



2021

# PRACTICAL INFORMATION GUIDE



CENTRE FOR EUROPEAN STUDIES

JAGIELLONIAN UNIVERSITY

Update: 23.12.2020

PANDEMIC EMERGENCY UPDATE



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## **CES Staff:**

The CES International Programmes are coordinated by:

### **Professor Zdzisław Mach**

Director of Studies of International Programmes - is responsible for maintaining the quality and intellectual substance of the Programme. The Director of Studies organises and coordinates the programme.

[zdzislaw.mach@uj.edu.pl](mailto:zdzislaw.mach@uj.edu.pl)

### **Ms Emilia Modelmog-Anweiler**

Academic Coordinator for MA Programme - is an academic advisor for MA students.

[emilia.modelmog@uj.edu.pl](mailto:emilia.modelmog@uj.edu.pl)

### **Ms Rita Hornok**

Academic Coordinator for BA Programme - first contact for BA students in all matters related to their studies. IMCEERES Programme Coordinator.

[rita.hornok@uj.edu.pl](mailto:rita.hornok@uj.edu.pl)

### **Dr Karolina Czerska-Shaw**

Programme Coordinator of MA in Euroculture and Double Degree in Law and Politics and European Studies (Kobe University, Japan & JU).

[karolina.czerska@uj.edu.pl](mailto:karolina.czerska@uj.edu.pl)

### **Dr Krzysztof Kowalski**

Programme Coordinator of Double Degree Programme in European Studies (University of Strasbourg, France & JU).

[krzysztof.1.kowalski@uj.edu.pl](mailto:krzysztof.1.kowalski@uj.edu.pl)

### **Dr Grzegorz Pożarlik**

Programme Coordinator of MA in International Relations: Europe from Visegrad Perspective.

[grzegorz.pozarlik@uj.edu.pl](mailto:grzegorz.pozarlik@uj.edu.pl)

### **Dr Agnieszka Sadecka**

Programme Coordinator of IMESS Programme.

[agnieszka.sadecka@uj.edu.pl](mailto:agnieszka.sadecka@uj.edu.pl)

### **Dr hab. Joanna Sondel-Cedarmas**

Programme Coordinator of Double degree in European Studies (University of Padova, Italy & JU).

[joanna.sondel-cedarmas@uj.edu.pl](mailto:joanna.sondel-cedarmas@uj.edu.pl)



**Dr Natasza Styczyńska**

Programme Coordinator of Double Degree in Governance, Leadership and Democracy Studies.

[natasza.styczynska@uj.edu.pl](mailto:natasza.styczynska@uj.edu.pl)

**Dr Marcin Zubek**

Programme Coordinator European Politics and Society (EPS): Vaclav Havel Joint Master Programme.

[marcin.zubek@uj.edu.pl](mailto:marcin.zubek@uj.edu.pl)

**Ms Sylwia Boryka**

Administrative and Financial Manager - is responsible for the management of the CES offices, as well as CES finances, tuition for all MA programmes, human resources and liaison with the central university authorities and academic staff. She is also your contact person for many administrative matters.

[sylwia.boryka@uj.edu.pl](mailto:sylwia.boryka@uj.edu.pl)

**Ms Elżbieta Baran**

Administration and Registrar - is responsible for registration, maintenance of academic records and matters concerning certificates, transcripts, and diplomas for all MA programmes.

[elzbieta.baran@uj.edu.pl](mailto:elzbieta.baran@uj.edu.pl)

**Ms Svetlana Baranova**

Communications and Promotions Specialist - is responsible for contacts with prospective and current students as well as Study Abroad partners and the outside world. Develops and maintains programme marketing and promotional materials. Internship Officer.

[svetlana.baranova@uj.edu.pl](mailto:svetlana.baranova@uj.edu.pl)

**Mr Duszyn Augustyn**

Student Adviser/Study Trip Organiser - plans and leads study trips and integration events, provides students with support in the legalisation of their stay, helps students look for housing, and is there to assist should unexpected problems arise. His role is also to maintain and update the alumni network.

[ces.studentservices@uj.edu.pl](mailto:ces.studentservices@uj.edu.pl), [duszan.augustyn@uj.edu.pl](mailto:duszan.augustyn@uj.edu.pl)

**Library**

**Mr Dariusz Stępniewski**

Librarian - maintains and organises the book collections at the CES Reading Room, orders and catalogues new books. He is also responsible for categorising course materials and making them available to students.

email: [dariusz.stepniewski@uj.edu.pl](mailto:dariusz.stepniewski@uj.edu.pl)



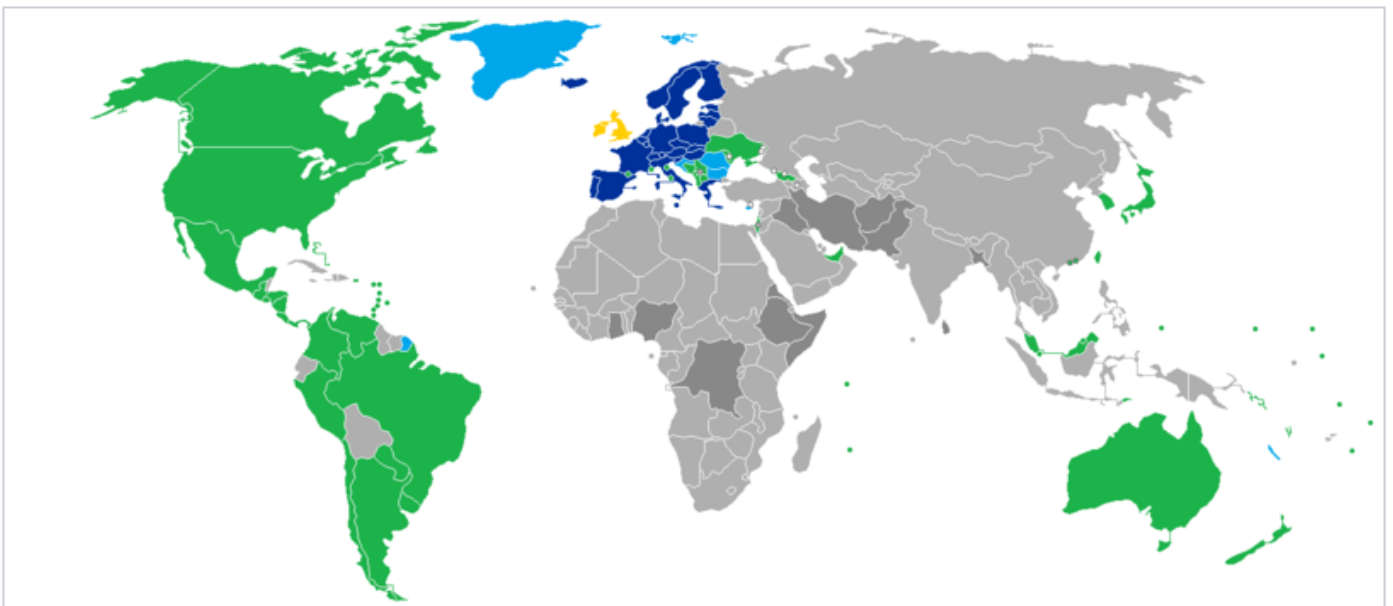
## Administrative and Legal Issues

### Before arriving in Poland / Entering Poland

Before departure students should familiarise themselves with certain administrative and legal formalities. Most importantly, the student must check which procedure has to follow to enter Poland.

Please familiarize yourself with the [current information on regulations regarding Pandemic in Poland](#).

### Crossing the border



Schengen Area visa lists.

Schengen member states

Other EU members outside Schengen Area but bound by same visa policy and special territories of the EU and Schengen member states. These countries are also legally obliged to join the Area as soon as they meet the criteria.

Members of the EU with an independent visa policy

Visa-free access to the Schengen states for 90 days in any 180-day period, although some Annex II nationals can enjoy longer visa-free access in some circumstances. (EU 2018/1806 Annex II)

Visa required to enter the Schengen states (EU 2018/1806 Annex I)

Visa required for transit via the Schengen states (EC 810/2009 Annex IV)

Visa status unknown



**Schengen area countries**



Poland is a member of the Schengen area. During the epidemic of coronavirus border controls and checks are set on the borders of the countries as well as internally in some countries.

### Visa-free movement countries (non-EU/EEA)

Procedure of visa application for foreigners is temporarily suspended for citizens of some countries and at some consulates. It is possible to enter to Poland with visa type D issued for other Schengen area country.



After your arrival to Poland you may apply for a temporary residence permit. See the [information in section below](#).

### Visa countries (non-EU/EEA)

“Student” visa, officially called the **national long-stay visa (type D)**, is issued by the Polish Consulates abroad. This is a visa that allows the student to both enter Poland and stay there until the end of the visa’s validity (365 days maximum). It also allows the student to travel around the Schengen area for a period of maximum 90 days.

You should apply for a visa not earlier than **3 months** in advance. The procedure may take longer than month, so make sure you apply for visa at least 2 months before arrival to Poland.

Students are encouraged to check the websites if the consulate of the Republic of Poland in their home country for details.

[A full list of Polish Consulates abroad](#)

#### 5 steps to get a visa

- 1) Find a [Polish Consulate/ consular section of the Embassy of the Republic of Poland](#) that can process your application. You can use the MFA’s search engine
- 2) Read carefully ALL the information concerning visa application on the consulate’s website and follow ALL the instructions.
- 3) Set a visa appointment with the consulate. In most cases, you will have to register through [the website](#)
- 4) Prepare the necessary documents, including application form, travel document (passport), biometric photo, health insurance, sufficient means to support yourself,



documents confirming the purpose of your stay. The specifics of the required documentation may vary among consulates, so confirm them with the consulate's website.

5) Submit all the documents including a printed and signed application form and the visa fee. Your visa application is complete. It should take up to 15 days for it to be reviewed.

**Please note that individual consulates might have more specific rules about the documentation for the visa.**

**Remember! After expiration of your visa you cannot apply for another one. The only way to extend your stay is to apply for a residency permit.**

It is possible to enter to Poland with visa type D issued for other Schengen area country.

## **Customs**

As for personal luggage from a non-EU country, one can bring to the EU - free of charge - goods that do not exceed a value of 300 EUR (when travelling by land) or 430 EUR (when travelling by air or sea). Apart from that, one can bring medicines for personal use even if their cost exceeds the limits above. Other limits and regulations apply for alcohol, cigarettes, plants or animals.

More details can be found on the [European Commission website](#).

Personal belongings, including electronic appliances such as cameras and laptop computers can be brought into Poland as part of luggage without much likelihood of problems. However, it is better not to bring electronic appliances still packed in the original box to avoid being suspected of intending to sell it in Poland.

## **Legalising your stay in Poland**

**Possession of a valid visa or residence card is the responsibility of the student. The University staff will be happy to advise and assist with acquiring all of the necessary papers to remain legally in Poland, but the responsibility for obtaining and maintaining legal status remains with the student.**

Jagiellonian University makes every effort to maintain accurate and current information about visas, residence permits and other consular affairs. However, please remember that every now and then new regulations are introduced, or old ones are modified, so the information in this guide is subject to change, especially in times of pandemic.

## **How to apply step by step**





## EU and European Economic Area Citizens

Citizens of the member states of the European Union do not need a visa to enter Poland. However, officially a passport is required to enter Poland with the intention of studying. EU citizens may cross with other forms of identification (national ID) for stays of less than 90 days.



## Residence permits for EU nationals (Voivodeship)

A national of the European Union staying in Poland for a period exceeding 3 months has the obligation to register his/her stay. For an EU national to register his/her stay in Poland or to obtain a residence card, the EU national should file an application in the provincial office. Not fulfilling this obligation is not punished.

NOTE: If you don't have a PESEL number yet, you will have to register yourself in the local municipal office. Look at [Temporary Residence Registration](#) procedure.

You can read more about the procedure at the [Voievodship Office for Foreigners](#):

EU national should provide:

- [application](#) (1 original + 1 photocopy),
- photocopy of a valid travel document (passport or ID) (the page with personal details) or another document confirming his/her identity and citizenship,
- documents or written declarations confirming that the foregoing conditions of stay have been met.

DRAFT: please rewrite it using your data and pick one or more bullet points (if you have health insurance for Poland) (in brackets you will find information on type of information). In yellow place to refill it.

(date and location) 18.03.2020, Kraków

### OŚWIADCZENIE

Ja, (name and surname) Jan Kowalski, urodzony (date of birth) 1.01.1991 w (place of birth) Kopenhadze w (country of birth) Danii, legitymujący się (pick one: passport or ID) paszportem / dowodem osobistym nr (document number) ABC12345 o numerze PESEL 01019112345 studiuje na terenie RP i (pick one)

- jestem objęty powszechnym ubezpieczeniem zdrowotnym (if you are insured in Poland through NFZ)
- jestem osobą uprawnioną do świadczeń opieki zdrowotnej na podstawie przepisów o koordynacji w rozumieniu art. 5 pkt 23 ustawy z dnia 27 sierpnia 2004 r. o świadczeniach opieki zdrowotnej finansowanych ze środków publicznych (if you have an EHIC card)
- posiadam prywatne ubezpieczenie zdrowotne, pokrywające wszelkie wydatki, które mogą wyniknąć podczas pobytu na terytorium RP w związku z potrzebą pomocy medycznej lub leczeniem szpitalnym, w którym ubezpieczyciel z obowiązuje się do pokrycia kosztów udzielonych





ubezpieczonemu świadczeń zdrowotnych bezpośrednio na rzecz podmiotu udzielającego takich świadczeń, na podstawie wystawionego przez ten podmiot rachunku. (if you have a private insurance)

Ponadto posiadam wystarczające środki finansowe do utrzymania siebie na terytorium RP, tak aby nie stanowić obciążenia dla pomocy społecznej.

Jan Kowalski

(Your name and surname and signature)

- certificate of admission from university of admission or referral to a professional training course, (contact [ces.studentservices@uj.edu.pl](mailto:ces.studentservices@uj.edu.pl) to request for it)

**Documents in foreign languages, attached to application forms must be submitted with their translation into Polish, done by a sworn translator.**

[List of sworn translators in Kraków.](#)

**Please check the website of [Małopolska Provincial Office in Kraków, Department of Nationals' and Foreigners' Affairs, Foreigners' Affairs Unit](#) for any possible changes in procedures.**

The documents should be **submitted** via [Polish Post](#) to address through registered mail (list polecony) or delivered to the [office directly](#).

Registration of your stay and the document certifying your registration are issued to you immediately and free of charge.

## **Getting a temporary residency permit (non-EU/EEA) (Voievodship)**

When entering Poland based on “visa-free movement” or with a short-term Schengen visa (type C), the student needs to legalize his or her stay in a [regional office for foreigners' affairs in Krakow](#). The office issues temporary and permanent residency permits for both EU/EEA and non-EU/EEA citizens. Non-EU/EEA students without a long-term visa type D are advised to apply for a temporary residency permit (*zezwoleń na pobyt czasowy*). Students must apply for the residency permit via post.

**WHEN TO APPLY?** The student needs to apply for a residency permit no later than on the last day of their legal stay in Poland. The passport will be stamped as a proof that the residency permit procedure is in process and that student is legally staying in Poland. Bear in mind that it doesn't allow you to travel to other countries and the border patrol may not let you back into Poland if you do so. Unless you still have some Schengen days left, or your visa is still valid you can travel as long as you have any other legal stay. Therefore if you plan any trips it is better to apply for the residency permit earlier than the last day of your legal stay. Otherwise you can only go back to your home country. However, if you're from a country which requires citizens to have a visa upon entering the country,



you will have to have your visa reissued before coming back to Poland again. The process of issuing the residency card may take up to 6 months.

**DURATION OF RESIDENCY CARD** For students, the first residency permit will last for a maximum of 15 months or 24 months in case of studies based on cooperation in between of two or more universities. If the residency permit expires, you need to have a new one issued and go through the process once again. The second residency permit will only be issued when you successfully finish your first year of studies, therefore the University is required to inform the Foreigners Office if you did not successfully complete the year. The second residency permit will last till the end of your studies plus another 3 months.

**NOTE:** There is a possibility to remain in Poland after your studies; as a Polish University graduate you can apply for a residence permit on the basis that you are searching for a job in Poland. This may be issued for a year.

**Please note that holder of residency permits issued by Poland can travel within the Schengen area for a maximum 90 days.**

In order to get the residency permit, a non-EU/EEA student will need to apply to the **Małopolska Provincial Office in Krakow** with the documents listed at their website.

[http://www.malopolska.uw.gov.pl/default.aspx?page=TEMPORARY\\_STAY\\_PERMIT](http://www.malopolska.uw.gov.pl/default.aspx?page=TEMPORARY_STAY_PERMIT)

#### **HOW TO APPLY?**

1. Complete the [application form](#) (it is necessary to provide a current address of your stay and in a case of change immediately inform the Office)
2. Collect all [necessary documents](#)
3. Send the application via Polish Post to **Małopolska Provincial Office in Krakow Department of Nationals' and Foreigners' Affairs Foreigners' Affairs Unit** (street Przy Rondzie 6) with a complete application on a given date (if you are under 18, your legal guardian shall sign the application or to prepare an appropriate authorization letter)

Address:

Małopolski Urząd Wojewódzki w Krakowie  
Wydział Spraw Obywatelskich i Cudzoziemców  
Oddział do Spraw Cudzoziemców  
Krakow, ul. Przy Rondzie 6

4. Wait for the decision via mail, email or via SMS



#### **Temporary Residence Registration (Municipality)**

EU citizens and EU citizens' family members must register at the place of permanent or temporary residence at the latest on the 30th day after arrival at that place other foreigners are obliged to register at the place of permanent or temporary residence at the






latest on the fourth day counting from the date of arrival at that place, unless their stay on the territory of the Republic of Poland does not exceed 14 days.

After arriving to Poland, non-EU/EEA students should register their stay (anytime during the 30 days). We will be able to help you when dealing with this office.

**KEEP IN MIND THAT YOU MAY RECEIVE A PERMIT MAXIMUM TO THE END OF YOUR LEGAL STAY IN POLAND**

Documents from the applicant (customer)

1. Permanent residence form or temporary residence form
2. [Application](#) signed by the owner or other entity having legal title to the premises and by the person registering (the signature of the person registering must be notarized - the signature must be certified by [a notary public](#)).
3. Passport and residence permit (non-EU foreigners) or  ID (EU foreigners)
4. Registration for a temporary stay - documents legalizing the stay (one of indicated below):

- **Visa,**
- If the foreigner entered the Republic of Poland on the basis of an agreement providing for the abolition or limitation of the visa requirement, or if the foreigner is legally residing in the territory of the Republic of Poland in connection with the pending proceedings concerning residence permit - **a passport**
-  In the case of EU citizens - **ID** or other valid document confirming the right of permanent residence, a certificate of registration of residence of an EU citizen or, in the absence of a certificate, a declaration of registration of residence on the territory of Poland,
-  In the case of a foreigner who is a family member of an EU citizen - a **valid travel document** and a **valid permanent residence card** of an EU citizen's family member or a **valid residence card** of an EU citizen's family member.

4. Legal title to the premises (one of below)

- indicate the land and mortgage register number (copy of the official document) (in Polish “wypis z księgi wieczystej”) [the easiest way]
- photocopy of a notarial deed, civil law contract - lease, lending, must be certified as a true copy by a [notary public](#).

5. Request for a proof of Registration

(date and location) **18.05.2020, Kraków**

### WNIOSEK

Ja, (name and surname) **Jan Kowalski**, urodzony (date of birth) **1.01.1991** w (place of birth) **Kopenhadze** w (country of birth) **Danii**, legitymujący się (pick one: passport or ID) **paszportem / dowodem osobistym** nr (document number) **ABC12345** proszę o wydanie zaświadczenia o zameldowaniu celem potwierdzenia go organom administracji publicznej.



Jan Kowalski

(Your name and surname and signature)

## 6. Fee

Issuing a certificate confirming the registration for a temporary stay - PLN 17 to the account number related to the field [“Opłata skarbową” that you can find here](#). The payment should be titled: Za zaświadczenie o zameldowaniu (Name and surname). You may pay it as well at the Municipality office.

The document must be submitted in person in one of the offices below:

1. al. Powstania Warszawskiego 10
2. os. Zgody 2
3. ul. Wielicka 28a

Thanks to the registration you will receive your ID number (PESEL) which may be useful in solving administrative issues in Poland. **The cost of registration is 17zł.**

## FAQ:

- **What if I would not manage to do the procedure in time?**  
Document may be issued even if you will not manage to apply on time, but only in frames of your legal stay in Poland.
- **Which date I should indicate on the application form?**  
The date of submission of the application.
- **What if my landlord is not available or do not want to sign the document?**  
Ask the landlord for assigning a proxy to fulfil this procedure.
- **What if my landlord don't want to provide the legal title to the premises?**  
Fulfilling this procedure is not possible.
- **I was renting a room in a hotel or sleeping at my friends place since when I should start to count the days?**  
From the day that you moved into the new apartment that you want to be registered to.
- **Is the moment of beginning of my contract a day of my stay at the place?**  
No, signing your rental contract doesn't mean that you moved there.
- **What is a fee for not fulfilling the requirement?**  
The fee may be enforced only on non-EU/EEA citizen. The amount of fee may vary from 20zł to 5000zł. (In practice the fees were not enforced so far).

## Obtaining a Polish passport

For more information see the website [of Małopolska Provincial Office in Krakow](#).

## Dual citizenship



Polish law states that if a citizen has two passports, one of which is Polish, they must enter and exit Poland on the Polish passport. There have been cases of individuals facing fines and travel delays because they ignored this rule.

## Housing

Please keep in mind that University is not able to guarantee you a place at the dorm, but we will do our best to assist you with the process of application and if it will be impossible, to help you to find a place to stay in Kraków.

## Halls of Residence

The Jagiellonian University dorms that students usually can apply for are the following:

DS3 Akropol - 30-065 Kraków, Ul. Tokarskiego 1

<https://www.miasteczko.agh.edu.pl/en/dormitories.html>

Bursa Jagiellońska - 30-516 Kraków, ul. Śliska 14

[https://www.usosweb.uj.edu.pl/kontroler.php?\\_action=katalog2/akademiki/pokazAkademik&id=3](https://www.usosweb.uj.edu.pl/kontroler.php?_action=katalog2/akademiki/pokazAkademik&id=3)

Bydgoska B - 30-056 Kraków, ul. Bydgoska 19

[https://www.usosweb.uj.edu.pl/kontroler.php?\\_action=katalog2/akademiki/pokazAkademik&id=4](https://www.usosweb.uj.edu.pl/kontroler.php?_action=katalog2/akademiki/pokazAkademik&id=4)

Bydgoska C - 30-056 Kraków, ul. Bydgoska 19

[https://www.usosweb.uj.edu.pl/kontroler.php?\\_action=katalog2/akademiki/pokazAkademik&id=5](https://www.usosweb.uj.edu.pl/kontroler.php?_action=katalog2/akademiki/pokazAkademik&id=5)

Bydgoska C/D - 30-056 Kraków, ul. Bydgoska 19

[https://www.usosweb.uj.edu.pl/kontroler.php?\\_action=katalog2/akademiki/pokazAkademik&id=18](https://www.usosweb.uj.edu.pl/kontroler.php?_action=katalog2/akademiki/pokazAkademik&id=18)

Bydgoska D - 30-056 Kraków, ul. Bydgoska 19

[https://www.usosweb.uj.edu.pl/kontroler.php?\\_action=katalog2/akademiki/pokazAkademik&id=6](https://www.usosweb.uj.edu.pl/kontroler.php?_action=katalog2/akademiki/pokazAkademik&id=6)

Nawojka - 30-059 Kraków, ul. Władysława Reymonta 11

[https://www.usosweb.uj.edu.pl/kontroler.php?\\_action=katalog2/akademiki/pokazAkademik&id=1](https://www.usosweb.uj.edu.pl/kontroler.php?_action=katalog2/akademiki/pokazAkademik&id=1)

Piast - 30-067 Kraków, ul. Piastowska 47

[https://www.usosweb.uj.edu.pl/kontroler.php?\\_action=katalog2/akademiki/pokazAkademik&id=7](https://www.usosweb.uj.edu.pl/kontroler.php?_action=katalog2/akademiki/pokazAkademik&id=7)



Żaczek - 30-063 Kraków, Aleja 3 Maja 5

<https://www.usosweb.uj.edu.pl/kontroler.php?action=katalog2/akademiki/pokazAkademik&id=8>

All students will be provided detailed information about the application for the place at the dorm separately. The only way to apply for the dormitory is through the USOSWEB system after registration of your student status.

In case of any questions please contact us at [MAprogramme@uj.edu.pl](mailto:MAprogramme@uj.edu.pl) (MA Students) or at [BAProgramme@uj.edu.pl](mailto:BAProgramme@uj.edu.pl) (BA and SA students).

#### Common information for all dorms:

- Administration Office is open Monday - Friday between 8:00 and 15:30
- Check-in information:
  - You may check-in during the regular opening hours of the dorm's Administration. In case of the arrival during the weekend or after working hours it is possible to stay at the dorm overnight and deal with all check-in formalities on the next working day (in such case we must notify the dorm's Administration)
  - Before checking in students will be asked to become familiar with the regulations of the Hall. It describes their rights and obligations while they are residents there. Students will be asked to sign a declaration that they will obey the rules of the Hall.
  - In order to **check in** at the student's dorm you will need:
    - ✓ your identity card (e.g. passport),
    - ✓ one photograph for the residency card,
    - ✓ deposit in the amount of monthly fee: 420 PLN (reimbursed when checking out)
    - ✓ money to pay for your stay in the first month of your stay. The full fee for a monthly stay in the 2019/20 academic year is: 420 PLN.Please note you need to pay deposit and fee for the dorm in **cash**.
- Students receive the keys to their rooms and a resident ID card which must be presented at the entrance to the security guard.
- All bed linen is provided for and can be changed monthly. Other basic equipment (e.g. blanket, lamp) are available to pick up from the storage room.
- The Internet connection is available in each dorm but it must be activated individually by each student [for details please ask in the administration office].



- The input standard in the dorm is RJ-45 (LAN, Ethernet). Mac and Apple plugs are not supported without dedicated adapter. Sometimes there is also free Wi-Fi in the lobby.
- Monthly rent for the place at the dorm in 2019/20 academic year is 420zł (meals are not included in the rent). Payment is expected of each student by the 10th of every month. Cash is the only form of acceptable first payment when checking in.



For the later payments it is possible to make monthly bank transfers (which is easy and cheap from a Polish bank account). None of the halls of residence will accept payment by credit card or cheque.

- Deposit is required in the amount of monthly fee reimbursed when checking out if everything is fine.

## Private Off-Campus Housing

Although the Jagiellonian University is able to offer all international students places in the halls of residence, many of our postgraduate students choose to rent private flats while studying in Krakow. It is very easy to find flats in every size, in every area of Krakow and at a broad range of prices.

It is advised to ask for a **contract in Polish or bilingual contract**, due to the requirements of Polish administration, and registration of your stay purposes.

### Pluses and Minuses of Private Flats

On the one hand, living in a private flat allows students to control their environment to a greater extent than they could in the halls of residence - do their laundry whenever they can, cook meals in a well-equipped kitchen or invite guests over.

On the other hand, obtaining a residency permit may be slightly more difficult when living in a private flat. Private flats are much more expensive than the halls of residence. If there is a dispute about payment, damage or noise levels in a private flat, the tenant will be personally responsible for resolving it. **We will do our best to assist our students, but the Jagiellonian University cannot be held responsible for contracts between students and third parties.**

### How to Look for a Flat?

There are a few options for getting information on flats available for rent:

1. **Private dorm:** There is a commercial dorm for the students, it is a bit far from the city centre and slightly more expensive: <https://unibase.pl/>

2. **Online ads:** the most popular website for flat searching is [Gumtree](#) , where there are numerous offers of rooms to rent in shared apartments, people looking for roommates, flat owners looking for tenants without having to pay the real estate agencies etc. Other websites are:

<http://dom.gratka.pl/mieszkania-do-wynajecia/lista/malopolskie,krakow.html>

<https://www.olx.pl/nieruchomosci/mieszkania/krakow/>

<http://laborooms.com/>





Many of the ads are posted by private individuals, but real estate agencies also use this means to attract more clients.

### 3. University Organisations

Some university organisations help in finding accommodation, for example [the Bratniak Foundation](#).

as well as Stuba, the cafe of Bratnia Pomoc Akademicka, located on ul. Św. Anny, open daily from 9 am till 7 pm. Stuba is famous for having offers of student flats, so it's a good idea to go there and have a look.

**4. Other current students or alumni:** Some of the students from previous years have remained in Krakow and are happy to invite new students to split the cost of a flat with them. Some of the newly arrived students may already have a flat but will need a roommate. We will be happy to get the students in touch with each other about the flats - their requests can be posted on the bulletin board at CES building or forwarded to other interested students.

### 5. Facebook groups, Erasmus Facebook groups:

<https://www.facebook.com/groups/527336080659504/?fref=ts>

[https://www.facebook.com/groups/krakowrooms/?ref=br\\_rs](https://www.facebook.com/groups/krakowrooms/?ref=br_rs)

[https://www.facebook.com/groups/FINDYOURFLATINKRAKOW/?ref=br\\_rs](https://www.facebook.com/groups/FINDYOURFLATINKRAKOW/?ref=br_rs)

[https://www.facebook.com/groups/44212006407/?ref=br\\_rs](https://www.facebook.com/groups/44212006407/?ref=br_rs)

[https://www.facebook.com/groups/1456493581096205/?ref=br\\_rs](https://www.facebook.com/groups/1456493581096205/?ref=br_rs)

[https://www.facebook.com/groups/1723180554581951/?ref=br\\_rs](https://www.facebook.com/groups/1723180554581951/?ref=br_rs)

**6. Real Estate Agencies:** There are numerous real estate agencies in Krakow that will help foreigners that are searching for a private flat. It is the agency's duty to provide information on available flats for rent/lease, to set up appointments and to assist in negotiations with the owner of the property. Going through a real estate agency means that both the landlord and the tenant will have to pay up to one month's rent in commission to the agency.

Although some students decide to rent a private flat on their own, from our experience, many students decide to band together in groups of 2-4 to share the costs of a larger flat.

### Negotiation & Contracts

Sometimes furniture (or household appliances) can be negotiated as well as the price. However, owners are reluctant to buy a lot of furniture for a tenant on a short-term contract period. There are some items that owners are very unlikely to be willing to add to their flats, such as clothes dryers and dishwashing machines.

Some property owners would prefer not to declare their income to the tax authorities. They may charge more for tenants who insist on legally registering the flat as their residence. **The students should have a legally registered residence (*meldunek*), a**



contract and some sort of proof of the landlord's ownership of the flat in order to get residency permit. Remember that, to apply for residency permit you are supposed to show contract in Polish.

Once the terms of rental have been agreed upon, a contract must be signed by both parties. In the contract, the duties and responsibilities of both the tenant(s) and the property owner will be stipulated. Each tenant is legally bound to honour all conditions of the contract. **The Jagiellonian University cannot assume any responsibility, whether legal or financial, for students who violate the terms of a contract with an outside party or break Polish law.**

### **What Sorts of Flats Are Available**

Flats come in various sizes, starting with small, one-bedroom studios up to larger, four-bedroom flats. Larger flats are more common in the centre and smaller flats are more common further out. Smaller flats are usually more expensive per metre to rent.

Even in unfurnished flats, fully-equipped bathrooms (toilet, bath, shower) and kitchens (oven, range, sink, small refrigerator) are the norm. Most students, however, will want a fully-furnished flat. Bedrooms are likely to include a bed (which may double as a couch), chairs and a desk or table. While washing machines are a standard element of the bathroom equipment, clothes dryers are very rare.

Many fully-furnished flats will also come with kitchen utensils (cups, forks, knives, spoons, plates, bowls, etc.). Some will also have linens (bottom sheet, duvet, pillow cases, pillows and blanket).

A single room in shared apartment costs anywhere from 700 to 1500 zł per month, it is also quite common among local students to share a room to split the costs.

### **Rental fee**

The monthly rental fee is determined largely by the size of the flat, the location and the extent to which it is furnished. For example, a two-bedroom, fully-furnished flat, with bathroom and kitchen, and 55 m<sup>2</sup> of usable space, located very close to the city centre might have as a monthly rental cost of 1900-2600 zł/month (450-610 €) plus bills for utility usage (electricity, water, gas, Internet, etc.) for an additional 200-400 zł (45-110 €). These prices will be lower further out of the city centre - it might be worth considering them, as some parts of town are very well connected, with numerous trams and buses running to the centre every few minutes.

### **Deposit**

Usually the tenant will be expected to pay a deposit (*kaucja*), which is usually at least the equivalent of one month's rent. This is supposed to cover any damage that may occur during the tenancy, not general wear-and-tear or the cost of a fresh coat of paint. The contract should specify and confirm this. However, in our experience it happens that



landladies/landlords may try to keep a large portion of the deposit no matter what. Asking for a detailed written inventory to be made when signing the contract might help to avoid such a situation. Taking photographs of the state of furniture and rooms on arrival is also a good idea.

### **Payment**

The method of payment is decided during the negotiations with the property owner. The standard methods of making the monthly rental payments are:

- 1) bank transfer (if you have a bank account in Poland)
- 2) direct deposit into the property owner's bank account
- 3) and (decreasingly) cash payments directly into the owner's outstretched hand. Tenants traditionally have until the 10<sup>th</sup> of every month to make the monthly rental payment.

### **Bills**

Utility bills can be paid at any post office (you will be charged a small service fee, about 3PLN or, from bank accounts with activated online payments. The way that the bill is received may vary from flat to flat. Other utilities may be settled according to little booklets of pre-calculated monthly payments. The deadline for payment is always listed on the bill itself. If gas is used in the flat (for heating and/or gas cookers in the kitchen), a representative of the gas company comes to the flat every 2-3 months to read the metre. Sometimes, there is a flat fee called 'czynsz' that the administration of the building requires payment for. Some utilities, mostly hot and cold water, are included in this 'czynsz,' along with the cost of garbage removal, maintenance of the building etc. The 'czynsz' can be included in the monthly rental payment, but sometimes it is a separate payment added to the cost of the monthly rental payment. In the colder months, heating can come in the form of electric or gas heat. Electric heat is by far more expensive, but any heating can be costly in a large or old flat. It is important to ask the owner about the cost of heating the flat.

### **IMPORTANT!**

Be aware that some of the old buildings and tenements can be cold and humid during the winter. Please be aware that costs of maintenance may be higher because of old windows or electric heating. Do not sign the contract before visiting the apartment. Generally the highest quality apartments are those built in 60ties, 70ties, 80ties and after 2010 which has connection to the communal central heating system, although it is possible to find a lot of other quality apartments.



## Health

### Medical, Accident and Life Insurance

Students are required to have health and accident coverage for the entire period of their studies. **Medical, accident and life insurance are the responsibility of the student at the Jagiellonian University.** We will be happy to advise and assist our students with any aspect of medical care, but responsibility for registering for purchasing and maintaining appropriate insurance remains with the student. **The Jagiellonian University cannot assume responsibility or liability for any medical needs not covered by the student's existing coverage.**

We recommend that international students who will be staying longer than one semester at the Jagiellonian University have all of the following:

1. valid medical insurance from their home country that will cover long-term hospital stays
2. local Polish health coverage, private or public (it is possible to sign up for insurance with NFZ, National Health Fund)

Students who will be staying for one semester or less should be able to rely on insurance from their home country and Jagiellonian University accident and life insurance.

It is also possible, although not as likely to be necessary, to purchase a wide variety of additional insurance plans from private companies in Poland.

### Insurance from your home country (repatriation)

Most people prefer to spend long hospital stays in their home country and near their family. We recommend having medical insurance in the student's home country that covers "repatriation", that is a plan that will pay to return the student to their home country in case of serious medical problems.

Students are encouraged to check with their insurance provider whether their insurance covers stays abroad and what are its conditions. Most often, the student will have to buy an extra insurance to cover all of his or her stay in Poland.



### European Health Insurance Card (EHIC)

Citizens of member states of the European Union plus Iceland, Liechtenstein, Norway and including Switzerland should make sure that they get their European Health Insurance Card (EHIC) in their home country before travelling to Poland. The exact terms for qualifying for an EHIC vary between countries. In Poland, the EHIC will cover basic health costs equivalent to those covered by NFZ.



## Polish National Health Fund (via the Jagiellonian University)

There is more than one way in which an international student may qualify for basic Polish health coverage which is paid for by the Jagiellonian University.

**a. Students with documented Polish citizenship** (including dual citizenship) who are **under 26 years old** should be insured by their most immediate family in Poland (that is, parents or grandparents). **If the student cannot be insured by their family in Poland** (and make a formal, signed declaration that this is so), they may be insured by the University. The same rule refer to **students who are over 26 years old**, and who are not entitled to national insurance for other reasons such as work etc. In order to request this insurance for one academic year, the student must submit the following documents to the Dział Nauczania (room 5 in Collegium Novum, Gołębia 24):

- Filled application form with a signed statement written by the student, saying that the student cannot be put on family insurance in Poland
- *Dowód osobisty* (Polish Identity Card) or if the student does not have a Polish Identity Card, then a valid Polish passport, and PESEL (national identification number)
- *Legitymacja* (Polish student ID)

**b. Students who are citizens of an EU or EEA member states and Switzerland**, and have European Health Insurance Card may use it for non-planned medical service. An EHIC entitles the bearer to the same level of state medical care provided to eligible nationals of the EEA country they're in. Please check the rules of the usage of your EHIC card on the website of your national health insurance institution.

More information on: <https://ec.europa.eu/social/main.jsp?catId=559&langId=en>

List of clinics where you can get a medical service Monday to Friday 18:00 - 8:00, Saturdays Sundays and Holidays with European Health Insurance Card

- Wojewódzki Specjalistyczny Szpital Dziecięcy im. św. Ludwika      Kraków,      ul. Strzelecka 2a      tel. 12 619 86 87, 12 619 86 61
- Specjalistyczny Szpital im. J. Dietla      Kraków, al. Marsz. Ferdynanda Focha 33      tel. 12 68 76 400, 12 68 76 442, 12 68 76 479, 12 68 76 492
- Szpital Specjalistyczny im. Stefana Żeromskiego      Kraków, os. Na Skarpie 66      tel. 12 622 95 76, 12 622 95 45
- Szpital Specjalistyczny im. Ludwika      Kraków, os. Złotej Jesieni 1      tel. 12 64 68 792
- Szpital św. Rafała w Krakowie      Kraków, ul. Armii Krajowej 5      tel. 12 370 27 35
- Szpital św. Rafała w Krakowie      Kraków, ul. Bochenka 12      tel. 12 385 58 05
- NZOZ Kraków - Południe      Kraków, ul. Kutrzeby 4      tel. 12 656 10 07
- NZOZ Kraków - Południe      Kraków, ul. Szwedzka 27      12 266 02 70
- Szpital Miejski Specjalistyczny im. Gabriela Narutowicza      Kraków, ul. Prądnicka 35      tel. 12 257 86 06



- Krakowski Szpital Specjalistyczny im. Jana Pawła II Kraków, ul. Prądnicka 80  
Pawilon M-V, entrance C tel. 12 614 28 88

**c. Students who are not citizens of Poland or any other EU/EEA member state, but are of Polish origin**, can be insured by the University. In order to request this insurance for one academic year, the student must submit the following documents to the Dział Nauczania (room 17 in Collegium Novum):

- a valid passport (from their country of citizenship)
- proof of Polish origin ('*Karta Polaka*' or a signed and stamped official letter from the appropriate Polish Consulate, etc)
- *Legitymacja* (Polish student ID)
- signed contract with NFZ (National Health Fund) which can be obtained at ul. Batorego 24
- Dormitory card or *meldunek* (residence registration)
- PESEL number (Polish identification number - if the student has one)

For more information and the application form refer to:  
<http://www.uj.edu.pl/studenci/ubezpciesieczenia>

### **Polish National Health Fund (applying directly)**

**Students who are not citizens of an EU member state, nor are of Polish origin** may apply directly to the *Narodowy Fundusz Zdrowia* (NFZ, the National Health Fund).

Your right to purchase Polish public medical coverage as an international student at the Jagiellonian University is established by the law on public health insurance. The law clearly states that, with the exception of those cases listed in 1.3 above, such insurance must be requested by the student (i.e. it cannot be requested by the University). In order to sign an agreement for health insurance you will need to have student ID and a passport.

Under the standard student plan, you receive:

1. All visits to general practitioners
2. A broad range of medical examinations
3. Consulting specialists
4. Hospital stays
5. Emergency service in life-threatening situations
6. Basic dental care

More information about joining NFZ may be provided at orientation and to interested students at any time. The cost of insurance is around 15€ per month.

### **Accident and Life Insurance**



International students may also purchase the same Accident and Life Insurance that Polish students at the Jagiellonian University do. This insurance costs 30 zł (about 7,20 €, however it may be slightly more expensive next year) per year and may be purchased from the Student Government in Collegium Novum, ul. Gołębia 24, room 33. Note that this insurance covers a 12-month period that always starts at the beginning of the standard Polish academic year (1 October - 30 September) and might not coincide exactly with your stay in Poland. This insurance also covers travel to other countries while you are a student at the Jagiellonian University.

## **Private Medical Coverage**

There is a wide variety of private insurance plans available in Poland for almost any contingency that you can imagine. Generally, the more expensive the plan, the more it covers. The private companies offers a variety of insurance plans. If you decide to get a private medical coverage, you are welcome to consult the office for advice.

Private Clinics in Kraków:

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

<http://acernis.pl/acernis-urgent-medical-care.html>

<https://www.medicover.pl/en/>

Private Dental Service:

<http://scandinavian-clinic.pl/en/>

<http://veronadent.pl/>

CES have database of other trusted clinics and specialists including (gynaecologist, psychologist, psychiatrist, and other), please contact us if you would need help with arranging a meeting.

## **Jagiellonian Disability Support Service**

The mission of the Disability Support Service is to provide equal opportunities for persons with disabilities through the development and implementation of reasonable adjustments aimed at ensuring their equal treatment in access to education. It is helping:

- a) persons with disabilities holding a valid disability-degree certificate or an equivalent document,
- b) persons with chronic illnesses who are not holders of a disability-degree certificate and whose health circumstances are confirmed by medical documentation presented at the JU DSS,
- c) persons whose sudden illness or accident result in their temporary incapacity in terms of full participation in university courses and such circumstances are confirmed by specialist documentation presented at the JU DSS
- d) persons with sight disability
- e) persons with hearing disability





- f) persons with mobility disability
- g) persons with mental-health difficulties
- h) persons with autism spectrum disorder
- i) chronically ill persons
- j) persons with specific reading and writing difficulties
- k) persons with other health difficulties

[https://don.uj.edu.pl/en\\_GB/kontakt](https://don.uj.edu.pl/en_GB/kontakt)

### Helplines and other resources

Mental Health Europe is offering a discreet and support via website <https://mhe-smc.org/library/youth-helplines/?location=pl>

**The Jagiellonian University cannot be held legally or financially responsible for the medical care of students who do not possess insurance.**

## Estimated Living Expenses

### 1. Accommodation

- a. Hall of Residence (Shared room 2 or 3 people)
  - 420 zł/ 95€ / 105\$ per month
  - (Foreign students must pay a 420 zł deposit, which they get back at the end of their stay if no damages were incurred)
- b. Private Housing
  - From 600 zł/ / 140€ / 150\$ per month for the room in shared apartment in the city centre
  - From 1500zł/ / 350€ / 400\$ month for shared apartment in the city centre

(Cost depends on location, whether utilities are included or not, room size, heating type and number of roommates)

### 2. Board

- a. University Halls do not offer meal plans. Basic kitchens and cheap cafeterias are available onsite.
- b. Food cooked at home may cost from around 300zł / 70€ / 80\$ per month
- c. Lunch at the student canteen: from 12zł / 2,8€ / 3,1\$

### 3. Books

- a. All required course materials are available in the Centre for European Studies Reading room. University is providing an online access to the all major scientific databases for the students.

### 4. Communication

- a. Depending on usage, students may spend around 30zł/ 7€ / 8\$ per month with mobile Internet included.
- b. Monthly Internet fee can vary from about 40-100zł/month. Often you will need to pay an installation fee (from 100-250zł).

### 5. Study trips



- a. Participation fee: This includes transportation, housing, entrance fees to the scheduled activities and events, insurance. Please keep in mind that free time is scheduled into the study trips, which the individual students will organize for themselves and manage all costs associated with it.
- b. Additional trips students might like to take may range from 500zł - 1500 zł.
6. **Local Transportation** (student discount is applying for students up to 26yrs old)
  - a. Cost of one tram or bus ride  
<http://www.mpk.krakow.pl/pl/bilety2/cenniki-biletow-jedno-i-wieloprzejazdowych/>
  - b. Monthly Card for Public transportation  
<http://www.mpk.krakow.pl/pl/bilety2/cenniki-biletow-okresowych/>
  - c. Due to the close proximity of the dorms to classrooms, most students choose to walk.
  - d. Example prices:  
20 minutes student ticket - 1,70zł (3,40zł without discount) / 0,33€ / 0,37\$  
Network ticket for 1 month - 53zł (106zł without discount) / 16€ / 18\$  
Taxi (5km) - around 20zł / 4,5€ / 5,2\$  
Uber (5km) - around 15zł / 3,5€ / 3,9\$
7. **Other**  
Gym monthly pass: 60zł / 14€ / 15,7\$  
Swimming Pool for 1h: 10zł / 2,3€ / 2,6\$  
Joga classes: 90zł / 21€ / 24\$ per 4 classes  
Visit in the all National Museum Branches for JU students 1zł / 0,23€ / 0,26\$  
Trip to Wieliczka Salt Mine - 70zł / 16€ / 18\$  
Trip to the Auschwitz Concentration Camp - 65zł / 15€ / 17\$
8. **Scholarships** there is a variety of scholarships depending of your nationality or studies type
  - a. <http://www.ces.uj.edu.pl/prospective/postgraduate/scholarships>
  - b. <https://studiuje.uj.edu.pl/financial-aid>

## Attachments



### To do list for SCHENGEN ZONE STUDENT:

1. Entering Poland
2. Finding an apartment (first 90 days after your last arrival)
  - ☐ Sign a contract with Polish version of it with at least 3 copies
  - ☐ Sign a completed [application form](#) for your temporary registration by your landlord
3. [Register at the City Hall](#) (first 30 days after your arrival to the place that you are staying in)



- ☐ Attach a completed application form with your landlord or your landlord signature certified by a notary public (1 original)
  - ☐ Take with you travel document (passport or ID)
  - ☐ Take with you your contract in Polish certified by a notary public
  - ☐ Deliver your application in person to the City Hall and pay 17zł fee
  - ☐ Attach to the application the copy of legal title to the premises of the owner of the apartment
4. [Residence Permit for EU Nationals](#) first (90 days after your last arrival)
- ☐ Fill the [application form](#) (1 original + 1 photocopy),
  - ☐ Attach a photocopy of a valid travel document (passport or ID) (the page with personal details)
  - ☐ Attach documents or written declarations confirming that the conditions of stay have been met
  - ☐ Attach a certificate from University
  - ☐ Visit the office and submit application

#### **To do list for NON-SCHENGEN ZONE STUDENT (VISA FREE MOVEMENT):**

1. Entering Poland
2. Finding an apartment (first 30 days after your last arrival)
  - ☐ Sign a contract with Polish version of it with at least 3 copies
  - ☐ Sign a completed [application form](#) for your temporary registration by your landlord
3. [Register at the City Hall](#) (first 14 days after your arrival to the place that you would stay in) (possible to do only till your legal stay)
  - ☐ Attach a completed application form with your landlord or signature of your landlord certified by a notary public (1 original)
  - ☐ Take with you your passport
  - ☐ Take with you your contract in Polish
  - ☐ Deliver your application in person to the City Hall and pay 17zł fee
  - ☐ Attach to the application the copy of legal title to the premises of the owner of the apartment
4. [Temporary Residence Permit](#) first (days spent in other Schengen countries minus 90 days after your arrival to Poland)
  - ☐ [Book an appointment at the Foreigners' office](#)
  - ☐ Complete the [application form](#)



- ☐ Pay the [application fee](#)
- ☐ Collect all [necessary documents](#) in Polish or sworn translated into Polish
  - ☐ The application form completed according to the instructions
  - ☐ Four photographs
  - ☐ a copy of a valid travel document (the original document available for inspection),
  - ☐ a proof of the administrative fee payment
  - ☐ a certificate issued by Jagiellonian University
  - ☐ a proof of tuition fee payment
  - ☐ The documents confirming having health insurance
  - ☐ documents certifying having sufficient financial means to cover the costs of living and of the return journey to the country of origin or residence
- ☐ Go to the Foreigners' Office and submit the application
- ☐ Wait for the decision via mail, email or via SMS
- ☐ [Pay a fee for the residence card](#)
- ☐ Pick the card in person

**To do list for NON-SCHENGEN ZONE STUDENT (VISA COUNTRIES):** (around 100 days before your arrival to Poland)

1. Apply for a Polish National Visa
  - ☐ Find a [Polish consulate](#) relevant to your country
  - ☐ Enter <https://www.e-konsulat.gov.pl/> and book the appointment
  - ☐ Request University to send you a document proving that you will start studies (it has to be not older than 90 days at the moment of application)
  - ☐ Collect the necessary documents
  - ☐ Deliver the documents on the appointment
  - ☐ Wait for the decision
  - ☐ Pick the visa in person
2. Arrival to Poland
3. Finding an apartment (first 30 days after your last arrival)
  - ☐ Sign a contract with Polish version of it with at least 3 copies
  - ☐ Sign a completed [application form](#) for your temporary registration by your landlord
4. [Register at the City Hall](#) (first 14 days after your arrival to the place that you would stay in)



- ☐ Attach a completed application form with your landlord or your landlord signature certified by a notary public (1 original)
  - ☐ Take with you your passport
  - ☐ Take with you your contract in Polish
  - ☐ Deliver your application in person to the City Hall and pay 17zł fee
  - ☐ Attach to the application the copy of legal title to the premises of the owner of the apartment
5. Deliver your application in person to the City Hall and pay 17zł fee
6. [Temporary Residence Permit](#) (optional) (days spent in other Schengen countries minus 90 days after your arrival to Poland)
- ☐ [Book an appointment at the Foreigners' office](#)
  - ☐ Complete the [application form](#)
  - ☐ Pay the [application fee](#)
  - ☐ Collect all [necessary documents](#) in Polish or sworn translated into Polish
    - ☐ The application form completed according to the instructions
    - ☐ Four photographs
    - ☐ a copy of a valid travel document (the original document available for inspection),
    - ☐ a proof of the administrative fee payment
    - ☐ a certificate issued by Jagiellonian University
    - ☐ a proof of tuition fee payment
    - ☐ The documents confirming having health insurance
    - ☐ documents certifying having sufficient financial means to cover the costs of living and of the return journey to the country of origin or residence
  - ☐ Go to the Foreigners' Office and submit the application
  - ☐ Wait for the decision via mail, email or via SMS
  - ☐ [Pay a fee for the residence card](#)
  - ☐ Pick the card in person

