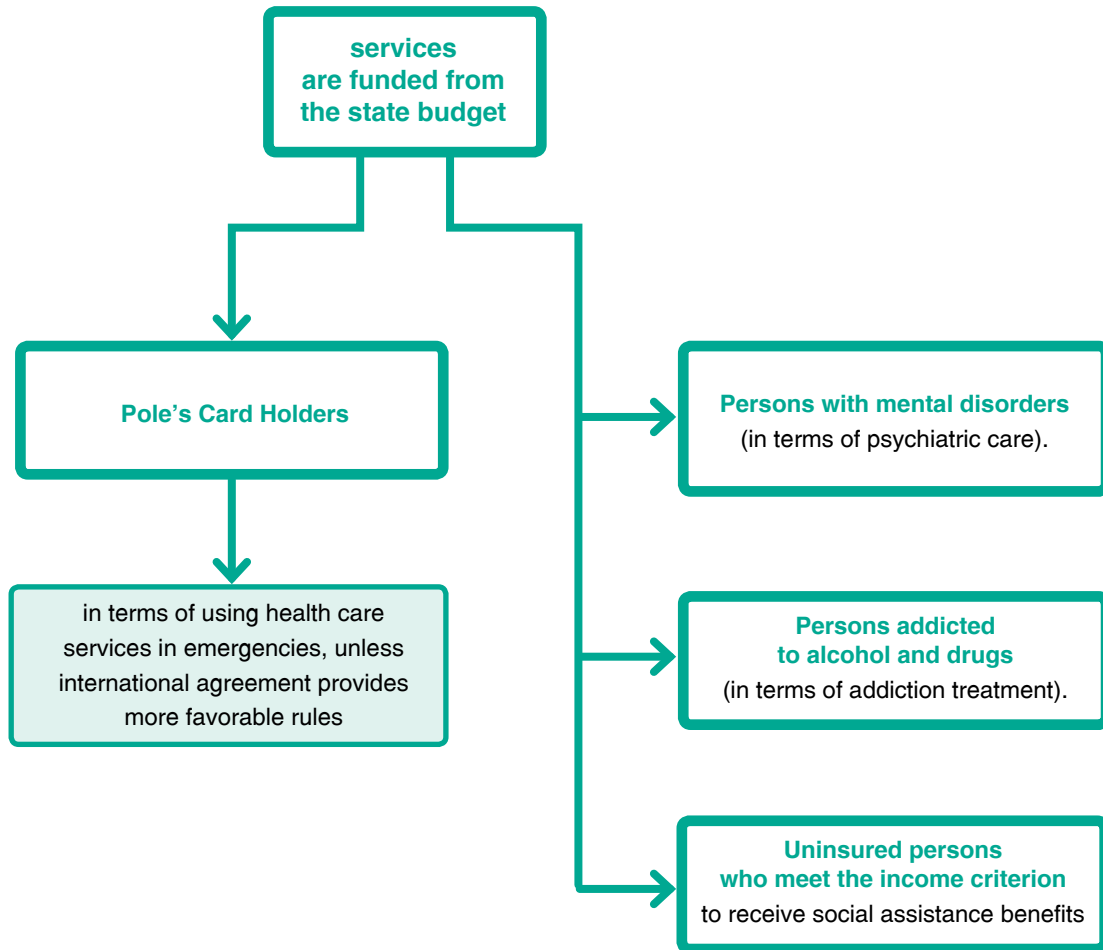


Note!

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.

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



Free health care

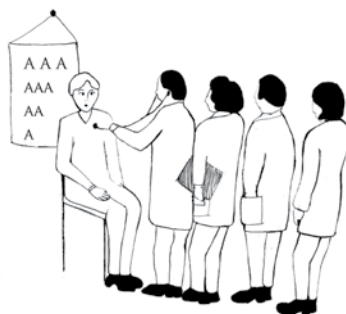
You can benefit from free health care in Poland, primarily if you stay legally on the territory of the EU or the European Free Trade Association (EFTA) and have health insurance in the NFZ.

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.



Remember! Range of free services depends on the contract (insurance policy) concluded with the insurance company.

Note! In special circumstances, foreigners are entitled to free health care services equally as Polish citizens, even though they do not have proof of health insurance or travel insurance.

Special circumstances are i.a.:

- damage of insurance policy
- inability to recover medical expenses from the insurance company.

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.

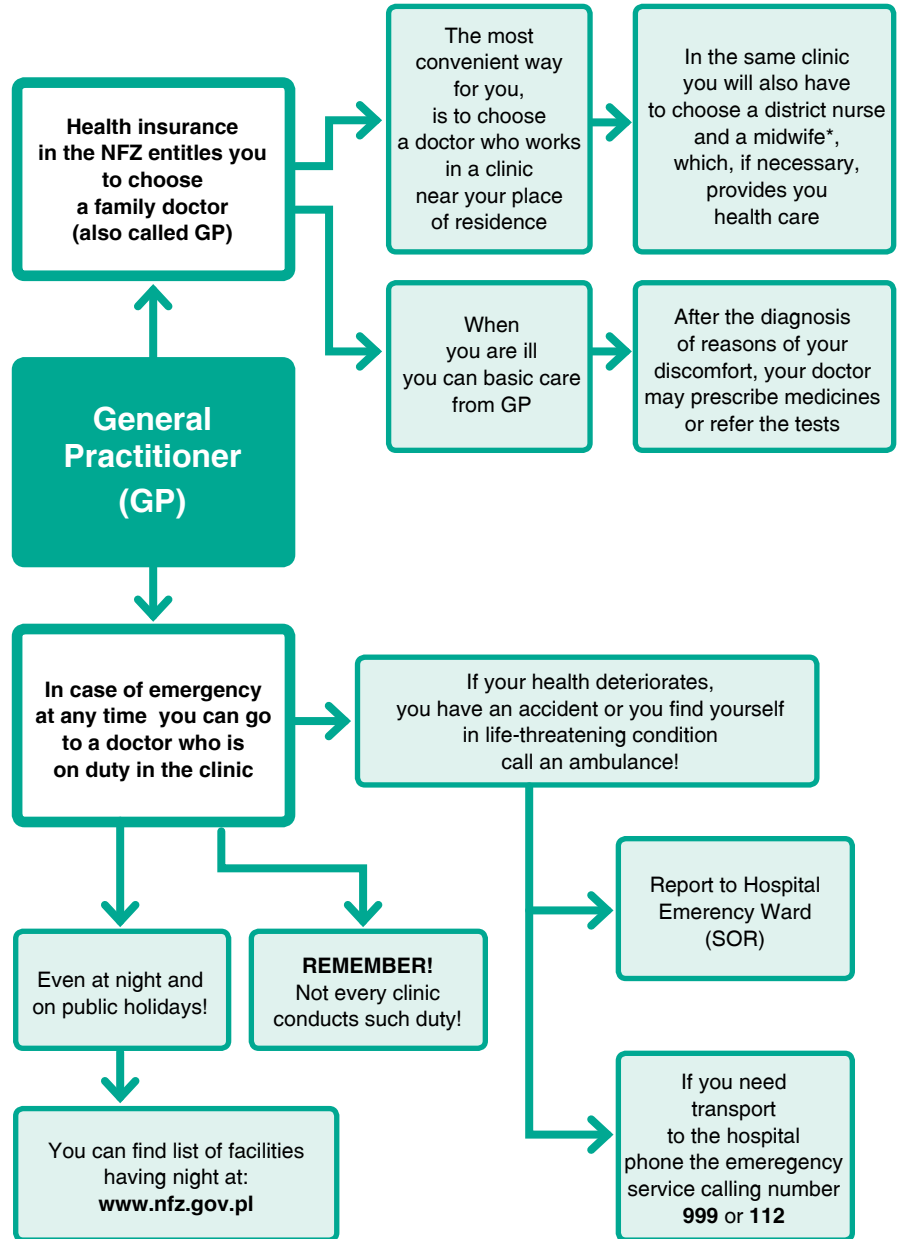
These are :

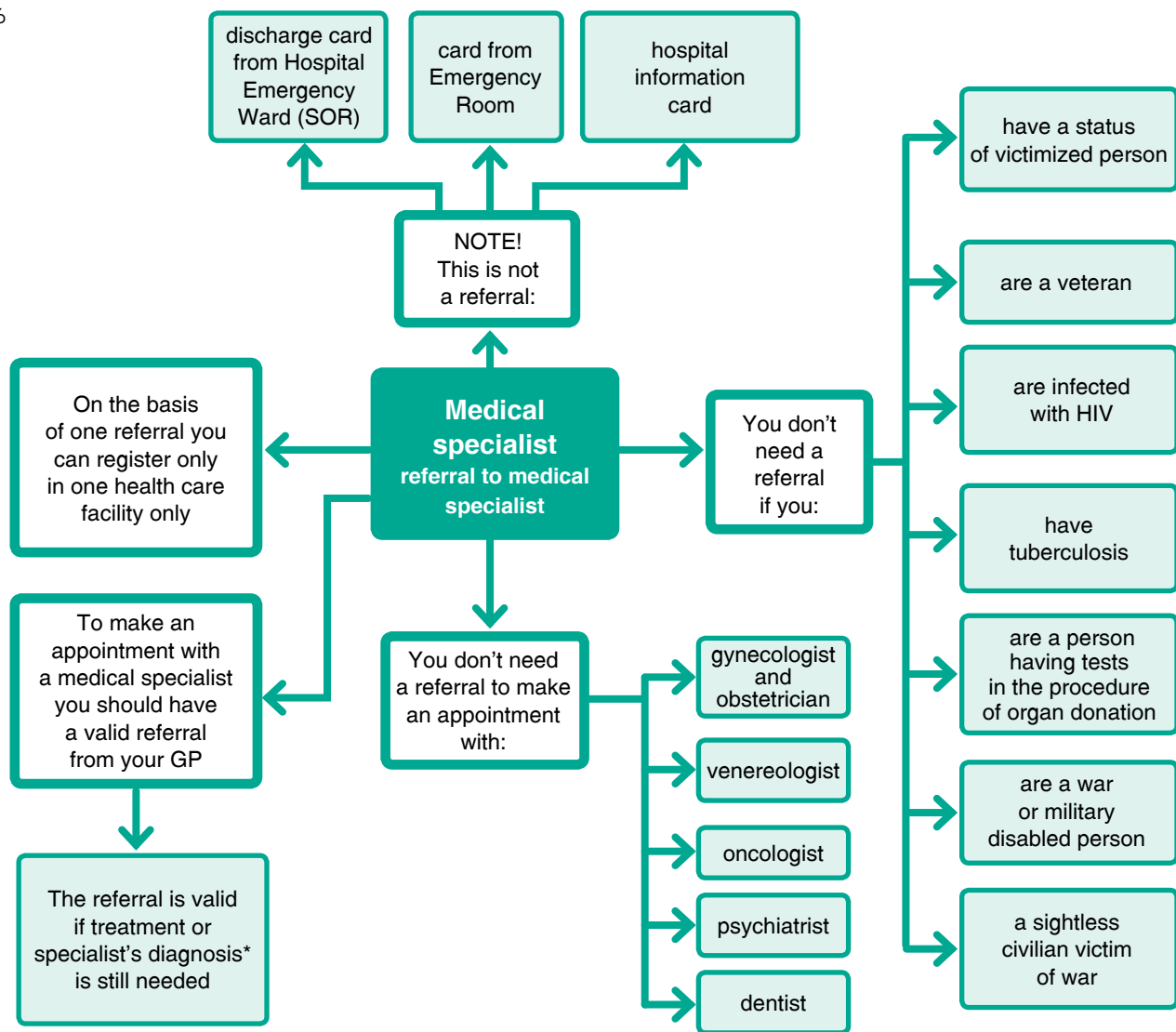
- Albania
- Bosnia and Herzegovina
- Montenegro
- Russia
- Serbia

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.

Referral to health care service	Time of the validity of the referral
Referral to SPA	This referral is verified every 18 months from the date of issuing
Referral for rehabilitation	This referral is valid for 12 months from the date when the treatment starts
Referral to psychiatric ward	This referral expires within 14 days from the date of issuing

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.



Dentist

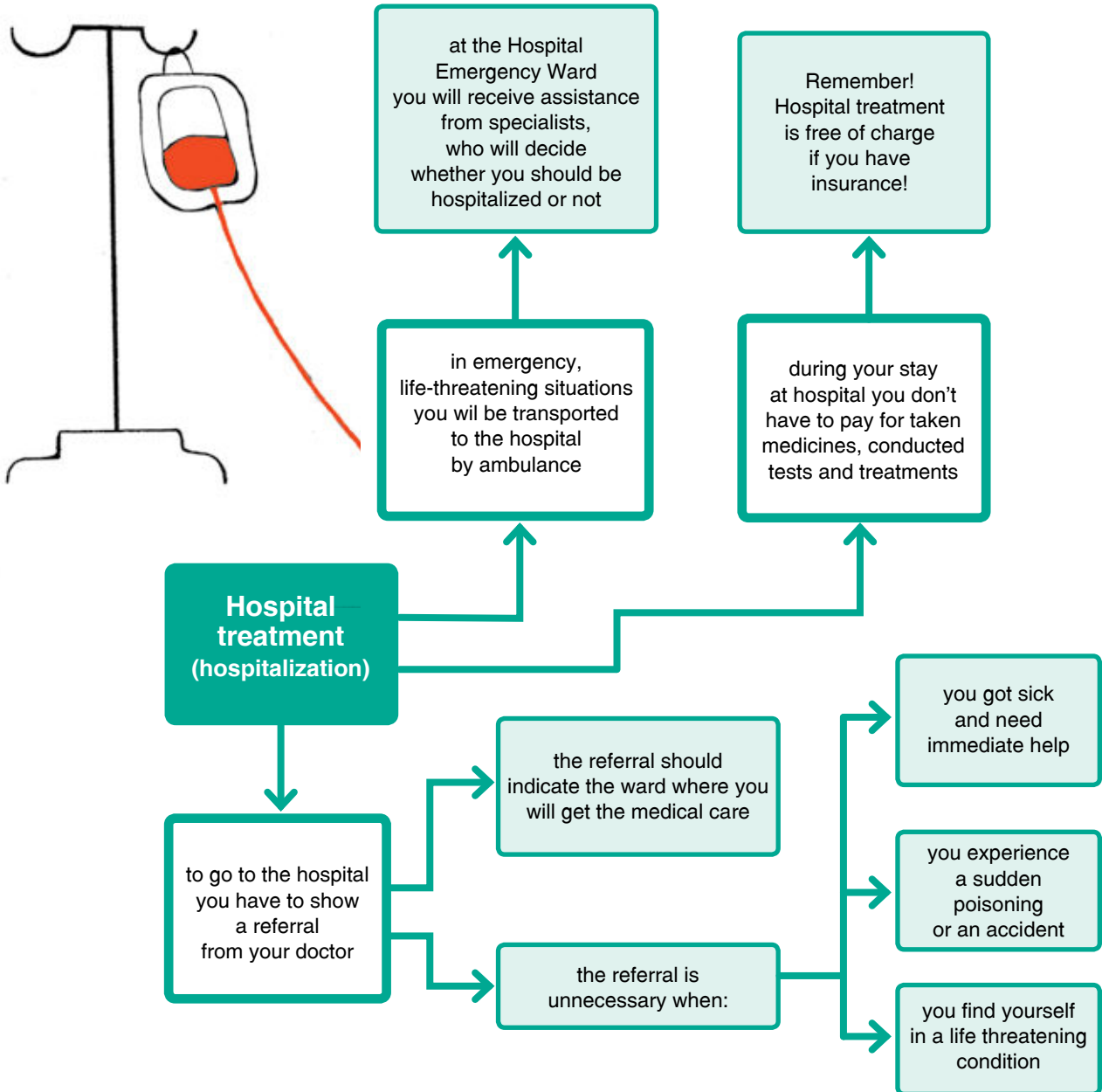
You can get free dentist's services from a dentist, who works in an institution that has signed a contract with the NFZ. Free treatment covers only a narrow range of services, the list of which is available in every dental office. You'll have to pay for health services if you visit dentists conducting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

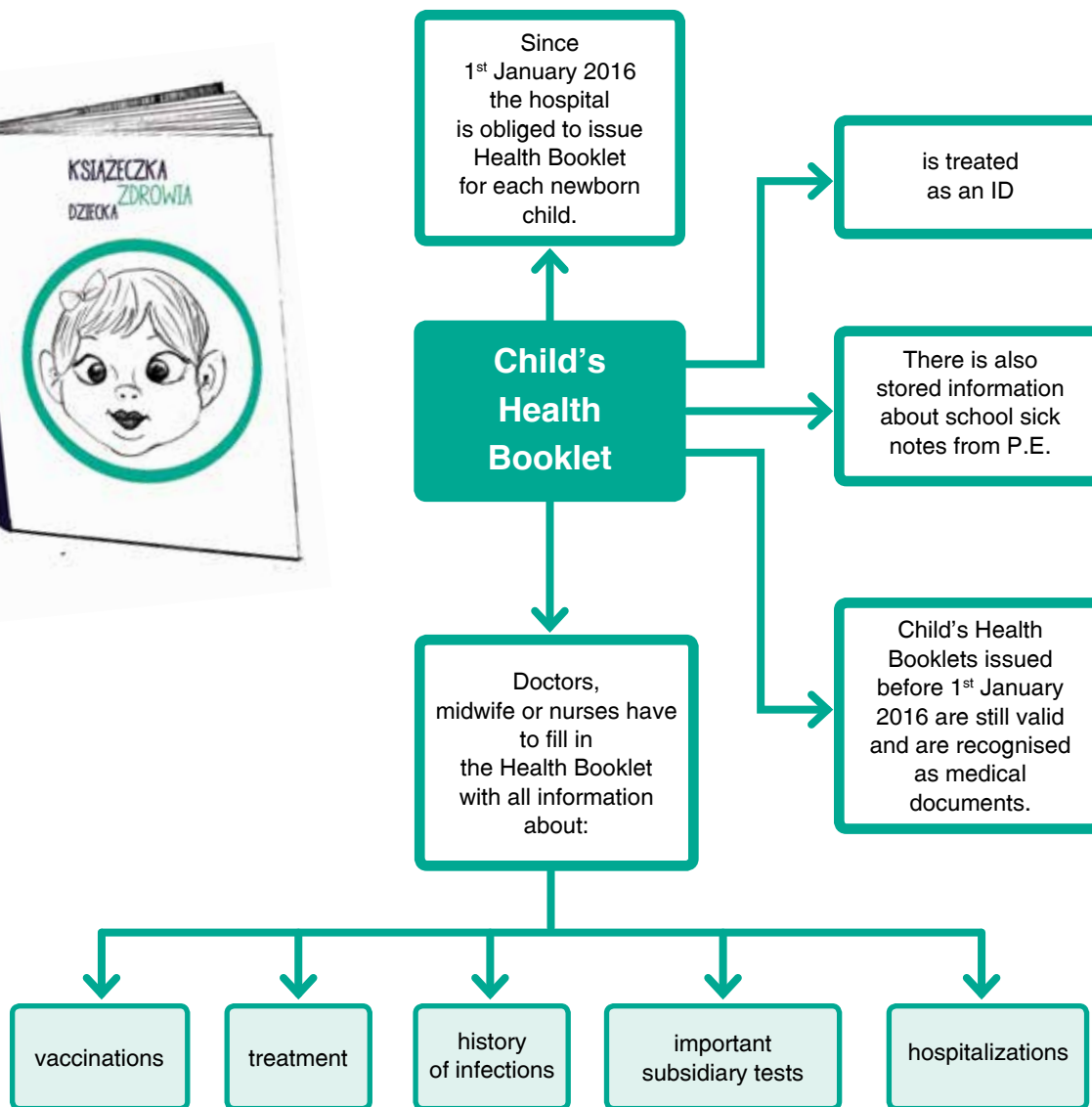
The NFZ insurance covers:

- endodontic treatment of (root canal) front teeth in adults and all teeth in children, pregnant women and postnatal period
- removal of the tartar
- treatment of the oral mucosa
- removal of teeth
- caries treatment
- extraoral X-ray images
- medical examination (3 times a year)
- medical examination with dental oral hygiene instruction (once a year)

Underaged persons have i.a. right to:

- protect sealant slot grooves of teeth sixth (once up to the age of 7)
- impregnate the dentine of deciduous teeth
- cosmetic cover the enamel hypoplasia of permanent teeth
- light-cured composite fillings
- orthodontic treatment (up to the age of 12)
- treat the periodontal disease
- treat caries of deciduous and permanent teeth
- put the enamel on all permanent teeth





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.

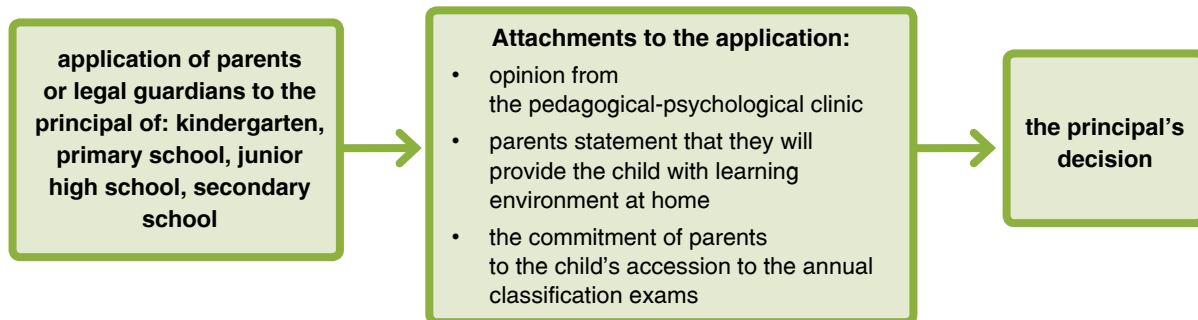
Education at home

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.

Education at home



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

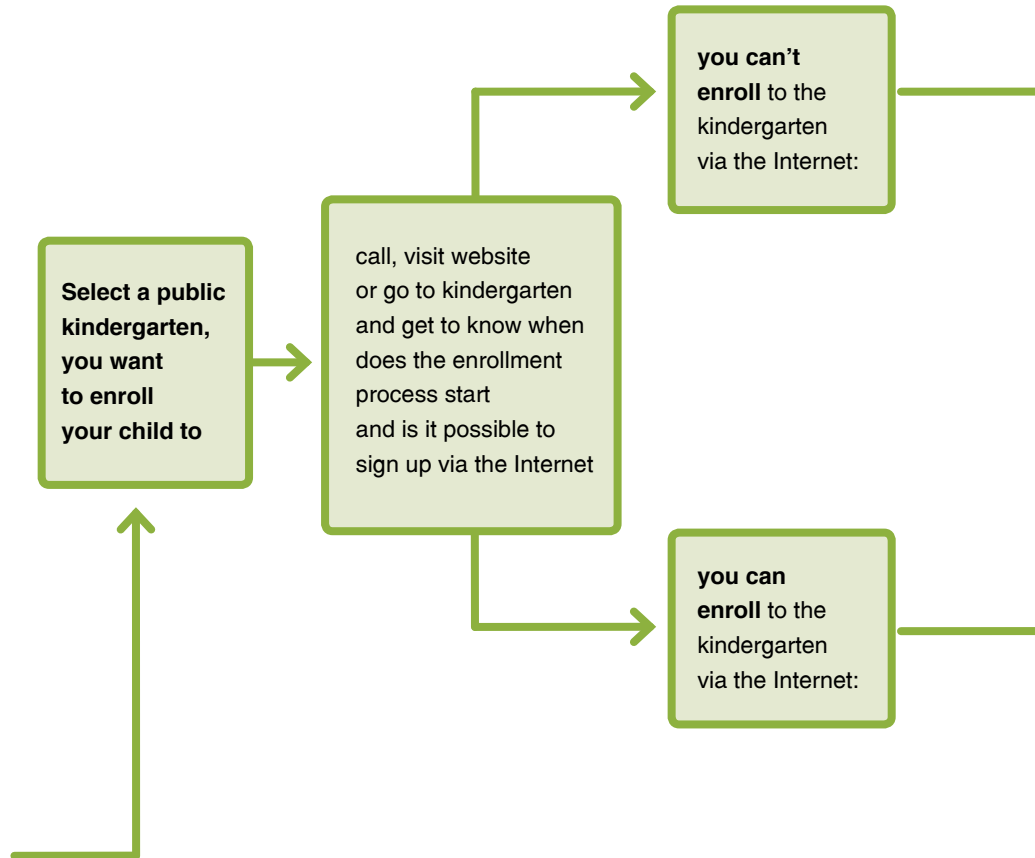
- voluntary
- free of charge or tuition fee

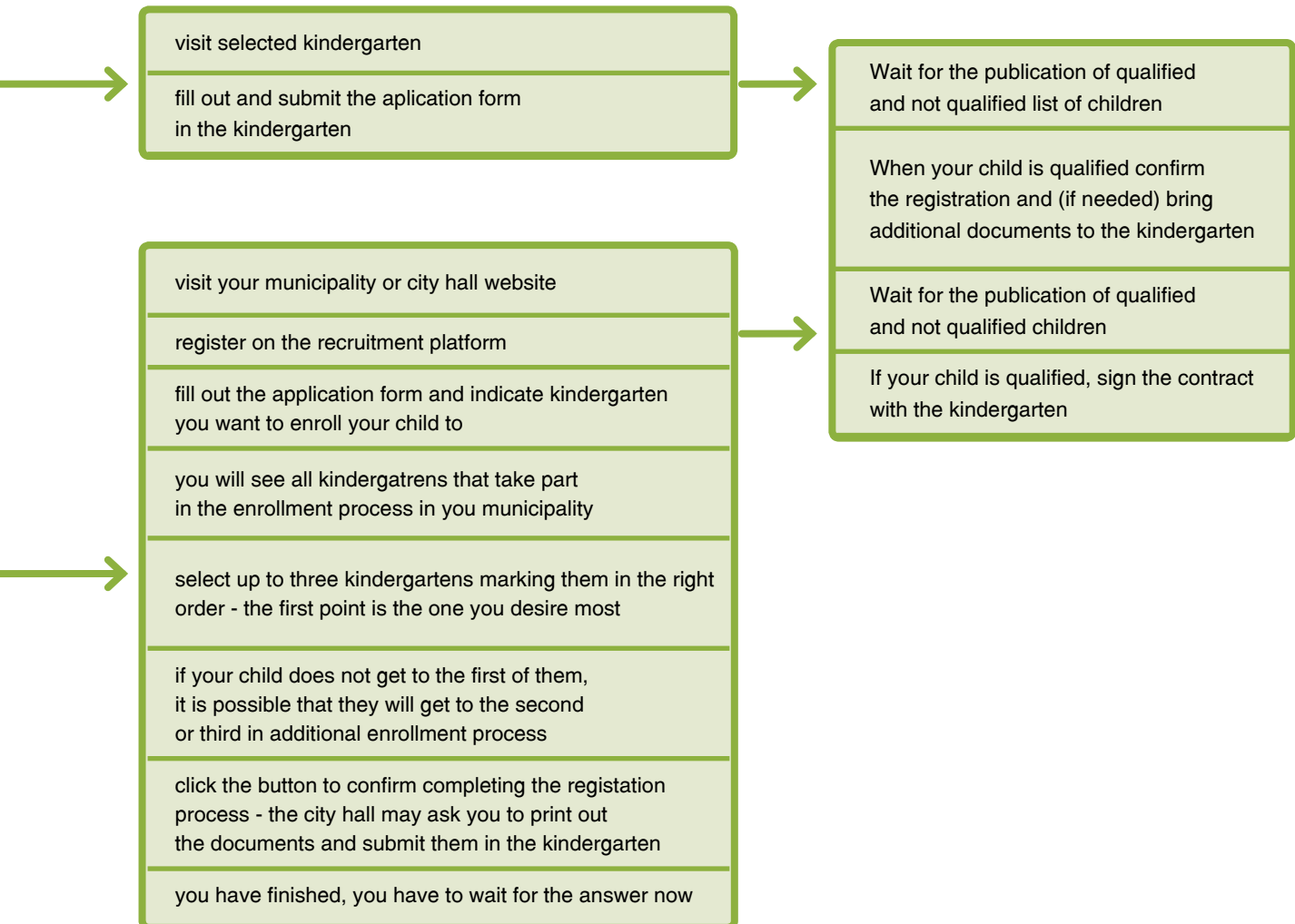
Kindergarten

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:**





Kindergarten

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

additional „points“ that determine the enrollment of a child to kindergarten

child is from a large family

is brought up by one parent only

has got disability

child is brought up in a foster family

parents or siblings are individuals with disability

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:

INTEGRATED TEACHING (CLASSES I – III)	BLOCK TEACHING (CLASSES IV – VI)
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: <ul style="list-style-type: none"> - 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.

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

A child who hasn't previously attended school and is subject to the school obligation during their stay in Poland	A child who has previously attended school and is subject to the school obligation during their stay in Poland
Enroll your child to school in the year when they turn 7 years old.	When you enroll your child to school attach the documents proving that they finished school abroad.
	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.
You sign up your child to school on the basis of your place of residence.	
You can sign up your child to a school outside the zone of your residence, if the school has vacancies.	
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.	

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 2nd - the day between May 1st and May 3rd 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)

Studies in Poland

The higher education system in Poland is divided into three levels



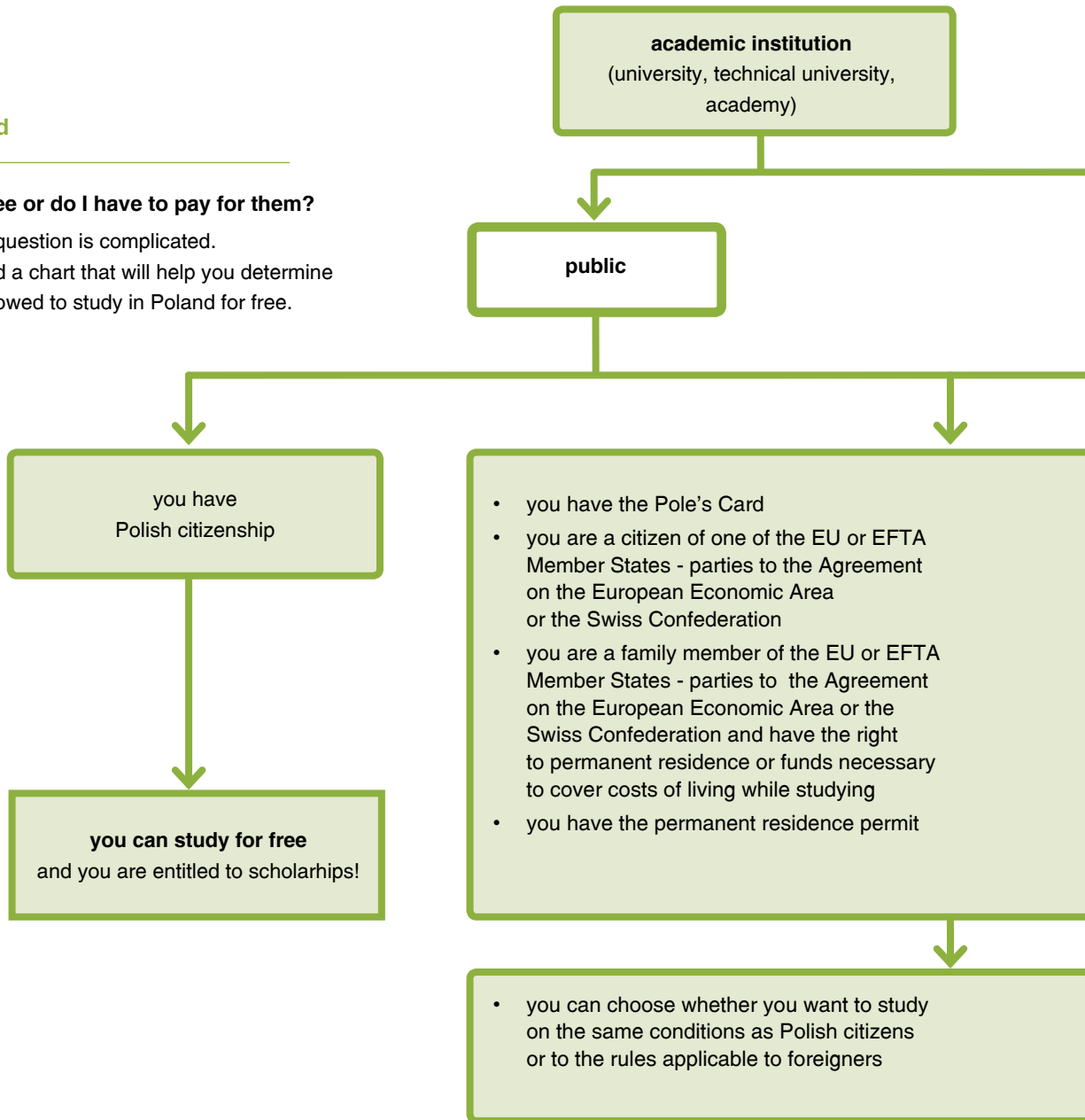
	Entry requirements	Duration	Diploma:	Notes:
I level (undergraduate studies)	completed advanced level of secondary education attested by a diploma giving access to university studies	6 semesters – Bachelor studies minimum of 7 semesters – Engineer studies	Title: Bachelor Title: Engineer	Selected programs 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 (graduate studies)	I level university degree (Bachelor, Engineer)	4 semesters – Master studies 3 semesters – Master studies after Engineering studies	Title: Master Title: Master Engineer	
III level (post-graduate studies)	II level University degree (Master, Medicine Doctor, Doctor of Veterinary Medicine)	8 semesters – they end with a public defend of Doctoral thesis	Title: Doctor	

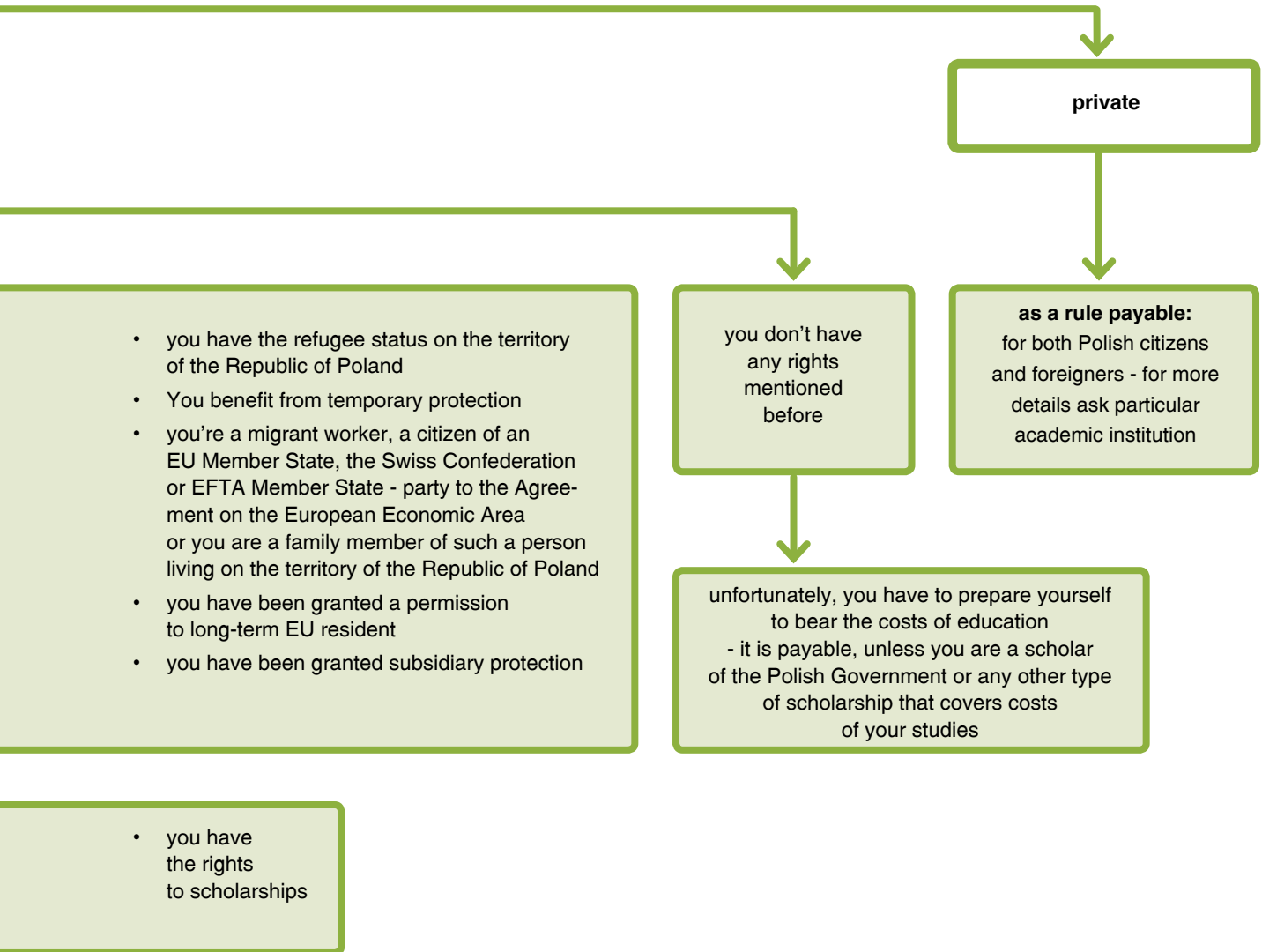
Studies in Poland

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.





Studies in Poland

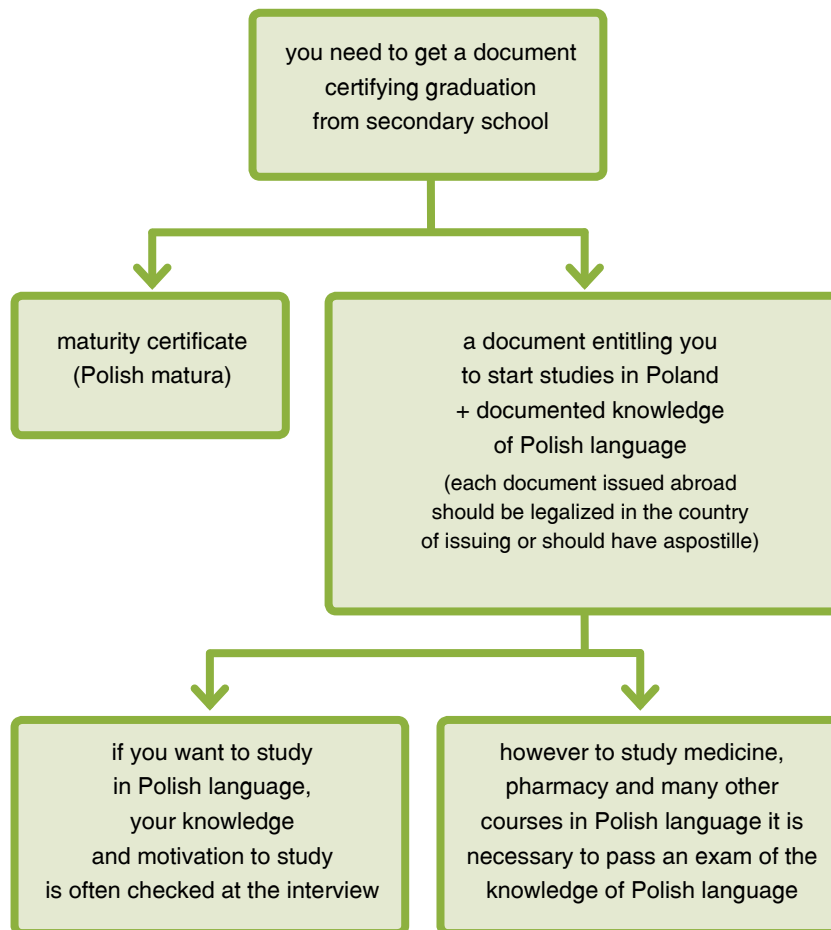
Undergraduate degree and graduate studies

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?



Studies in Poland

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

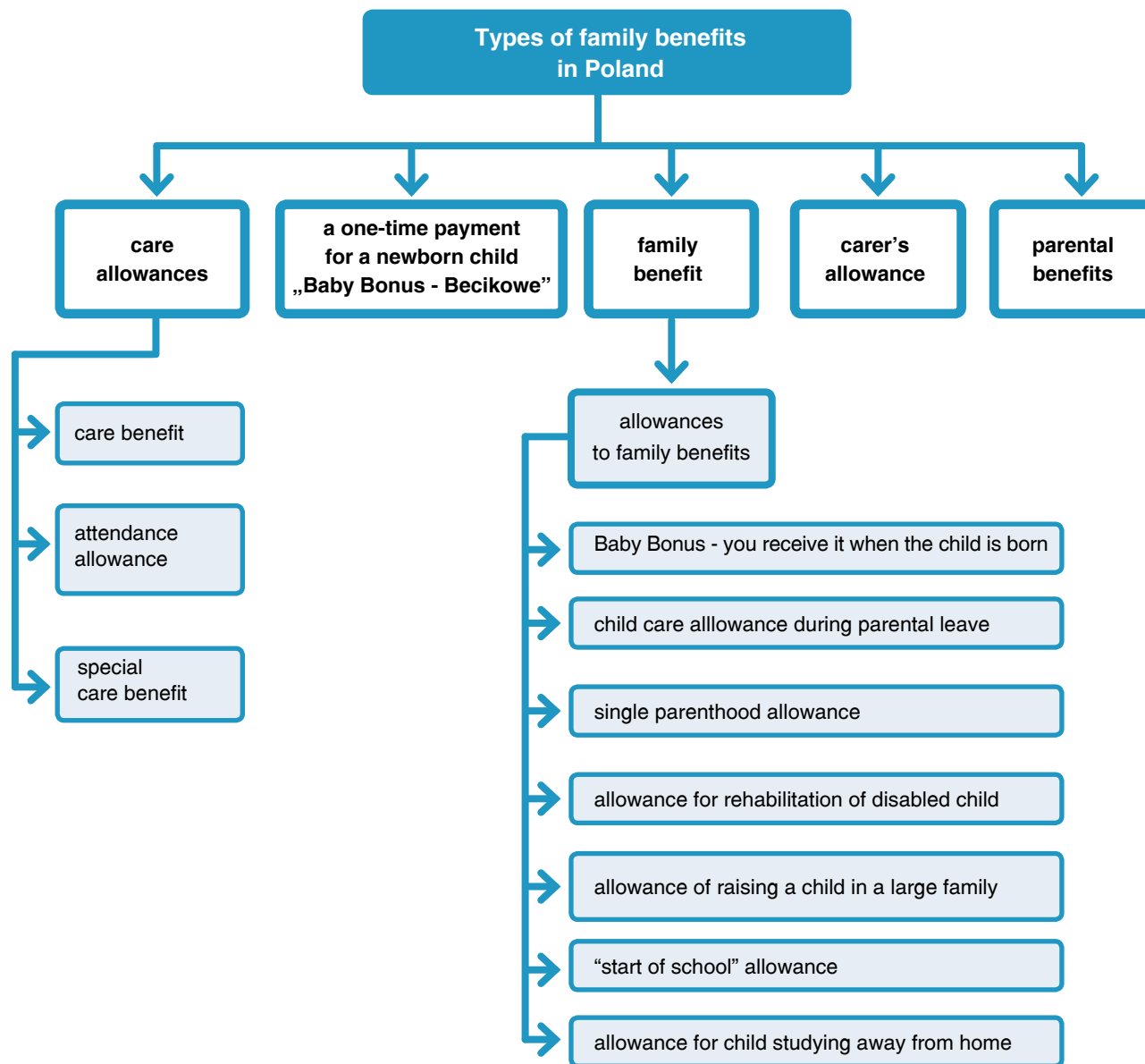
Family benefits

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





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)

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.

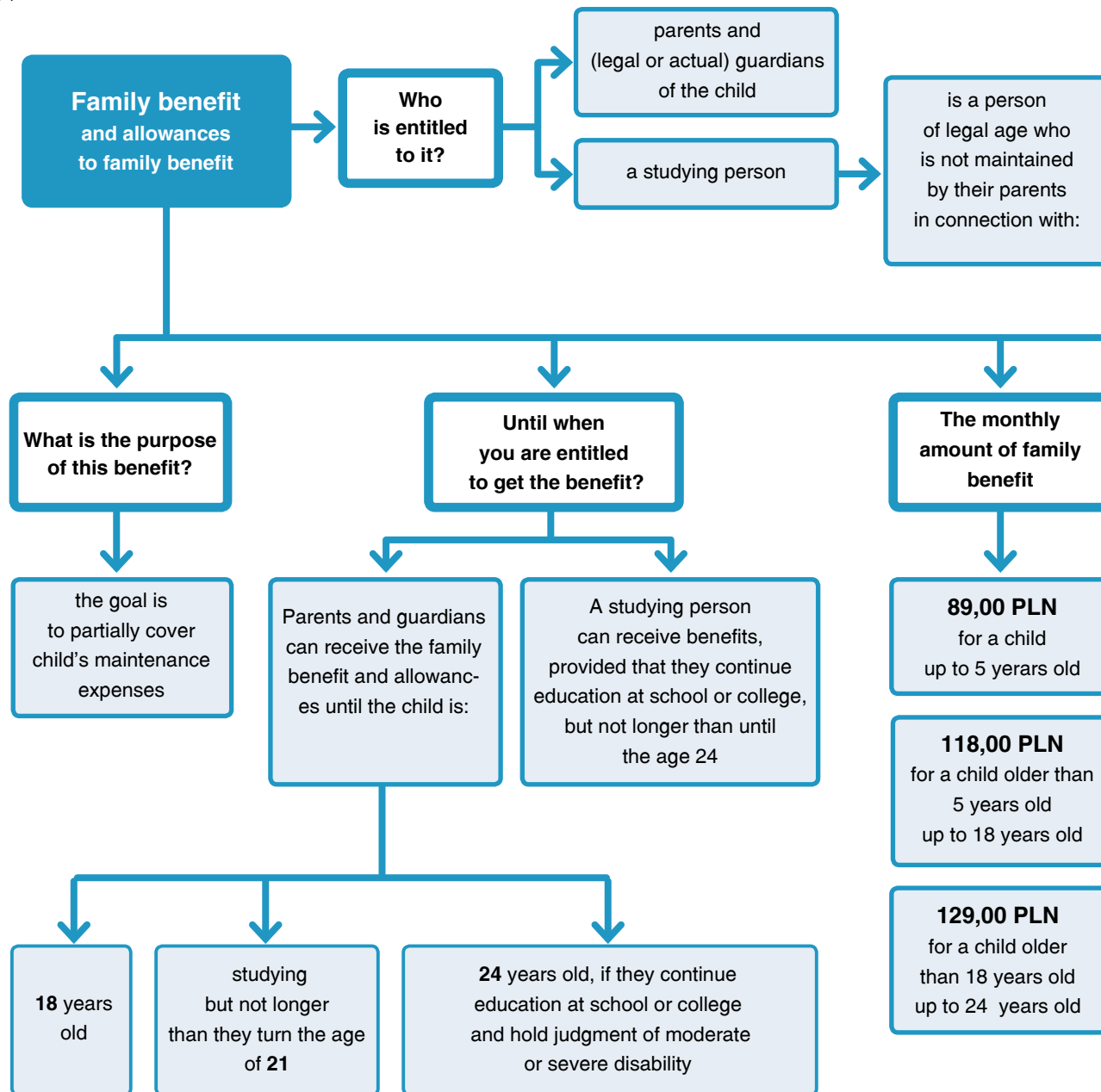
Date of submitting application form	Day of payment for November
before September 30 th	before November 30 th
from October 1 st to November 30 th	before December 31 st

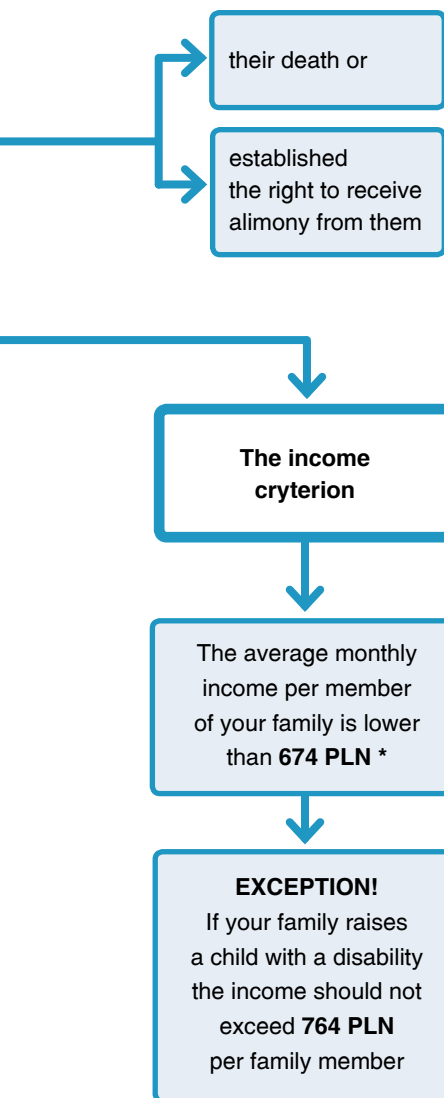
From when will you be entitled to receive the benefit?

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 he application form incorrectly?

You will be asked to correct or complete the application within 14 days from the date of receiving notice.





*The amount valid since 1 November 2015; is updated every 3 years.

“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?

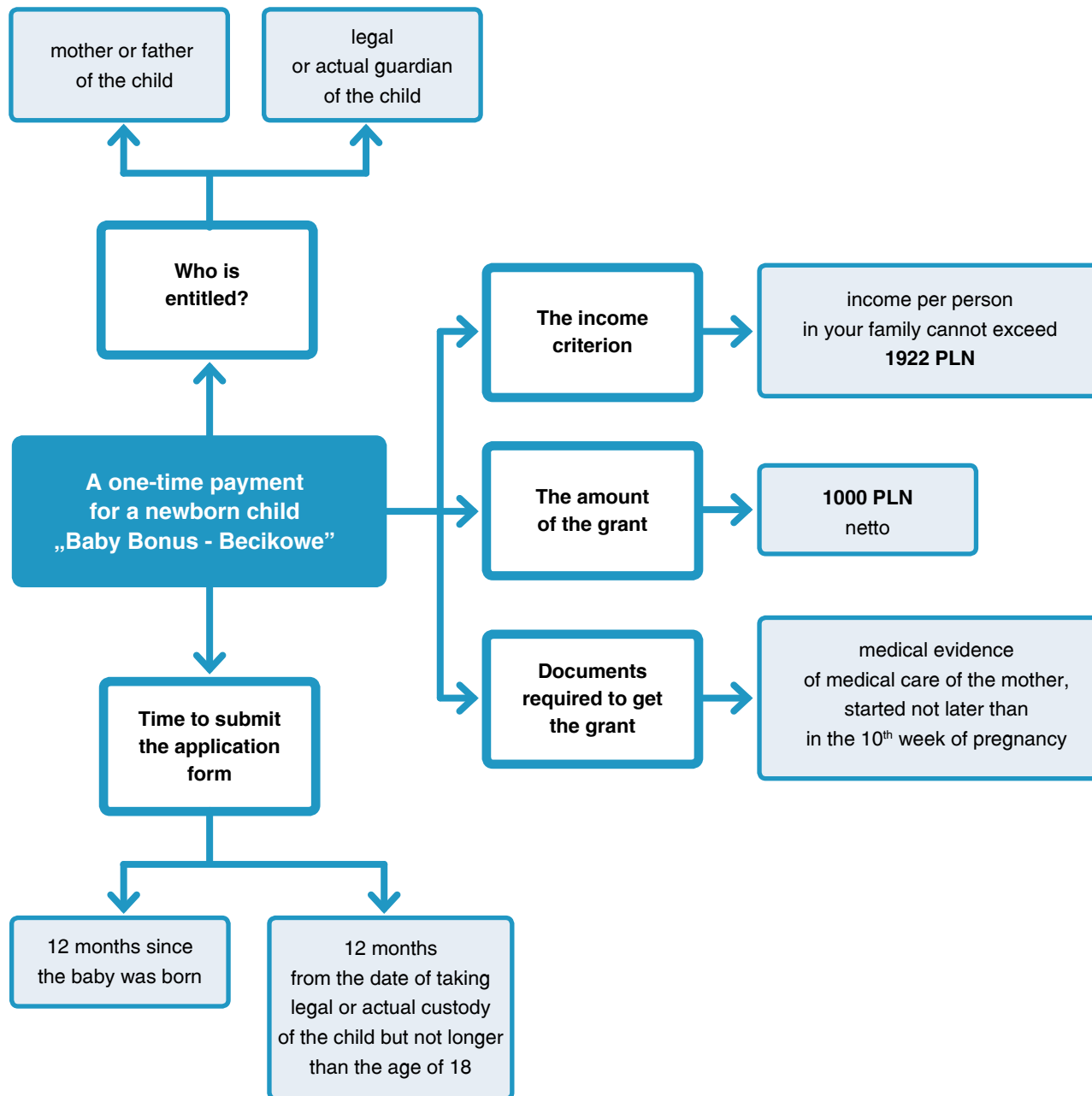
When we use this mechanism

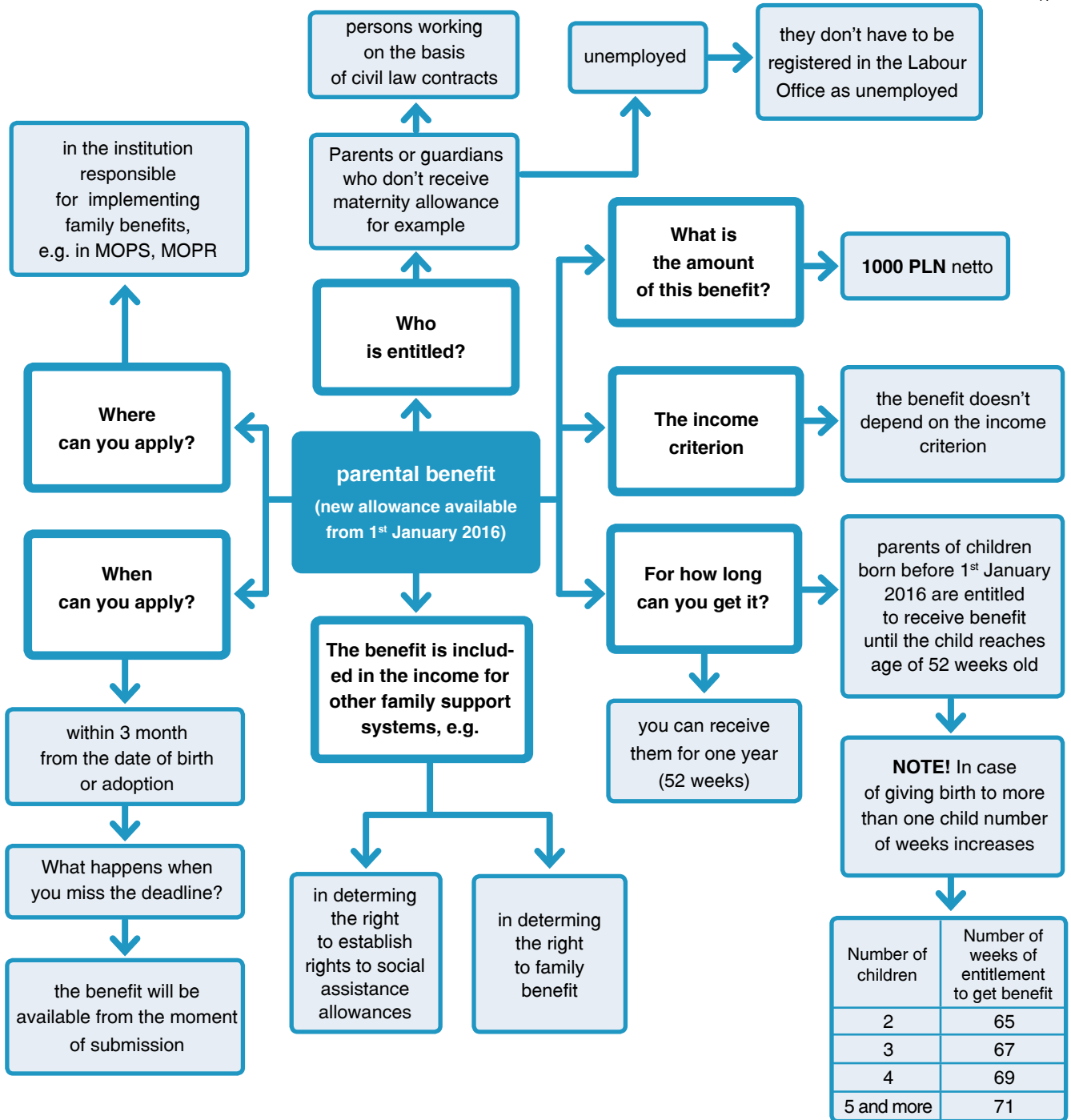
$$\text{amount of benefit} = \text{sum of benefits and allowances available for your family} - \text{amount exceeding the criterion}$$

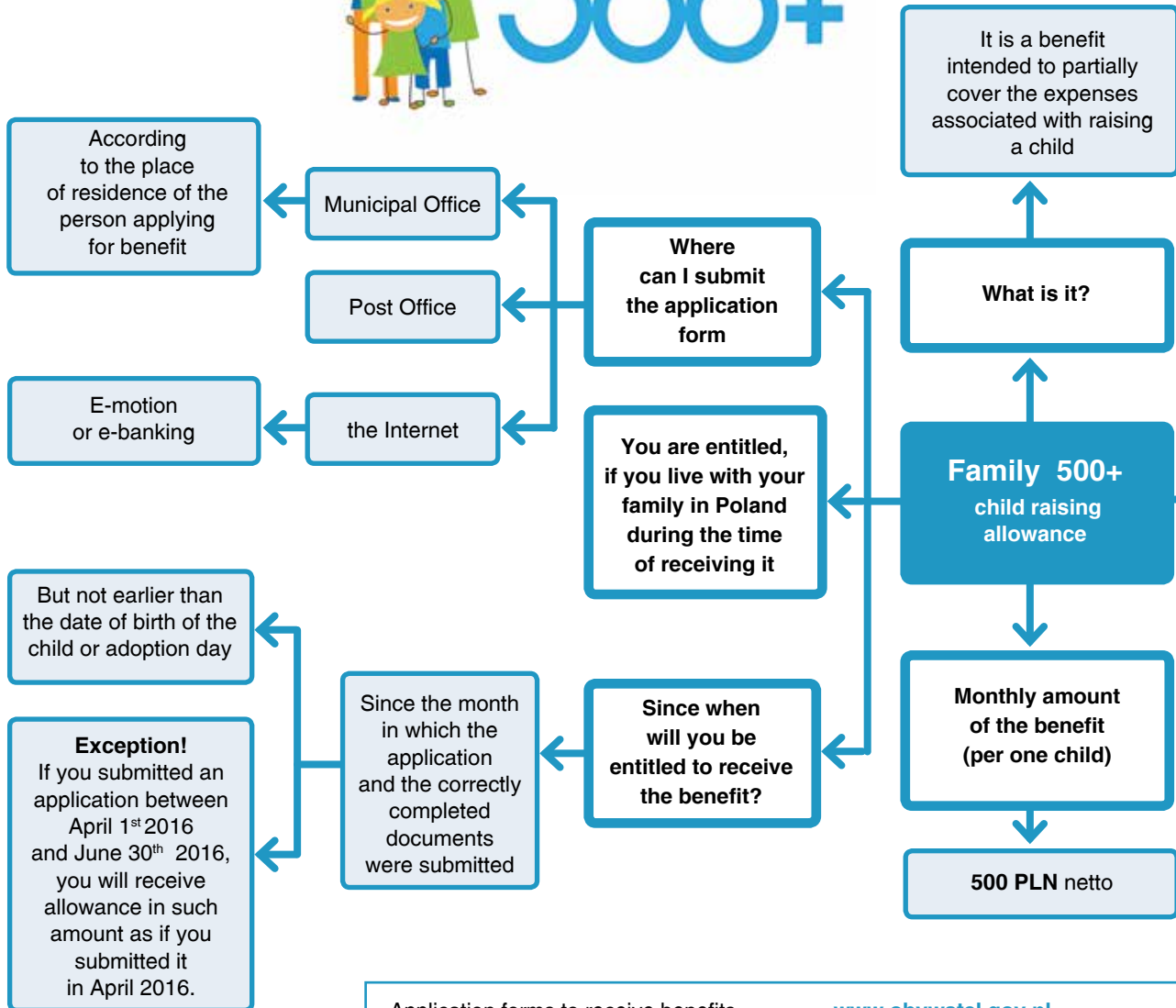
NOTE! The minimum benefits paid using this mechanism is 20 PLN.

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).

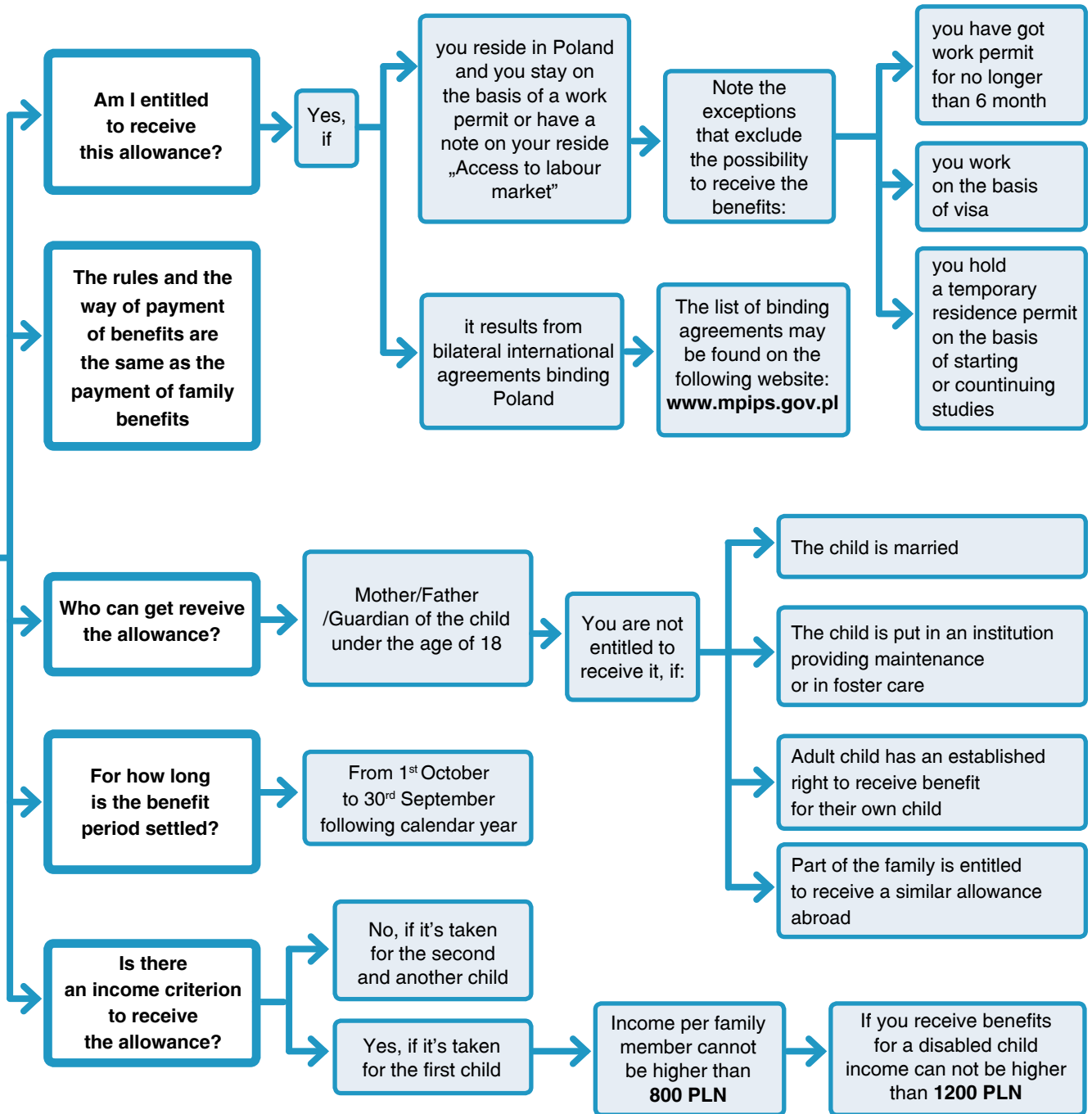






Application forms to receive benefits and directions how to fill them out may be found at:

www.obywatel.gov.pl
www.rodzina500plus.gov.pl
www.mpips.gov.pl





Large Family Card

Who is entitled to get it?

Each member of the large family, i.e. a family in which there are brought up three or more children

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

entitles to discounts i.a. to purchase: food, clothing, toys, cosmetics

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

Type of benefit and the basis of residence - summary

Type of benefit \ Basis of residence	Family benefits			Child raising allowance	Other
	A one-time payment for a newborn child „A Baby Bonus - Becikowe”	Family benefit and allowances to family benefits	Parental benefit	Family 500 +	Large Family Card
The permanent residence permit	☺	☺	☺	☺	☺
The long-term EU resident permit	☺	☺	☺	☺	☺
The long-term EU resident permit granted by another Member State	☺	☺	☺	☺	☺
Residence card with a note „Access to labour market”*	☺	☺	☺	☺	
Other basis of residence (e.g. visa)					

* 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



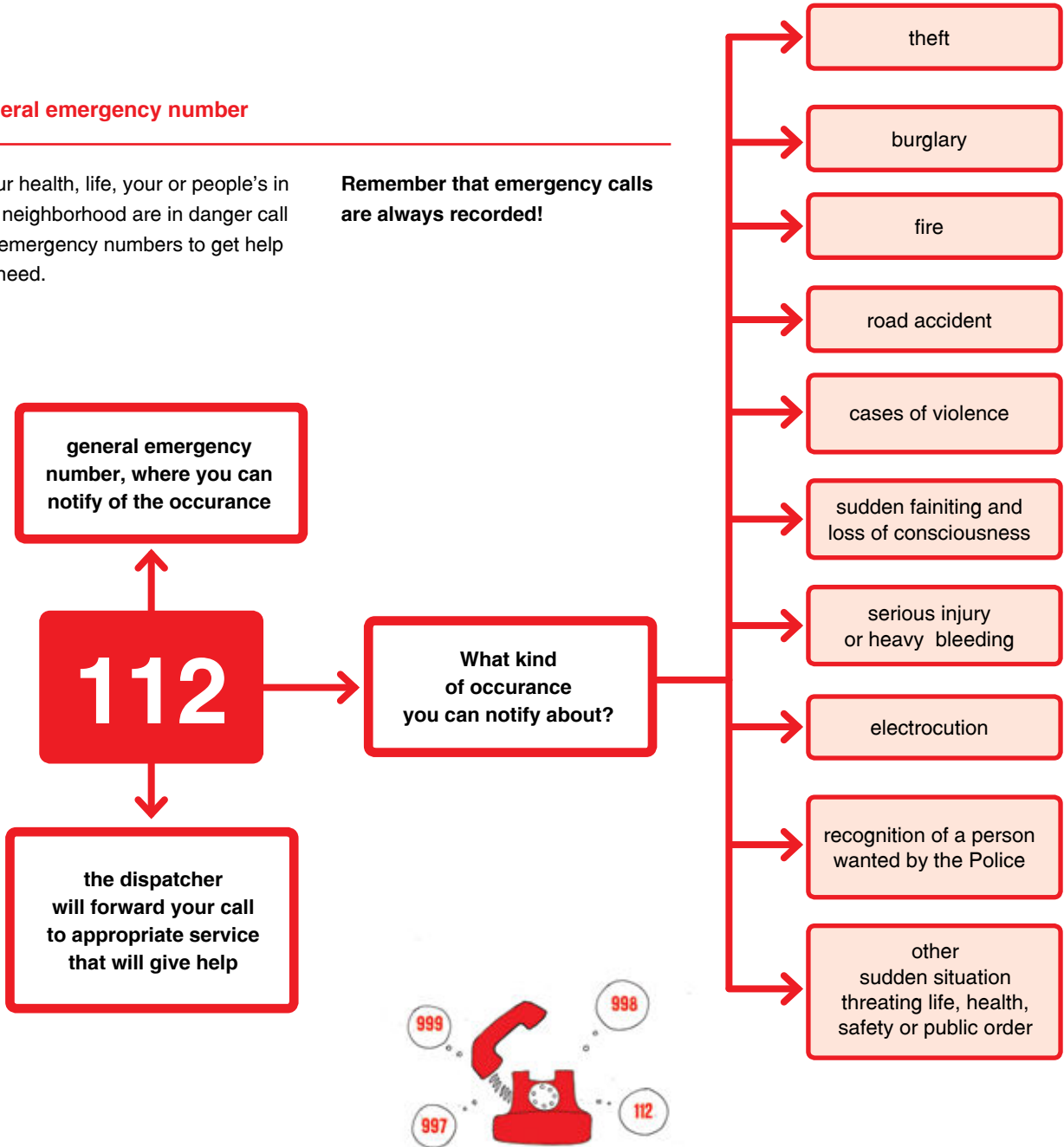
Have you witnessed an accident or theft? There is a fire nearby?

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!



Most important emergency numbers:**Other emergency phone numbers:****999****Ambulance****998****Fire Brigade****997****Police****994****Water Supply Emergency****993****Heating System Emergency****992****Gas Emergency****991****Electricity Emergency****981****Road Assistance****986****Municipal Police****988****Helpline**

Child Alert

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



Calling the emergency phone number remember to:

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.

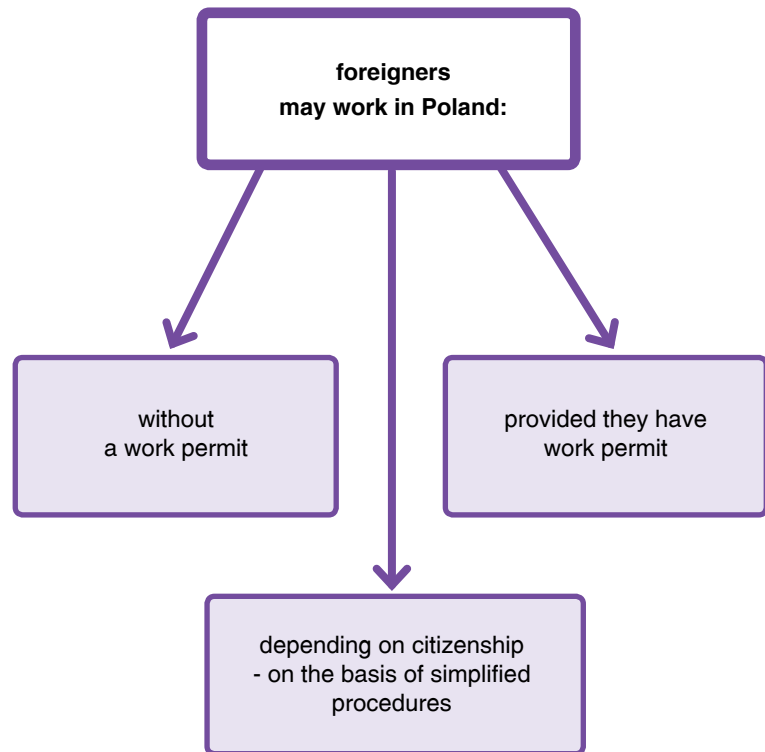
Abbreviations:

EU – European Union

EOG – European Economic Area

Work in Poland:

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.



Work permit

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.

Comparison	Work permit	Temporary residence and work permit	Declaration of the intention to commission work to a foreigner
Who does it apply to?	all foreigners	all foreigners	Citizens of Armenia, Belarus, Ukraine, Russia, Moldova, Georgia
Time of validity	up to 3 years	up to 3 years	6 months (180 days) within the following 12 months
Specific types	type A type B type C type D type E	temporary residence and work permit temporary residence and work permit in order to perform work in a profession requiring high qualifications	–
How does it affect the legality of residence?	visa or temporary residence permit are still needed for legal residence	the basis of legal residence	visa or temporary residence permit are still needed for legal residence
Particular advantages	simplified procedure for extension of such work permits	one procedure for work permit and residence	after working for three months facilitates in obtaining a temporary residence and work permit

Work permit

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:

- a) tour - symbol 01
 - b) use temporary protection – symbol 22
 - c) 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 be 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?

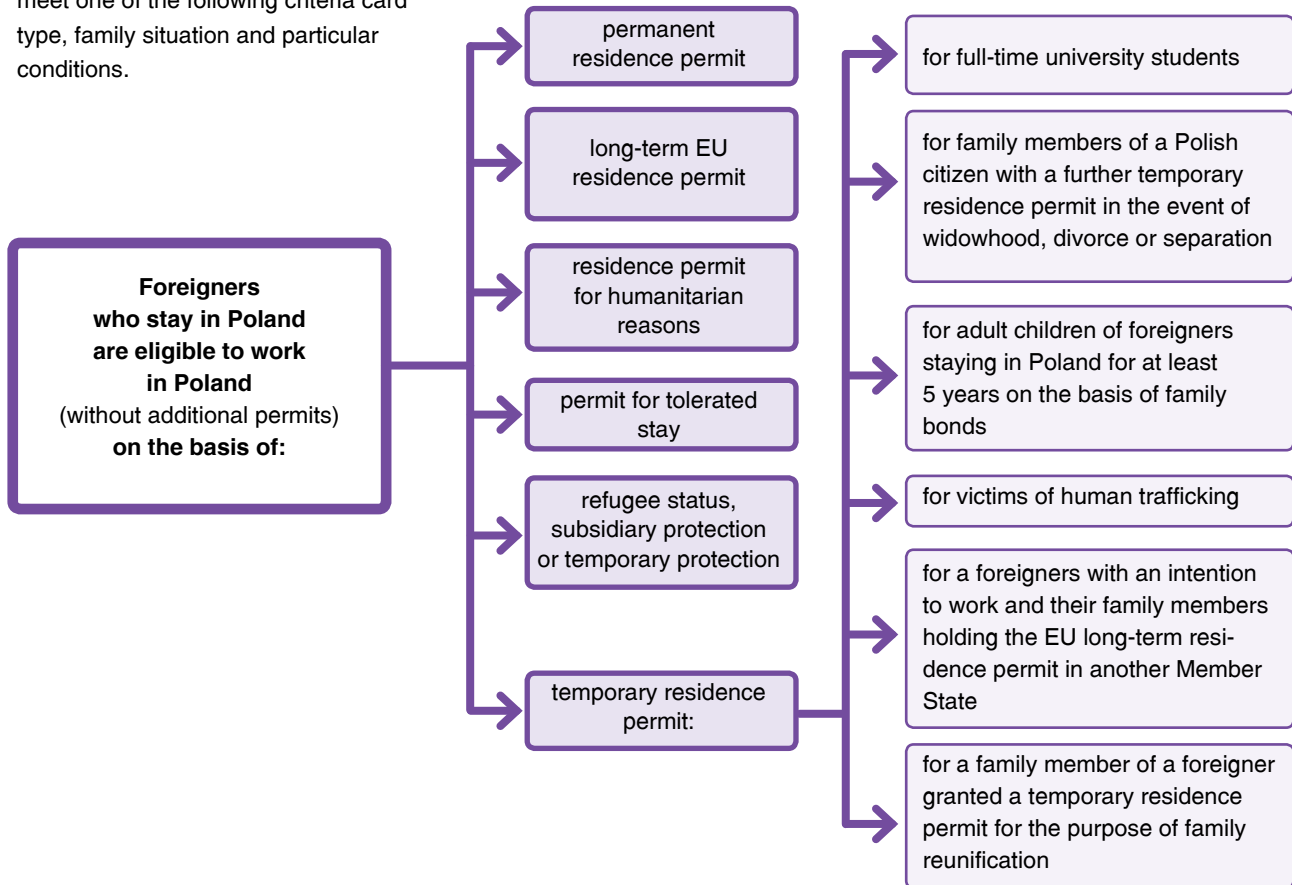
First, check whether your card contains a note "ACCESS TO THE LABOR MARKET."

If so, it means that you are entitled to work without a work permit or already have it.

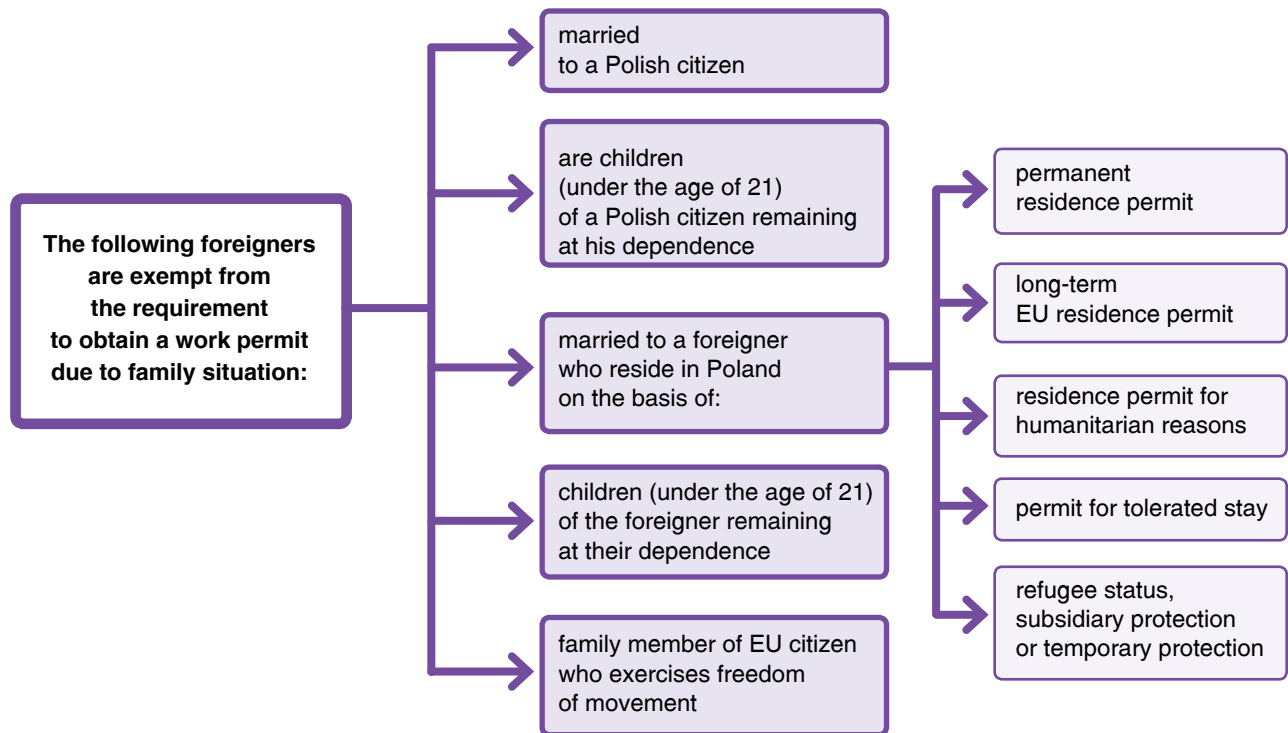


Work permit

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.



Work permit



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 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 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.



Declaration of the intention to commission work to a foreigner

One of the documents entitling a foreigner to work in Poland is a declaration of intention to commission work to foreigner. This procedure is a very popular form of legal employment of foreigners.

But it is also subject to two major limitations.

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.

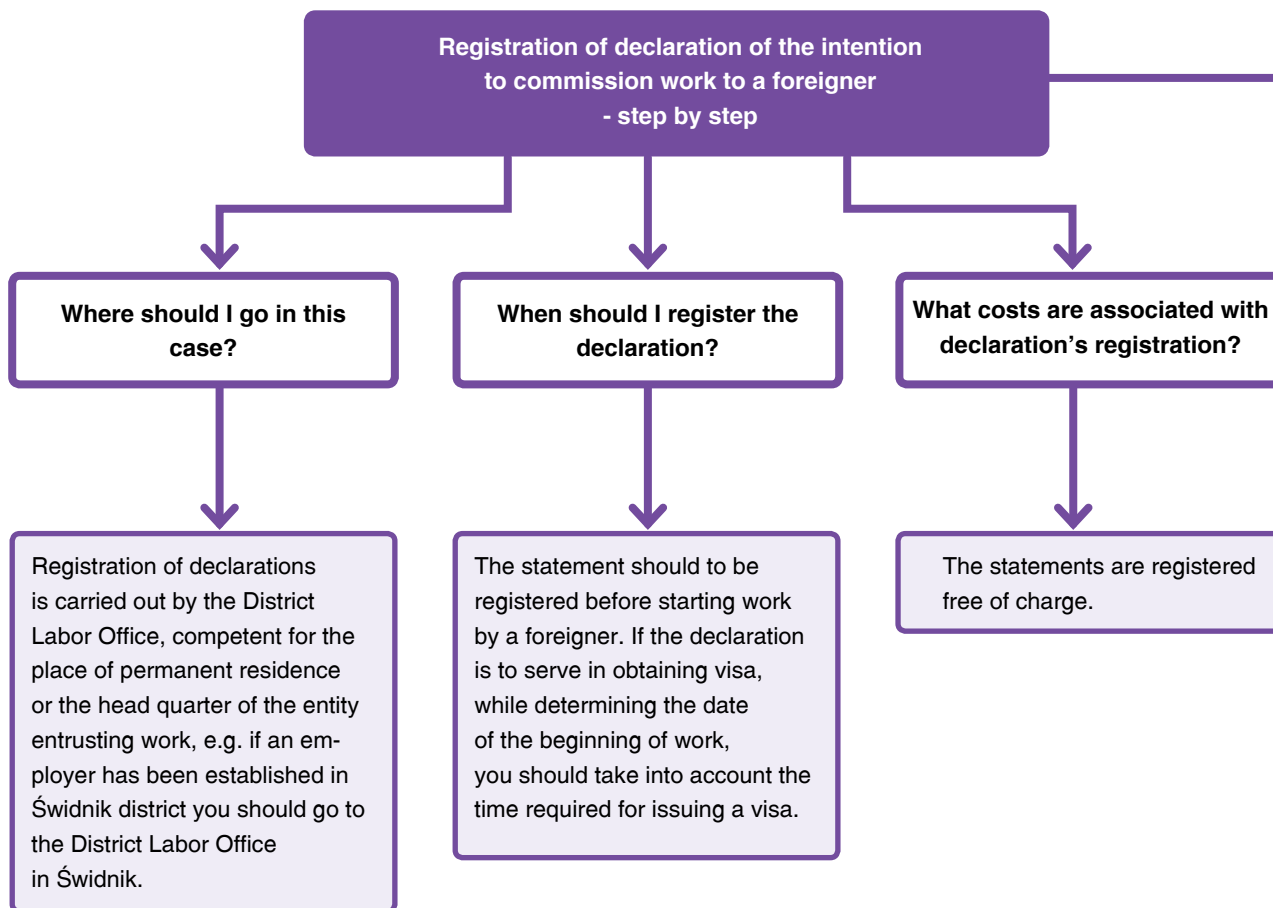


EXAMPLE - how to understand this time limit - work can be performed:

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.



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.

3

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.

4

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.

5

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.

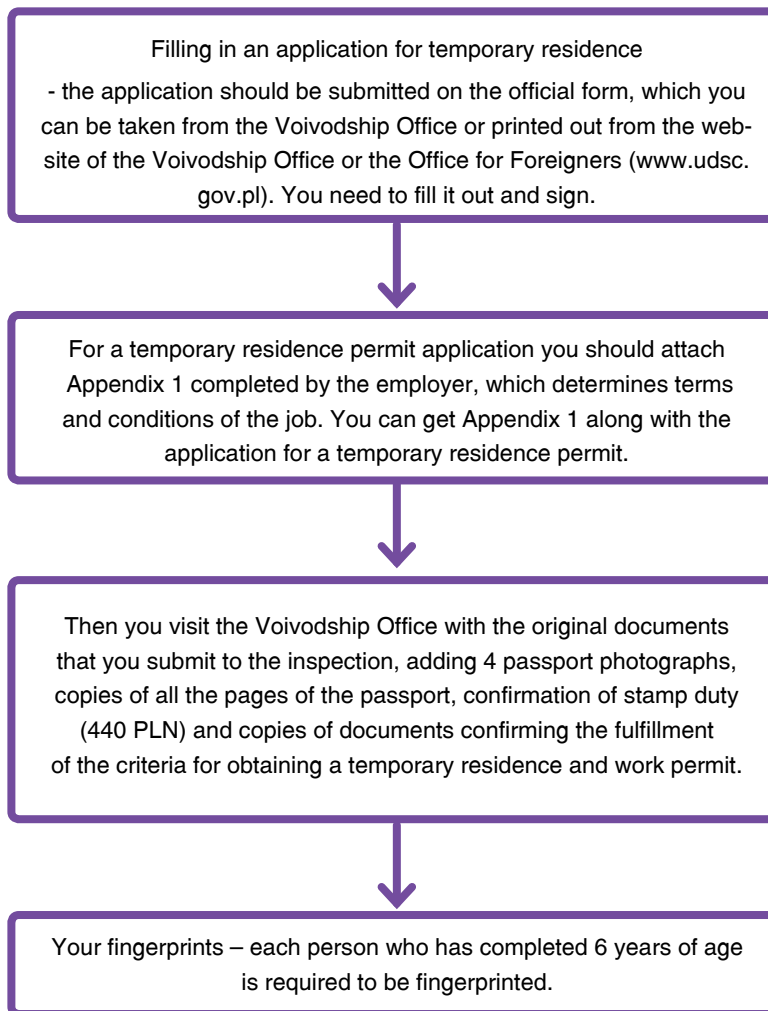
REMEMBER!

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).

Obtaining a temporary residence and work permit - step by step

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.



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.

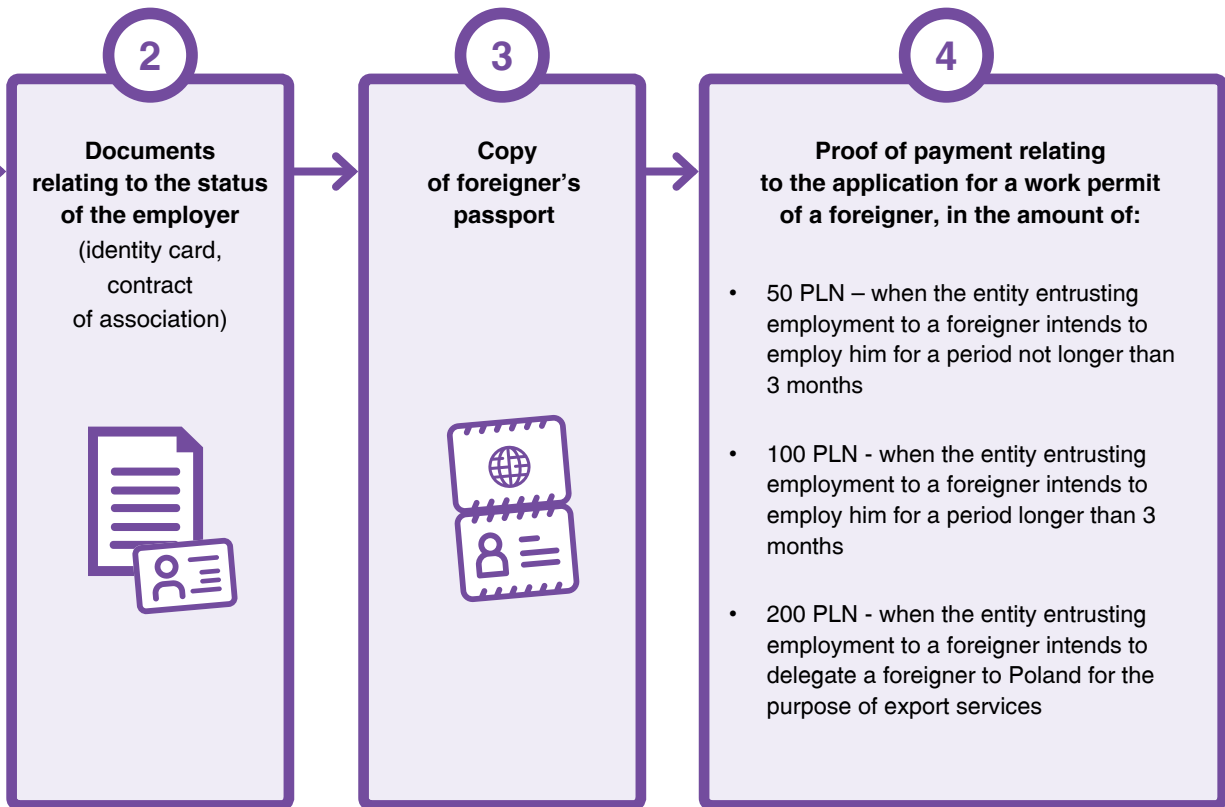
The employer fills out the application form for a work permit with the following documents:

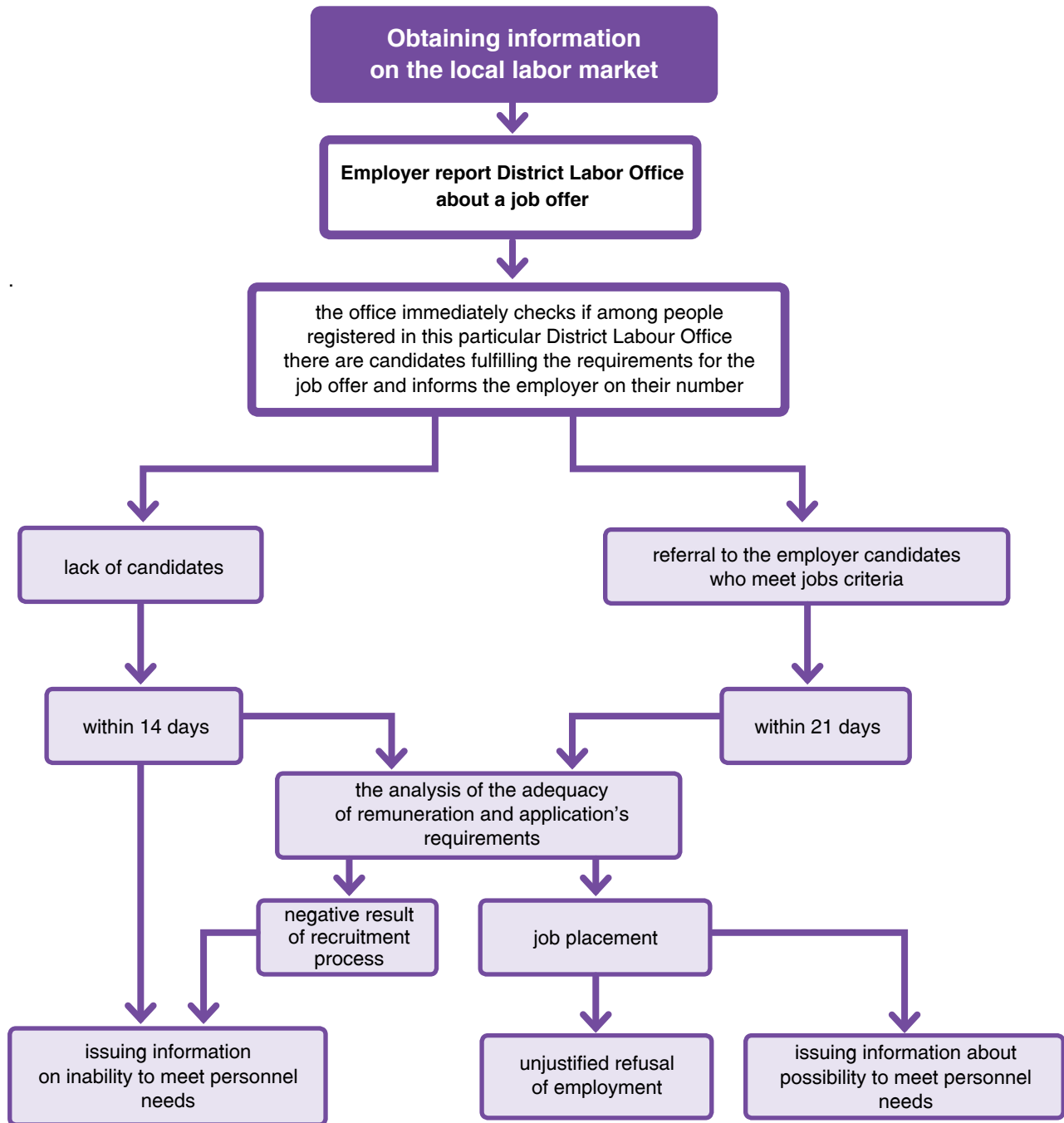


1

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.





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.

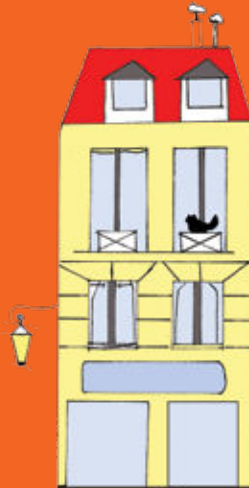
The graduates' right to work

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.

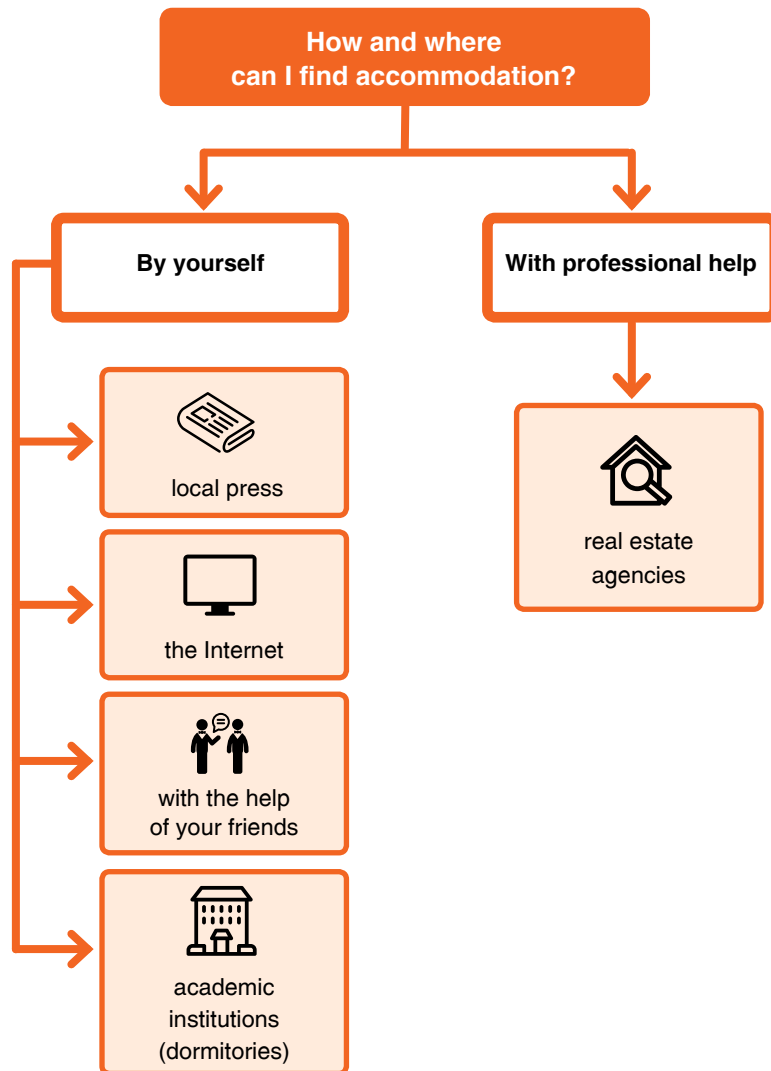
Accommodation



**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.

Apartment's lease



The Internet

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

Apartment's lease

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

apartment and signing the lease agreement. Agency should care about signing lease agreement, which guarantees their fee)

negotiations with the agency



agency agreement



finding housing



agency fee

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.

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.

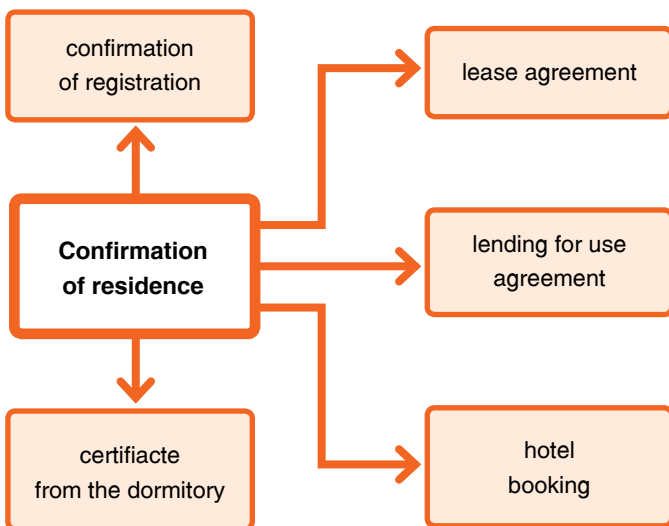
The lease agreement

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:

	The landlord (the owner or the person having the right to premises)	Tenant (the person who wants to live in a particular place - that would be you)
Rights	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 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.

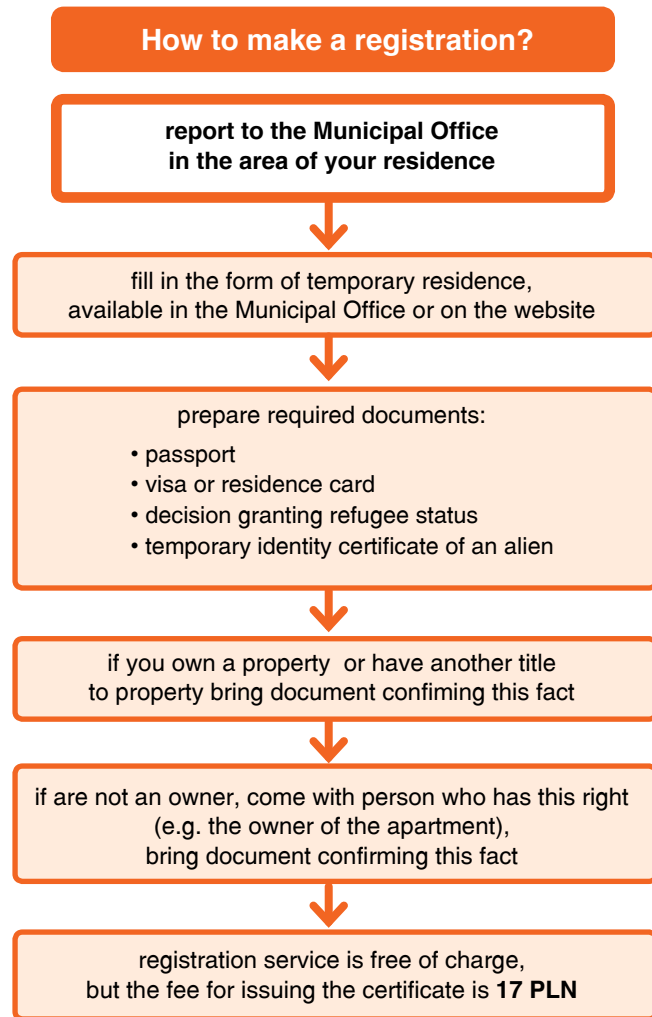
Registration (zameldowanie)

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:

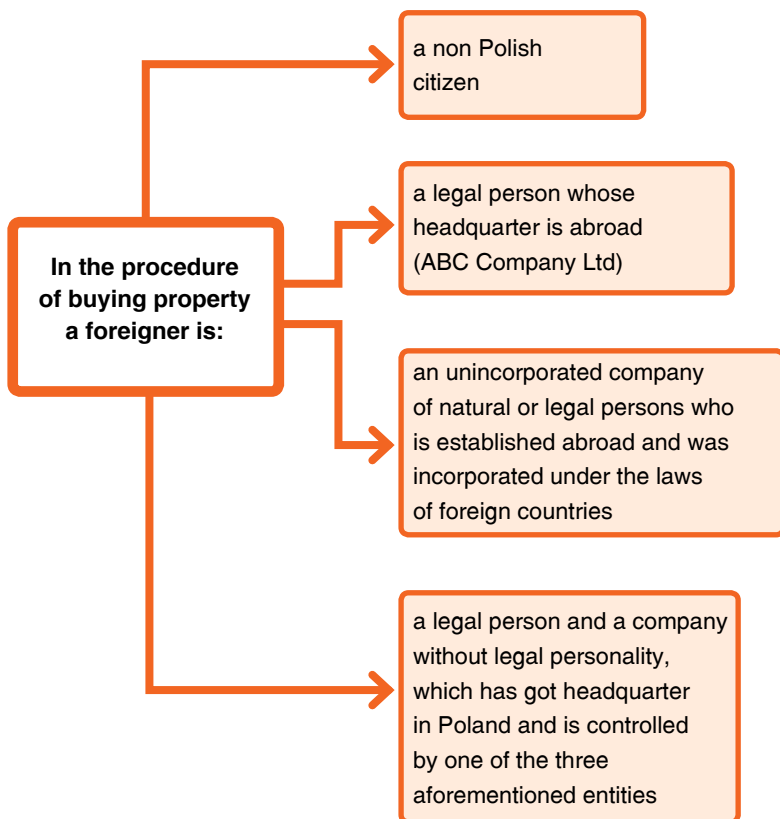
- lease agreement
- extract from the land and mortgage register
- court's decision
- notary deed



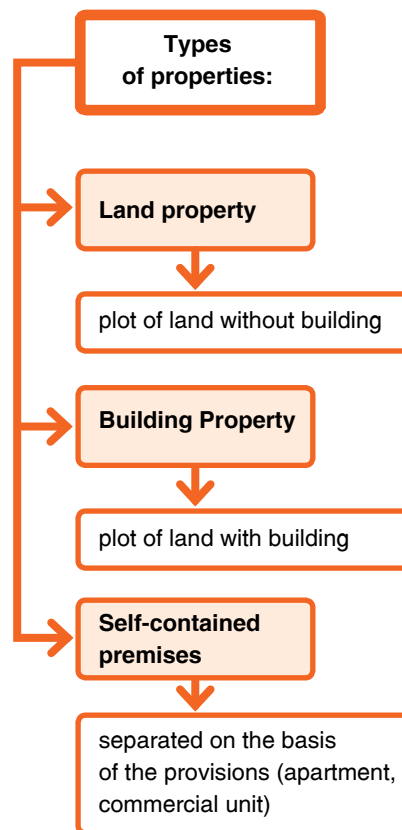
Property acquisition

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.



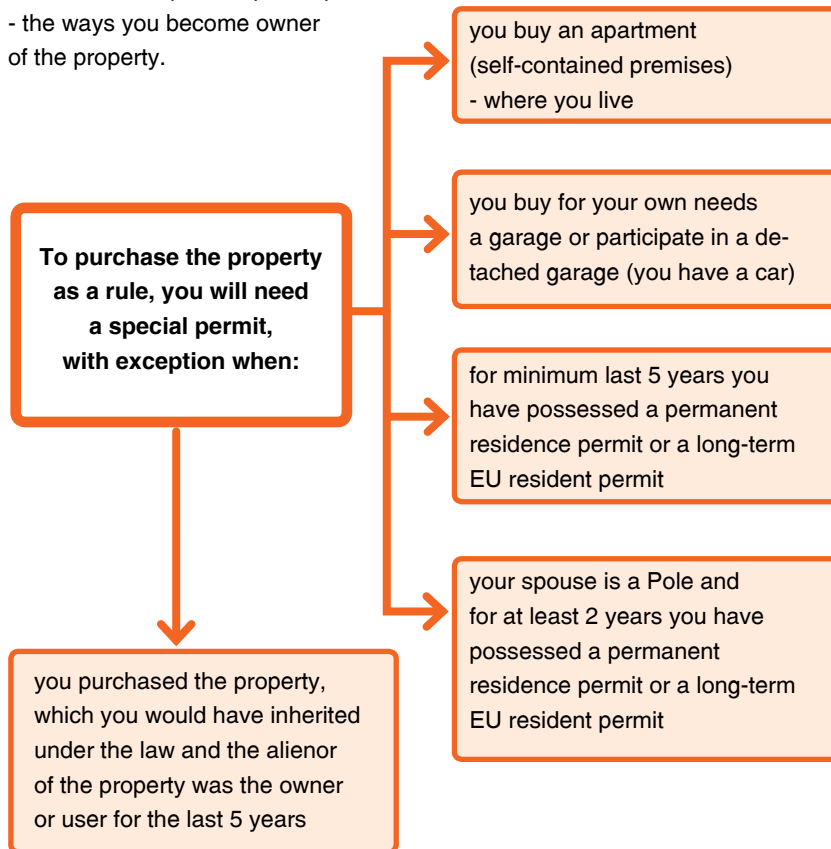
To simplify the procedure, we will discuss process of purchasing real estate by a non - Polish citizen, but first a brief explanation of some of terms:



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 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:

Land property



- street
- town
- municipality and voivodeship
- number of cadastral parcels
- the area in hectares
- the number of land and mortgage register
- features of the building

Building property



- sequence number of the building, usable area of the building in square meters
- street
- town
- municipality and voivodeship

Self contained premises



- sequence number of the building and premises
- street
- town
- municipality and voivodeship
- usable area of in square meters
- participation in the common property, where the premises is located
- the number of land and mortgage register (if provided)

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 mergeing 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)

Name, Surname of the Applicant (natural person)

Place, Date

Address

Place of birth

Citizenship

Holder of a residence card number RP

or

Name of the Applicant (legal entity)

HQ address

Core business

Names and surnames of board members

Minister of Internal Affairs and Administration

ul. Stefana Batorego 5

02-591 Warszawa

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.

Step 4.

When you receive the decision, make an appointment with a public notary. Well done!

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

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.

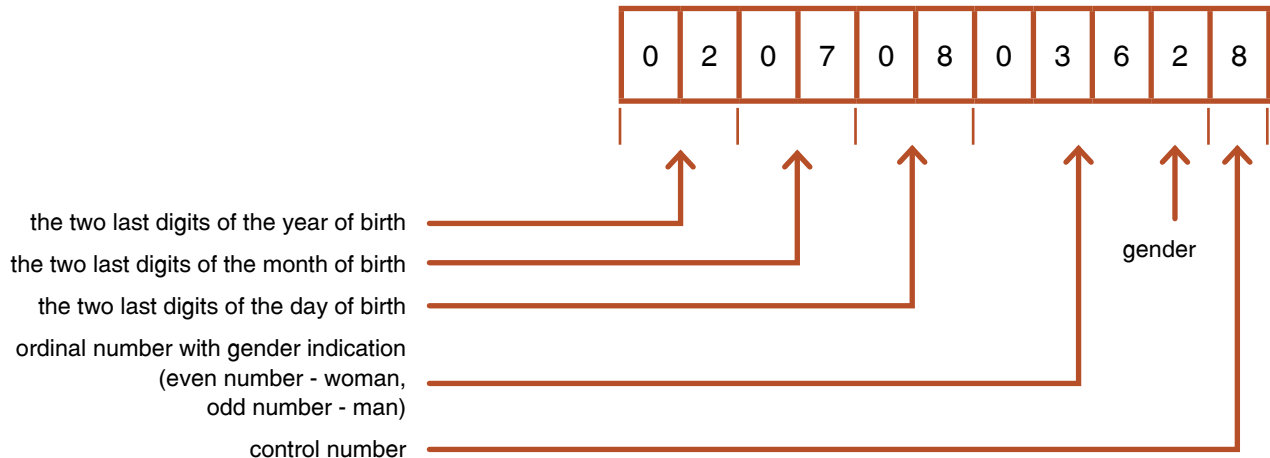
Your PESEL number will contain your date of birth (first 6 digits), serial number, indication of gender (for women last but one digit is even, and for men - odd) and a control number.

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



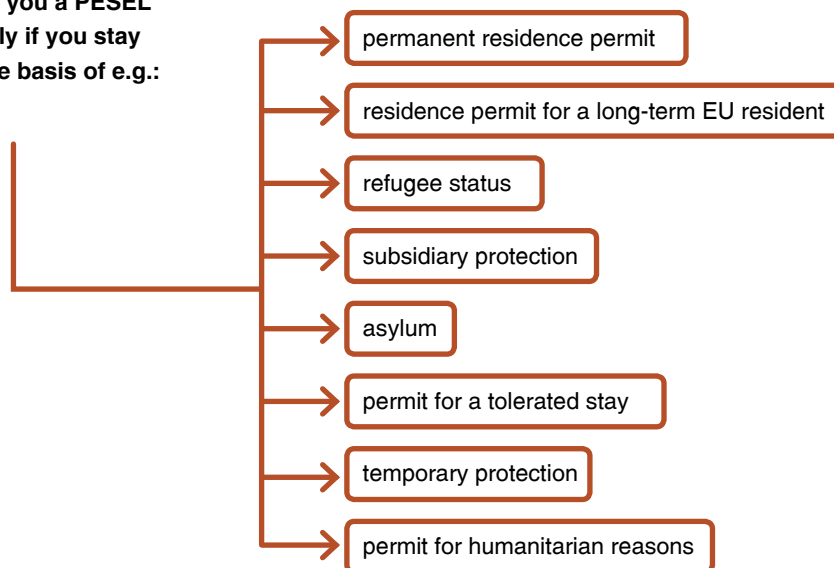
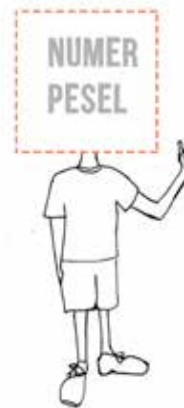
PESEL Powszechny Elektroniczny System Ewidencji Ludności (The Universal System for Registration of the Population)

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.:

If you stay in Poland on the basis of visa or temporary residence permit, you will have to apply for a PESEL number by yourself, indicating the specific provision of the law, which requires you to have this number (e.g. Art. 35 pt. 1 of the Act of August 20, 1997 on National Court Register Act).



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:

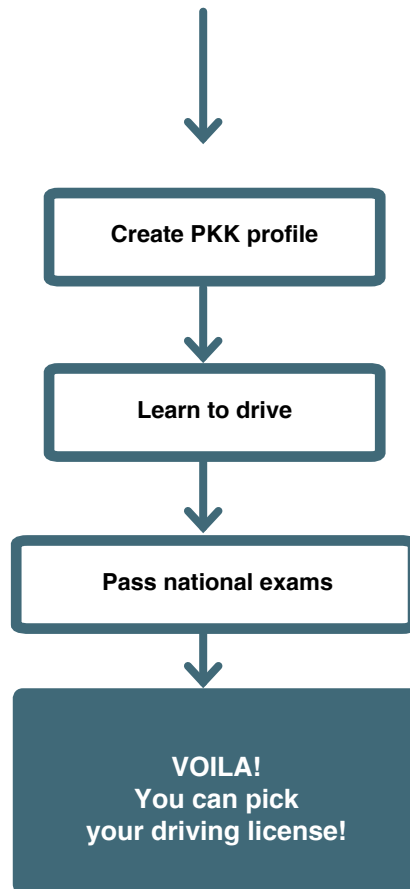
PKK - Profile of Candidate for a Driver

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:

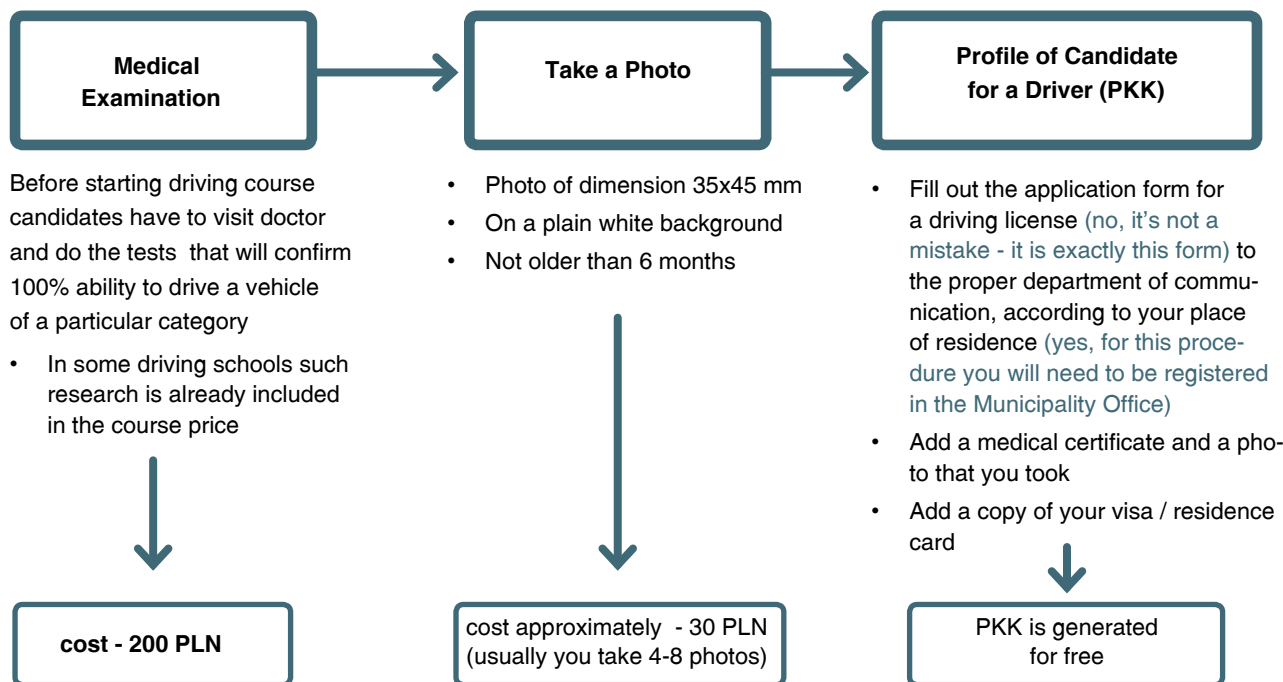


PKK number

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.

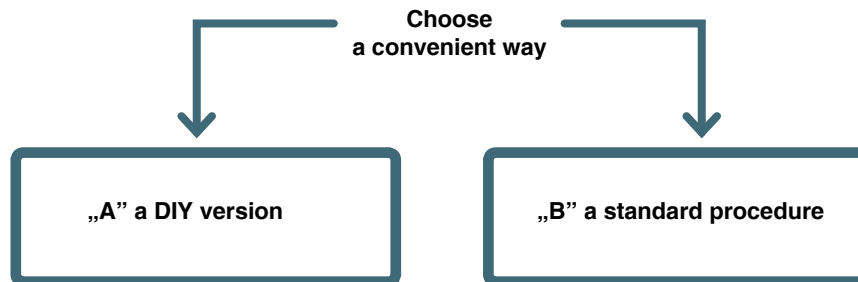


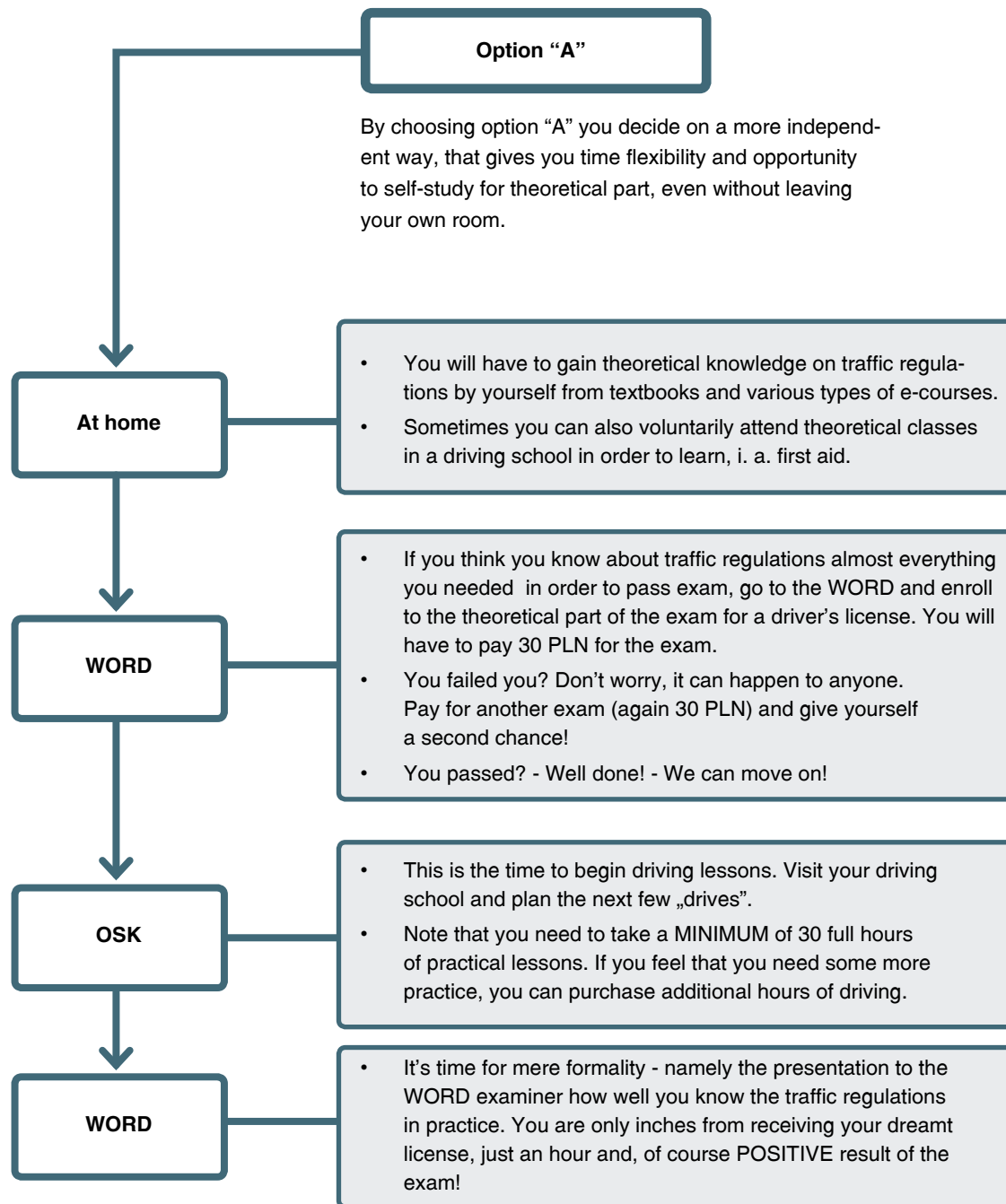
Learning to drive

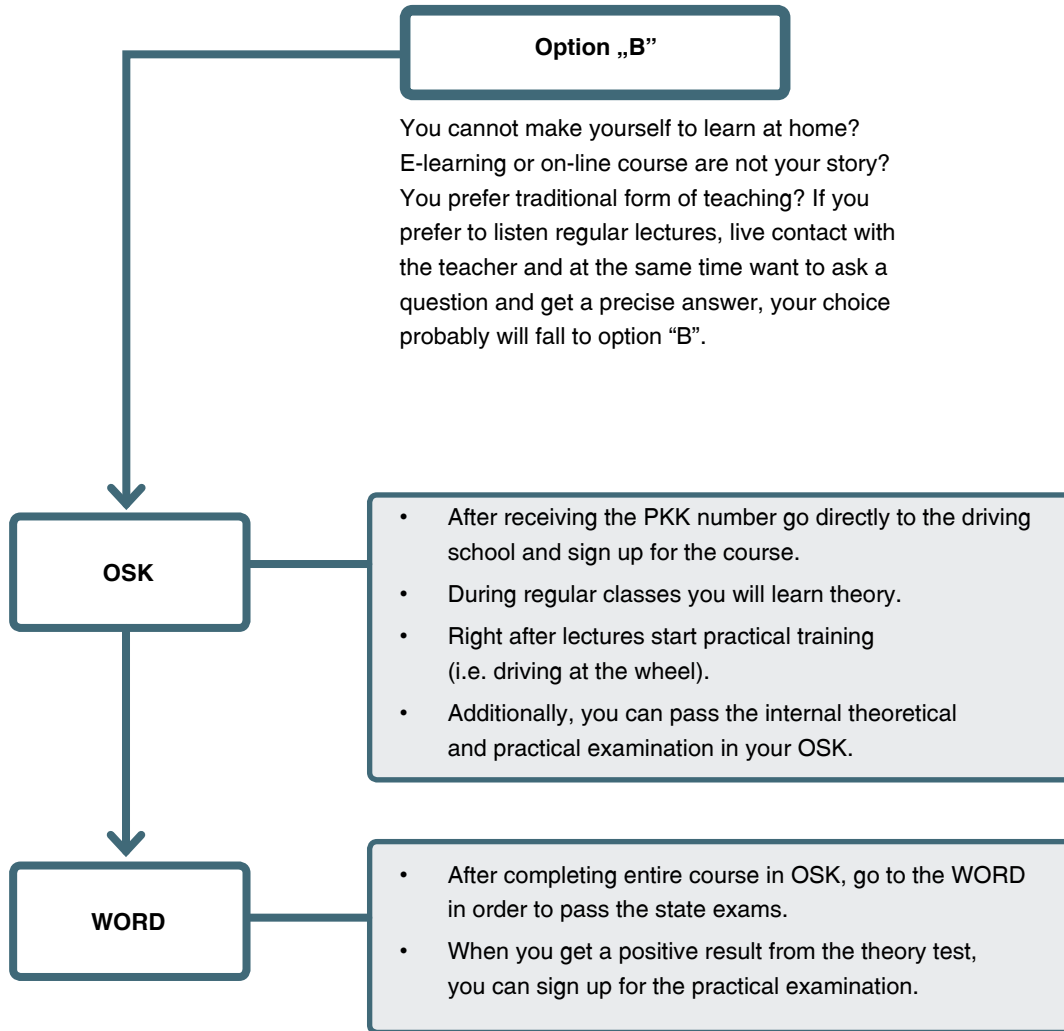
You probably know that during the course for obtaining a driving license, ability to start the engine and smoothly change transmission is not enough - you are also required theoretical knowledge on traffic regulations. The theoretical part of preparation has to teach you how to safely and reliably drive 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.



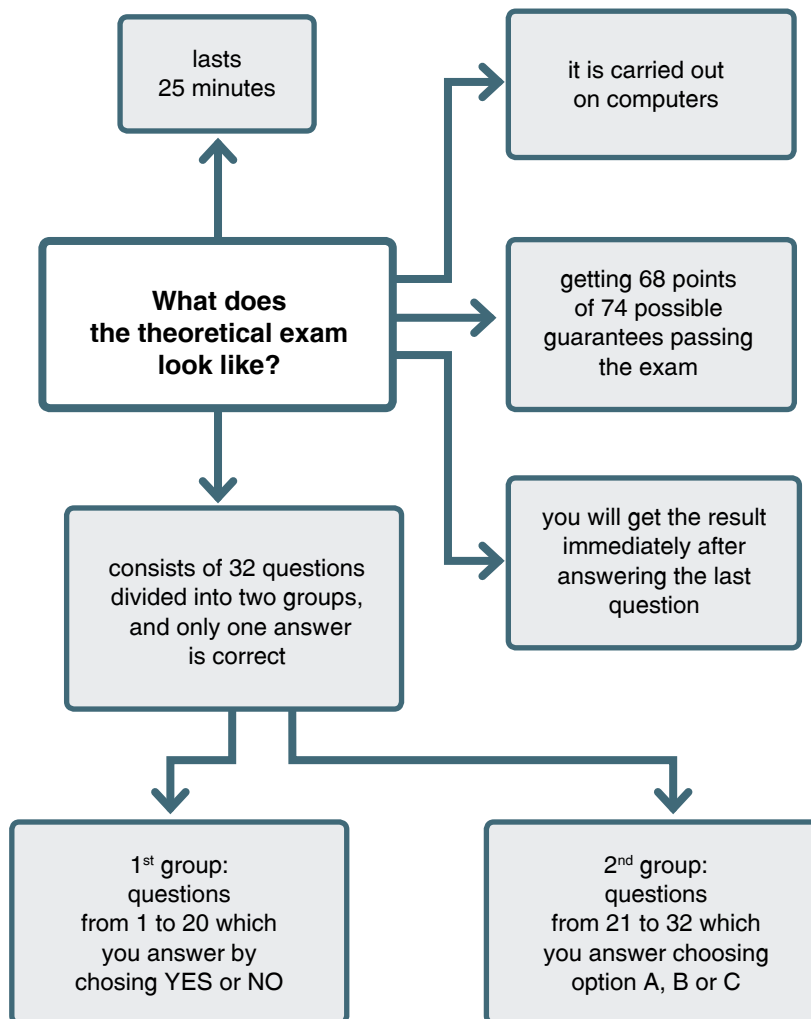
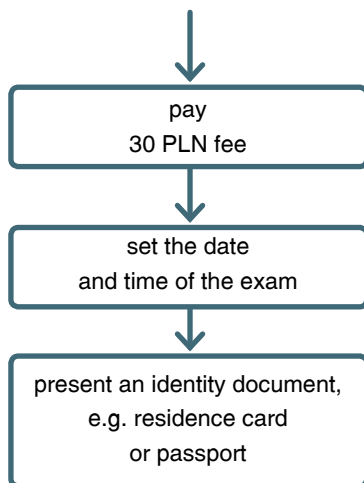




The theoretical exam

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?



The practical exam

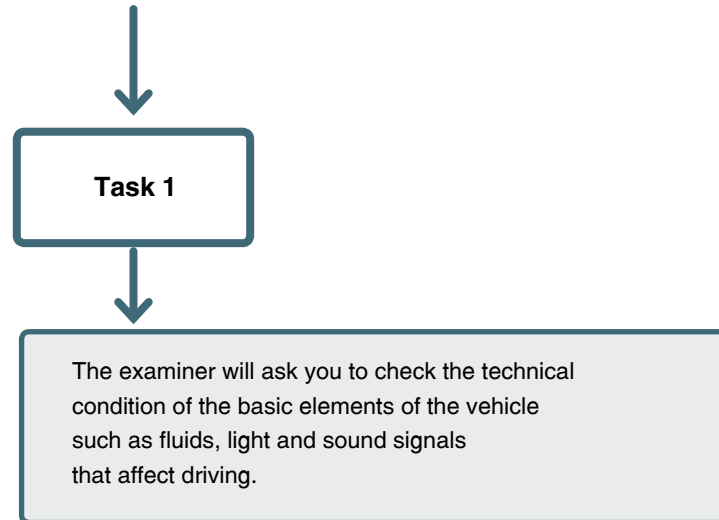
If you passed the theoretical test, you can sign up for the practical tests. After paying the fee, choose the day and time that suits you best.

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:

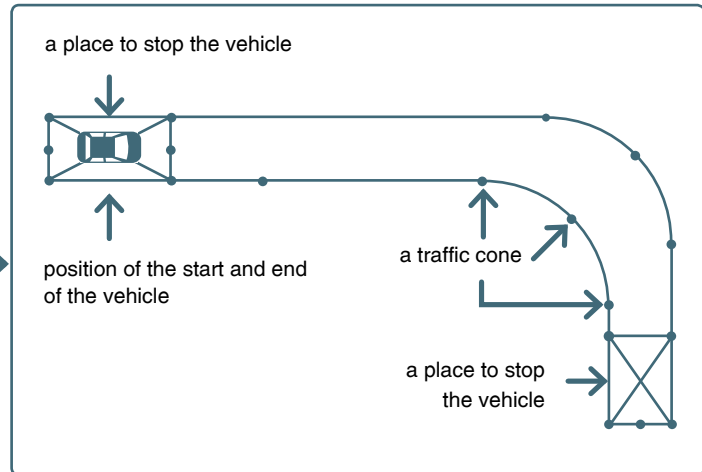


The practical exam

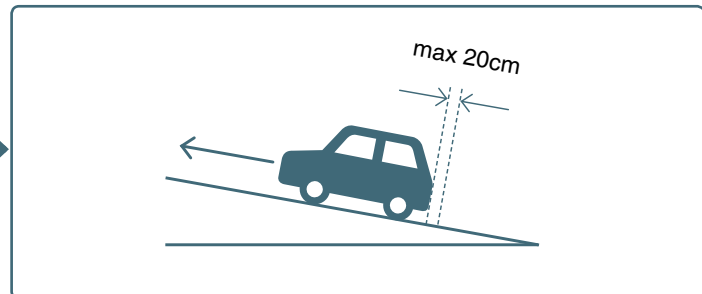
Task 2 testing area

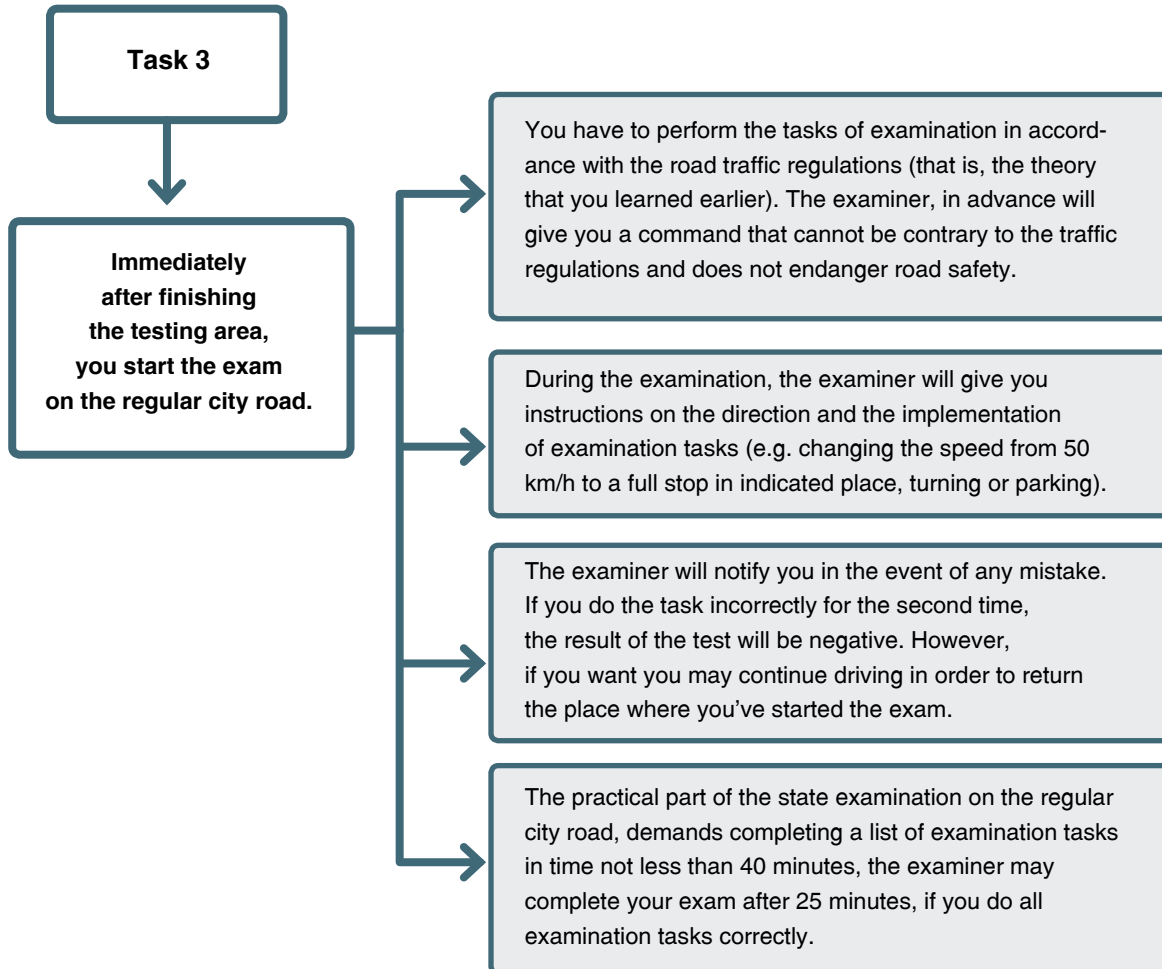
Now get ready to drive.
You will perform 2 tasks on the testing area.

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.





The practical exam

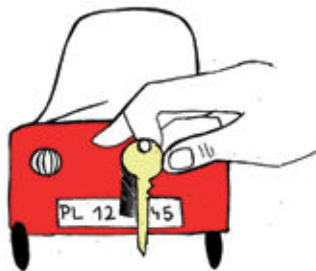
NOTE! If during the examination you incorrectly perform the task for the second time, the exam will be finished with a negative result (unfortunately, without even leaving WORD).

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

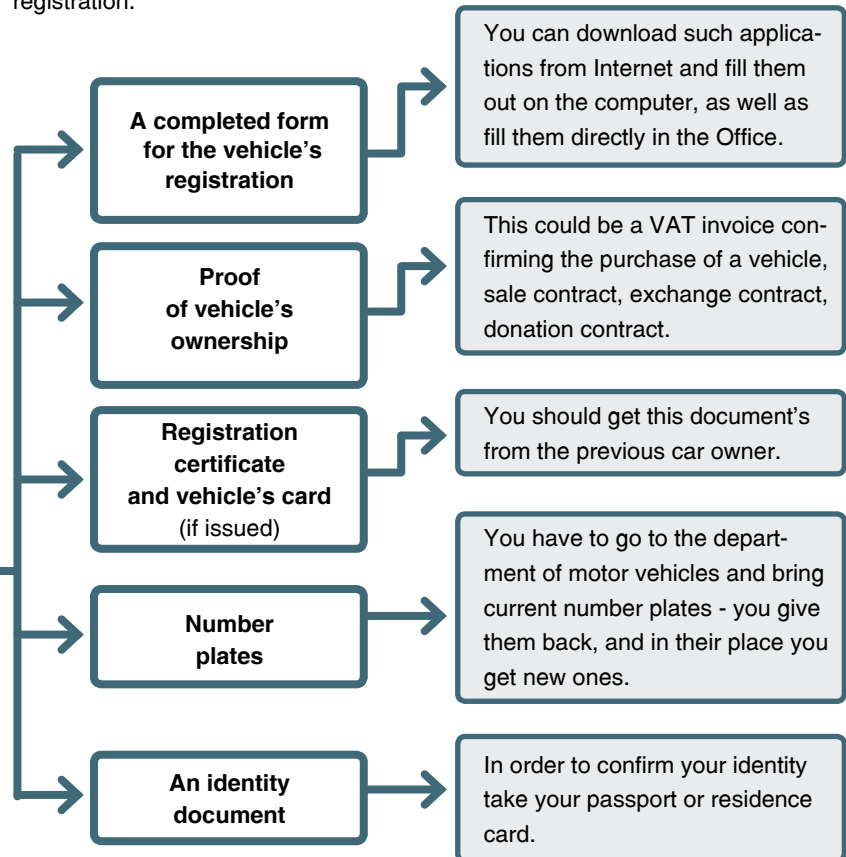
What documents are needed?

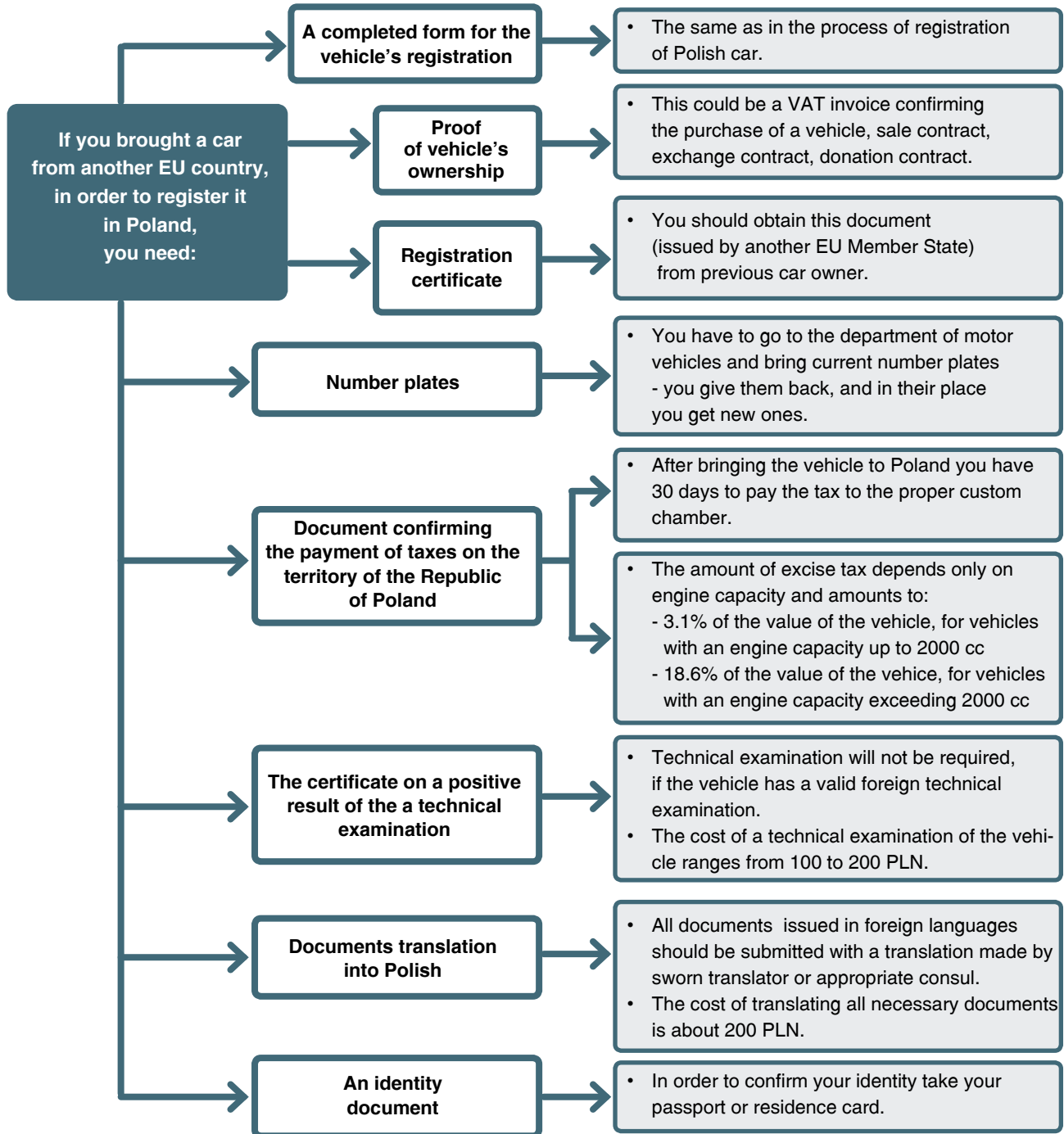
Depending on whether you bought the car registered on the territory of Poland, or brought a car from abroad, to register it you will need different sets of documents.

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.

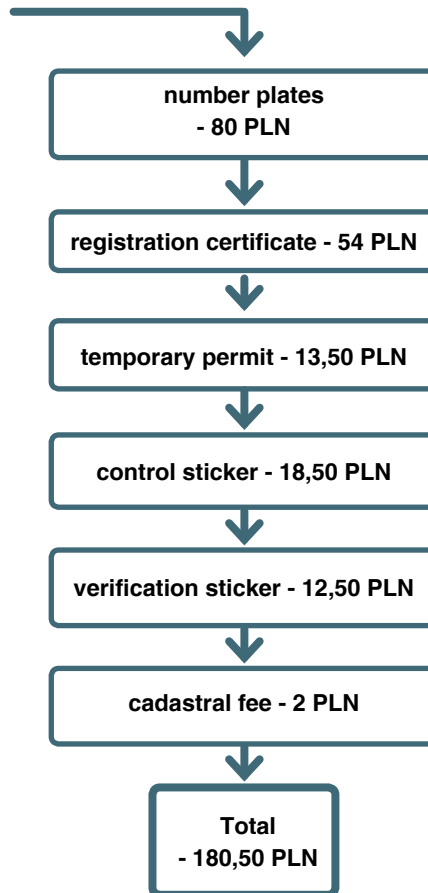




Car registration in Poland - How much does it cost?

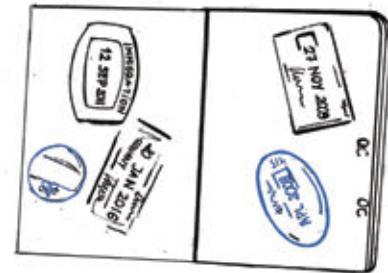
Usually the fee for registration of a passenger car amounts to - 180.50 PLN.

This fee includes:



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**.

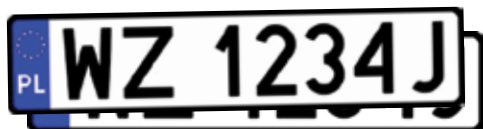


What is next?

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.



Notes

Notes



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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