

2023/24

PRACTICAL INFORMATION GUIDE



INSTITUTE OF EUROPEAN STUDIES

(international programmes
taught in English)

JAGIELLONIAN UNIVERSITY

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CONTENTS

CES/ISE Staff	2
Administrative and Legal Issues	5
Before you arrive: Entering Poland	5
Crossing the border	5
Schengen area countries	6
Visa-free movement countries (non-EU/EEA)	6
Visa countries (non-EU/EEA)	6
Customs and bringing goods into Poland	7
Now that you are here: Legalizing your longer-term stay in Poland	7
How to apply for your long-term residence paperwork, step by step	8
Temporary Residence Registration (registering your address, <i>meldunek</i>)	8
Residence registration for EU and European Economic Area Citizens staying longer than 3 months	10
Getting a temporary residence permit/card (non-EU/EEA)	11
Obtaining a Polish passport	13
Dual citizenship	13
Housing	14
Halls of Residence (Dormitories)	14
Private Off-Campus Housing	16
How to Look for a Flat?	17
Health	20
Medical, Accident and Life Insurance	20
Insurance from your home country (repatriation)	21
European Health Insurance Card (EHIC)	21
Polish National Health Fund (via the Jagiellonian University)	21
Polish National Health Fund (applying directly)	23
Accident and Life Insurance	24
Private Medical Coverage	24
Jagiellonian Disability Support Service	25
Estimated Living Expenses	25
Attachments	28

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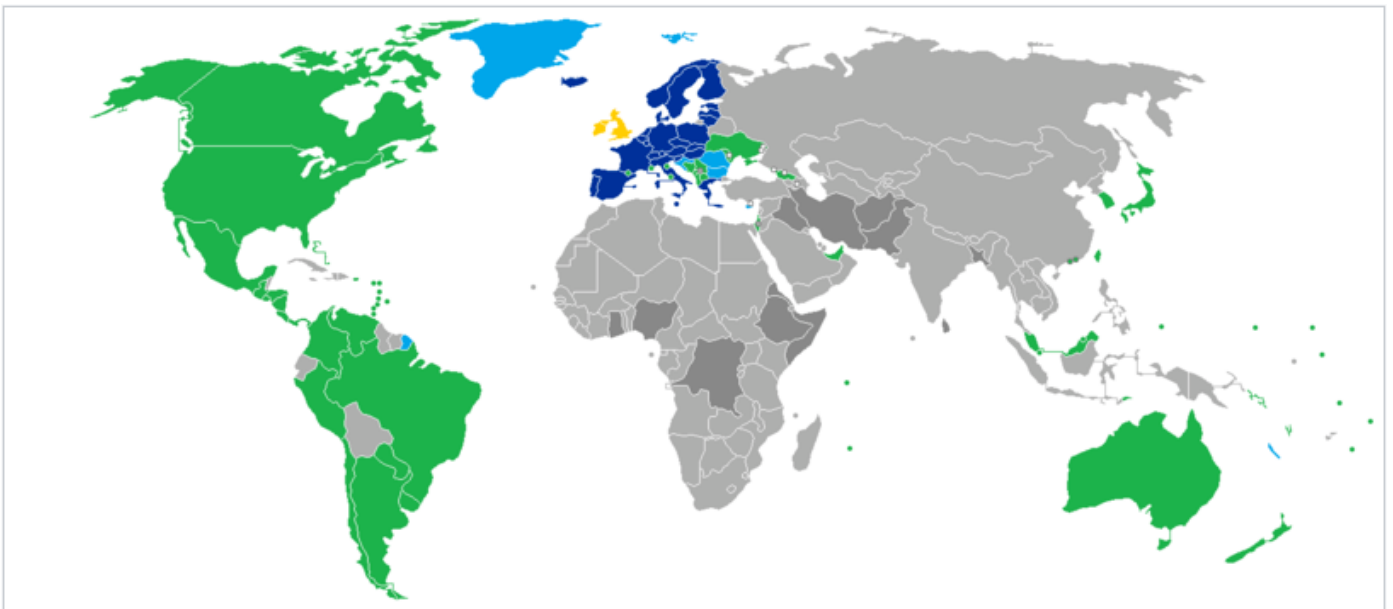
Administrative and Legal Issues

Before you arrive: Entering Poland

Before arrival, students should familiarise themselves with certain administrative and legal formalities. Most importantly, students must check which procedure they have to follow to enter Poland.

At the time of this writing (July 2023), there are **no pandemic restrictions** on students entering Poland. However, as we all know, situations can change. Please familiarise yourself with the [current regulations regarding pandemic restrictions when crossing the Polish border](#).

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 pandemic, border controls and checks were set on the borders in some countries. At the moment, there are no restrictions in regard to crossing the Polish border.

More information on the applicable restrictions in the countries of the European Union is available on the website <https://reopen.europa.eu/en>



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

There are some non-EU countries with visa-free mobility to Poland. Students from those countries can stay in Poland for 90 days without the need for a visa. If they plan to stay longer than 90 days, they should apply for a residence permit.

Check to see if your country is on the list published by the [Office for Foreigners](#).

Visa countries (non-EU/EEA)

The “Student visa”, officially called the **national long-stay visa (type D)**, is issued by Polish Consulates abroad. (It will not be issued to you in Poland.) This is a visa that allows the student to both enter Poland and stay here 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 up to 90 days.

Generally, you will not be able to apply for a type D visa more than **3 months** in advance of the start of your programme. It will take at least 15 days to get a reply, possibly more. In some consulates, the procedure may take longer than one month, so try to apply at least 2 months before your planned arrival to Poland, just to be safe.

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 Ministry of Foreign Affairs’ search engine.
- 2) Read 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 the application form, travel document (passport), biometric photo, health insurance, proof of sufficient means to financially support yourself, and documents confirming the purpose of your stay. In practice, the specifics of the required documentation may vary a little between 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 the expiration of your visa, you cannot extend it in the territory of Poland. You can apply for another visa in your home country. The only way to extend your stay if you are in Polish territory when your visa expires is to apply for a residence card (residence permit). The procedure for getting a residence card is explained below.

It is possible to enter Poland with a type D visa issued for another Schengen area country. However, that would normally only cover a stay of 90 days in Poland.

Customs and bringing goods into Poland

In personal luggage arriving from a non-EU country, you may 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). In addition, you may bring up to five packages of most medicines for your own personal use even if the cost exceeds the limits above. (In practice, any amount of commercially-packaged medicine that is clearly labelled and doesn't appear to be intended for re-sale in Poland will not cause trouble.) Note that narcotic drugs and psychotropic substances, even if they have been prescribed to you, may require additional permits. (Please check [here](#) if you have any doubts about whether your medical supplies might cause trouble at the border.) 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 their original boxes to avoid being suspected of intention to sell them in Poland.

Now that you are here: Legalizing your longer-term stay in Poland

Possession of a valid visa /residence card (for non-EU countries) or registration of stay (for EU countries) 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.

The 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. **The information in this guide is subject to change.** (And if you notice that something has changed in the regulations, please tell us so that we can update this guide!)

How to apply for your long-term residence paperwork, step by step

International students will generally go through the following steps:

1. Cross the border and arrive in Krakow (this was covered in the preceding section).
2. Check in to the University-run halls of residence or find a private flat.
3. **If you will live in a private flat**, you should register your address at a municipal office. **If you will live in a university-run hall of residence**, that will be taken care of this for you. (You will find information about this below).
4. **If you are an EU citizen** who will stay in Poland for more than three months (our semesters are slightly longer than three months) then you should register with the Voivodship/Regional Office for Foreigners' Affairs. **If you are a non-EU/EEA citizen**, then you will need to get a Temporary Residence Permit/Card from the Voivodship/Regional Office for Foreigners' Affairs before your current legal stay runs out.

Temporary Residence Registration (registering your address, *meldunek*)

EU citizens, EU citizens' family members, as well as non-EU citizens (in other words, everyone) have to register their **address** of permanent or temporary residence at the latest on the 30th day after arriving at that residence. Your registration of residence cannot exceed the length of your legal stay in Poland. (So, if your current visa will expire on a certain date, then the registration of your residence will expire on that date as well. If you get a new visa or residence card later, you will need to register your address again.)

You do this by [filing an application](#) with the Department for Administrative Affairs office of the Krakow municipal government. Not fulfilling this obligation is generally not directly punished, but the registered address is often required for getting other paperwork done. (Many banks will require this registered address in order to open an account, for example.) By filing this registration, you are simply confirming the official address where you can be reached for official business (by your Bank, by the Police, etc.) and that you have a legal right to be there.

Registration of your stay and the document certifying your registration are issued to you immediately at the office. The registration itself is free, but a copy of the proof (which you will want) costs 17 zł.

The bank account for making the payment is the following:
PKO BP S.A. 49 1020 2892 2276 3005 0000 0000

As title put your name and surname and “zameldowanie zaświadczenie”

Attach the payment confirmation to your application. (If you haven’t done this ahead of time, there is a cash desk in municipal buildings – separate from where you register your address – where you can pay and bring the receipt to the address registration.)

The office responsible for most of central Krakow is at al. Powstania Warszawskiego 10. To find the right office for your registration, check in which district (“dzielnica”) your residence is situated.

Dzielnica I Stare Miasto

Dzielnica II Grzegórzki

Dzielnica III Prądnik Czerwony

Dzielnica IV Prądnik Biały

Dzielnica V Krowodrza

Dzielnica VI Bronowice

Dzielnica VII Zwierzyniec

Dzielnica VIII Dębniki

Dzielnica IX Łagiewniki-Borek Fałęcki

Dzielnica X Swoszowice

Dzielnica XI Podgórze Duchackie

Dzielnica XII Bieżanów-Prokocim

Dzielnica XIII Podgórze

Dzielnica XIV Czyżyny

Dzielnica XV Mistrzejowice

Dzielnica XVI Bieńczyce

Dzielnica XVII Wzgórza Krzesławickie

Dzielnica XVIII Nowa Huta

Your landlord should have no difficulty in telling you which district you are in, but if you have any doubts, you can check your address here:

https://www.malopolskie.kas.gov.pl/documents/3552230/4330444/zasieg_terytorialny

Select the right office for your district:

Districts I-VII

- Administrative Center, al. Powstania Warszawskiego 10

Districts VIII-XIII

- Population Register and ID Department, ul. Wielicka 28a

Districts XIV-XVIII

- Population Register and ID Department os. Zgody 2 or
- Service Point in Galeria Serenada, ul. Gen. T. Bora-Komorowskiego 41

NOTE: There is a procedure for registering online for those who have a Polish government-issued 'trusted account', but international students are very unlikely to qualify for that when they arrive. (This kind of account is only available to those who already have a PESEL number and who have gone through a registration process.) In practice, newly arrived students will need to register in person in the local municipal office. You can read more about the procedure for obtaining a PESEL number here: <https://www.gov.pl/web/gov/uzyskaj-numer-pesel--usluga-dla-cudzoziemcow-en>

We will be able to help you when dealing with the appropriate municipal office.

FAQ:

- **What if I do not manage to do the procedure in time (by the 30th day of my stay)?**
They will issue you the document even if you have passed the official deadline. The biggest consequence of not having this document is usually that you will have difficulty in getting other documents.
- **Which date should I put on the application form?**
The date on which you submit the application.
- **What if my landlord is not available or does not want to sign the document?**
Ask the landlord to assign a proxy who can complete this procedure.
- **What if my landlord doesn't want to provide the legal title to the premises?**
If they won't provide that document, you probably won't be able to register.
- **I was renting a room in a hotel or sleeping at my friend's place. From when should start to count the days?**
From the day that you moved into the new residence that you are registering.
- **Is the moment of beginning of my contract the same as my stay?**
No, signing your rental contract doesn't mean that you have moved there.
- **What are the consequences of not fulfilling this requirement at all?**
In most cases, international students have many reasons to want to have a valid registration. (But if you are already in trouble for something else you have done, they may remember to check this one, too. And, in theory, that can result in additional legal hassles.)
- **Is this document the same as having a 'residence card'?**
No, not at all. The Polish 'meldunek' and the Polish 'zezwolenie na pobyt czasowy' are often translated into English in confusingly similar ways. The first is the registration of your official address of residence with a city-run office. The second is getting permission for longer-term stays in Poland through a regional office. You need to have proof of address before you can get a temporary residence card.

Residence registration for EU and European Economic Area Citizens staying longer than 3 months

Citizens of the Member States of the European Union do not need a visa to enter Poland. EU citizens may cross the borders with other forms of identification, but, officially, a passport is required to

enter Poland for the purposes of university study. EU citizens and their family members who are not EU citizens have the right to residence in Poland for a period of up to three months without any other requirement than to hold a valid travel document. However, Polish Universities semesters are slightly longer than three months, so in most cases even EU citizens who are studying at the Jagiellonian University should register their residence with the government.

A citizen of the European Union who plans to stay in Poland for a period exceeding 3 months has the obligation to register with the Voivodship/Regional office in Krakow. (Note: this is not the same as registering your address at a municipal office, as described above.) This obligation is not very frequently checked or enforced, but we urge you to follow the rules anyhow. An EU citizen's failure to comply with the obligation to register that they are resident in the territory of the Republic of Poland for longer periods of time is punishable by a fine.

Getting a temporary residence permit/card (non-EU/EEA)

(Note: Students who enter Poland with a type C or type D visa will have the legal length of their stay in Poland stated on their visa.)

A non-EU/EEA student who enters Poland based on 90-day "visa-free movement" or with a short-term Schengen visa (type C), must legalise their continued stay in the [regional office for foreigners' affairs in Krakow](#) before their current legal stay expires. (Note that this is a regional/voivodship office for the Małopolska region. It is not the same office as the Krakow municipal office where you register your address.) This office issues temporary and permanent residence permits (which you can show in the form of photo ID 'residence cards') for non-EU/EEA citizens. Non-EU/EEA students without a long-term visa type D are advised to apply for a temporary residence permit (*zezwolenie na pobyt czasowy*). Students whose type D visa will expire soon (at the end of their first year of study) should also apply for a temporary residence card.

When to Apply?

You must apply for a residence permit no later than on the last day of your legal stay in Poland. Your passport will be stamped as a proof that the residence permit procedure is in process and that you are legally staying in Poland. Bear in mind that it does not officially allow you to travel to other countries. In theory, the border patrol may not let you back into Poland if you do so, unless you have some other legal basis for your stay. If you are from a country which requires citizens to have a visa upon entering the country, you would need to have your visa reissued before coming back to Poland again. Therefore, if you plan any international travel, it is better to apply for the residence permit earlier than the last day of your legal stay. The process of issuing a physical residence card (a form of photo ID) may take up to 6 months, although it is typically shorter.

Expiration Date of Your Residence Permit/Card

For international students, your first residence permit will last a maximum of 15 months, or 24 months in the case of students in programmes which involve two or more universities. The

expiration date will be printed on the card. If your residence permit expires before you have completed your studies, you need to have a new one issued for the remaining time.

Your second residence permit will only be issued after you successfully finish your first year of studies. The University is required to inform the Foreigners Office if you did not successfully complete the year. Your second residence card is usually issued more quickly, and it will last till the end of your official programme of studies plus another 3 months (but not longer than 3 years). Once again, the expiration date will be printed on the card.

NOTE: It is possible to continue to legally reside and work in Poland after you complete your studies. If you hold a (successfully completed) degree from a Polish University, you may apply for a residence permit on the basis that you are searching for a job in Poland. This may be issued for a year. You will not need an additional work permit for that period. (After you succeed in finding a job, when that time runs out, you may be able to extend your permits on the basis of having a legal job in Poland.)

Please note that the holder of a residence card issued by Poland may travel within other countries in the Schengen area for a maximum of 90 days without needing additional visas or permits. (In practice, this may not be checked very often, but it might be important for students seeking employment or further studies in a different country than Poland.)

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

<https://infoopt.pl/studia-stacjonarne/>

Important notice:

Documents in foreign languages attached to application forms must be submitted with a translation into Polish by a **sworn translator**. (A sworn translator will be able to put a special stamp on the document.)

[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 changes in their procedures. (Also note that because permits/cards are handled by separate Voivodship offices, there may sometimes be some very minor differences in procedures from voivodship to voivodship. The basic procedure is always the same at any office in the country, but when possible look at the information for the **Małopolska office in Krakow** to be certain you are getting the best and most up-to-date information for you.)

How to Apply?

1. **Complete the [application form](#)** (you must provide a current address, and in case of any change of address, immediately inform the Office).

2. **Collect all [necessary documents](#).**
3. **Send an email** requesting an appointment at the Department of Foreigners' Affairs here: rezerwacja.opt@muw.pl. The subject line should be "legalizacja pobytu" followed by your first name and surname. Fill in the linked [form](#) with the following information:
 - First name and surname
 - Citizenship
 - Date of birth
 - Polish phone number
 - Current basis of legal stay (visa-free movement, visa, etc.)
 - Current legal stay until...
 - Purpose of the application (studies)
 - Place of submission of application (Kraków)

Attach the completed form to your email. Do not make any other changes to the table or add additional information or questions to your email. (It might confuse the computer system which processes the requests.)

A response will be sent to you by email within 5 working days.

4. **At your appointed time, go in person, with all your paperwork, to the Małopolska Provincial Office in Krakow Department of Nationals' and Foreigners' Affairs Foreigners' Affairs Unit.** (If you are under 18, your legal guardian must sign the application or prepare an appropriate authorisation letter.)

Address:

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

5. **Wait for the decision** which will be sent to you via Polish post, email, or SMS (text message).

Obtaining a Polish passport

For more information see the website of the [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

Students at the Jagiellonian University may live in university-owned halls of residence or in private accommodations.

Because places are limited, please keep in mind that the Jagiellonian University is not able to guarantee all students a place in the halls of residence (dormitories). But we will assist you with the process of application for the University-owned residences and provide information to help you find suitable private accommodation in Kraków.

Halls of Residence (Dormitories)

Our students usually can apply for the following Jagiellonian University residences:

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>

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

<https://www.usosweb.uj.edu.pl/kontroler.php? action=katalog2/akademiki/pokazAkademik&id=4>

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

<https://www.usosweb.uj.edu.pl/kontroler.php? action=katalog2/akademiki/pokazAkademik&id=18>

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

<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>

Żaczek - 30-063 Kraków, Aleja 3 Maja 5

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

How to apply to get a place in a hall of residence?

Students apply for a place in a hall of residence (dormitory) via the USOSweb system during the assigned application rounds.

If you are:

- a student of the Jagiellonian University who is **continuing** an ongoing programme,
- a double-degree/joint student who is spending part of your programme at a partner University before arriving at the Jagiellonian University, or
- a returning student who has been a Jagiellonian University student in the past (thanks to Erasmus or some other programme),

then please check the information [HERE](#).

However, if you are **newly-admitted** student and you will start your studies at the Jagiellonian University for the first time in the upcoming academic year, then please check the information [HERE](#).

IMPORTANT NOTE: Once you have started the application process, all information from the residence to the student will be sent to your official Jagiellonian University email. They will not send any notices to private email addresses on other servers!

Starting with the 2022/23 academic year, you must pay a **reservation fee of 495 zł by the assigned deadline by bank transfer** in order to secure your assigned place at the residence. If your reservation fee is not transferred by the assigned deadline, then your place assignment will be cancelled. (The correct bank account number and deadline will be stated in the notice that tells you that you have a place. Although bank transfers are cheap and easy for European residents, students from other countries should check the procedure for sending a bank transfer from their bank. The residences will not accept paper cheques or credit cards.) When you check in to your room, your reservation fee will be credited to your first month's rent.

In case of any questions or doubts about how to apply for a place, please contact us at MAprogramme@uj.edu.pl (MA Students) or at BAProgramme@uj.edu.pl (BA and SA students).

Information for all halls of residence (dormitories):

- Each building has its own Administration Office. This office is open Monday to Friday between 8:00 in the morning and 15:30 in the afternoon.
- Check-in information:
 - You must book your check-in time (date and time) via the building's booking system. You should check-in during the regular opening hours of the Administration of your building.
 - Before checking in, you will be asked to become familiar with the regulations of the building. The regulations describe your rights and obligations while you are a resident there. You will be asked to sign a declaration that you will obey the rules.
 - In order **to check in**, you will need:

- ✓ Valid photo ID (a passport is best),
 - ✓ one photograph for the building's residence card,
 - ✓ money to pay the deposit (560 zł). You must pay the deposit **in cash** in Polish złoty at your building's Administration office. Your fee for the first month of your stay (the monthly rent is also 560 zł) should be covered by the reservation fee which you have already paid in advance. (If for some reason you have been allocated a place at the last minute and therefore have not yet paid a reservation fee, then you would need to pay the first month's rent at this time, too.) Note that subsequent monthly fees may be paid by bank transfer.
- You will receive the keys to your room and a resident ID card which must be presented at the entrance to the security guard.
 - All bed linen is provided, and it can be changed every 2 or 3 weeks. Other basic equipment (such as a blanket, lamp, etc) is available in the room.
 - Internet connections are available in each residence. Some will be wi-fi, but most will be by ethernet cable. If there is wi-fi in your building, you will be given a login and password when you check in. If Internet is provided by ethernet cable, it must be activated individually by each student [for details please ask in the building's Administration office].



The input standard in the residences is RJ-45 (LAN, Ethernet). Mac and Apple plugs are not supported without a dedicated adapter.

- Monthly rent for a place in a double room in a hall of residence of the Jagiellonian University in the 2022/23 academic year is 560zł. (Please note that 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 payment accepted when checking in for the first time. (Note that in most cases you will have already paid the first month's rent as a reservation fee. But you will still need to pay the deposit in cash.) For subsequent 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 paper cheque.**
- Your cash deposit (equal to one month's rent) will be reimbursed to you after you check out as long as nothing in your room has been significantly damaged.

Private Off-Campus Housing

Although the Jagiellonian University is usually able to offer places in the halls of residence for interested students, many of our degree students choose to rent private flats while studying in Krakow. Flats can be found in every size, in every area of Krakow, and at a broad range of prices. Please be advised that the 2022-2023 academic year may be a little unlike previous years in terms of available housing.

We strongly advise you to ask for a **contract in Polish or bilingual contract**, because you will need that for registration of your stay as well as other formalities. (Some landlords may not feel that a contract is necessary, but it can be important for you.)

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 residence 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 dormitories: There are commercially-run private dormitories for students in Krakow. They are typically a little further from the city centre and slightly more expensive, but offer a higher quality room (and sometimes noise complaints from the neighbours):

<https://students.zeitraum.re/en/location/koszykarska/>

<https://livinnxpoland.pl/>

<https://studentdepot.pl/nasze-akademiki/akademik-krakow/>

2. Online ads: There are many websites for flat searching where you can find 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.

<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. Don't send strangers money until you have seen the flat and discussed the terms.

3. University Organisations: Some student organisations help in finding accommodation, for example the not-for-profit student [Bratniak Foundation](#) has an excellent list of rooms and flats for students.

Another option is Stuba, the cafe of Bratnia Pomoc Akademicka, located on ul. Św. Anny, open daily from 9 a.m. till 7 p.m. Stuba is famous for having offers of student flats in hardcopy, 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.

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/FINDYOURFLATINKRAKOW/?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/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. **Students should have a legally registered address (*meldunek*), and you will need a contract and some sort of proof of the landlord's ownership of the flat in order to register your address. Remember that to register your address you must show a contract in Polish (it can be bilingual).**

Once the terms of rental have been agreed upon, the 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. (Please note that recent media reports suggest that in 2022-2023 there may be fewer flats on the market, and what remains may be more expensive than in previous years.)

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. (Most locals dry their clothes on a clothesline.)

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, pillowcases, pillows and blanket).

A single room in a shared apartment could cost anywhere from 900 to 2000 zł per month depending on quality and location. It is 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 m² of usable space, located very close to the city centre might have as a monthly rental cost of 3000 zł – 4000 /month (640-860 €) plus bills for utility usage (electricity, water, gas, Internet, etc.) for an additional 500-800 zł (110-170 €). 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 sometimes happens that landladies/landlords may try to keep a large portion of the deposit even when the student felt that they did not cause significant damage or loss. 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 the 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 10th of every month to make the monthly rental payment.

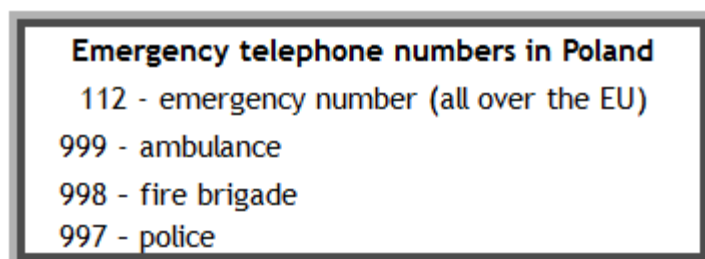
Bills

Utility bills can be paid at any post office (you will be charged a small service fee, about 3 zł or, from bank accounts with activated online payments. The way that the bill is received may vary from flat to flat. In the past, utilities were often settled according to little booklets of pre-calculated monthly payments, although this is now rare. 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 damp 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.

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 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 applies to **students who are over 26 years old**, and who are not entitled to national insurance for other reasons such as work. In order to request this insurance for one academic year, the student must submit the following documents to the Dział Spraw Studenckich (ul. Czapskich 4, room 8):

- completed 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 are 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 receive medical attention Monday to Friday, 8:00 in the morning to 18:00 in the evening with European Health Insurance Card. (Note: These clinics do not generally provide regular, non-emergency medical consultation on Saturdays, Sundays, and holidays.)

- Wojewódzki Specjalistyczny Szpital Dziecięcy im. św. Ludwika (Children's Hospital)
Kraków, ul. Strzelecka 2a
tel. (12) 619 86 00
- Specjalistyczny Szpital im. J. Dietla
Kraków, al. Marsz. Ferdynanda Focha 33
tel. (12) 68 76 460
- Szpital Specjalistyczny im. Stefana Żeromskiego
Kraków, os. Na Skarpie 66
tel. (12) 644 01 44,
(12) 622 94 65
- Szpital Specjalistyczny im. Ludwika Rydygiera
Kraków, os. Złotej Jesieni 1
tel. (12) 646 80 00
- Centrum Medyczne Scanmed w Krakowie
Kraków, ul. Armii Krajowej 5
tel. (12) 629 88 00
- Szpital św. Rafała w Krakowie

Kraków, ul. Bochenka 12
tel. (12) 38 55 670

- NZOZ Kraków - Południe
Kraków, ul. Kutrzeby 4
tel. (12) 656 34 84
- NZOZ Kraków - Południe
Kraków, ul. Szwedzka 27
tel. (12) 265 49 99
- Szpital Miejski Specjalistyczny im. Gabriela Narutowicza
Kraków, ul. Prądnicka 35
tel. (12) 633 01 00
- Krakowski Szpital Specjalistyczny im. Jana Pawła II
Kraków, ul. Prądnicka 80
Pawilon M-V, entrance C
tel. (12) 614 20 00

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 Spraw Studenckich (ul. Czapskich 4, room 8)

- 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 Wadowicka 8W, 30-415,
- *meldunek* (residence registration), or if you live in the University halls or residence (dormitory) then your building residency card
- 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/ubezpcesieczenia>

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 (that is, 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. It may be purchased from the [Student Government](#) at ul. Czapskich 4, room 23. 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 offer 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/>

We have a database of other trusted clinics and specialists, including gynaecologists, psychologists, psychiatrists, and others. 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 individuals with disabilities through the development and implementation of reasonable adjustments aimed at ensuring their equal treatment in access to education. It helps:

- a) individuals with disabilities who hold a valid disability-degree certificate or an equivalent document,
- b) individuals with chronic illnesses who do not hold a disability-degree certificate and whose health circumstances are confirmed by medical documentation presented to the JU DSS,
- c) individuals 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) individuals with seeing disability,
- e) individuals with hearing disability,
- f) individuals with mobility disability,
- g) individuals with mental-health difficulties,
- h) individuals with autism spectrum disorder,
- i) chronically ill individuals,
- j) individuals with specific reading and writing difficulties,
- k) individuals with other health difficulties,

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-sme.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 appropriate insurance.

Estimated Living Expenses

1. Accommodation

- a. Hall of Residence (Shared room 2 or 3 people)
 - 560 zł/ 120€ /130\$ per month,
 - (Students must pay a deposit, which they get back at the end of their stay if no damages were incurred).

b. Private Housing

- From 1000 zł/ 215€ / 110\$ per month for the room in shared apartment in the city centre,
 - From 2500zł/ 550€ / 545\$ 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 1000zł / 215€ / 230\$ per month.
- c. Lunch at the student canteen: from 30zł / 8€ / 10\$.

3. Books

- a. All required course materials are available in the Faculty Library. The University provides online access to a full range of academic databases for all students.

4. Telephones and Internet

- a. Depending on usage, students may spend around 100zł/ 22€ / 25\$ per month with mobile Internet included.
- b. Monthly Internet fee can vary from about 100zł-150/month. Often you will need to pay an installation fee (from 200-250zł).

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 organise for themselves and manage all costs associated with it.
- b. Additional optional trips may range from 800zł - 1500 zł.

6. Local Transport (student discount applies for students up to 26)

- 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 University halls of residence to classrooms, most students choose to walk. (Nawojka is literally right across the street from most of your classrooms.)
- d. Example prices:
20 minutes student ticket - 2zł (4zł without discount) / 0,50€ / 0,48\$
Network ticket for 1 month - 53zł (106zł without discount)/ 16€ / 18\$
Taxi (5km) - around 30zł / 8€ / 7\$
Uber (5km) - around 20zł / 5€ / 4,5\$

7. Other

Gym monthly pass: 100zł / 25€ / 23\$
Swimming Pool for 1h: 15zł / 4€ / 3,5\$
Yoga classes: 150zł / 40€ / 40\$ per 4 classes

One visit, all National Museum Branches for JU students 1zł / 0,23€ / 0,26\$

Trip to Wieliczka Salt Mine - 100zł / 25€ / 25\$

Trip to the Auschwitz Concentration Camp - 100zł / 25€ / 25\$

Note: All prices in this brochure are indicative prices and may change depending on the current situation.

8. Scholarships there is a variety of scholarships depending on 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. Arrive in Poland
2. Find a flat (or move into the halls of residence, skip to 4.):
 - ☐ Sign a contract with Polish version of it with at least 3 copies.
 - ☐ Sign a completed [application form](#) for your temporary registration which has been completed by your landlord.
3. Submit your address registration to the Department of Administrative Affairs. (This should be done no later than 30 days after arriving in the place where you intend to reside.)
 - ☐ Complete the application form and ask your landlord to sign it
 - ☐ Take with you travel document (passport or photo ID).
 - ☐ Take with you your contract in Polish certified by a notary public.
 - ☐ Attach a copy of legal title to the premises of the owner of the apartment.
 - ☐ Deliver your application in person to the Department of Administrative Affairs and pay the 17zł fee for proof of registration.
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 the University,
 - ☐ Visit the office and submit application.

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

1. Arrive in Poland.
2. Find a flat (or move into the University halls of residence, skip to 4.)
 - ☐ Sign a contract with Polish version of it with at least 3 copies,
 - ☐ Sign an [application form](#) to register the address of your temporary residence
3. Submit your address registration to the Department of Administrative Affairs. (This should be done no later than 30 days after arriving in the place where you intend to reside.)
 - ☐ Complete the application form and ask your landlord to sign it
 - ☐ Take with you your travel document (passport).
 - ☐ Take with you your contract in Polish certified by a notary public.
 - ☐ Attach a copy of legal title to the premises of the owner of the apartment.
 - ☐ Deliver your application in person to the Department of Administrative Affairs and pay the 17zł fee for proof of registration.
4. Temporary Residence Permit (the timing of this depends on when your current legal stay in Poland ends: if you came on visa-free movement and you are not an EU/EEA citizen, then it would be before 90 days have passed since you entered the Schengen zone.)
 - ☐ Book an appointment at the Foreigners' office by email,
 - ☐ Complete the application form,
 - ☐ Pay the application fee,
 - ☐ Collect all [necessary documents](#) in Polish or sworn-translated into Polish,
 - ☐ the completed application form
 - ☐ four photographs,
 - ☐ a copy of your passport (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,
 - ☐ documents confirming that you have 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 up the card in person.

To do list for NON-SCHENGEN ZONE STUDENT (VISA COUNTRIES):

1. Apply for a Polish National Visa D (preferably around 60 days before your programme starts.)
 - ☐ Find the [Polish consulate](#) for your country.
 - ☐ Go to <https://www.e-konsulat.gov.pl/> and book the appointment.
 - ☐ Request that the University 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 at the appointed time.
 - ☐ Wait for the decision.
 - ☐ Pick up the visa in person.
2. Arrive in Poland
3. Find a flat (or move into a university hall of residence and skip to step 5)
 - ☐ 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. Submit your address registration to the Department of Administrative Affairs. (This should be done no later than 30 days after arriving in the place where you intend to reside.)
 - ☐ Complete the application form and ask your landlord to sign it
 - ☐ Take with you your travel document (passport).
 - ☐ Take with you your contract in Polish certified by a notary public.
 - ☐ Attach a copy of legal title to the premises of the owner of the apartment.
 - ☐ Deliver your application in person to the Department of Administrative Affairs and pay the 17zł fee for proof of registration.
5. [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 the fee for the residence card,
- ☐ Pick up the card in person.

How to get a PESEL number?

The easiest way to get a PESEL number is to register Your address ("zameldowanie"). When you register your address for the first time, you are automatically given the PESEL number.

If for any reason You cannot register Your address, yet a public office requires You to have a PESEL number, then You can submit a separate application for PESEL number.

What is very important though is that to receive PESEL in this procedure You need to provide a detailed legal basis for having a PESEL number (where passport number or any other identification is not possible).

Once of such situation is when You want to set up and confirm "Profil Zaufany" (account needed contact the administration on-line), then as a legal basis You can indicate: §8 ust. 1 Rozporządzenia Ministra Cyfryzacji z dnia 29 czerwca 2020 roku w sprawie profile zaufanego i podpisu zaufanego (Dz. U. 2020.1194)

You can find more information in English here:

<https://www.gov.pl/web/gov/uzyskaj-numer-pesel--usluga-dla-cudzoziemcow-en>