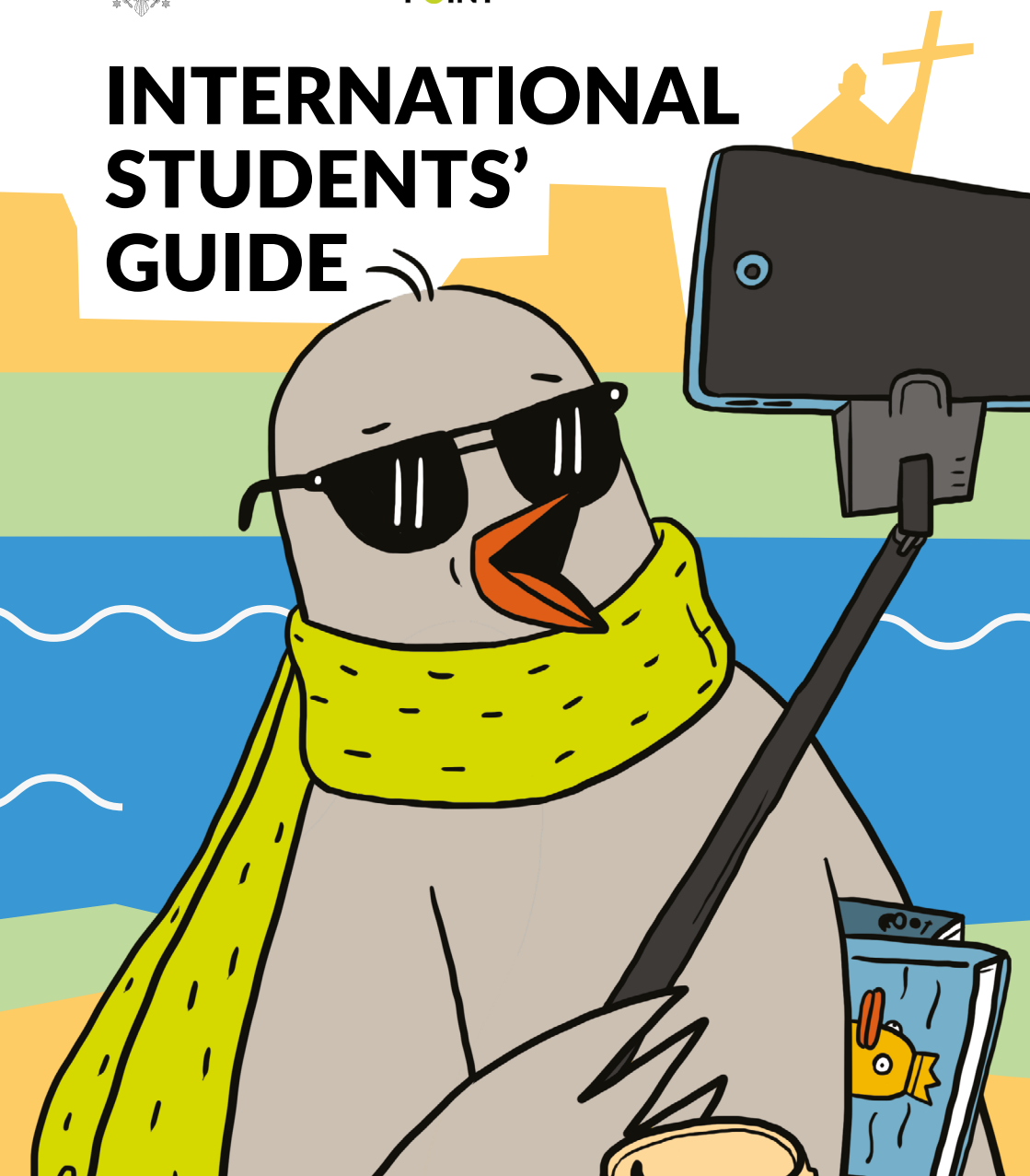
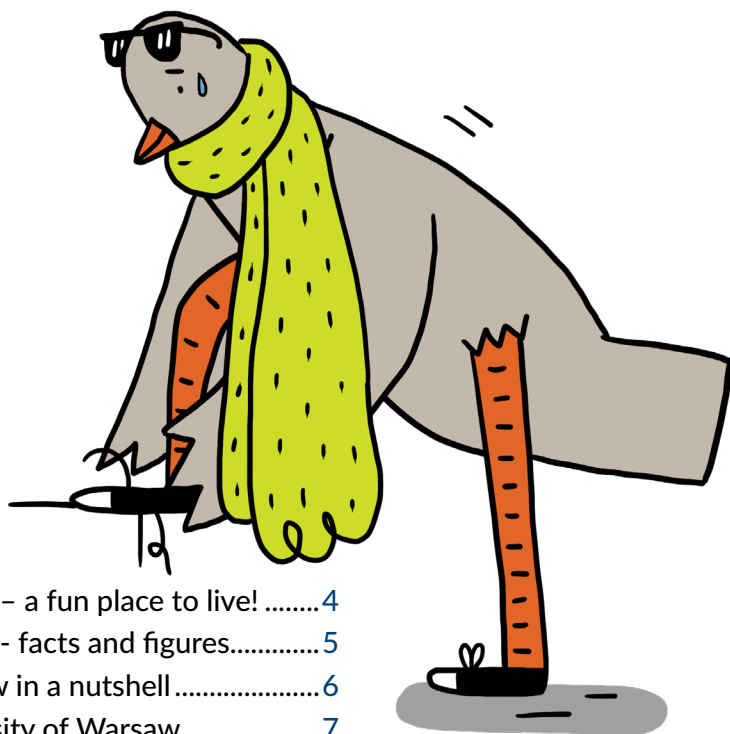


INTERNATIONAL STUDENTS' GUIDE





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Dear Students,

I wholeheartedly welcome you to the University of Warsaw!

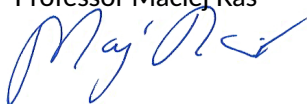
Your journey to join us may not have been easy. From navigating the recruitment process to handling visa formalities in your home country, each step came with its own challenges. Choosing to study abroad is a brave and courageous decision—one that takes you out of your comfort zone and into an exciting new adventure. We hope this experience is filled with academic successes, enriching exchange programs, lifelong international friendships, and inspiring new ideas.

This guidebook is our gift to help ease your adaptation to life at the University of Warsaw. Inside, you'll find essential information about how the university functions and what you can expect as a new student. Our mascot, the Pigeon, will guide you through various sections, from key facts and formalities about the university to practical steps for settling into life in Poland. The rest of your journey is yours to discover, whether through academic pursuits or unraveling the mysteries of this beautiful city, Warsaw.

The University of Warsaw is an inclusive space that welcomes everyone, regardless of religion, race, ethnicity, gender, or age. We are committed to supporting you in all aspects of university life. Should you face any challenges, the University of Warsaw offers various resources to assist you. One of the key ones is the Welcome Point Office, which provides assistance to our international community not only with academic matters but also with day-to-day formalities.

Fly high, UW birds!

Professor Maciej Raś



Vice-Rector for Student Affairs
and Quality of Teaching and Learning

Poland – a fun place to live!

As you arrive in Poland, each one of you might have a different idea of what you are about to discover. Some of you for sure think about medieval cities and castles. Others, on the contrary, have 20th century monumental architecture and modern skyscrapers in mind. And there might be those of you who expect multiple natural attractions: deep forests, spectacular mountains, long coastline, and myriads of lakes.

What if we say that you can expect all of that and more? Because Poland is both young and old, modern and traditional, urban and natural. We encourage you to discover each of the different sides of our country and not to be content only with studying here.



Poland – facts and figures

Official name:	Republic of Poland
Official language:	Polish
Population:	37 million
Area:	312,679 km ² , 7th largest country in Europe
Location:	Central Europe; border countries: Germany, Czech Republic, Slovakia, Ukraine, Belarus, Lithuania and Russia
Membership:	European Union (EU), Schengen Area, European Higher Education Area (EHEA), North Atlantic Treaty Organisation (NATO), United Nations (UN), and others
Capital city:	Warszawa; other major cities: Kraków, Gdańsk, Wrocław, Poznań, Łódź, Szczecin, Lublin, Katowice
Time zone:	Central European Time zone (GMT + 1 hour/ UTC + 1 hour)
Climate:	moderate
Landscape:	most of Poland's territory is lowland; three major mountain chains are: the Carpathians (Karpaty), the Sudeten Mountains (Sudety), the Holy Cross Mountains (Góry Świętokrzyskie); Poland has access to the Baltic sea;
Currency:	złoty (PLN)
Government type:	parliamentary republic
Academic tradition:	650 years, 132 public Higher Education Institutions (HEIs)

Want to learn more? These are good places to start:

→ culture.pl/en

→ poland.travel/en

Warsaw in a nutshell

The University of Warsaw is a higher education institution located in the capital of Poland, one of the most dynamically-developing cities in Europe. Warsaw is steadily climbing in the international rankings of the world's most attractive urban areas. Not only is Warsaw a political, economic, social, and cultural centre, it is also an undisputed leader in Polish higher education and science. According to the QS Best Student Cities 2025 ranking, Warsaw is ranked as the 58th best city in the world. It ranks 3rd globally in the Student View category, reflecting students' positive experiences of living and studying in the city.

Warsaw – facts and figures

History:	de facto capital of Poland since 1596
Location:	Central Poland (Masovian Voivodeship)
Population:	2 million inhabitants
Area:	517 km ²
Districts:	18
Academic life:	15 public Higher Education Institutions, 240,000 students

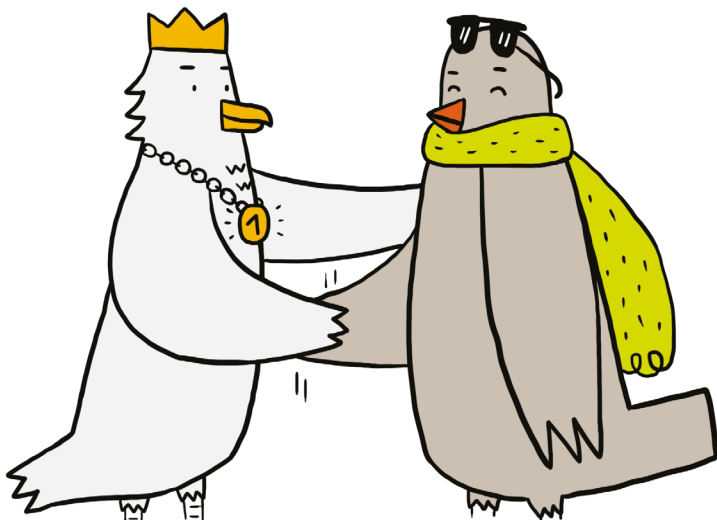
- about 21 million tourists per year
- 126 hotels and youth hostels
- 175 cinemas, theatres, music venues, museums, art galleries
- 88 parks
- 310 bus and tram lines, 2 metro lines, 5 SKM lines (Urban Rapid Railway)
- 882 kilometres of cycle paths

University of Warsaw is among the top 3% of the world's best universities. According to international rankings it is also the best university in Poland and one of the best in this region of Europe.

Long story short, you have made an excellent choice!

UW in numbers

- 37 692 students (bachelor's and master's) and 1 769 doctoral students
- 8 230 employees, including:
 - academic teachers
 - engineering and technical employees
 - librarians
 - administrative employees
- 25 faculties
- 30+ research units
- 4 doctoral schools



Authorities

- **Rector of UW** – oversees the UW administration and finances, makes key decisions, represents the University externally, and is in charge of the staff as well as undergraduate and postgraduate students.
- **Five UW's vice-rectors** – operate within their power of attorney and carry out the responsibilities given to them by the Rector.
- **Senate of UW** – the University's most important governing body. It has the authority to pass documents which are of key importance to the University, such as bylaws, the mission statement and strategy for development, as set out by the Rector, financial and investment plans, and course regulations.
- **Dean/ Vice-Dean for Student Affairs** – at Faculty level, they are responsible for academic and organisational matters, including issues related to students and the course of studies.
- **Dean's/ Students' Office** – the first point of contact for most administrative matters related to your studies, including student records, USOS, tuition fees, certificates and other study-related documents.

Location

The University's campuses and facilities are located in a few different areas of Warsaw.

The Main Campus, which is the oldest and largest one, is situated in the heart of the Polish capital and is within walking distance of the Royal Castle and the Old Town. It is also the historic location of the University of Warsaw and home to the humanities, social sciences,

UW authorities, and central administration offices (such as: Admissions Office, International Relations Office, Office of Academic and Student Affairs). Due to its convenient location, the Campus' neighbourhood is a very popular area for gatherings, social events, and walks.

The Ochota Campus, on the other hand, lays in the Ochota district, just 30 minutes by bus from the Main Campus. It is home to natural sciences, psychology, and UW's main sports facility. It also houses DS 1 and 2 which are dormitories of UW.

The Służewiec Campus, with its Faculty of Management, is the most distant from the city centre. Nevertheless, thanks to the nearby metro line M1, commuting there does not take too long. It also houses DS 5 and 7 which are dormitories of UW. DS 7 is the newest one, which was completed in 2024.

Mission

The University of Warsaw still upholds the mission defined by its founders in 1816, as a public utility institution: *The University should not only maintain in the nation both learning and skills at the level they have already attained in the scholarly world, but also further develop and propagate them as well as apply their theory for the public good.*

The only difference in UW's stance today is that we like to add an "s" to the word "nation". Our goal is not only to become one of the world's leading internationally recognised research institutions, but also to achieve this in a way that brings different cultures closer together—making the world a better place.



- 1 Faculty of Applied Linguistics
- 2 Faculty of Applied Social Sciences and Recocialisation
- 3 Faculty of Archeology
- 4 Faculty "Artes Liberales"
- 5 Faculty of Biology
- 6 Faculty of Chemistry
- 7 Faculty of Culture and Arts
- 8 Faculty of Economic Sciences
- 9 Faculty of Education
- 10 Faculty of Geography and Regional Studies
- 11 Faculty of Geology
- 12 Faculty of History
- 13 Faculty of Journalism and Political Sciences
- 14 Faculty of Law and Administration
- 15 Faculty of Management
- 16 Faculty of Mathematics, Informatics and Mechanics
- 17 Faculty of Modern Languages
- 18 Faculty of Medicine
- 19 Faculty of Asian and African Studies
- 20 Faculty of Philosophy
- 21 Faculty of Physics
- 22 Faculty of Polish Studies
- 23 Faculty of Political Science and International Studies
- 24 Faculty of Psychology
- 25 Faculty of Sociology

UNIVERSITY IN WARSAW

COMMUTING OPTIONS

 Main Campus $\xleftrightarrow{5 \text{ km}}$ Ochota Campus

128, 175
(about 30 min.)

 Main Campus $\xleftrightarrow{\text{about } 10 \text{ km}}$ Służew Campus

M2, change at Rondo ONZ for the 174
(about 40 min.)

or
128, 175 change at Pomnik Lotnika for the 504
(about 50 min.)

HOT SPOT

The university staff and students have access to wireless Internet in the eduroam network having obtained a personal login and password. Guests of units associated with eduroam can log in on a similar basis.

 – residence hall

4EU+ Alliance



As a UW student, you will have the opportunity in the future to study simultaneously at eight other member universities. 4EU+ members:

- Charles University, Prague, Czech Republic
- Heidelberg University, Germany
- Sorbonne University, Paris, France
- University of Copenhagen, Denmark
- University of Geneva, Switzerland
- University of Milan, Italy
- University of Warsaw, Poland
- Paris-Panthéon-Assas University, France

Core values:

- Academic and research freedom
- Democratisation of education
- Student-centred approach
- Interdisciplinary collaboration
- Research excellence
- Creativity and openness
- Integrity
- Internationalisation

Learn more [on the 4EU+ website](#).



Erasmus+

The University of Warsaw offers its students the opportunity to study abroad with an **Erasmus+ scholarship**. The offer includes 27 EU-countries + the UK and Switzerland, along with North Macedonia, Turkey, and 3 EEA countries (Iceland, Liechtenstein, Norway). To be eligible for the scholarship, you must be a student in at least the second year of an undergraduate degree or the first year of a graduate degree.

Students of the University of Warsaw can also apply for internships at foreign institutions, enterprises, research centres, or non-profit organisations—such as museums, libraries, hospitals, or local government offices.

If you are interested in participation in the Erasmus+ programme, contact the **International Relations Office** or visit their [website](#).

The International Relations Office can also provide information about other scholarship and government programmes and contracts.

MOST

If you want to experience the perks of an exchange programme but don't want to travel abroad, MOST is the perfect option for you. MOST is the local version of the Erasmus+ programme, which means you can spend a semester or two, or study just one subject, at another Polish university. You can apply for the programme after finishing the 2nd semester of your studies.

For more information on the programme, as well as the registration dates, visit: most.amu.edu.pl.

Academic Calendar 2026/2027

WINTER SEMESTER 01.10.2026 – 14.02.2027

Classes	02.10.2026 – 24.01.2027
Linkage time for courses conducted in the summer semester of the academic year 2026/2027	01.10.2026 – 14.02.2027
Winter holidays	21.12.2026 – 06.01.2027
Winter examination session	25.01.2027 – 07.02.2027
Language exams	25.01.2027 – 26.01.2027
Inter-semester break	08.02.2027 – 14.02.2027

SUMMER SEMESTER 15.02.2027 – 30.09.2027

Classes	15.02.2027 - 06.06.2027
Resit examination session for the winter semester runs	19.02.2027 – 28.02.2027
Spring holidays	25.03.2027 – 30.03.2027
Days off from classes	02.05.2027 07.05.2027 – 08.05.2027 Juwenalia (Students' Festival)
Linkage time for courses conducted in the winter semester of the academic year 2027/2028	01.06.2027 – 30.09.2027
Summer examination session	07.06.2027 – 27.06.2027
Language exams	07.06.2027 – 08.06.2027
Summer holidays	28.06.2027 – 30.09.2027
The resit examination session for the summer semester	30.08.2027 – 12.09.2027
Language resit exams	30.08.2027 – 31.08.2027

Detailed calendar can be found on our [website](#).

Welcome Point

is the central support office for international students, doctoral candidates, and staff at the University of Warsaw. Our mission is to make your arrival and stay in Poland as pleasant as possible. We help with formalities such as legalisation of stay, obtaining health insurance, registering for courses, and accessing university systems and services. Support is available by email, phone, or in person, and you can also find useful printed materials like maps, guides, and booklets to help you find your way around the University and the city of Warsaw.

In addition, we organise orientation events, integration meetings, and workshops to help you settle in and meet others. At Welcome Point, you can also learn about student organisations, language courses, and the many cultural and sports activities available at UW – so you never feel lost or left out.

Contact details:

→ Welcome Point Main Campus

Krakowskie Przedmieście 32A, Upper Courtyard

tel. (+48) 22 55 24 103, 22 55 24 125, 22 55 24 143,
22 55 24 144, 22 55 24 080

→ Welcome Point Ochota Campus

Stefana Banacha 2c, CeNT UW

tel. (+48) 22 55 24 118, 22 55 24 119

welcome@uw.edu.pl

welcome.legalisation@uw.edu.pl

welcome.uw.edu.pl

From your first question to your final exam – we are here!

Accommodation

The University of Warsaw offers 2 722 places in seven **residence halls** scattered around the city of Warsaw. Each hall has a quiet study lounge (*pokój cichej nauki*), a TV room, a computer room, and laundry facilities. Monthly rent ranges from PLN 520-1110 (EUR 112-258) per person, depending on the type of room.

How to apply?

Degree programme students: you can apply for a room via USOSweb. Make sure to check the deadline for applying, as applications for dormitories are organised during several registration rounds. Please keep in mind that the number of dormitory places is limited, so unfortunately we may not be able to provide accommodation for everyone who applies.

Short term students: you can obtain all the necessary information about on-campus accommodation from the [International Relations Office](#).



How to rent a flat?

If you are planning to rent a place on your own, we cannot recommend specific options, but it is a good idea to search relevant Facebook groups using phrases like *Warszawa mieszkanie wynajem*, join the group, and start your search. Polish online marketplaces are also a helpful resource.

Tips when renting a flat



→ Verify the Landlord's Identity:

Before signing any lease, ask the landlord for identification and proof of property ownership, such as a property deed or management agreement. This helps confirm that you are dealing with a legitimate owner or authorised agent.

→ Inspect the Property:

Visit the property to check its condition, including for damage, mold, and working utilities. Test locks on doors and windows. Before moving in, take photos of any existing damage and share them with the landlord.



→ Double-check the lease agreement:

Do not rush while reading the agreement and ensure all terms of the tenancy are clearly outlined in the lease agreement. This includes the rent amount, due date, security deposit, responsibilities for repairs, etc. Verbal agreements are hard to enforce, so having everything documented is crucial. If something is unclear, ask for clarification before signing.

First steps in Warsaw

→ Secure Your Security Deposit (PL: Kaucja):

Make sure the deposit is detailed in the lease with return conditions. Get a receipt when paying and know when it will be refunded.

→ Keep Emergency Contacts Ready:

Keep key contacts handy: landlord, property manager, and emergency services for urgent issues.

Beware of rental scams: If an offer sounds too good to be true, it probably is. Watch out for landlords who ask for large upfront payments before you see the property or sign a lease. Always verify the offer's legitimacy before making any payments.



Canteens

It is located on the **Main Campus**, in the small building with a red roof, to the left of the gate leading out to Oboźna street. It is wheelchair accessible via a ramp.

In the canteen, you can have lunch as part of a subscription or choose any dish from the current offer. You can also buy take-away meals.

First steps in Warsaw

Prices (subscription lunches served from 12:00 – 18:00):

- for students: PLN 17
- for employees: PLN 20
- for doctoral students: PLN 18
- for pensioners and disability pensioners: PLN 19

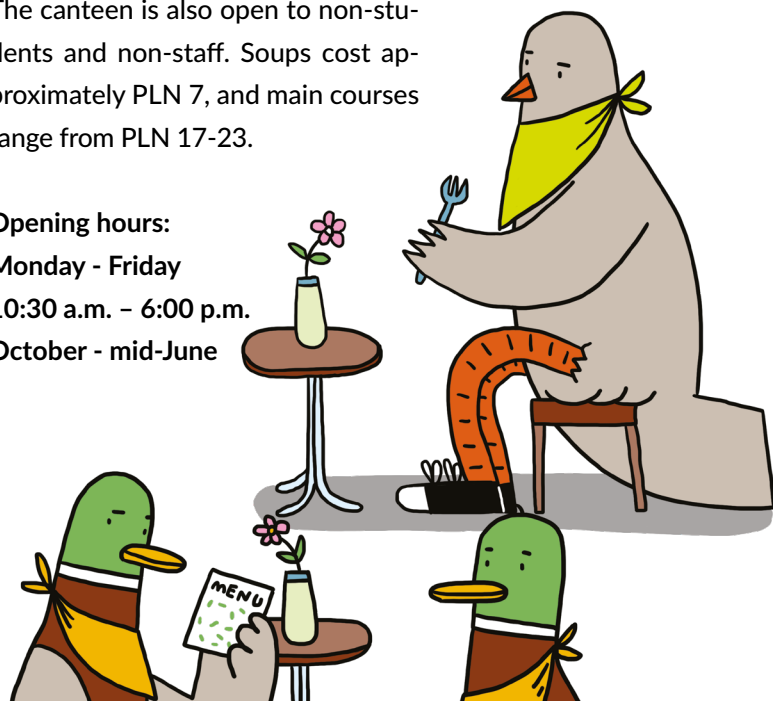
The canteen is also open to non-students and non-staff. Soups cost approximately PLN 7, and main courses range from PLN 17-23.

Opening hours:

Monday - Friday

10:30 a.m. – 6:00 p.m.

October - mid-June



Cards for subscription lunches are issued at the Office for Personnel Social Benefits (Main Campus, small courtyard, 1st floor, room no. 13, from 10 a.m. to 2 p.m.)

Those of you studying at the **Ochota Campus** can use the canteen at the Faculty of Biology. You can get soup for PLN 7 while the price of the main dish varies between PLN 12 and 28. The canteen is open from Monday to Friday, 11:00 a.m. - 4:00 p.m.

Registration of address

In Poland there is an obligation, for both Poles and foreigners, to have their stay here registered if it exceeds a **14-day period**. This registration is called **zameldowanie**. In order to fulfill this obligation visit District Office, (Polish: *urząd dzielnicy*) responsible for your place of residence with the following documents:

EU citizen	Non EU citizen
→ rental agreement → ID from home country	→ rental agreement → passport → visa or residence card
within the first 30 days since arriving to Poland	within the first 4 days since arriving to Poland

At the office you will need to fill in and submit an [application form](#) and receive confirmation of your registration. If you do not have a PESEL number and you are registering your stay for more than 30 days, the district office should give you one automatically. Please check our [website in order to learn more about PESEL](#).

Health insurance

Having health insurance while staying in Poland is mandatory. If you are a citizen of an EU country and have **European Health Insurance Card**, you are eligible for the same public health services as Poles do. Otherwise, you have to sign an agreement either with **NFZ (National Health Fund)** or one of the private medical clinics. Students who decide to insure themselves through NFZ will be required to pay contribution in the amount of **PLN 56 (EUR 13)** per month.



If you are interested in getting NFZ insurance but do not know how to proceed, visit [our website](#).

Medical clinics which are part of the NFZ system are easily recognizable by this sign located somewhere near entrance door.

Bank account

It is highly advised to open a Polish bank account once you arrive in Poland, even though you can use your current card without any problems. The reason is simple: using a foreign account entails additional costs due to the currency conversion.

In order to open a bank account in Poland, you need to visit a selected bank with all required documents. It is a good idea to call them first and explain your status. Thanks to that you may avoid going there a couple of times and learn straight away if a PESEL number is required, if there is an online banking system in English, if there is a possibility to speak with a consultant in English etc.



Warsaw Public Transport

Warsaw is well known for its developed public transportation system. The Polish capital offers a variety of transportation options, including the metro, trains, trams, and buses. In order to use them in most cases you only need to buy **WTP's (Warsaw Public Transport) ticket**. You can buy one not only from machines inside buses, trams, or near stops, but also at many shops located throughout Warsaw.

As a student, you are entitled to 50% discount, and long-term tickets (such as 30-day and 90 days ticket) can be encoded into your Electronic Student Card. Please note that the public railway transport discount is only available to those BA/ MA students who are under the age of 26, and those PhD students who are under the age of 35.

It is worth noting that a valid WTP ticket also allows you to use other forms of transportation in Warsaw in a limited fashion, such as KM (Koleje Mazowieckie – Masovian Railways) and WKD (Warszawska Kolej Dojazdowa – Warsaw Commuter Railway).

Travelling by night

Night timetables are in effect from 11:00 p.m. to 5:00 a.m. every night. During that time, you can use one of many bus lines, which are recognizable by the letter "N" before the regular number. Generally, buses run less frequently at night, and almost every stop is on request, meaning that you need to press the "STOP" button for the bus to halt.

Warsaw by bike

Warsaw offers over 882 km of bike lanes and is home to one of the largest urban bike systems in Europe – [Veturilo](#). Its stations can be found all around Warsaw. You can ride on a regular bike, electric one, or on a tandem (for 2 persons)!

With so many options, even veteran Varsovians can find it difficult to pick the most efficient way to travel around the city. That is why we recommend you downloading the app called [jakdojade.pl](#). With it, you can easily find the fastest or most convenient way to get from point A to point B.



USOSweb

Once you become a student of the UW, you will gain access to your own **USOSweb account**. What is USOS? It is an online platform created in order to help students, such as you, manage their studies. With your USOSweb account, you can apply for a place in a dormitory, register for classes at your faculty, sign up for general elective courses, language courses and PE, check your grades and class schedule, manage tuition fees, and much more!

EDUROAM

Wondering about **free access to the Internet at the UW**? Do not worry – all students at the UW have access to it once they obtain a personal login and password for USOSweb.

To configure the network on your device, please follow [the instructions on our website](#). If you have problems with connecting to eduroam and you have Apple iOS system on your mobile, check out [our guide](#).



Polish language

During your stay in Warsaw, you will hear Poles pronounce a lot of "sh's" and "ch's" intertwined with a lot of "r's" and other strange-sounding noises, but fret not – we are here to help you grasp what is happening. Feel invited to join **Polonicum UW** – the **Centre of Polish Language and Culture for Foreigners**, and make the most out of your stay in Poland. It always pays off to make an effort to learn some Polish while living in Poland. After all, as Goethe said: *As many languages as you know, so many times you are a human being.*

All international students at the UW can learn the Polish language for free. Check your USOSweb account to find out if you have tokens for Polish language classes (they should be in the "Cart" section). If you do not see them, then you should contact your faculty to get them.



Foreign languages

Students of the University of Warsaw have the opportunity to learn more than 35 different languages. **The University System of Language Provision** was distinguished by the European Union with the European Language Label award – a European recognition of innovative approaches in language teaching and learning. Students of the 1st cycle and long-cycle (5-year) studies at the UW are eligible for 240 teaching hours for free, while students of the 2nd cycle are entitled to 30 teaching hours of special classes, held at the B2+ level.

UW Library

There is no studying without libraries – and at the University of Warsaw, you will have access to one of the largest collections of academic books and journals in Poland, with more than 6 million volumes. The main part of the collection is located in the **University of Warsaw Library (BUW in short)**, which is conveniently situated within walking distance from the Main Campus. In addition to its extensive collection of books, journals, and other study and research materials, the library provides access to computers, printers, and copy machines. And when you need a break, you can visit the beautiful rooftop garden – a perfect place to relax after studying.

Contact details:

Dobra 56/66

00-312 Warszawa

Information Desk

Dobra 56/66, 00-312 Warsaw

tel. (+48) 22 55 25 178, 22 55 25 179

askalibrary.buw@uw.edu.pl

Besides BUW, every faculty has its own book collection that is focused on a specific field of expertise. [You can find a list of all faculties at UW on our website.](#)

Learn more about BUW on [this website.](#)



Get Involved

If you are an active person who perceives their time at the university not only as a chance to study but also as an opportunity to contribute to the community and develop useful skills, UW is a perfect place for you!

In addition to being the no.1 research institution in Poland, UW continuously works to create a welcoming environment for socially engaged individuals. That is why there are so many entities that mainly focus on providing opportunities to cover a wide range of interests. Among them are:

→ The Volunteer Centre of the University of Warsaw

If you want to join a community of people who believe that their potential and energy can help to change their surroundings and contribute to enriching community life, the Volunteer Centre is the place for you.



Volunteer Centre
University of Warsaw

Volunteers take part in organising both local and international conferences and cultural events related to the University of Warsaw. They also lead projects that support the development of the UW community and promote intercultural awareness and dialogue.

Volunteering is not only about sharing, it's also a great opportunity to develop skills and meet wonderful people.

→ Students' Union UW

The Students' Union represents the students within the University's governing bodies and takes part



After classes

in the decision-making process on various matters – including the election of the Rector, scholarship rates, and dormitory room prices. In addition to its representative role, the Students' Union organises the annual student festival "Juwenalia". The Union's Internationalisation Commission supports international students by offering ad hoc assistance and organising events that help them expand their knowledge, share their cultures, and connect with others in the university's international community.

→ Erasmus Student Network, University of Warsaw (ESN UW)

The ESN UW is a member of the pan-European, non-profit student organisation which supports the development of exchange programmes and mobility. The goal of ESN UW is to help all international students with everyday matters and make their stay at UW as fruitful and as pleasant as possible. The ESN offers the Mentor and tandem programmes, organizes trips, parties and events to integrate international and local students.



→ The UW Student Science Movement

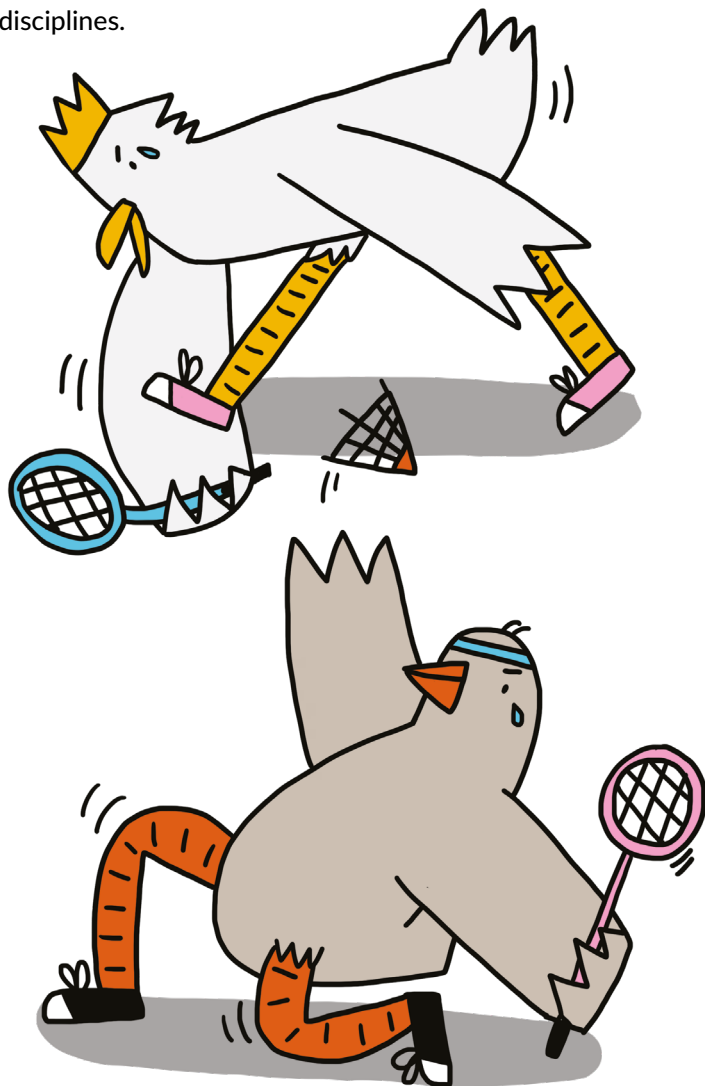
Would you like to deepen your knowledge in a specific field of study? Check out the wide variety of student circles focused on various areas of science.

→ Arts and Cultural Organisations

Interested in culture or artistically talented? You can develop your passion at the UW and join a choir, dance group, or theatre. The largest ones are: [Warsaw University Choir](#), [The University of Warsaw Collegium Musicum Chamber Choir](#) and the [Folk Song and Dance Ensemble of the University of Warsaw](#).

→ Sports

As the saying goes, "healthy body, healthy mind". The UW offers a wide range of sports activities: wfsport.uw.edu.pl. If you would like to practise sports more seriously, you may also contact [the Academic Sports Association \(AZS UW\)](#) – the biggest university sports organisation in Poland. It has 40 sections in various disciplines.



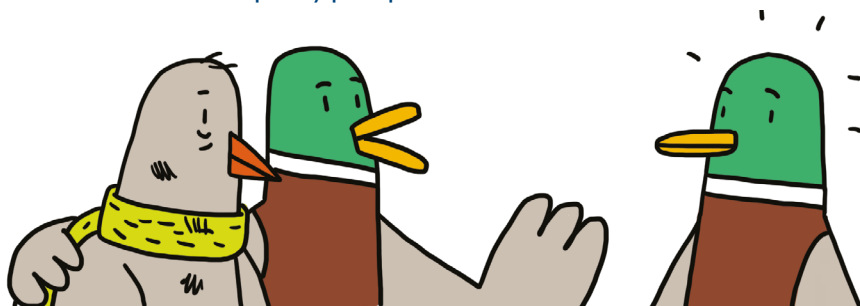
Every problem has a solution

It may happen that during your stay in Poland, you encounter a problem that will require someone's help. Do not get discouraged! The University is ready to help you. We have a dozen of units and people who can assist you.

→ Equality plenipotentiaries

Appointed in faculties, units and doctoral schools. They are the first point of contact. They provide the necessary support and refer the matter to the relevant University authorities.

[Current list of equality plenipotentiaries](#)



→ Ombudsman's Team

The Ombudsman's team supports the UW community in resolving conflicts and difficult situations within the academic community.

Requests may be submitted, in cases involving experiences of unfair or unequal treatment, doubts concerning procedures or decisions, as well as conflicts with another individual or within a team.

The Ombudsmans's Team assists in identifying possible solutions, indicates available courses of action, and conducts media-

Every problem has a solution

tion in conflict situations. It operates based on the principles of confidentiality, impartiality, and independence.

Ombudsman: Magdalena Miksa

Ombudsman's Team

Dobra 56/66, room 1.60 (1st floor)

tel. (+48) 22 55 27 019

office hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

ombudsman@uw.edu.pl

ombuds.uw.edu.pl/en

→ The Team of Coordinators for counteracting unequal treatment, discrimination, mobbing and other undesirable behaviour

Concerns the formal complaint procedure, initiated by submitting a paper/ email report or filling in a [complaint form](#).

The Coordinator investigates the report and promptly interviews the reporting person.

If the likelihood of undesirable behaviour is confirmed, the matter is referred to the appropriate Commission - Unequal Treatment and Discrimination Commission or Mobbing and Other Undesirable Behaviour Commission.

The Coordinator may also refer the reporting person (with his/her consent) to the appropriate university unit to help resolve the problem (psychological, legal or mediation support) or offer crisis support.

zespolkoordinatorow@uw.edu.pl

 **WE ARE ALL
EQUAL**

→ University Commissions

At the University of Warsaw, two specialised commissions operate within the formal complaint procedure:

- **Commission for Unequal Treatment and Discrimination**
- **Commission for Mobbing and Other Undesirable Behaviour**

These Commissions examine formal complaints concerning discrimination, unequal treatment (including harassment and sexual harassment), as well as mobbing and other undesirable behaviours within the academic community (referred to by The Team of Coordinators for counteracting unequal treatment, discrimination, mobbing and other undesirable behaviour).

Their role is to issue opinions on the case together with recommendations regarding further actions. These opinions are then forwarded to the Rector and relevant authorities, who may take appropriate disciplinary or organisational measures.

Commission for Unequal Treatment and Discrimination's office is run by Aleksandra Gniadzik-Smolińska.

komisja.antydyskryminacyjna@uw.edu.pl

Commission for Mobbing and Other Undesirable Behaviour's Office is run by Elżbieta Felkner.

elzbieta.felkner@adm.uw.edu.pl



→ Center for Conflict and Dispute Resolutions

promotes amicable conflict resolution, respect for human rights, tolerance and acceptance. You can contact the Center if you have experienced discrimination, violence or unequal treatment.



Center for Conflict and Dispute Resolution
at the Faculty of Law and Administration UW

Collegium Iuridicum II,

Lipowa 4, room 3.5.

tel. (+48) 22 55 25 923

office hours: Monday, Wednesday, 10:00 a.m. - 1:00 p.m.

mediacje@uw.edu.pl

mediacje.wpia.uw.edu.pl/en

→ Academic Legal Counselling Team

provides free legal aid to students, including persons who have experienced unequal treatment, harassment, mobbing, or violations of their rights in any other way.

Krakowskie Przedmieście 24, room 109

tel. (+48) 22 82 64 999

biuro@akademickaporadniaprawna.pl



→ Legal Clinic UW

is a free of charge Student Legal Aid Center. Legal advice is provided by a group of students at an advanced stage of their studies to anyone who needs it and is not able to pay. Those students are supervised by professional lawyers.

Collegium Iuridicum I

Krakowskie Przedmieście 26/28, room 102

tel. (+48) 22 55 20 811

klinika@wpia.uw.edu.pl



→ Office for Persons with Disabilities

Supports candidates, students, doctoral students and employees with disabilities and diverse needs.

Dobra 55, ground floor, room 0.070

tel. (+48) 22 55 24 222

bon@uw.edu.pl

bon.uw.edu.pl/en/home



UNIWERSYTET
WARSZAWSKI

Biurowisko ds. Osób Niepełnosprawnych

→ Psychological Counselling Centre

If you are facing emotional or mental difficulties, the **PCC** offers free and confidential support, with the option to consult a psychologist or psychiatrist. Every student, doctoral student and employee has the right to professional help – English consultations are available on Tuesdays and Wednesdays from 10:00 a.m. to 2:00 p.m.

Pasteura 7, 1st floor, room 108B

tel. (+48) 694 711 731

cpp@adm.uw.edu.pl

cpp.uw.edu.pl



Centrum Pomocy
Psychologicznej UW

EMERGENCY NUMBERS

112 – European Emergency number

999 – Ambulance (PL: pogotowie, karetka)

998 – Fire Brigade (PL: straż pożarna)

997 – Police (PL: policja)



Legalisation of stay

You have to remember that your stay in Poland must always **be legal**.

- If you are an EU/ EEA (Lichtenstein, Switzerland, Norway or Iceland) citizen you do not need a visa or a temporary residence permit. You can visit our country freely, but your stay should be registered if it exceeds a 90-day period (what is a registration of stay? Check out [our website](#)).
- If you are a citizen of non-EU/ EEA country, then first of all, check the list of visa-free countries on the website of [Polish Ministry of Foreign Affairs](#). If your country appears on the list, then you can enter Poland without a visa and stay here up to 90 days. If not, you should apply for a visa.

If you want to stay in Poland longer than your visa or visa-free stay allows, you need to apply for a temporary residence permit.

Temporary Residence Permit (TRP)

Applying for a temporary residence permit (TRP) in Poland is largely an online process. You submit your application and upload the required supporting documents electronically via the **MOS system**.

However, you will also need to visit the [Department for Foreigners' Affairs](#) in person to present your passport, verify the documents uploaded to MOS and provide your fingerprints.

What do you need to get started?

1. **Obtain a PESEL number** – your unique identification number in Poland. You will need it to set up a Trusted Profile, and Polish banks may also require it to open a bank account.
2. **Open a bank account** in Poland - you can use online banking to log in to MOS and other government services.

Legalisation of stay

3. Set up a **Trusted Profile** – required to sign and submit your TRP application online.
4. Create a **MOS account** – log in to MOS using your online banking or Trusted Profile, complete your personal details and confirm your account. You can then complete your TRP application and upload scans of the required supporting documents.
5. Set up an **inPOL account** – used to track your case and receive information about its progress.
6. Set up an **e-Deliveries mailbox (e-Doręczenia)** – used to submit missing, additional or updated documents electronically during the procedure.
7. Check with your Students' Office which University email address you should enter in the application. MOS will send the Annex 5 link to this address. You will be able to sign and submit your application only after your Faculty has completed Annex 5. So do not wait until the last moment. Start preparing your application at **least 45 days** before your current visa or residence permit expires.

List of required documents

- a copy of your passport – all pages, including blank pages and cover;
- a recent colour photograph taken no more than 6 months ago, dimensions: 35 mm x 45 mm, 684x883 pixel format, up to 2.5MB;
- confirmation of payment for your TRP application – PLN 340 and card issuance – PLN 50 fees;
- Confirmation of payment of tuition fees – if applicable;
- Lease agreement/ dormitory certificate/ **landlord's statement about the rental costs**;
- Information about the utilities expenses (such as electricity, water, waste disposal, heating, and sewage) – if they're not included in lease agreement;

Legalisation of stay

- Health insurance;
- Proof of having sufficient funds to cover your living expenses, accommodation costs and return travel.

What are 'sufficient funds to cover the cost of living in Poland and return travel'?

These funds are legally regulated and might change with time. For now (September 2026) it is **PLN 1010** per month for single person and **PLN 823** per month for family member. The costs of return travel depend on the country of your origin:

- **PLN 200** – if you came from Poland's neighbouring state (namely: Russia, Lithuania, Belarus, Ukraine, Slovakia, Czech Republic or Germany),
- **PLN 500** – if you came from one of the EU states not neighbouring with Poland (that also includes: Iceland, Lichtenstein, Norway and Switzerland),
- **PLN 2500** – all other countries.

Costs calculations.

The application process – step by step

1. Submit your application in MOS

Complete the online form and upload the required documents. Once your Faculty completes Annex 5 in MOS, you will receive a notification. You can then sign your application with your **Trusted Profile** and submit it online.

Make sure you submit your application **no later than the last day of your legal stay**. After submission, **download the UPO** – an official confirmation that your application has been submitted.

Legalisation of stay

2. Check your email and inPOL regularly

You will receive **information about your case number and fingerprint appointment**. Regularly check the email address provided in your application and your inPOL account.

3. Attend your fingerprint appointment

Bring your passport and the originals of the documents uploaded to MOS. The immigration office will verify your documents and collect your fingerprints.

4. Download your certificate from MOS

Once your application and documents have been verified, download the digital certificate from MOS confirming your legal stay in Poland while your TRC application is pending.

The certificate confirms the legality of your stay even after your previous residence document, such as a visa or residence card, has expired.

5. Keep your documents up to date

If requested, submit any missing, additional or updated documents via e-Deliveries.

6. Receive the decision

- ➔ **Positive decision** – you will be informed when and where to collect your residence card. Remember to bring your passport.
- ➔ **Negative decision** – you have **14 days to appeal**. Contact Welcome Point – our team can help you prepare the necessary documents.

Important information

→ Verification of supporting documents

As TRP applications are submitted online, you need to scan your supporting documents and upload them to MOS.

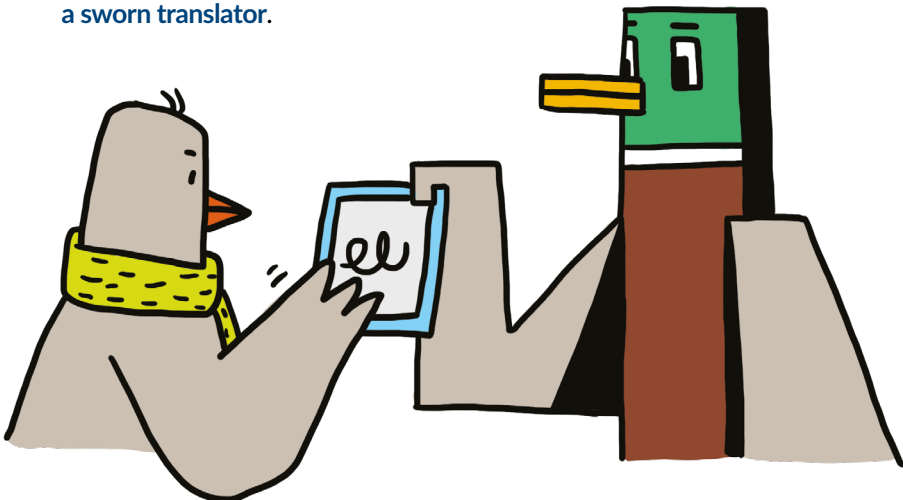
Bring the **originals of all supporting documents** to your fingerprint appointment so that the immigration officer can verify them.

Please note that updating your documents via e-Deliveries requires the PDF copies **electronically certified by a notary with a qualified electronic signature**. The cost of digital certification should not exceed PLN 8 per page.

Only documents verified in one of these ways will be accepted as evidence in your TRP procedure.

→ Language of documents

All documents submitted in support of your TRP application should be in **Polish** or accompanied by a translation into Polish **prepared by a sworn translator**.



Legalisation of stay

→ Fees and payment details

You will need to make **two separate payments to two different bank accounts**:

TRP application fee – PLN 340	Residence card issuance fee – PLN 50
Recipient:	
Centrum Obsługi Podatnika Miasta St. Warszawy ul. Obozowa 57 01-161 Warszawa	Mazowiecki Urząd Wojewódzki Biuro Finansów Plac Bankowy 3/5 00-950 Warszawa
Bank account number:	
21 1030 1508 0000 0005 5000 0070	83 1010 1010 0137 1022 3100 0000
Transfer title:	
OPŁATA ZA WNIOSEK POBYTOWY + your full name and surname	OPŁATA ZA KARTĘ POBYTU + your full name and surname

→ Validity of the permit

A temporary residence permit is generally issued for a period of **at least 3 months and no more than 3 years**.

A TRC cannot simply be extended. If you want to continue your stay in Poland, you need to **submit a new TRP application before your current legal basis of stay expires**.

If you have any doubts or questions about legalizing your stay, you can always **contact Welcome Point**:
welcome.legalisation@uw.edu.pl.

Useful expressions

My name is...	Nazywam się...
Good morning/ Good day (formal)	Dzień dobry
Good evening (formal)	Dobry wieczór
Good night	Dobranoc
Hello!/ Hi! (informal)	Cześć!/ Hej!
Goodbye (formal)	Do widzenia!
See you later!	Do zobaczenia!
Bye! (informal)	(Pa) Pa!
Thank you	Dziękuję
1. Please (when asking for something)	Proszę
2. You're welcome (when someone says "Thank you")	
You're welcome (when someone says "Thank you")	Nie ma za co
Sorry/ Excuse me	Przepraszam
Help!	Pomocy!
Bless you (after sneezing)	Na zdrowie
Enjoy (only before eating; "Bon Appétit")	Smacznego
What time is it?	Która godzina?
How much is it?	Ile (to) kosztuje?
Where is...?	Gdzie jest...?
street	...ulica
dormitory	...akademik
room	...pokój
stop (public transport)	...przystanek
faculty	...wydział

Useful expressions

1 jeden

3 trzy

5 pięć

7 siedem

9 dziewięć

2 dwa

4 cztery

6 sześć

8 osiem

10 dziesięć

20 dwadzieścia

100 sto

1000 tysiąc

50 pięćdziesiąt

200 dwieście

1500 tysiąc pięćset

500 pięćset

2000 dwa tysiące



Welcome Point
University of Warsaw

Main Campus Office
Krakowskie Przedmieście 32A, Upper Courtyard

Ochota Campus Office
Stefana Banacha 2c, UW CeNT building
welcome@uw.edu.pl
welcome.legalisation@uw.edu.pl
welcome.uw.edu.pl
facebook.com/groups/WelcomePointUW
instagram.com/welcome_point_uw



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