

# Welcome Guide for Foreign Researchers

13.10.2020 developed by Barbara Paprocka.

This guide is designed to help researchers from all over the world, and their families, with the process of relocating to Poland and developing their careers at the NCBJ. It provides a detailed instruction on the legalization of stay in Poland and covers a scope of subjects of key importance for relocation, including:

Visa and residence permits

Registration in the Municipal/District Office

Accommodation options

Banking procedures

Telecommunication services

Healthcare and insurance

Public transport

Driving License procedures

Information on living in Warsaw (costs of living, local customs, accessibility, etc.)

## 1. Legalization of stay in Poland

This guide should not be considered as legally binding. It was made sure it is compliant with binding legal regulations. However, it is necessary to remember that it concerns typical and frequently occurring cases, and as such it may not fully refer to each and every case. The number and type of documents, which may be required by administrative authorities during the proceedings, may differ from the listed below. In case of doubts it is necessary to contact the authority competent for the individual case or to independently review legal regulations.

### 1.1 General requirements

Poland is among Schengen countries and if you come to Poland to work as a researcher, you need a **valid travel document** (Identity Document or Passport), **national visa** or a **temporary residence permit**.

However, citizens of EU member states may stay in Poland for 90 days without registration. Citizens of countries with which Poland has concluded an agreement on visa-free travel, may also stay up to 90 days.

### 1.2 Who can apply for a national visa or a temporary residence permit for scientist?

A national visa or a temporary residence permit for the purpose of conducting scientific research may be granted to a researcher, i.e. a foreigner who holds a professional title

equivalent to Master's degree in Poland or higher, which authorizes them to apply to PhD degree studies and whose purpose of stay in Poland is to conduct scientific research or development activities.

### 1.3 Legislative requirements for European Citizens

Scientists coming from **EU member states, Norway, Iceland, Liechtenstein or Switzerland** with a valid travel document (ID or passport) may stay and work freely in Poland for an uninterrupted period of max. 3 months, without any registration. After the period of 3 months they need to register and obtain the right of residence. The Hospitality Manager will assist you with completing and submitting the application and other required documents.

#### 1.3.1 Residence registration procedure

The registration procedure is easy and free of charge. The application form required for the residence registration should be submitted in person to **the voivode - Masovian Voivodship Office** ([Urząd Wojewódzki](#)) not later than the next business day after the expiration of 3 months period starting from the date of entering the territory of the Republic of Poland. However, it is highly recommended to apply much earlier due to currently prolonged procedures.

You need to submit the following documents:

- 1 copy of the application form for stay registration: [application form for residence registration of a EU citizen \(click here\)](#);
- 1 copy of valid travel document - ID or passport, or other valid document confirming identity and citizenship (1 copy of all saved pages, original document available on request),
- employment contract or employment certificate issued by the employer (original document available on request),

For more information about the residence registration of an EU citizen and application forms go to:

<https://www.gov.pl/web/uw-mazowiecki/rejestracja-obywatela-ue>

<https://udsc.gov.pl/en/cudzoziemcy/obywatele-ue-oraz-eogszwajcarii-i-czlonkowie-ich-rodzin/wymagane-formalnosci/obywatele-ue/zarejestrowanie-pobytu/>

#### 1.3.2 Citizens of the EU with families

Family members **who** are EU citizens and their stay lasts longer than 3 months, are also required to register their stay. A family member who is not an EU citizen is required to obtain a **residence card** of an EU citizen's family member. In both cases, additional documents confirming the relationship must be submitted (Polish sworn translation). The requirement of personal submission does not apply to minors. The Hospitality Manager will assist you with completing and submitting the application, as well as other required documents.

A family member of an EU citizen should be understood as an alien being or not being a citizen of the EU: a spouse of an EU citizen and children.

For more information about registration and legalization of your family member's stay please go to:

<https://udsc.gov.pl/en/cudzoziemcy/obywatele-ue-oraz-eogszwajcarii-i-czlonkowie-ich-rodzin/wymagane-formalnosci/czlonkowie-rodziny-obywatela-ue-niebedacy-obywatelami-ue/karta-pobytu-czlonka-rodziny-obywatela-ue/>

<https://udsc.gov.pl/en/cudzoziemcy/obywatele-ue-oraz-eogszwajcarii-i-czlonkowie-ich-rodzin/zasady-wjazdu-i-pobytu/>

## 1.4 Legislative requirements for non-EU citizens

Scientists from outside the EU have to obtain a national D-type visa, also called „no. 13” with "researcher” annotation, which is issued for a maximum period of one year and for the purpose of performing scientific research or development work. When the stay exceeds a period of one year, it is obligatory to apply for a temporary residence permit, which is issued for a max. of 3 years with a possibility to extend.

The Hospitality Manager will assist you with completing and submitting the application for temporary residence permit, as well as other required documents.

**Note!** Non-EU citizens of countries with which Poland has concluded an agreement on a visa-free traffic ([visa-free traffic- list of countries](#)), cannot stay longer than 90 days. A temporary residence permit is required after that period. Due to the waiting time for a residency permit, which may be extended, it is advisable to apply for a visa before coming to Poland at a consular office or the embassy's consular department in the consular district of your place of residence.

Researchers from visa-free traffic countries are allowed to work in Poland starting from the first day of their stay also without a visa.

### 1.4.1 Visa application procedure – national D-type visa with “researcher” annotation, called “no. 13”

#### What does the national D-type visa entitle you to?

A holder may stay in the territory of Poland throughout the period of its validity. It enables travelling within the Schengen zone for three months in each six-month period, calculated from the date of first entry to the territory of a EU member state and enables to travel between your home country and Poland.

## Where to apply?

You apply for a visa and submit an application in a consular office or the embassy's consular department only in the consular district of your place of residence. You do it via the [e-konsulat system](#).

In order to apply for a visa, first you have to register on-line at <https://secure.e-konsulat.gov.pl>

## Do I have to apply in person?

Visa application form must be submitted in person. Diplomatic mission does not accept application forms sent via fax, regular mail or e-mail.

## How to book an appointment?

In order to apply for a visa, please book your appointment via the [e-konsulat](#) system. Remember to apply for a visa not later than two weeks before the planned departure.

## What documents do I need to submit?

- a. Visa application form filled via the e-konsulat system, printed and signed;
- b. 3.5 x 4.5 cm color photo. The photo must be:
  - clear, taken against white background and printed on quality paper,
  - not older than 6 months,
  - taken from the front, clearly showing the eyes and face from both sides from the top of the head to the top of the shoulders with the face being 70-80% of the photo. No headwear is allowed.
- c. Passport issued within last ten years, valid for at least three months from the expected return date, with at least two blank pages for visas.
- d. Copy of the passport page with personal data and the photo.
- e. Healthcare insurance valid across the European Union for the amount not lower than EUR 30,000. Insurance data stated in your employment contract is enough and travel medical insurance for at least EUR 30,000, for the time until signing the employment contract, if necessary.
- f. Copy of an ID to confirm legal residence within the consular district of your application.
- g. Proof that you have enough means of support. Data on your salary stated in the employment contract should be enough.
- h. Proof of accommodation (for example, an official invitation or a hotel booking or reservation or NCBJ confirmation of assistance in finding an apartment).
- i. Documents confirming the purpose of your stay in Poland.
- j. Visa fee.

Additionally, when applying for a visa for a minor you should provide:

- a. written consent of the child's/minor's parent(s) to apply for a visa, confirmed by a notary. If there is only one legal guardian, it should be proved by a birth certificate, a court decision on exclusive parental custody or a death certificate of the other parent.
- b. originals and copies of parents' passports.
- c. an original and a copy of a birth certificate.
- d. if the child is entered in the parent's or legal guardian's passport, please submit a separate visa application. The visa will be pasted into the parent's or the legal guardian's passport.

#### Please note:

Usually the above documents are enough to receive a visa, however, the consul reserves the right to ask for additional documents.

The consul may, but does not have to, invite the applicant for an interview.

Please note, that receiving a visa does not guarantee that you will enter Poland - the final decision is always made by the Border Guard.

#### How much does it cost?

It depends on the consular district of your place of residence, where the Polish Consulate is based. You should check the fee directly on the consulate website along with the form of payment.

The visa application fee is not refundable regardless of the consul's decision.

The Consulate Section of the Embassy of the Republic of Poland reserves the right to return incomplete documentation at the applicant's own risk and cost, the fee will not be refunded.

#### How long is the waiting time?

The decision on issuing a visa is made within 15 business days from the payment date of the application fee. If the documents need to be examined in more detail, the waiting period may be extended to 30 days. In urgent and justified cases, the decision can be made within three business days.

#### How to collect the documents?

In person, during the office hours of the Consulate. Check the hours on their website.

#### How to appeal?

The applicant may appeal against the decision to refuse/annul/revoke a national visa issued by the consul.

The request for re-examination of the visa application should be filed within 14 days from receiving the decision with the consul who issued said decision.

Re-examination of the application is NOT free of charge.

Application for the re-examination can be filed during office hours of the Consulate.

List of Polish diplomatic representatives in the world:

<https://www.gov.pl/web/dyplomacja/polskie-przedstawicielstwa-na-swiecie>

#### 1.4.2 Residence registration procedure – Temporary Residence Permit

##### What does the card entitle to?

If you have a **residence permit** or a **national type D visa for scientists** issued by another EU Schengen country or you are a **citizen of a country with which Poland has signed a visa-free traffic agreement** and you have a **valid travel document (passport)**, you are allowed to travel within the territory of the Schengen Area for a period of max. **90 days** within each 180-day period. Therefore, you can come to Poland for a period of up to 90 days.

Whether you are entitled to **work** on the basis of your visa or residence permit, depends on the purpose for which the document has been issued, for example you cannot work with a tourist visa.

This permit entitles you to perform work without the need to obtain an additional work permit. The residence card issued in connection with granting a temporary residence permit has an annotation "access to the labor market" and "scientist".

##### Important!

If your visa or previous residence permit **has expired** and you are waiting for a **new residence permit**, you are **not allowed** to cross borders within the European Union Schengen area. You are only allowed to go to **your home country**, but then to come back to Poland, you will need to get **another visa** (if required) in a consular office or the embassy's consular department in the consular district of your place of residence.

##### How long is the card issued for?

The residence permit can be issued for a minimum period of 3 months and a maximum period of **3 years** and then you have to apply for a new temporary residence permit.

##### Where and how to apply?

To obtain a temporary residence card you should submit an application for a temporary residence permit (residence card) in person in the Masovian Voivodship Office (MVO) in Warsaw (Mazowiecki Urząd Wojewódzki w Warszawie), at latest on the last day of your legal stay in Poland. However, it is highly recommended to apply much earlier due to currently prolonged procedures. The requirement of submission in person does not apply to minors.

A complete application with fingerprints can only be submitted during the appointment.

Registration of visits takes place via the online calendar:

Link: <https://kolejka-wsc.mazowieckie.pl/rezerwacje/pol>

or you can either submit the documents:

- sending them by mail to the adder

**Mazowiecki Urząd Wojewódzki w Warszawie**

**Wydział Spraw Cudzoziemców**

**ul. Marszałkowska 3/5**

**00-624 Warszawa**

- at the OFF's Registry office:

**Customer service of Mazowiecki Urząd Wojewódzki w Warszawie** (Masovian Voivodship Office in Warsaw),

**pl. Bankowy 3/5, entrance F from the Al. Solidarności street**

office hours: Monday - Friday 8AM – 4PM

In all cases you will be asked to visit the MVO in order to leave your fingerprints and present original documents for inspection.

All documents required to be attached to the application need a sworn translation into Polish (except your Passport).

### What documents to submit?

- **2 copies of a completed application form for a temporary residence permit** printed and signed. Here you will find an editable application form: [wniosek do edycji](#)
- **2 copies of annex 4**. Here you will find an editable application form: [załącznik nr 4 wersja edytowalna](#) or <https://www.gov.pl/web/uw-mazowiecki/badacze-i-naukowcy-dokumenty>
- **employment contract**
- **4 color photos** with dimensions 45x35 mm. Photos must be:
  - a. taken within the last six months,
  - b. clear, taken against white background and printed on quality paper,
  - c. clearly showing the eyes and face on both sides from the top of the head to the top of the shoulders with the face being 70-80 % of the photo, face looking straight ahead with the mouth closed, not covered by hair and with a natural facial expression,
  - d. must be taken without any headwear;
    - a foreigner with congenital or acquired vision defects may attach a photograph wearing shaded glasses. In such a case, documents confirming the disability, and in their absence, a foreigner's declaration of disability must be attached,

- a foreigner wearing headwear according to their religion may attach a photograph in the headwear, provided that the face is fully visible. In such a case, a foreigner's statement of being a part of a religious community must be attached,
- **2 copies of a valid travel document - passport**, issued within the last 10 years, valid for at least 3 months from the expected return date, with at least 2 blank pages for visas (2 copies of all pages, except the blank ones),
- **lease agreement** on apartment / statement of the landlord regarding the tenant and the rent costs along with any fixed payments,
- document proving **health insurance** on the territory of Poland. Data on your insurance stated in your employment contract is enough and travel medical insurance in the amount of at least EUR 30 000, for the time until signing the employment contract, if necessary,
- documents confirming **sufficient financial resources** - it is enough to indicate the remuneration in the employment contract,
- **application fee** confirmation in the amount of PLN **340,-** with the following annotation in Polish: “opłata skarbową - wniosek o zezwolenie na pobyt czasowy”

bank account:

**Centrum Obsługi Podatnika  
ul. Obozowa 57,  
01-161 Warszawa**

**21 1030 1508 0000 0005 5000 0070** (domestic transfers)

**IBAN: PL 21 1030 1508 0000 0005 5000 0070** (European transfers)

**SWIFT/BIC: CITIPLPX 21 1030 1508 0000 0005 5000 0070** (worldwide transfers)

- and issuing a payment in the amount of **PLN 50 or PLN 25** upon the collection of the residence card,

bank account:

**Mazowiecki Urząd Wojewódzki  
Wydział Finansów i Budżetu  
NBP O/O Warszawa  
83-1010-1010-0137-1022-3100-0000**

Note: Original documents must always be presented for inspection!



## Family members

If you apply for a temporary residence permit for your family members (a spouse or a child) you will have to submit the same documents as stated above and, additionally, documents confirming family relationships (marriage certificate, birth certificate) translated into Polish by a sworn translator.

For more information about registration and legalization of your family member's stay please go to:

<https://www.gov.pl/web/uw-mazowiecki/pobyt-z-rodzina>

## Obligation to notify the Voivodship Office

If you change your residence address or if your employment situation changes, for example you changed your job or you plan to terminate your employment contract earlier or leave Poland, you are obliged to **notify the Voivodship Office** within **15 business days** following said change.

The employer is obliged to notify the Voivodship Office on such changes **as soon as possible**.

## Useful links:

For more information on where and how to submit an application for temporary residence visit: <https://www.gov.pl/web/uw-mazowiecki/gdzie-moge-zlozyc-wniosek-pobyt-czasowy>

More information on legalization of your stay in Poland:

<https://www.euraxess.pl/poland/information-assistance/entry-conditions/information-non-eu-citizens>

For more information about coronavirus outbreak, special solutions for foreigners and news visit: <https://udsc.gov.pl/en/>

Official website on the legalization of stay for researchers:

<https://udsc.gov.pl/en/cudzoziemcy/obywatele-panstw-trzecich/chce-przedluzyc-swoj-pobyt-w-polsce/zezwozenie-na-pobyt-czasowy/naukowiec/>

Official website for foreigners from outside the EU:

<https://udsc.gov.pl/en/cudzoziemcy/obywatele-panstw-trzecich/>

More info:

<http://www.migrant.info.pl/Wizy.html>

<https://www.euraxess.pl>

## 1.5 Registration in the Municipal/District Office

This is an obligatory registration (in Polish called “*meldunek*”) not only for foreigners but also for Polish citizens.

When registered in the relevant municipal/district office with your place of residence, you will automatically be assigned with a PESEL number (personal identification number). The number starts with your date of birth and serves for common identification purposes. It is required, for example, for your annual tax declaration. It can also be helpful when you want to use medical services or borrow a book from a library.

The procedure is **free of charge**, however, a written confirmation costs PLN 17, and the number is issued within several days from the date of registration of the application.

To get a temporary stay application form click here:

<https://obywatel.gov.pl/documents/10181/0/Zg%C5%82oszenie+pobytu+czasowego+2018.pdf/8cff78fe-3337-49fa-b308-d89ef5996b9e>

Application and declaration forms are also available at the municipal authority’s population registration department.

If you cannot register your residence, you can obtain your PESEL registering at the Municipal and Communal Office using your employer’s address.

Click here to get the:

[application for the assigning of a PESEL Number – download](#)

Citizens of EU countries, Norway, Liechtenstein, Iceland and Switzerland must register in the place of their temporary stay no later than on the **30<sup>th</sup>** day after their arrival.

Citizens of pending countries must register at the place of their temporary stay at latest on the **4<sup>th</sup> day** after arrival.

For registration you will need:

1. your passport or ID card,
2. visa or residence card,
3. flat/apartment/house lease contract or hotel/dormitory reservation document,
4. registration form (signed by an authorized person from the hotel/dormitory) or an application for assigning PESEL,
5. for family members - additionally a document confirming family ties (translated into Polish by a sworn translator).

The Hospitality Manager will assist you with completing and submitting the application and declaration forms.

For more information on registration procedure and for application and declaration forms go to:

<https://www.gov.pl/web/gov/zamelduj-sie-na-pobyt-staly-lub-czasowy-dluzszy-niz-3-miesiace>

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

<https://www.euraxess.pl/node/128885>

<https://www.euraxess.pl/poland/information-assistance/entry-conditions/information-non-eu-citizens/obligatory-registration>

## 2. Relocation and daily life

### 2.1 Accommodation

In Poland the rental cost can vary depending on the location. The average rent for a studio in Warsaw is around **PLN 1600** and for a 50 square meters flat it is approximately **PLN 2500** monthly.

If you are looking for a flat with a rent lower than **PLN 2000/month** the offer is not wide, chances are it won't be in the center of Warsaw and the standard can vary.

It happens that the rental conditions are sometimes not highlighted enough in the adverts. So, make sure to ask if the price includes costs related to the use of the apartment (administration costs, etc.) or of the amount of deposit (usually one- or two-months rent). Deposit is returned upon termination of the lease agreement, provided that you don't break the contract or any of its regulations. Sometimes, especially when the standard of your apartment is higher, the amount of your deposit goes up.

Additionally, except the rent, in most cases you are obliged to pay for utilities (electricity, water and gas) according to the meters (approx. **PLN 100-200** per person/month).

Any additional charges such as Internet, cable TV, etc. are usually paid by tenants on the base of an agreement between a tenant and the provider of such services.

Be prepared for the lease agreement to be in Polish according to the Polish law. You can ask the landlord/agency to draw it also in English.

The broker/agency service fee may vary between 50% - 100 % of 1-month rent(depends on the agency). On rental adverts websites there are also adverts of private persons, free of brokers fees.

An apartment is crucial in relocation to a new place of residence. The Hospitality Manager will support you in finding a flat and signing a lease contract.

When selecting the location for your apartment, a map with NCBJ bus stops can be helpful:

<https://bus.swierk.pl/przyjazdy-do-ncbj/>

<https://drive.google.com/open?id=1cXNUqCy67zBCCDP7j8yktqxIDyhyIOsE&usp=sharing>

Here are some examples of popular websites with rental adverts:

[www.morizon.pl](http://www.morizon.pl)

[www.otodom.pl](http://www.otodom.pl)

[www.gratka.pl](http://www.gratka.pl)

[www.olx.pl](http://www.olx.pl)

<https://ada.place/pl>

More info can be found on:

<https://www.euraxess.pl/poland/information-assistance/accommodation>

## 2.2 Bank account

If you plan to open a bank account in Poland you should remember that individual banks may have different requirements regarding the documents to be submitted. Generally, you might be asked to present the following documents:

- valid passport or ID,
- temporary residence card,
- sometimes also employment contract.

The Hospitality Manager may help you set up a bank account.

More info can be found on:

<https://www.euraxess.pl/poland/information-assistance/daily-life>

## 2.3 Telecommunication services

When moving to Poland, you will definitely need a SIM card and a reliable Internet connection. These are the main providers of mobile network in Poland: T-Mobile, Orange Polska, Play, Plus. Take your time to enquire on their services and relating rates beforehand. You can choose between prepaid and postpaid options. Note that with the postpaid plan, you will have to sign a contract with the service provider for a minimum of one year. You can do it at every service provider's point of sale. In general, your identity card or passport will be required.

To get more info about some offers, go to:

<https://www.plushbezlimitu.pl/in-english>

<https://www.plus.pl/telefon-na-karte>

[https://www.t-mobile.pl/en/home/offers/tak\\_tak](https://www.t-mobile.pl/en/home/offers/tak_tak)

## 2.4 Healthcare and insurance

NFZ is the public health insurance institution responsible for the management of public funds for healthcare.

Persons working in Poland on the basis of an employment contract, regardless of their nationality, are subjected to compulsory health insurance. The employer fulfils this obligation. All resulting insurance payments are paid by the employer. Health insurance

contribution is subtracted from your salary each month. This system guarantees free access to NFZ medical services.

In order to visit a General Practitioner (GP/Family Doctor) you need to register at one of NFZ clinics, preferably near your place of residence. You should present your ID/passport and PESEL. If you need an appointment with a specialist, you must visit a GP to obtain a referral. The Hospitality Manager will assist you with the registration.

In Poland, an insured employee has an obligation to report their family members to be covered by the health insurance under the employment contract, provided that the family member is not insured elsewhere. The family members are children and spouses, as well as parents and grandparents on condition that they share a household with the employee. In order to register your family members, you need to provide their personal data to your employer. If your employer changes, you have to report your family members to the new employer.

The National Medical Rescue System provides aid in the event of emergency. In order to call an ambulance dial 999, accessible throughout the country, or a general emergency number 112. You can also go directly to the emergency department (SOR) in the nearest hospital.

Besides obligatory NFZ health insurance you may buy an additional package of private healthcare services. Numerous private insurance companies offer various customized insurance policies. The scope of the private services depends on the policy you buy and on the contract you sign. More advanced services, e.g. more extensive dental healthcare package, maternity care and delivery, surgeries or hospitalization, are of course more expensive.

Some of private healthcare providers:

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

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

[https://alfa-lek.pl/pl/#googtrans\(pl|en\)](https://alfa-lek.pl/pl/#googtrans(pl|en))

<https://enel.pl/>

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

If you plan to visit another EU country you should apply for the European Health Insurance Card (EKUZ) which is free of charge and qualifies to free healthcare services abroad.

It is advisable to get a card in advance. Here you will find out how to do it:

<http://www.nfz-warszawa.pl/dla-pacjenta/zalatw-sprawe-krok-po-kroku/jak-wyrobic-karte-ekuz/>

An application form for the European Health Insurance Card (EKUZ):

[https://www.nfz.gov.pl/gfx/nfz/userfiles/public/dla\\_pacjenta/zalatw\\_sprawe\\_krok\\_po\\_kroku/ekuz/nowe\\_po\\_tekst\\_jedn.581/2018/wniosek\\_ekuz\\_pobyt.pdf](https://www.nfz.gov.pl/gfx/nfz/userfiles/public/dla_pacjenta/zalatw_sprawe_krok_po_kroku/ekuz/nowe_po_tekst_jedn.581/2018/wniosek_ekuz_pobyt.pdf)

More information on healthcare and insurance, emergencies, medical services is available on:

<http://www.nfz-warszawa.pl/>

<https://www.migrant.info.pl/zdrowie.html>

<https://www.euraxess.pl/poland/information-assistance/healthcare>

List of points, where COVID-19 tests are taken:

<http://www.nfz-warszawa.pl/dla-pacjenta/aktualnosci/covid-19-wykaz-punktow-pobran-na-terenie-mazowska-aktualizacja,438.html>

State health care e-services:

<https://www.pacjent.gov.pl/ewizyta>; phone connection with a consultant (also in English):  
800 190 590

Information about available dental surgeries including NFZ services:

<https://terminyleczenia.nfz.gov.pl/>

## 2.5 Public Transport

Public transport in Warsaw (ZTM) includes trams, buses, metro and city rail (SKM). Warsaw city transport uses an integrated system of short-term and long-term tickets divided into the 1st and the 2nd zone. Unlike short-term tickets, long-term tickets entitle you to travel with Mazovian Railway (KM) in the 1st and 2nd zone.

You can purchase the short-term tickets via a special application, at the shops and from ticket machines. Ticket machines can be found on trams, buses and SKM, they accept payment cards only and validate your tickets automatically. Long-term tickets are available at ZTM customer service points. ID or passport and a photo will be required to sign an agreement.

Luggage and animals may be transported without additional charge on all ZTM means of transport and KM trains. People over 70 (based on a photo-document containing the date of birth) and children under the age of 8 are entitled to travel for free.

Veturilo is one of the largest public bike rental systems in Europe being an alternative and a cheap means of transport - first 20 min is free of charge. It operates from the 1st of March till the 1st of November and it is a good complement to public transport in Warsaw as well as many car sharing companies operating in the city.

In order to get more information about public transport, maps, ticket prices, journey planners or public bikes (Veturilo) please go to:

<https://www.veturilo.waw.pl/en/>

<https://www.wtp.waw.pl/en/public-transport-step-by-step/>

<http://www.myguidewarsaw.com/usefulinfo/public-transport>

<https://warsawtour.pl/en/getting-around-warsaw/>

[www.wtp.waw.pl](http://www.wtp.waw.pl)

[www.jakdojade.pl](http://www.jakdojade.pl)

## 2.6 Driving License

In general, Poland is known for rather straightforward driving rules. Whatever is established by the law, should be implemented on the road. This applies to the use of seatbelts (they are always obligatory), strict drunk-driving law (the acceptable limit of blood alcohol level is 0.02%) and many speed restrictions (beware of radar traps and policemen hiding behind a corner).

### Who needs a driving license?

If you are an EU citizen – lucky you, you can drive using your own license as long as it is valid and not restricted in any way. Nevertheless, please bear in mind that after 185 days of residence in Poland you are obliged to exchange your driving license for a Polish one, otherwise you will be facing problems with car insurance. Your original document will be collected and sent back to your home country, but you will be able to retrieve it upon coming back.

People from outside the Eurozone can also use their license provided it is accompanied by the International Driving Permit. This passport-like document has to be paired with your own driving license and, as in the case of European documents, it is valid only for 185 days. After this period foreigners residing in Poland need to either exchange their driving documents or apply for a Polish driving license.

For more information please go to:

<https://themigrationbureau.com/2020/01/19/driving-licence-in-poland-all-you-need-to-know/>

### How to apply for a Polish driving license?

In order to do that, four conditions need to be fulfilled:

1. You need to be a resident of Poland.
2. You need to meet the age requirements for the category you want to obtain.
3. You need to pass medical tests.
4. You need to pass a theoretical and practical driving exam.

Point no. 4 from the list above involves dual examinations of theoretical and practical knowledge. Both tests are organized by local road traffic centers called WORD. Before

attempting to pass them, new drivers are obliged to enroll for a driving course. There is a variety of driving schools in each city and even smaller towns, although exams are conducted only in those which host WORD facilities. Courses are paid (around PLN 1000, depending on a school) and include a min. of 30 hours of theoretical lectures and a min. of 30 hours of driving. There are even schools offering instructions in foreign languages, but it depends on the city.

### 3. Living in Warsaw - useful links

Events in Warsaw: <https://waw4free.pl/en/>

Warsaw official website: <http://www.um.warszawa.pl/en>

Veturilo – Warsaw public bike rental: <https://www.veturilo.waw.pl/en/>

Warsaw guide (accommodation, restaurants, shopping, services etc.:

<https://www.myguidewarsaw.com/>

<https://www.migrant.info.pl/strona-glowna.html>

Everything you need to know about Warsaw: <http://wcit.waw.pl/en/about-warsaw/>

Living costs in Warsaw: <https://www.numbeo.com/cost-of-living/in/Warsaw>

<https://www.expatistan.com/cost-of-living/warsaw>

<https://www.migrant.info.pl/zycie-codzienne-i-jego-koszty.html>

Childcare and education: <https://www.euraxess.pl/poland/information-assistance/childcare-and-education>