



Country guide for new EPIET/EUPHEM fellows

**National Institute of Public Health –
National Research Institute (PIB)
POLAND**

Last updated: 21.02.2022

Please note:

This is a living document. If you find any information to be incorrect or out of date, or there is anything you wish to add, please amend the guide (and date it accordingly) and send the new version to your cohort representative for uploading onto the EAN country guides website. Thank you.

Table of contents

I. On arrival in Poland- sorting out the basics

Accommodation

Removal

Mobile phones

Bank account

Internet access

Institute insurance

Language schools

Reimbursements

II. Registration

National Identification number

III. Transport

Transport in Warsaw

Travel card '*Karta Miejska*'

Travel to and from airport

Transport to and from Poland

Useful numbers

IV. Shopping in Warsaw

V. Useful Websites/ guides

VI. Gym

VII. Worth visiting

VIII. NIH Warszawa – background links

IX. Useful contacts

I. Setting up the basics

A. Accommodation:

Before contacting estate agents, it is a good idea to contact current EPIET fellows or named contact at host site, who may know of a place that is available to rent. The following websites also provide details of properties available and give an idea of price ranges which can vary from around 400Euros (for a studio flat) upward:

<http://www.ober-haus.pl/> - recommended site
http://www.athome-network.com/Property_in_Warsaw.html
<http://www.warsaw-real-estate.pl/>
<http://www.keenproperty.pl/?idp=154>
<http://www.kunicki.pl/szukaj.aspx?typ=2&w=1&ln=2047>
<http://en.otodom.pl/>

N.B The institute is relatively central situated in Stary Mokotów

B. Removal

As ECDC is not permitted to release details on companies that have been approved in the past, the removal process can be a significant administrative burden. To aid you in choosing a company, previous fellows have made a list of companies that were approved by ECDC for their own removal. This is available on the EAN website at <http://www.epietalum.net/forum/27>. Many of these companies have already submitted Legal Entities and Financial Identification forms in the past, which should make the approval process quicker as so long as nothing has changed, you should not have to resubmit them. If you end up using a company that was not on the list, please update the list accordingly so that future fellows can benefit from your experience (there are instructions on the website on how to update the list).

C. Mobile Phone: SIM cards can be purchased in most newsagents or kiosks. Play/Orange/T mobile have good setups, top up cards can be bought in sums of 25-80 złoty/month, according to the plan (ask for: 'doładowania' + network+ amount). Once you buy the SIM card, you then need to register the number at the shop of the company. You need to have your passport with you. Getting help from a local for registration is always easier, because not all employees can speak English. There is a T-mobile shop very close to the Institute of Public Health (PZH).

D. Bank account:

The following documents are required:

- a valid passport,
- an official paper in Polish language from the NIZP-PZH, to confirm that you are a fellow based at the institute (the EPIET document provided by EPO can be brought as supporting document).
- PESEL and tenancy agreement should you have them

There are banks which can open a bank account, only with your passport and contract. Nevertheless, having a tenancy agreement (proof of address), will facilitate the process. You can use the institute as your postal address in Poland should you not yet have one. HSBC, Alior, Santander have English speaking staff, if you wish to 'join' another bank you may wish to request a person from the institute accompanies you, to avoid misunderstanding and speed up the process. However, due to the increasing number of expats in Poland, especially in Warsaw, most banks should have English speaking employees. Additionally, mBank and PKO are the most popular banks among Polish people.

E. Internet:

Internet providers vary from district to district. For example if you live in Mokotów, "Aster" and UPC Polska are reliable providers, packages range from 50 złoty to 150 złoty depending on requirements. Further details can be found at: <http://www.aster.pl/internet> and <http://www.upc.pl>

An option which may make it easier for you if you change apartment is to buy a mobile wireless router which you can take with you.

F. Medical check: Prior to signing your contract, you will have to visit the GP of the Institute. The Practice is very close to the Institute, and the HR department will set up the appointment for you and notify you about the date and time. Generally, the doctor should be able to speak in English, however it will be better to go there with a colleague, because they know the process better. You will have to go the Practice twice, but the check is very fast and it shouldn't take long.

G. Institute insurance: The HR department on the second floor of the main building (Building C) will provide you with the necessary document for the insurance. You need to have a personal address, and you can fill it out even if you don't have a PESEL number. However, the PESEL number is needed for the process to be completed. Usually, HR will wait for you to get your PESEL.

H. Language schools:

Fellows to date traditionally use the following language school:

IKO

The Institute of Polish for Foreigners
Warsaw 00-367, ul. Kopernika 3
tel. +48 (22)826-2259, 828-5267
fax +48 (22) 828-5268

www.iko.com.pl
e-mail: iko@iko.com.pl

N.B. The school has been validated for direct invoicing.

Before starting your fellowship, it's good to inform the site coordinator in advance about whether you plan to start your Polish classes as soon as you arrive, and roughly how much they cost, so that the budget for this can already be allocated to the plan for the first months of the fellowship.

IKO offers 8-9 people classes in the evening during the week, and the price is 1300-1350zł. Prices can vary according to the number of students and duration of each cycle.

Other schools include:

Akademia PFF F-2, ul. Krakowskie Przedmieście
67/11, tel. (+48) 501 29 93 38, www.pff-warsaw.com

Perfect Polish tel. (+48) 783 01 24 63, www.perfectpolish.pl

The Centre for Polish Studies B-3, ul. Świętokrzyska
20, tel. (+48) 22 826 19 04, www.learnpolish.edu.pl

I. Reimbursements

At the beginning of the fellowship you will have a lot of expenses (flight tickets, removal, language course etc). ECDC can take weeks or months to reimburse expenses, so it is wise to have a couple of thousand euro in your bank account at the start of the fellowship to help with cash flow.

II. Registration: Obtaining a National Identification Number (PESEL)

You will need a PESEL number to submit your tax declarations to Polish authorities (you will be obliged to do this). Tax declarations are submitted by April, so make sure you begin the procedure for obtaining a PESEL early on after you arrive in Poland.

To get a PESEL number you need to fulfil a couple of legal obligations that hang over a foreigner. First thing is obtaining a residence permit for a fixed period of time and the second is registering your place of residence. **The PESEL number is given automatically after registering your place of residence and the procedure.** It takes up to 4 weeks for the City Council to issue you with the PESEL, but it may be less depending how busy the Council is

Step 1: register your stay in Poland

If you plan to stay in Poland for over 3 months you are legally obliged to register your stay. To do this, you must go to the office of voivodeship (Urząd Wojewódzki). You are obliged to do this within your first 3 months in Poland.

You will need:

1. Passport or other form of ID with a photo
2. A document giving a reason of your stay here – your employment contract.
3. Four photos
4. Filled out form (you can obtain it online or in the Urząd)

The staff working with foreigners in the Urząd usually speaks English and the procedure is quite efficient.

Important: Because the requirements can change (especially the form), it's better to check on the official website of the government before you go:

<https://www.gov.pl/web/mswia-en/-entry-and-residence-rules>

Another useful website: https://ssl-administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/exchange/Pages/Registering-your-stay-in-Poland.aspx

As an EU citizen, you don't need to book an appointment, you only have to go to the Office for Foreigners (Mazowiecki Urząd Wojewódzki w Warszawie. Wydział Spraw Cudzoziemców, Marszałkowska 3/5, 00-624 Warszawa). There is a place next to the Office where you can have your photograph taken (35zł). However, there is also a photo booth inside the building of the Urząd, where you can get your photo taken. Once you have submitted the documents, you will have to wait for 5-6 weeks to select your temporary residence card (karta pobytu-valid for 10 years). To collect your residence card, you will go to the same office as the one where you submitted the documents.

Step 2: register your place of residence (address)

In Poland all citizens are obliged to indicate their place of residence and this rule as well applies to foreigners staying in Poland for over 3 months. So the next stage of your registration is letting the City Council (Urząd Miasta) know what is your place of residence.

Documents needed:

- ID or passport
- Tenancy agreement
- Application form

The application form can be found online or at the Urząd. You will have to pay a fee (17zł). It is better to complete beforehand. To register your address, it is not necessary to have a temporary residence card. It is better if you have a Polish speaking person with you.

Important note: If you have a tenancy agreement from the beginning of your stay in Poland, the best thing to do is register your address at the municipality office first. At the same time, you will also get your PESEL number (<https://www.gov.pl/web/gov/uzyskaj-numer-pesel--usluga-dla-cudzoziemcow-en>). Then, it's much easier to register your stay in Poland and get the temporary residence card. Moreover, getting your PESEL as soon as possible, will also speed up the administrative process at the Institute (training site).

III. Transport:

- i. **Travel within Warsaw:** The Warsaw transport system is divided into two zones 1&2, unless you are travelling to the outskirts of Warsaw a zone 1 ticket will cover your journey. For more details and journey planners visit: <http://www.warszawa.jakdojade.pl//>
- ii. The jakdojade smartphone app is very useful for getting around, as it gives you the quickest routes and connections from door to door.

ii. Karta Miejska:

- Essentially a travelcard you top-up with 3-day, 7-day, 1 month or 90 days credit. The cheapest option is to buy 90 day travelcard (280 złoty for zone 1,). 30- and 90-day tickets can only be added at karta miejska.
- Follow this link to apply online (**only** if you have a Social Security 'PESEL') <https://www.wtp.waw.pl/warszawska-karta-miejska/wniosek-o-wydanie-warszawskiej-karty-miejskiej/> .
- It's also very easy to apply for a card at the kiosks inside the Metro stations. Most employees know English and it's a straightforward process. You only need a passport and a photo, which will be returned to you. You will pay 14zł, and your card will be printed right away.

ii. To and from airport: cheapest option is via bus 175 or 188 which pass through most areas in Warsaw. Tickets are time-based, you can travel and change between busses/trams/metro within a certain time limit: a ticket for a 20-minute trip is 3.30 złoty, and a ticket for a 75-minute trip (in zone 1) is 4.40 złoty. The Airport is in Zone 1. All tickets can be bought from machines which can be found at the bus stop at the airport, at many stops in town, and in most busses (though not in trams). Most machines work with bank cards although there is the occasional one that only accepts coins. All machines have English interface too.

Taxis are reasonable, average cost to the centre of town costs around 30-40 złoty. To avoid getting ripped off make sure you get a cab directly from the rank situated immediately outside the arrivals zone of terminal building. You can also book a taxi beforehand, and the driver will wait for you upon arrival. Usually drivers wait at Costa Coffee which is located at Arrival 2.

iii. Travelling by train beyond Warsaw: The Warsaw central train station serves as a hub for all major cities and adjacent countries capitals. Tickets can be purchased from the kiosks in the underground shops at the station. Access adjacent link for route planner: <http://rozklad-pkp.pl/bin/query.exe/en?>

iv. Useful numbers:

Taxi: 644-44-44

IV. Shopping In Warsaw:

Close to the Institute there are two supermarkets, Stokrotka and Supersam. Supersam is located inside Plac Uni (mall). Plac Uni has also restaurants, which are very convenient for lunch. Larger supermarkets are located in big shopping complexes located in and around Warsaw, e.g. Złote Tarasy, Arkadia, Galleria Mokotow. Big shopping complexes tend to open 9:00-22:00 and 10/11am on Sundays, local shops follow similar hours, some closing earlier from 20:00 onwards.

V. Useful websites/ guides

i. Warsaw in your pocket: <http://www.inyourpocket.com/poland/warsaw>

This site contains nearly all the information you need to know about Warsaw, from where to eat to upcoming events. A free version is downloadable from this site, alternatively you can buy a copy in any big bookstore (e.g. Empik) for 5 złoty.

ii. Do it in Warsaw: Zrób to w Warszawie: Highly recommend, guide in Polish and English for locals. The book shares many of Warsaw's hidden secrets they veer away from conventional touristic sites. Book costs 33 złoty.

iii. Shows/ theatre tickets: Tickets for most theatre events or music festivals can be bought from *Empik* stores, located in all major shopping centres

VI. Gym

Calypso is located on the first floor in the 'Europlex' building opposite the institute. It has all basic machines, a decent weights section, sauna plus 2 free fitness classes come with membership. Initial joining fee is 100 złoty and then 150 złoty thereafter. Gym operates on a pay as you go basis.

VII Worth experiencing:

1. Visit some of Warsaw's finest museums: Warsaw Uprising Museum (<http://www.1944.pl/>), Copernicus Science Centre (www.kopernik.org.pl), Chopin's museum (www.chopin.museum/)
2. Visit the Royal Palace (Zamek Królewski) www.zamek-krolewski.pl, which was completely destroyed during the 2nd world war and then newly rebuilt as most of the buildings in the centre of Warsaw.
3. Take a walk to the Old Town (Stare Miasto), Old Town Square (Starówka), visit the Cathedral of the John Baptist, go to the square in front of the Royal Castle (Plac Zamkowy), then continue to the street Krakowskie Przedmieście, maybe enter the area of the University, visit the Church of the Holy Cross (Kościół Świętego Krzyża), where the heart of F. Chopin is situated, then continue direction of street Nowy Świat, near the Chopin's museum is located.
4. Pierogi (dumplings that come with a variety of fillings- cheese and potato a definite must). Good starting points: Chłopskie Jadło, Podwale and Zapiecek
5. A visit to the theatre/opera: big national theatre www.teatr Wielki.pl, small chamber opera: www.operakameralna.pl, visit a concert in the Fryderyk Chopin University of Music in Warsaw www.chopin.edu.pl (Unywersytet Muzyczny Fryderyka Chopina w Warszawie)
6. A walk through Łazienki park and botanical gardens (the parks are located behind the institute)

7. A walk through Wilanów park
8. Christmas events: Christmas market in the old towns main square, parade on 6th January starting at plac zamkowy in the old town, Chopki (models) located in all main churches.
9. View of Warsaw from the top of Pałac Kultury (Stalin building located in the new town), the bar on the 40th floor of the Mariott hotel (opens from 18:00 onward) or the national library from April- September.
10. Beyond Warsaw:
 - Cities: Krakow, Wrocław, Gdańsk, Torun
 - Nature: Mazury lakes, Tatry mountains and Zakopane
 - Salt mine: Wieliczka (Krakow)
 - Concentration camp: Oświęcim (Auschwitz-Birkenau)

VIII. Background info on the institute

For an overview of the institutes history visit:

<http://ecdc.europa.eu/en/epiet/institutes/Lists/>

For an overview of the institute visit www.pzh.gov.pl

IX. EPIET fellows:

Cohort 21: Eftychia Kotronia (email: ef.kotronia@gmail.com)

Cohort 14: Hana Orlikova (email: hana.orlikova@email.cz)

Cohort 16: Anna Zielicka-Hardy (e-mail: ahardy@pzh.gov.pl/
anna.zielicka@hotmail.co.uk tel: +48-22-5421-248)

Cohort 17: Ryszard Tomialoc (e-mail: rtomialoc@pzh.gov.pl)

Cohort 2013: Suzana Klochanova

Cohort 2015 Savina Stoitsova (e-mail: savinaos@yahoo.com)