

Starter Kit for UW Employees

WELCOME
POINT



Starter Kit for UW Employees

Starter Kit for UW Employees

Easy guide designed to help
you navigate the crucial
aspects of your journey within
the University of Warsaw.



Dear Colleagues!

To begin with, I would like to extend my sincere congratulations on starting a new chapter in your career. Thank you for choosing the University of Warsaw as the most attractive place to further develop your talents.

The University of Warsaw is proud to be one of the best employers in the region. We continuously strive to cultivate a diverse and vibrant workplace which inspires both personal growth and collaboration. By becoming an employee of the University, you have become part of our community.

This Guide was created with the aim of providing you with all the information necessary to help you accustom yourself to this new environment and allow you to take full advantage of the opportunities available to you.

Furthermore, remember that there are people and organisational units always ready to assist you, Welcome Point being one of them. Do not hesitate to ask for help if you need it.

I sincerely hope that your experience at the University of Warsaw will prove to be one that allows you to develop both professionally and personally, and so it will inspire fond memories.



Prof. Zygmunt Lalak
VICE-RECTOR FOR RESEARCH

Index

University of Warsaw

This is UW

Who is who? The structure and authorities of UW

A good start

Opportunities

Support

Leisure time

Life in Warsaw

Legalisation of stay

Taking care of formal matters

University of Warsaw



This is UW



With over 200 years of history, the University of Warsaw is Poland's largest and second-oldest university. In 2024 at UW there were:

- 37 146 BA/MA students,
- 1 706 doctoral students,
- 8 135 employees.

University life is centred around three campuses: the Main Campus, the Ochota Campus, and the Służewiec Campus.

Main Campus

Historic location of the University of Warsaw, close to the city centre, home to the humanities and social sciences, the UW authorities, and central administration offices;

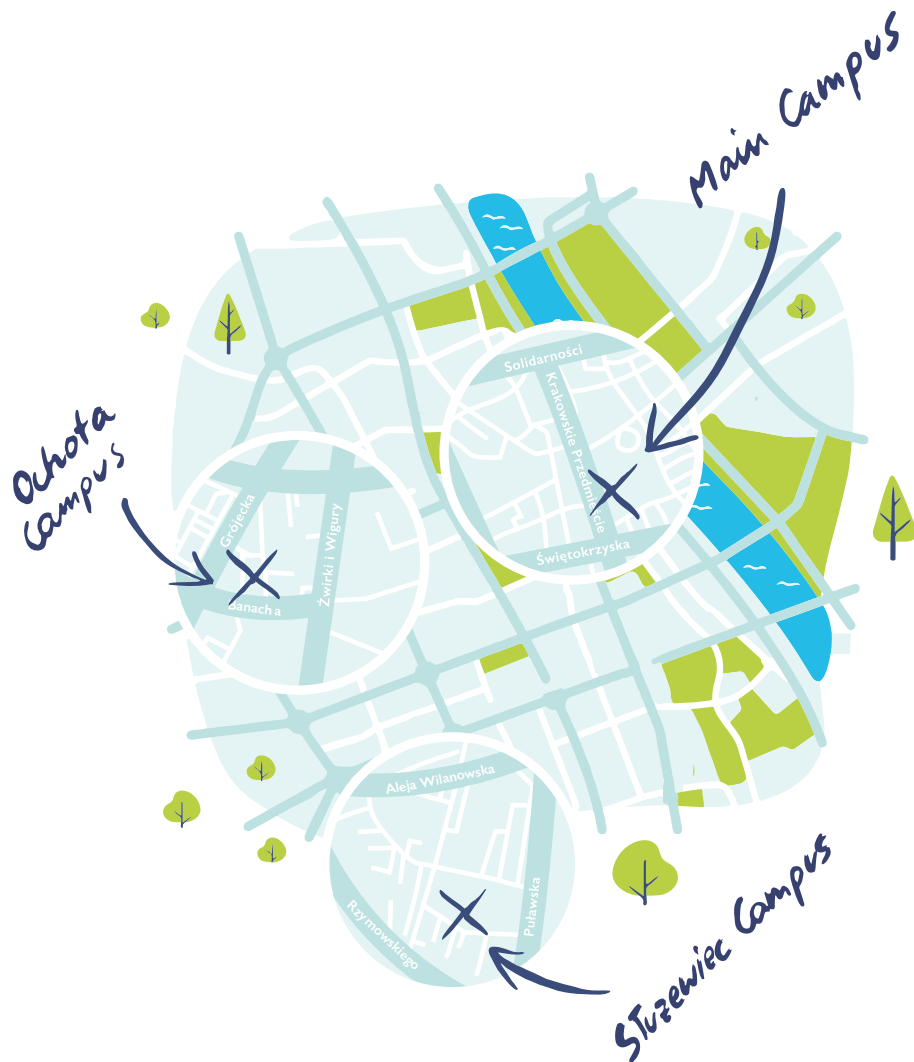
Ochota Campus

Home to exact and natural sciences, made up of impressive, modern buildings housing state-of-the-art laboratories;

Służewiec Campus

Home to the Faculty of Management and student dormitories.

Other notable buildings of the University include the University of Warsaw Library and the six residence halls scattered around the city.



Who is who? – the structure and authorities of UW



The University of Warsaw is a complex net of units and offices cooperating with each other so as to bring its mission to fruition. Here are some of the most important elements of its structure that you are most likely to encounter as an international employee of the University.

The Human Resources Office

(PL: *Biuro Spraw Pracowniczych, BSP*) is an organisational unit of university-wide administration. The HR Office structure includes:

- Section for matters of academic staff;
- Section for matters of non-academic staff;
- Academic staff competence development section;
- Non-academic staff competence development section;
- Recruitment section;
- Insurance department;
- Retirement pensions and annuities section;
- Classified information protection section;
- Civil defence section;
- Transport security section;
- Secretariat.

The scope of activities of HR includes in particular:

- [handling cases related to establishing, maintaining, and terminating employment relationships with university employees](#)
- keeping personal files of employees
- [announcing competitions for academic teaching positions](#)
- performing activities related to the role of a key user of the SAP system, module: human resources, working time, and POL-on
- [performing activities related to the role of a key user of the electronic leave application system – Fiori](#)
- [Employee Capital Plans](#) (ECP support at the University of Warsaw, including, among others, registration, resignations, and application support the PZU insurance company)
- [entering data into the Integrated System of Information on Science and Higher Education POL-on, employees' module](#)
- handling cases related to employee accountability and disciplinary liability
- administrative and technical support: the Rector's Committee for Awards of the Minister of Education and Science; Rector's Commission for the Employment of Professors at the University of Warsaw; the Committee for the award of the Rector's Distinction to employees; the University Evaluation Committee; the Team for preliminary examination of appeals
- handling cases related to awards, decorations, and medals
- [handling cases in the field of insurance of employees and their family members](#)
- handling cases related to pensions, annuities and rehabilitation benefits
- [organising developmental activities for administration and service staff](#)
- [implementing developmental activities for academic teachers, including conducting comprehensive programs addressed](#)

[to key groups such as team leaders, young researchers and didactics, mentors, and people caring for young researchers and didactics](#)

- [handling cases related to maintaining the HR Excellence in Research award.](#)

Contact details:

<https://bsp.adm.uw.edu.pl/en/homepage/>

E-mail: bsp@adm.uw.edu.pl

Office for Personnel Social Benefits

(PL: *Biuro Spraw Socjalnych, BSS*) – responsible for matters related to annual leave, UW leisure centres, vouchers, social assistance, and loans.

<https://bssoc.uw.edu.pl/>

E-mail: bssoc@adm.uw.edu.pl

Phone: (+48) 22 55 20 868

Research Services Office

(PL: *Biuro Obsługi Badań, BOB*) – in cooperation with the University's organisational units, assists in applying for projects, as part of the national research activity of the University (verification and consultation of applications, grant agreements, annexes and reports). The Research Services Office is also responsible for the implementation of the "Excellence Initiative – Research University" Programme at the University of Warsaw.

Research Services Office,

<http://bob.uw.edu.pl/>

E-mail: bob@adm.uw.edu.pl

Phone: (+48) 22 55 24 200

Research Services Office, IDUB Programme Coordination and Support Team

<https://inicjatywadoskonosci.uw.edu.pl/en/>

E-mail: idub@uw.edu.pl

Phone: (+48) 22 55 24 244

Office for International Research and Liaison

(PL: *Biuro Międzynarodowych Programów Badawczych*) – Centrally coordinates activities of UW in international strategic partnerships such as the 4EU+ European University Alliance, LERU-CE7 or CELSA Research Fund, collects and provides information about scientific consortia and international individual research grants under ERC or Marie Skłodowska-Curie Funding schemes, and assists in developing research proposals.

<http://bmpb.uw.edu.pl/english/>

<http://bmpb.uw.edu.pl/kontakt/>

E-mail: diana.pustula@adm.uw.edu.pl (Head of the Office)

Phone: (+48) 22 55 24 200

Financial Department

(PL: *Kwestura*) – responsible for the University's accounting.

<https://sap.kwestura.uw.edu.pl/>

E-mail: sekretariat.kwestura@adm.uw.edu.pl

Phone: (+48) 22 55 23 202

Welcome Point

Assists foreign long-term students, PhD students, employees, and researchers in all matters related to living in Poland and being part of the UW community.

<https://welcome.uw.edu.pl/>

Email: welcome@uw.edu.pl, welcome.legalisation@uw.edu.pl

Phone: (+48) 22 55 24 080,

55 24 103, 55 24 118, 55 24 119, 55 24 125, 55 49 117,

55 24 143, 55 24 144



University of Warsaw Library

(PL: *Biblioteka Uniwersytecka w Warszawie, BUW*)

The University of Warsaw Library is situated within walking distance of the UW Main Campus. It is also well connected to the rest of the city. It can be reached by bus (#106, #118, and #127) or the second metro line (stop: Copernicus Centre, PL: *Centrum Nauki Kopernik* a 5-minute walk from the library). To enrol at the library, you should bring your Electronic Employee Card. To facilitate the use of library resources, online and in-person library training is provided after making an appointment: askalibrary.buw@uw.edu.pl

Tips: a large part of the UW collection of books, journals, and other resources is available in the libraries located in faculty and institute buildings as well. Please contact your unit for access, opening hours, and rules

of using the libraries. [Here you can find a list of UW faculties.](#)

<https://www.buw.uw.edu.pl/en/>

E-mail: askalibrary.buw@uw.edu.pl

Phone: (+48) 22 55 25 178, 55 25 179 – Information Desk,

(+48) 22 55 25 181 – Information Services and Training Department

56/66 Dobra Street

00-312 Warszawa

A good start



Work regulations

As a new employee, you are obliged to familiarise yourself with the work regulations for employees of the University of Warsaw. [Download work regulations.](#)

OHS training

(PL: Szkolenie BHP) Before starting work at UW, you are required to complete occupational health and security training. You will receive an OHS training form from your faculty, which you will have to deliver to the OHS Inspectorate (8 Oboźna Street, Main Campus, room number I). After completing the training and receiving a stamp on the form, it should be delivered to the Human Resources Office.

<https://bhp.uw.edu.pl/>

Electronic services

The University of Warsaw uses many electronic services to facilitate communication and access to information within the UW community. Here are some of the most important electronic services you will use while working at UW.



CAS account

CAS (Central Authentication Service) accounts are created automatically for every student and employee of the University of Warsaw. The account is used for services such as USOSweb, Eduroam, Kampus and more.

The login for the CAS account is the PESEL number or an “artificial” PESEL number provided for foreigners.

You may change your password at logowanie.uw.edu.pl.

AD account

AD (Active Directory) accounts are created automatically for employees who need to use this service (for example, central administration staff).

The login for AD accounts is: initial.surname (e.g. a.nguyen).

Some services require an extended form of the login:

UW\initial.surname – UW\l.a.nguyen

initial.surname@ad.uw.edu.pl – a.nguyen@ad.uw.edu.pl

You may change your password at mojekonto.uw.edu.pl or vpn.uw.edu.pl.



mojekonto.uw.edu.pl

Via the mojekonto platform you can manage passwords to UW online services as well as check status of your CAS or AD accounts.



USOS

USOS (University Study-Oriented System) is one of the IT systems that helps to organise the functioning of our University. As a member of the teaching staff (or an undergraduate or PhD student), you will use one of its components, the USOSweb application, which is a web-based interface for accessing the data you need. USOSweb can be thought of as a “virtual dean’s office”. This system can be accessed from any computer with Internet access at <https://usosweb.uw.edu.pl/>. Note that some faculties have their own USOSweb – if you work in such a unit, it is better to use the USOSweb of the specific faculty. You will be informed by the administration of your faculty whether to use the general USOSweb or the faculty USOSweb system.

When you start working at UW (after your data has been entered by the UW Human Resources Office), you will gain access to your individual USOSweb account – your username and password will be provided to you by your department’s Employee Affairs officer or by your department’s Representative for the USOS system. Even before obtaining access to your personal account, you can browse some of the tabs – in particular, NEWS and DIRECTORY. There you will find general information, as well as a directory of units, studies, and courses offered at the UW.

As a teaching staff member (when logged in), you will mainly use the MY USOSWEB menu, STAFF SECTION, and sometimes the COMMON SECTION. It is recommended to look through these tabs and familiarise yourself with their contents, which will include a schedule of your classes, a list of the groups you teach together with a list of students (you can print the list directly from USOSweb for easy attendance checking), and, at the end of the semester, a place where you enter the results of exams and credits. There you will also be able to access the syllabuses of your courses, and, if your faculty allows it, have the option to complete or correct them.



There is also a more complex mechanism in USOSweb for issuing partial grades during the semester – once you feel confident in the system, try using the STAFF SECTION->TEST module. It takes some getting used to, but when utilised correctly, it becomes a fast and easy way of informing your students about their results and calculating their final grades.

In USOSweb you can also send information containing important announcements and short attachments to the students. Be sure to read the “help” in MY USOSweb -> USOSMAIL section (‘about usosmail’ menu) to learn more about how to use this part of the system.

In addition, sometime after the end of the semester the results of evaluation surveys completed by the students will become available in USOSweb. You may set your preferences regarding the visibility of your photo and

some of your information. If you wish to upload or change your photo in USOSweb, please contact the administration staff or the USOS Representative of your department.

Another USOS-related system which is worth mentioning is the Archive of Diploma Theses (*PL: Archiwum Prac Dyplomowych, APD*) (<https://apd.uw.edu.pl/>). It is used to manage students’ theses. If you teach master’s or bachelor’s seminars or are a Ph.D. supervisor, you will definitely come across it. In that case, you will also receive more information about it from your faculty.

If you have any doubts or questions about the USOS system or applications related to it, you can always seek help from your department’s Employee Affairs officer, the Students Office, and your [faculty’s USOS](#) Representative.

Kampus

Is the University of Warsaw’s e-learning platform for students, doctoral candidates, and staff. It offers online courses, training materials, and digital tools for teaching and professional development. Academic teachers can use it to run classes, share resources, assign tasks, and organise quizzes. The platform is also used for staff training programmes.

<https://kampus.ckc.uw.edu.pl>

SAP

The SAP system is a Public Administration System that enables employees to check the amount of money earned and the contributions paid by the University (taxes, social security, insurance contributions, etc.), receive PIT-11 tax declaration, and see how many days of leave have already been taken and how many remain.

<portal.sap.uw.edu.pl>

(To log in use your AD/CAS account and password)

SAP Fiori

An electronic request system for occasional remote work (24 days for each calendar year) and four types of leaves:

- holiday leave,
- “on-demand” holiday leave,
- special leave,
- exemptions – care of a child under 14 years of age (for days or hours).

The online request forms can be found on fiori.sap.uw.edu.pl (same login as to the SAP system).

DocSense

DocSense is a document management system used at the University of Warsaw to securely forward applications, forms (e.g. Christmas bonuses, request for a vacation subsidy – the so-called gruszowe), and more.

ds.uw.edu.pl/#/home



University email

The university email is used to contact students and other employees. Step-by-step instructions on how to create and use a university email account are available on the [UW IT Services website](https://uw.it-services.pl).



Electronic Employee Card

(PL: Elektroniczna Legitymacja Pracownicza, ELP)

The Electronic Employee Card is an ID card issued by the employee's faculty. It can be used to access the University Library, the University of Warsaw Botanic Garden, and UW's sports centres, as well as to encode a long-term public transport ticket or to pay for parking.

Opportunities



At the University of Warsaw, you have many opportunities to develop your knowledge and gain new experiences.

One of the ways to do that is by signing up for courses held on **Kampus platform**, an e-learning platform for the staff of UW. It offers courses on a wide range of topics, from equality to personal development.

<https://kampus.uw.edu.pl/en>

Another way is participating in on-demand courses. **The Human Resources Office** offers close to 50 training courses for teachers and researchers as well as managerial training courses which can be requested by University units.

<https://rekrutacja-i-rozwoj.bsp.uw.edu.pl/dla-jednostek/szkolenia-na-zamowienie-jednostek-dla-nauczycieli-akademickich/>

If you are interested in **learning Polish**, you can participate in language courses offered by Welcome Point in collaboration with the Polon-

icum Centre, or directly by Polonicum itself. The courses are designed both for complete beginners and for those with some basic knowledge of Polish.

<https://welcome.uw.edu.pl/>
<https://polonicum.uw.edu.pl/en/trimestrial-courses#learn-polish-with-the-polonicum-university-of-warsaw>

The University of Warsaw offers **career opportunities** in various fields and specialties. Whether you are a researcher or an academic teacher, if you are looking to make the next step in your career, UW has many job offers to choose from.

<https://en.uw.edu.pl/jobs/>

Social benefits

As an employee of the University of Warsaw, you are entitled to numerous social benefits, such as:

- various forms of vacation,
- financial aid,
- educational vouchers,
- sports and recreation,
- loans for housing acquisition and renovation,
- faculty residence hall accommodation,
- credit and loan fund,
- insurance.

In addition to the compulsory health and social insurance to which all employees are subject, there is also the option of [additional paid group insurance with PZU or PKO \(formerly Nordea Polska S.A\)](#), and the [private health insurance programme Luxmed and PZU Health](#).

For additional (paid) insurance, please contact the Insurance Department:

Marzena Górską, MA
(+48) 22 55 20 840
marzena.gorska@adm.uw.edu.pl

Ilona Sobotka
(+48) 22 55 20 851
ilona.sobotka@adm.uw.edu.pl

At UW, the Institution's Social Benefits Fund (ISBF) is operated by the **Office for Personnel Social Benefits.**

Contact details:
E-mail: bssoc@adm.uw.edu.pl
Phone: (+48) 22 55 20 868, 55 22 609, 55 20 419

24 Krakowskie Przedmieście Street
Small Courtyard

Persons entitled to benefits financed by the Social Benefits Fund are:

- employees, their children, and spouses,
- PhD students and their children,
- pensioners and retired employees of the University of Warsaw.

Support



The University of Warsaw puts emphasis on community, therefore whatever situation you may find yourself in, you can always find support and assistance.

Equality

The University of Warsaw counteracts and responds to discrimination and unequal treatment cases. For this purpose, the **Rector's Committee for Preventing Discrimination** and the position of **Equal Opportunity Chief Specialist** were established at the University.

Members of the Committee offer help to persons who suffered unequal treatment, conduct explanatory interviews with persons who violate the principle of equal treatment, and, if necessary, initiate disciplinary proceedings against the persons who have committed the act of discrimination.

Reports submitted to the Committee are completely anonymous.

<https://rownowazni.uw.edu.pl/en/>

Email: rownouprawienie@uw.edu.pl

Email: koordynator-antydiskryminacja@uw.edu.pl

Dobra 55/66 Street
mezzanine, 1st floor, room No 1.60C
00 – 312 Warsaw

Ombudsman

If you are a party in an argument or a conflict with a student or university staff and would like to receive professional help to find the best way to solve your problem, you can contact the Ombudsman – in person, by phone, or via email.

ombudsman.uw.edu.pl/en/start/

Email: ombudsman@uw.edu.pl

Phone: (22) 55 27 214

56/66 Dobra Street
(1st floor, room 1.60 and 1.60C)
00-312 Warsaw

The Ombudsman guarantees anonymity and confidentiality to all visitors.



Centre for Dispute and Conflict Resolution

(PL: Centrum Rozwiązywania Sporów i Konfliktów, CRSiK)

If you find yourself in a dispute with another member of the UW community, the Centre may assist you in solving the conflict by helping both

you and the other party identify your problems and goals, and accompanying you in finding the most appropriate resolution.

The Centre offers its services free of charge.

mediacje.wpia.uw.edu.pl/en/homepage/

Email: mediacje@uw.edu.pl

Phone: (22) 552 59 23

4 Lipowa Street,
Collegium Iuridicum II, room 2.5
00-316 Warsaw, Poland

Psychological Counselling Centre

(PL: Centrum Pomocy Psychologicznej, CPP)

If you are going through challenges related to your mental or emotional wellbeing, the Psychological Counselling Centre is the place to go. It offers short-term support, diagnosis and crisis intervention – all free of charge, in English, Polish, Russian, and Ukrainian languages.

cpp.uw.edu.pl/en/home-page/

E-mail: cpp@adm.uw.edu.pl

Phone: (+48) 694 711 731

7 Pasteura Street
(former Faculty of Physics, 1st floor, room 108b)
02-093 Warsaw

Office for Persons with Disabilities

(PL: Biuro ds. Osób z Niepełnosprawnościami, BON)

The Office for Persons with Disabilities provides assistance for students

and staff with disabilities, as well as temporary disabilities and chronic illnesses. A disability certificate is not required.

bon.uw.edu.pl/home/

Email: bon@uw.edu.pl

Phone: (+48) 22 55 24 222

55 Dobra Street
Room No. 0.070, ground floor
00 – 312 Warsaw

Volunteer Support Programme

Welcome Point, in cooperation with the **Volunteer Centre of the University of Warsaw**, runs a volunteer support programme for UW employees.

Our student volunteers can help you with issues related to your work at the University and your stay in Poland, such as: going to the bank or administrative office, making a doctor's appointment, or understanding a document written in Polish.

If you need assistance, write us an email to welcome@uw.edu.pl.

Leisure time



The University of Warsaw is not only a place for work and study but also for recreation, sports, and entertainment. It offers numerous places and activities that allow you to pass your free time in a productive way, meet new people, and experience new things.

Physical Education and Sports Centre

(PL: *Studium Wychowania Fizycznego i Sportu, SWFiS*)

Located on 2a Stefana Banacha Street (UW Ochota Campus), it offers a sports swimming pool, a swimming pool for beginners, a jacuzzi, fields for team games, and a climbing wall. The UW Employees have the right to a subscription card financed from the Institution's Social Benefits Fund, which entitles them to use the swimming pool 20 times for 45 minutes or to 16 classes of climbing once per semester.

In addition, SWFiS offers a multitude of different classes, from team sports to aqua fitness.

The facility is fully adapted to the needs of persons with disabilities.

wfisport.uw.edu.pl/en/home/

E-mail: csir@uw.edu.pl

Phone: (+48) 22 55 40 865

2a Stefana Banacha Street

02-097 Warsaw

University of Warsaw Botanic Garden

(PL: *Ogród Botaniczny Uniwersytetu Warszawskiego*)

The Botanic Garden of the UW is open everyday from spring to autumn. You can visit the park and the greenhouses on your own or in an organised group with a guide. The Garden also hosts lectures, workshops, and exhibitions related to nature and the environment.

Outer office

www.ogrod.uw.edu.pl/en

E-mail: ogrod@biol.uw.edu.pl

Phone: (48) 22 55 30 51 I

4 Ujazdowskie Avenue

00-478 Warsaw

Workshops, tours

E-mail: wycieczki.ogrod@uw.edu.pl, edukacja.obuw@uw.edu.pl

Phone: (+48) 22 55 30 517

BUW Gardens

(PL: *Ogrody BUW*)

On the rooftops of the Warsaw University Library (BUW) you will find a beautiful garden with bridges, streams, paths, and benches nestled among the greenery.

Entry to the Gardens is possible from spring to autumn and is free of charge.

University of Warsaw Library
56/66 Dobra Street
00-312 Warsaw

Museum of the University of Warsaw

(PL: Muzeum Uniwersytetu Warszawskiego)

The Museum is dedicated to developing and sharing collections of items related to the history, as well as the intellectual and cultural heritage of the University. Apart from the usual exhibits, the Museum also hosts temporary and outdoor exhibitions.

muzeum.uw.edu.pl/en/university-of-warsaw-museum/

Email: muw@adm.uw.edu.pl

Phone: (+48) 22 55 20 107

32 Krakowskie Przedmieście Street
00-927 Warsaw

Volunteer Centre of the University of Warsaw

(PL: Uniwersyteckie Centrum Wolontariatu)

If you would like to spend your free time helping others, the Volunteer Centre is the place for you. We speak English, and provide interpretation to English at all our events. Let us contribute together to the life of local communities and the UW community.

wolontariat.uw.edu.pl/volunteers/

E-mail: wolontariat@uw.edu.pl

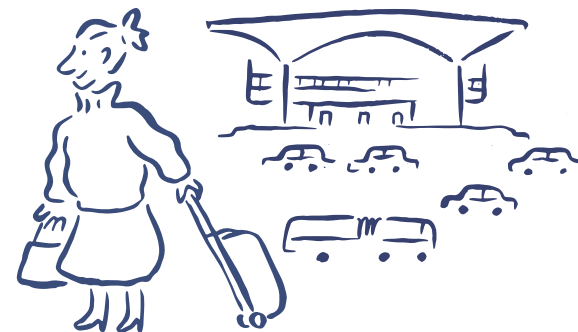
Phone: (+48) 22 55 27 204

56/66 Dobra Street
University of Warsaw Library Building
00-312 Warsaw

Life in Warsaw



Legalisation of stay



EU/EFTA nationals

Citizens of the European Union and the European Free Trade Association can enter and stay within the territory of Poland for up to 3 months on the basis of a valid passport or another identity document confirming their identity and citizenship.

If an EU/EFTA citizen stays in Poland for more than 3 months, they are obliged to register their residence.

How to register an EU/EFTA citizen's residence?

You will need to prepare the following documents:

- a filled-in application form for registration of residence (PL: *Wniosek o zarejestrowanie pobytu*),
- a statement of the date of the last crossing of the border,
- 4 photographs (35mm x 45mm, taken no earlier than 6 months before the date of submitting the application),
- an employment contract,
- a valid travel document (passport) or another document confirming identity and citizenship (original + 1 copy).

[The application form and the statement can be found here](#) as well as on [Welcome Point's website](#).

The above-mentioned documents should be submitted to the Mazowieckie Province Office, Department of Foreigners – 3/5 Marszałkowska Street. You do not need to make an appointment – after you enter the building, take a ticket with the letter I, find stand number 21 and wait for your ticket number to appear on the screen.

A certificate of residence registration will be issued free of charge.

Non-EU/EFTA nationals

Visas

Citizens of non-EU/EFTA countries (with the exception of visa-free countries) who plan to work or conduct research within the territory of Poland are obliged to acquire a Polish visa prior to entering the country. This can be done through a Polish embassy or consulate in their country of origin.

There are two types of visas which can be used to enter Poland:

- **Schengen Visa** (visa type C) – allows for a stay up to 90 days (per each 180-day period),
- **National Visa** (visa type D) – allows for a continuous stay over 90 days or several consecutive stays which jointly exceed 90 days.

The most common visa types that employees and researchers cooperating with the University of Warsaw apply for are: visa for the purpose of conducting scientific research or development activities and visa for the purpose of work.

For more information, contact or consult the website of the Polish Ministry of Foreign Affairs or of the embassy/consulate located in your country of origin.

Visas are granted for a maximum period of 1 year and allow you to legal-

ly stay in Poland until the last day of the visa's validity. If you intend to stay within the territory of Poland for a longer period of time, you should apply for a temporary residence permit.

Obtaining a temporary residence permit

Please note:

- even though you are allowed to apply for a residence permit at any point during your visa's validity period, it is recommended to submit your application as soon as possible;
- if possible, it is strongly recommended to submit all the required documents during your first scheduled appointment;
- from the day you submit your application with all the required documents, your stay in Poland remains legal — even if your visa expires — until you receive a decision on your application;
- the application form for a temporary residence permit (*PL: Wniosek o zezwolenie na pobyt czasowy*) must be filled-in in Polish and registered in the inPOL system (<https://inpol.mazowieckie.pl/login>), and the MOS system (<https://www.mos.cudzoziemcy.gov.pl/en>);
- all documents submitted with the application must be in Polish – if the original document is in another language, [it must be translated by a sworn translator](#) (not a regular one);
- you should provide a copy of all pages of your passport that contain any type of information, e.g. a visa, entry/exit stamp, or signature;
- every copy of a document that you submit instead of the original should be certified and verified as a true copy of the original document by a notary;
- documents containing dates (e.g. bank statements or documents provided by the tax office/employer) should be issued no earlier than 1 month before their submission to the Department of Foreigners;

- what is meant by “evidence of having sufficient funds to cover the costs of living in Poland and returning to the country of origin!” is that you must have:
 - at least 1010 PLN for each month of your stay + financial means to cover the cost of return travel to your country of origin + housing costs (including bills) – if you are single;
 - at least 823 PLN for yourself and each family member for each month of stay + financial means to cover the cost of return travel for yourself and family members + housing costs (including bills) – if you are staying in Poland with your family members who are financially dependent on you.



Types of temporary residence permits

1. Temporary residence permit for the purpose of conducting scientific research

For whom is it meant?

Scientists/researchers who have obtained at least a master's degree or an equivalent degree, allowing them to apply for a doctoral degree.

1. Cost of return travel to the country of origin:

- 200 PLN if you come from a country neighbouring with Poland,
- 500 PLN if you come from an EU Member State which does not neighbour with Poland,
- 2 500 PLN if you come from a country that is not a member of the European Union.

What are the documents required?

- A work contract/fellowship agreement signed between the scientist and the employing institution
- A written declaration from the institution undertaking to cover the costs associated with issuing and enforcing a decision requiring the researcher to return to their home country in case of an illegal stay in Poland
- 4 photographs taken no more than 6 months prior to submitting application (45x35mm, in colour)
- 2 copies of a valid travel document
- Documents confirming possession of health insurance (if you are already insured by the University, the relevant documents can be acquired from the HR Office)
- Rental agreement stating the amount paid monthly for rent and bills (gas, water, electricity)
- Evidence of having sufficient funds to cover the costs of living in Poland and returning to the country of origin
- Fee payment confirmation

What are the fees that need to be covered?

340 PLN for the submission of the application and 100 PLN for the issuance of the residence card.

How long is the permit valid for?

The permit is issued for a minimum of 3 months and a maximum of 3 years, depending on the duration of your contract.

2. EU Blue Card

For whom is it meant?

Highly qualified employees who have obtained at least a master's degree and have signed a work contract for at least 6 months, with the salary being no lower than 150% of the average salary in Poland from the year

prior to the year of submitting the application for the Blue Card permit.

What are the documents required?

- Work contract stating the amount of the salary
- 2 copies of the application form (filled out in Polish)
- 4 photographs taken no more than 6 months prior to submitting the application (45x35mm, in colour)
- 2 copies of a valid travel document + the original for inspection
- Documents confirming having health insurance (the relevant documents can be acquired from the HR Office)
- Documents confirming higher education (translated by a sworn translator)
- Rental agreement stating the amount paid monthly for rent and bills (gas, water, electricity)
- Fee payment confirmation

What are the fees that need to be covered?

440 PLN for the submission of the application and 100 PLN for the issuance of the residence card.

How long is the permit valid for?

The EU Blue Card is issued for a period exceeding the work contract duration by 3 months (but no longer than 3 years).

3. Temporary work and residence permit

For whom is it meant?

Employees performing various types of work, **except holders of:**

- a visa/residence permit issued by another Schengen country,
- a Polish national visa D for studies (incl. PhD), tourism, family/friend visits, or conferences.

If you have one of these documents, you need to apply for a different type of residence permit in Poland or return to your home country to apply for a Polish D visa.

What are the documents required?

- Work contract stating the amount of the salary (cannot be lower than PLN 4 806/month gross, regardless of the type of contract and the number of working hours)
- 2 copies of the application form (filled out in Polish) along with appendix I
- 4 photographs taken no more than 6 months prior to submitting the application (45x35mm, in colour)
- 2 copies of a valid travel document + the original for inspection
- Documents confirming having health insurance (if you are already insured by the University, the relevant documents can be acquired from the HR Office)
- Tax Clearance Certificate (issued by the relevant tax office)
- Personal income tax declaration (PIT) for the previous year + confirmation of its submission to the tax office (in Polish: UPO). Both can be downloaded from the website <https://www.podatki.gov.pl/e-urzed-skarbowy/> after logging in using your trusted profile (PL: profil zaufany)
- Fee payment confirmation

What are the fees that need to be covered?

440 PLN for the submission of the application and 100 PLN for the issuance of the residence card.

How long is the permit valid for?

The permit is issued for a minimum of 3 months and a maximum of 3 years, depending on the duration of your work contract.

Where to submit the application?

The applications should be submitted at the Mazowieckie Province Office, Department of Foreigners – 3/5 Marszałkowska Street.



Legalisation of stay of family members

For whom is it meant?

Family members of foreigners who have been living in Poland for more than 2 years.² “Family members” means a spouse or children under the age of 18 years.

What are the documents required?

- 2 copies of the application form (filled out in Polish)
- 4 photographs taken no more than 6 months prior to submitting the application (45x35mm, in colour)
- 2 copies of a valid travel document + the original for inspection

2. Family members of foreigners who have been living in Poland for less than 2 years may apply for the temporary residence permit as well. However, in their case the issuance of the residence card does not coincide with the issuance of a work permit.

- Marriage certificate with apostille³ or legalisation⁴ (spouse) or birth certificate with apostille or legalisation (children)
- A work contract/fellowship agreement signed between the spouse or parent of the foreigner and the employing institution
- Documentation confirming possession of health insurance
- Rental agreement or a certificate from the student dormitory
- Photos showing your life together (e.g. from summer holidays etc.)
- Fee payment confirmation

What are the fees that need to be covered?

340 PLN for the submission of the application and 100 PLN for the issuance of the residence card.

How long is the permit valid for?

The permit is issued for a minimum of 3 months and a maximum of 3 years, depending on the specificity of the case.

Where to submit the application?

The applications should be submitted at the Mazowieckie Province Office, Department of Foreigners – 3/5 Marszałkowska Street.

Read more:

<https://en.migrant.wsc.mazowieckie.pl/pl/procedure/rodzina>

<https://welcome.uw.edu.pl/legalisation-of-stay/>

3. Please double check whether your country is a member of the Hague Convention: <https://www.hcch.net/en/states/hcch-members>.

4. If your country is not a member of the Hague Convention, the party responsible for the legalisation of your documents is the Polish Consulate located in your home country or in the country from which the documents come from.

Taking care of formal matters



Address registration

(PL: zameldowanie)

Both Poles and foreigners are obliged to register their address of residence if their stay in Poland exceeds 30 days (non-EU citizens) or 3 months (EU citizens). In order to fulfil that obligation, you have to visit the district office corresponding to your place of residence, bringing with you a filled in address registration form as well as:

- your rental agreement and ID card from your home country – **if you are an EU citizen,**
- your rental agreement, passport, and visa or residence card – **if you are a non-EU citizen,**

If it is your first time registering your address, you will be automatically issued a PESEL number as well.

For more information, visit:

welcome.uw.edu.pl/during-your-stay/registration-of-address/

PESEL

The PESEL (PL: Powszechny Elektroniczny System Ewidencji Ludności, Universal Electronic System for Registration of the Population) is the national

identification number in Poland. It consists of 11 digits that are unique for every registered person.

Although address registration is obligatory and after registering your address you are automatically issued a PESEL number, you may also apply for a PESEL number separately. To do that, you must go to your District City Hall (PL: Urząd Dzielnicy). Bring with you a filled-in application form together with a document confirming your identity, and make sure you can state the legal basis from which the obligation to obtain a PESEL number arises: *Ustawa z dnia 24 września 2010 r. o ewidencji ludności* (Dz.U. 2025 r. poz. 274).

For more information, visit:

welcome.uw.edu.pl/during-your-stay/pesel-number/

Taxes

The Polish taxation system consists of several types of taxes. As the legislator imposes fines on tax evasion, it is essential to remember about making payments and submitting tax declarations within due time. Foreigners employed in Poland have two options:

- pay taxes in Poland (after completing the PIT-2 form, each year in February you will receive a PIT-11 issued by your employer. Based on the PIT-11, you are obliged to complete a PIT-37 or PIT-38 declaration and submit it to the tax office relevant to your Polish address by May 1st).
- pay taxes in your home country (you will have to submit the certificate of tax residency in your home country before arriving in Poland).

[Detailed information on the tax system can be found here.](#)

Tip: keep an eye on the Welcome Point's website so you don't miss meetings and individual tax consultations.

Offices

During your stay in Poland you will need to visit different offices scattered throughout the city. Here is an overview of the most important ones.

Department of Foreigners (PL: Wydział Spraw Cudzoziemców, Mazowiecki Urząd Wojewódzki) – legalisation of stay

E-mail: wsc@mazowieckie.pl
Phone: (+48) 22 695 65 65
3/5 Marszałkowska Street
00-624 Warsaw

Office for Foreigners (PL: Urząd do Spraw Cudzoziemców) – 2nd instance in the legalisation of stay procedure. It examines the appeals against a negative decision issued by the Department of Foreigners in Mazowieckie Province Office.

E-mail: sekretariat.dlp@udsc.gov.pl
Phone: (+48) 47 721 76 75
33 Taborowa Street
02-699 Warsaw

District offices – Certain formal matters, such as obtaining a PESEL number, address registration, or driving licence exchange, must be handled by the district office corresponding to your place of residence. You can check the location of your District City Hall by typing “Urząd Dzielnicy [name of your district]” into your browser — for example, “Urząd Dzielnicy Mokotów.”

Trusted Profile

(PL: Profil Zaufany)

Profil Zaufany is a free tool, which allows you to verify your identity online. With a Trusted Profile, you can take care of most official matters without

the need to print or sign any documents, or visit any offices in person.

To set up an account, you first need to obtain a PESEL number. The account can be created on pz.gov.pl. After registering, you will need to confirm your identity – either by using electronic banking or in person in one of the local “Verification Points”.

For more information, visit:

welcome.uw.edu.pl/trusted-profile-profil-zaufany/



Electronic services

E-Urząd Skarbowy

urzadskarbowy.gov.pl/

E-Urząd Skarbowy is an online tax office, where you can file your tax returns or submit an application for a certificate of earnings, and many more.

PUE ZUS

www.zus.pl/pue

Using PUE ZUS you can, for example, obtain insurance confirmation, upload documents, and quickly access data collected by ZUS.

Banks

Although you can use a foreign credit/debit card in Poland without any problems, it is recommended to open an individual Polish bank account. Using a foreign account for your reimbursement will result in additional costs because of currency conversion.

If you decide to open a bank account in Poland, you should first make sure you have all the required documents. You can call a bank's helpline, indicate your status (resident/non-resident), and ask about the documents required, whether the PESEL number is necessary, if there is an online banking system in English, if all the bank's branches have an English-speaking consultant and whether you will be able to use all of the additional banking services.

Accommodation

The University does not provide any accommodation specifically for its employees. However, you can still apply for a place in one of the University dorms.

Faculty Residence Hall *(PL: Dom pracownika naukowego UW)*

Email: dpn@adm.uw.edu.pl

9/11 Smyczkova Street

02-678 Warsaw

Sokrates Guest House

Email: rezerwacja@adm.uw.edu.pl

Phone (reception desk): (22) 55 34 599, (22) 55 33 500

Phone (reservations): (22) 55 33 501

9/11 Smyczkova Street

02-678 Warsaw

Hera Guest House

Email: herarezerw@adm.uw.edu.pl

Phone: (22) 55 31 000, (22) 55 31 001

26/30 Belwederska Street

00-594 Warsaw

Heavy Ion Laboratory

(PL: Środowiskowe Laboratorium Ciężkich Jonów)

Email: strzelczyk@slcj.uw.edu.pl

Phone: (22) 55 46 11, (22) 82 24 038

5A Pasteura Street

02-093 Warsaw

Those who would like to apply for the University accommodation should submit an application to their faculty, which will then forward it to the chosen dorm.

[You can also check the offer of student dormitories.](#)



Healthcare

Public healthcare in Poland is financed through the National Health Fund *(PL: Narodowy Fundusz Zdrowia, NFZ)*. All persons employed in Poland, including foreigners, are obligated to pay health insurance fees, which are deducted from their salary. This is usually done by the employer. Being employed (which automatically means being insured with ZUS/NFZ) allows foreigners to insure their family members as well.

Before your first visit to the doctor, you need to register at the clinic closest to your home or workplace that is financed by the NFZ. UW employees and their families also have the option to register at CenterMed. For more information, call (+48) 22 592 48 10 (for English press 7) – CenterMed's hotline dedicated to UW employees.

When registering, you will be asked to choose your general practitioner (GP) and a nurse. In case of illness or any other health problems, your GP will be the one to decide on treatment, issue a prescription or, if needed, give you a referral to see a specialist or undergo further medical examinations. Apart from a few exceptions (e.g. gynaecologist, psychiatrist, dentist), you cannot make an appointment with a specialist without a referral from a GP.

If you find yourself in need of urgent medical help outside of your clinic's opening hours, you may seek assistance from the Night and Holiday Care (PL: *Nocna i Świąteczna Opieka Zdrowotna, NiŚOZ*) or the Hospital Emergency Department (PL: *Szpitalny Oddział Ratunkowy, SOR*).

[Read more here.](#)

When it comes to **private healthcare**, insurance plans vary depending on the provider, so before making a decision, it is highly recommended to look into the offers of multiple health insurance companies – fees, terms, and conditions depend on the insurance policy you buy and the contract you sign. The cheapest options include basic services only, e.g. visits at general practitioners' or certain specialist doctors. More advanced services, e.g. more complicated dentistry treatment, giving birth, operations, or hospitalisation, require a more expensive insurance plan.

Public transport

There are plenty of ways to move around Warsaw. All you need in order to be able to take advantage of the Warsaw public transport is your Electronic Employee Card, on which you can encode a monthly or quarterly

ticket. To do that, visit the nearest Passenger's Centre (PL: *Punkty Obsługi Pasażerów*), which can be found in most metro stations.

Please make sure to activate your ticket after buying it and always have it with you when using public transport. Absence of a valid ticket will result in a fine. In order to get around Warsaw quickly, you can also use city bikes (*Veturilo*). [You can learn more here.](#)

To avoid getting lost in the city, you may use the jakdojade.pl website/app.

Public holidays



On national holidays shopping malls, government offices, banks, and public institutions are closed. What is more, during this time public transport operates according to weekend schedules.

- 1.01 – New Year's
- 6.01 January – Epiphany
- Easter Sunday and Easter Monday⁵
- Whit Sunday⁵

⁵ movable dates

- 1.05 – Labour Day
- 03.05 – Constitution Day
- Corpus Christi⁵
- 15.08 – Armed Forces Day
- 1.11 – All Saints' Day
- 11.11 – Independence Day
- 24, 25 and 26.12 – Christmas

[The full list of days off can be found here.](#)

Free time in Warsaw

Warsaw is a lively, vibrant city with lots to offer when it comes to entertainment for both children and adults. Here are some examples of places you can visit during your free time. In addition, make sure to keep an eye out for upcoming events, exhibitions, and other interesting activities!

- [Old Town](#)
- [Wilanów Palace](#)
- [Royal Łazienki Park](#)
- [Copernicus Science Centre](#)
- [Warsaw Rising Museum](#)
- [POLIN – Museum of the History of Polish Jews](#)
- [Chopin Museum](#)

[Official website for tourists](#)

[Warsaw Insider](#)

[Warsaw for active people](#)

For more useful links and brochures, visit: <https://welcome.uw.edu.pl/during-your-stay/cultural-sports-turistics-activities/>.

Warsaw for children

There is no shortage of activities for children living in Warsaw. Here are some of them.

- [Museum of Dollhouses, Games and Toys](#)
- [Museum of Evolution](#)
- [Geological Museum](#)
- [King Matt](#)
- [Warsaw Zoo](#)
- [Multimedia Fountain Park](#)

For more information, visit:

<https://warsawtour.pl/en/warsaw-for-children/>

Thank you for your time.

Have a beautiful stay in Warsaw!

In case of enquiries feel free to contact us at welcome@uw.edu.pl



UNIVERSITY
OF WARSAW



**RESEARCH
UNIVERSITY**
EXCELLENCE INITIATIVE

welcome.uw.edu.pl