



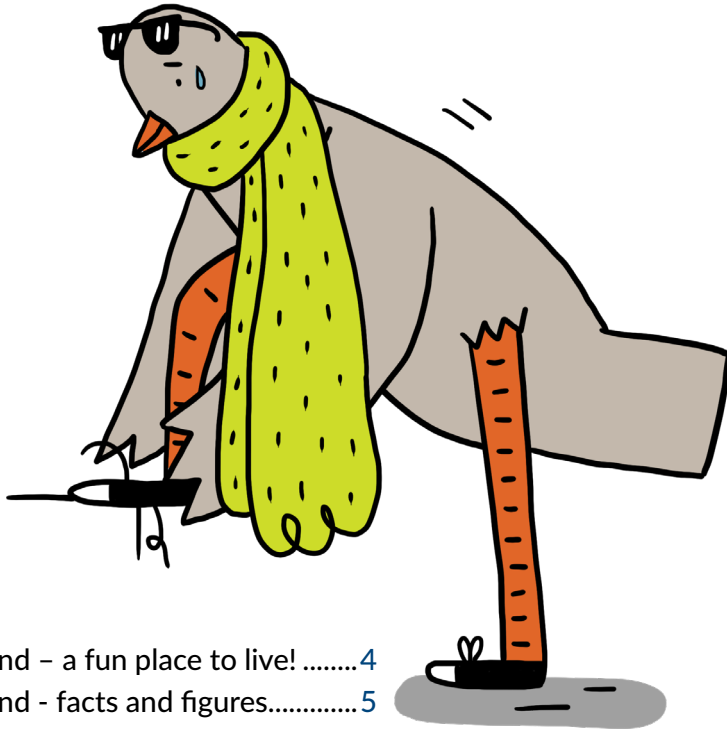
UNIVERSITY  
OF WARSAW

WELCOME  
POINT

NAWA  
POLISH NATIONAL AGENCY  
FOR ACADEMIC EXCHANGE

# INTERNATIONAL STUDENTS' GUIDE





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Dear Students,

I wholeheartedly welcome you to the University of Warsaw!

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

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

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

Fly high, UW birds!

Professor Maciej Raś



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

## Poland – a fun place to live!

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

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



## Poland – facts and figures

<b>Official name:</b>	Republic of Poland
<b>Official language:</b>	Polish
<b>Population:</b>	38 million
<b>Area:</b>	312,000 km <sup>2</sup> , 7th largest country in Europe
<b>Location:</b>	Central Europe; border countries: Germany, Czech Republic, Slovakia, Ukraine, Belarus, Lithuania and Russia
<b>Membership:</b>	European Union (EU), Schengen Area, European Higher Education Area (EHEA), North Atlantic Treaty Organisation (NATO), United Nations (UN), and others
<b>Capital city:</b>	Warszawa; other major cities: Kraków, Gdańsk, Wrocław, Poznań, Łódź, Szczecin
<b>Time zone:</b>	Central European Time zone (GMT + 1 hour / UTC + 1 hour)
<b>Climate:</b>	moderate
<b>Landscape:</b>	most of Poland's territory is lowland; three major mountain chains: the Carpathians (Karpaty), the Sudeten Mountains (Sudety), the Holy Cross Mountains (Góry Świętokrzyskie); the Baltic sea;
<b>Currency:</b>	złoty (PLN)
<b>Government type:</b>	parliamentary republic
<b>Academic tradition:</b>	650 years, 132 public Higher Education Institutions (HEIs)

**Want to learn more?  
These are good places to start!**

→ [poland.pl](http://poland.pl)  
→ [culture.pl/en](http://culture.pl/en)

→ [www.poland.travel/en](http://www.poland.travel/en)  
→ [About Poland](#)

## Warsaw in a nutshell

The University of Warsaw is a higher education institution in the capital of Poland, one of the most dynamically-developing cities in Europe. Warsaw is steadily climbing in the international rankings of the world's most attractive urban areas. Not only is Warsaw a political, economic, social, and cultural centre, it is also an undisputed leader in Polish higher education and science. According to the QS Best Student Cities 2024 ranking, Warsaw is ranked as the 58<sup>th</sup> best city in the world. It receives a very high score in the affordability category – within the top twenty of the entire index – thanks to its combination of low living costs and reasonable tuition fees.

### Warsaw – facts and figures

<b>History:</b>	the capital of Poland since 1596
<b>Location:</b>	Central Poland (Masovian Voivodeship)
<b>Population:</b>	1.7 million inhabitants
<b>Area:</b>	517 km <sup>2</sup>
<b>Districts:</b>	18
<b>Academic life:</b>	15 public Higher Education Institutions, 240,000 students

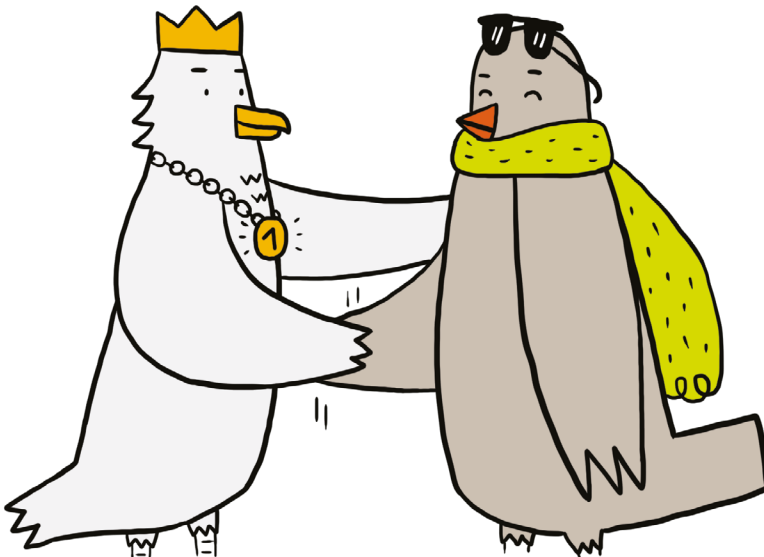
- 8.3 million tourists per year
- 120 hotels and youth hostels
- 175 cinemas, theatres, music venues, museums, art galleries
- 80 parks
- 270 bus and tram lines, 2 metro lines, 4 SKM lines (Urban Rapid Railway)
- 450 kilometres of cycle paths

## University of Warsaw

University of Warsaw is among the top 3% of the world's best universities. According to international rankings it is also the best university in Poland and one of the best in this region of Europe. Long story short, you have made an excellent choice!

### UW in numbers

- 36 300 students (bachelor's and master's) and 1 742 doctoral students
- 8 090 employees, including:
  - academic teachers
  - engineering and technical employees
  - librarians
  - administrative employees
- 25 faculties
- 30+ academic units
- 4 doctoral schools





## Authorities

- **The Rector of UW** – oversees the UW administration and finances, makes key decisions, represents the University externally, and is in charge of the staff as well as undergraduate and postgraduate students.
- **Five UW's vice-rectors** – operate within their power of attorney and carry out the responsibilities given to them by the Rector.
- **The Senate of UW** – the University's most important governing body. It has the authority to pass documents which are of key importance to the University, such as bylaws, the mission statement and strategy for development, as set out by the Rector, financial and investment plans, and course regulations.

## Location

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

**The Main Campus**, which is the oldest and largest one, is situated in the heart of the Polish capital and is within walking distance of the Royal Castle and the Old Town. It is also the historic location of the University of Warsaw and home to the humanities, social sciences, UW authorities, and central administration offices (such as: Admissions Office, International Relations Office, Office of Academic and Student Affairs). Due to its convenient location, the Campus' neighbourhood is a very popular area for gatherings, social events, and walks.



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

# UNIVERSITY IN THE WARSAW

## COMMUTING OPTIONS

- Main Campus ↔ Ochota Campus, 5 km  
 128, 175 – about 20 min.
- Main Campus ↔ Służew Campus, about 10 km  
 503, change for the 401 or 222 change for the 4 – about 45 min.
- Main Campus ↔ Botanic Garden and Astronomical Observatory, 4 km  
 116, 180, 222, 503, E-2 – about 15 min.

## HOT SPOT

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

– residence hall

**The Ochota Campus**, on the other hand, lays in the Ochota district, just 20 minutes by bus from the Main Campus. It is home to science, natural science, and UW's main sports facility.

**The Służewiec Campus**, with its Faculty of Management, is situated the furthest from the city centre. Nevertheless, thanks to the nearby metro line, commuting there does not take too long.

### Mission

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

The only difference in UW's stance today is that we like to add the letter "s" to the word "nation". Our goal is not only to develop into one of the top internationally recognized research units in the world, but also to do it in a fashion that brings different cultures closer together to make the world a better place.

### 4EU+ Alliance



The 4EU+ Alliance aims at creating a unique study offer for students. As a UW student, in the future you will have the opportunity to study at seven other European universities at the same time.

## University of Warsaw

4EU+ members:

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

Core values:

- Academic and research freedom
- Democratisation of education
- Students at the centre
- Collaboration in an interdisciplinary approach
- Research excellence
- Creativity and openness
- Integrity
- Internationalisation

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



### Erasmus+

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

Students of the University of Warsaw can also apply for an internship at a foreign institution, enterprise, scientific and research facility, or non-profit organisation. Such places include, for instance, museums, libraries, hospitals, or local administrative units.

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

The International Relations Office can also give you information on other scholarship and government programmes and contracts.

### MOST

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

For more information on the programme, as well as the registration dates, visit: [most.amu.edu.pl](http://most.amu.edu.pl).

## Academic Calendar 2024/2025

### WINTER SEMESTER 01.10.2024 - 16.02.2025

Classes	01.10.2024 - 26.01.2025
Linkage time for courses conducted in the summer semester of the academic year 2024/2025	01.10.2024 - 16.02.2025
Winter holidays	23.12.2024 - 06.01.2025
Winter examination session	27.01.2025 - 09.02.2025
Language exams	27.01.2025 - 28.01.2025
Inter-semester break	10.02.2025 - 16.02.2025

### SUMMER SEMESTER 17.02.2025 - 30.09.2025

Classes	17.02.2025 - 08.06.2025
Resit examination session for winter semester	21.02.2025 - 02.03.2025
English resit exams (B2 level)	22.02.2025
Spring holidays	17.04.2025 - 22.04.2025
Days without classes	02.05.2025 09.05.2025 - 10.05.2025 - Juwenalia (Students' Festival)
Linkage time for courses conducted in the winter semester and whole the academic year 2025/2026	01.06.2025 - 30.09.2025
Summer examination session	09.06.2025 - 29.06.2025
Language exams	09.06.2025 - 10.06.2025
Holidays	30.06.2025 - 30.09.2025
Resit examination session for summer semester	01.09.2025 - 14.09.2025
Language resit exams	01.09.2025 - 02.09.2025

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

### Welcome Point

is the central information and support service for international students, doctoral students, and staff. Our goal is to help you during your arrival and stay in Poland. In our office you can get all the necessary information about the University. Our team will guide you to the appropriate unit, help with the legalisation of your stay in Poland, tell you how to use the library, set up an e-mail account, and register for courses. We will provide you with information about student organisations operating at the University of Warsaw, language courses, as well as sports and cultural activities. You can also expect many invitations to events and workshops organised by the Welcome Point office.

#### Contact details:

##### → Welcome Point Main Campus

Krakowskie Przedmieście 26/28, small courtyard

##### → Welcome Point Ochota Campus

Stefana Banacha 2c, CeNT UW

phone: (+48) 22 55 24 080, 22 55 24 103,

22 55 24 118, 22 55 24 119, 22 55 24 125

[welcome@uw.edu.pl](mailto:welcome@uw.edu.pl)

[welcome.legalisation@uw.edu.pl](mailto:welcome.legalisation@uw.edu.pl)

[www.welcome.uw.edu.pl](http://www.welcome.uw.edu.pl)

### Accommodation

The University of Warsaw offers 2352 places in seven **residence halls** scattered around the city of Warsaw. Each hall has a quiet study lounge, a TV room, a computer room, and laundry facilities.

## First steps in Warsaw

Monthly rent ranges from 480-950 PLN (112-222 EUR) per person, depending on the type of room.

### How to apply?

**Degree programme students:** you can apply for a room via USOSweb. Make sure to check the deadline for applying, as applications for dormitories are organised during several registration periods. Please note that places in dormitories are limited, and we cannot guarantee accommodation for all those interested.

**Short term students:** you can obtain all the necessary information about on-campus accommodation from the International Relations Office.

### How to rent a flat?

As for renting a place on your own, we cannot recommend anything specific. However, it is a good idea to look for relevant groups on Facebook. Simply search for phrases like *Warszawa mieszkanie wynajem*, join the group, and start your search. Another option is to visit one of the many online marketplaces in Poland.

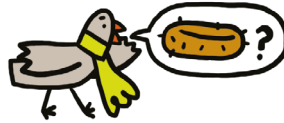




### Tips while renting a flat

#### → Verify the Landlord's Identity:

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



#### → Inspect the Property:

Schedule a visit to the property to assess its condition. Check for any signs of damage, mold, or malfunctioning utilities (like water, electricity, heating). Make sure everything works as expected, including locks on doors and windows. Before moving in, if possible, take pictures of the entire property to document any pre-existing damage. Share with the landlord and keep a copy.

#### → Double-check the lease agreement:

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



#### → Secure Your Security Deposit (PL: Kaucja):

Ensure that the security deposit is properly documented in the lease, including the amount, conditions for its return, and any reasons it could be withheld. Ask for a receipt when you pay the deposit and know the timeframe for its return after you move out.

## First steps in Warsaw

### → Keep Emergency Contacts Ready:

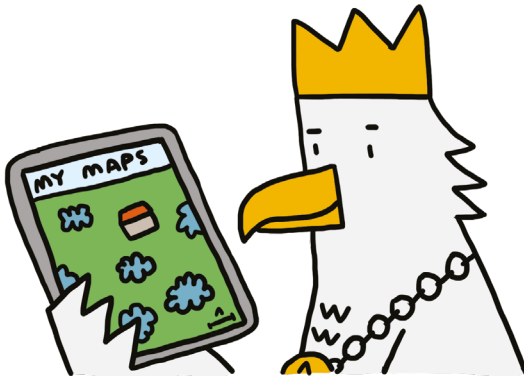
Maintain a list of important contacts, including the landlord's phone number, the property management company (if applicable), and local emergency services. This will be crucial if you encounter urgent issues like a burst pipe or electrical problems.

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

## Canteens

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

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



## First steps in Warsaw

Prices (subscription lunches):

- PLN 18 for students,
- PLN 19 for pensioners,
- PLN 20 for University staff.

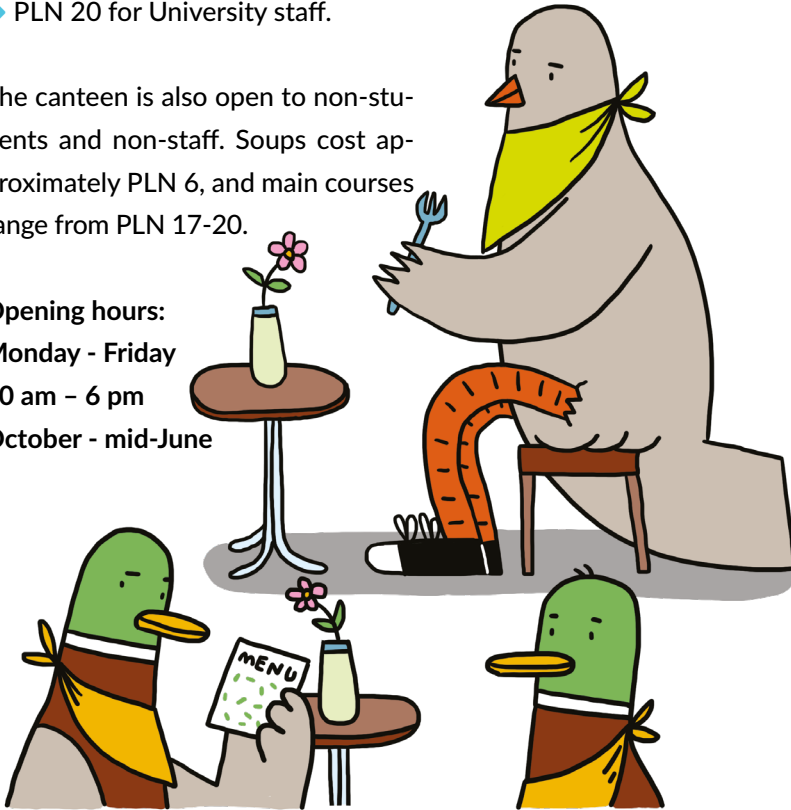
The canteen is also open to non-students and non-staff. Soups cost approximately PLN 6, and main courses range from PLN 17-20.

Opening hours:

Monday - Friday

10 am - 6 pm

October - mid-June



Cards for subscription lunches are issued at the Office for Social Affairs (main campus, small courtyard, 1st floor, room 13, from 10am to 3pm).

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

### Registration of address

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

#### EU citizen

- rental agreement
- ID from home country

within the first 30 days since arriving to Poland

#### Non EU citizen

- rental agreement
- passport
- visa or residence card

within the first 4 days since arriving to Poland

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

### Health insurance

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

## First steps in Warsaw

# NFZ

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

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

## Bank account

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

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



### Warsaw Public Transport

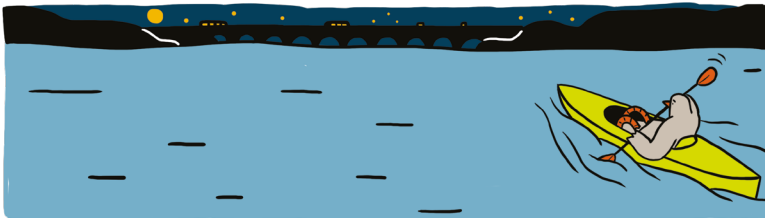
Warsaw is well known for its developed public transportation system. The Polish capital offers a variety of transportation options, including the metro, trains, trams, and buses. In order to use them in most cases you only need to buy **WTP's (Warsaw Public Transport) ticket**. They are available not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

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

It is worth noting that having a valid WTP ticket entitles you also to using non-WTP means of transportation in Warsaw, such as KM (Koleje Mazowieckie - Masovian Railways) and WKD (Warszawska Kolej Dojazdowa - Warsaw Commuter Railway).

### Travelling by night

Night timetables are in effect from 11 PM to 5 AM every night. During that time, you can use one of many bus lines, which are recognizable by the letter "N" in front of the number. Generally, buses run less frequently at night, and every stop is on request, meaning that you have to push the "STOP" button in order for the bus to halt.



## Warsaw by bike

Warsaw offers not only up to 552 km of bike lanes but also one of the largest urban bike systems in the entire Europe – **Veturilo**. Its stations can be found all around Warsaw. You can ride on a regular bike, electric one, or on a tandem!

As you can see, there are plenty of ways to travel around Warsaw, and even veteran Varsovians sometimes face difficulties in choosing the best means of transportation. That is why we recommend you download the app called [jakojade.pl](https://jakojade.pl). Using it you may easily find out how to get from point A to point B in the fastest or in the most convenient way.



## USOSweb

Once you have become a student of the UW, you will gain access to your own **USOSweb account**. What is USOS? It is an online platform created in order to help students, such as you, manage their studies. In your USOSweb account, you can apply for accommodation, register for classes at your faculty, check your grades or timetable, control your tuition payments, and much more.

Part of the USOSweb system is also **Token Registration Service**. There, you can register for classes outside of your faculty (e.g. language courses, PE classes, general university courses).

## EDUROAM

Wondering about **free access to the Internet at the UW**? Do not worry, all students at the UW have access to it once they obtain a personal login and password for USOSweb. The first time you use eduroam on campus, you will be required to change your password for USOSweb. This can be done right **in your USOSweb account**.

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

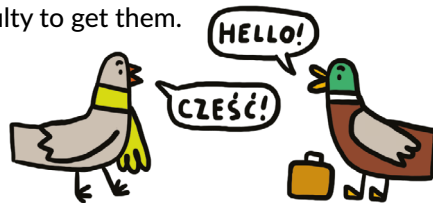




## Polish language

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

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



## Foreign languages

Students of the University of Warsaw may learn more than 40 different languages. The University System of Language Provision was distinguished by the European Union with the European Language Label award – a European recognition of innovative approaches in language teaching and learning. Students of the 1<sup>st</sup> cycle and long-cycle (5-year) studies at the University of Warsaw are eligible for 240 teaching hours for free, while students of the 2<sup>nd</sup> cycle are entitled to 30 teaching hours.

## Libraries



There is no studying without libraries. That is why at the UW, you will find one of the largest collections of scientific books and journals in Poland – over 3 million volumes! Its main part is located in the **University of Warsaw Library (BUW for short)**, which is conveniently situated within walking distance from the UW Main Campus. Apart from the extensive collection of books, journals, and other study and research materials, you will have access computers, printers, and copy machines there. Not to mention the beautiful rooftop garden that you can visit after you are done studying.

### Contact details:

Dobra 56/66

00-312 Warszawa

phone (+48 22) 55 25 178, 55 25 179 (Information Desk),  
(+48 22) 55 25 181 (Information Services and Training  
Department)

fax (+48 22) 55 25 659 (Front Office)

[askalibrary.buw@uw.edu.pl](mailto:askalibrary.buw@uw.edu.pl)

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

Learn more on [our website](#).

## After classes

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

Outside of being the no.1 research unit in Poland, UW constantly makes efforts to create a friendly environment for socially-oriented individuals. That is why there are so many entities that mainly focus on providing opportunities to cover a wide variety of interests. Among them, there are:

### → The Volunteer Centre of the University of Warsaw

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



The volunteers participate in organizing local and international conferences and cultural events connected to UW, as well as lead projects aimed at supporting development of the UW community and boost intercultural awareness and dialogue.

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

### → Students' Union UW

The Students' Union represents the student body in the University's authorities and is involved in the decision-making process for

various projects, particularly the election of the Rector, scholarship rates, and room prices in dormitories. The Students' Union also organizes the student "Juwenalia" festival. The Students' Un-



## After classes

ion's Internationalisation Commission supports foreign students with ad hoc assistance and organizes events for them to expand their knowledge, represent cultures, and network with others in the international community at the university.

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

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



### → The UW Student Science Movement

Would you like to improve your knowledge in a particular field of study? Check out the wide variety of student circles dealing with various areas of science.

### → Arts and Cultural Organisations

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

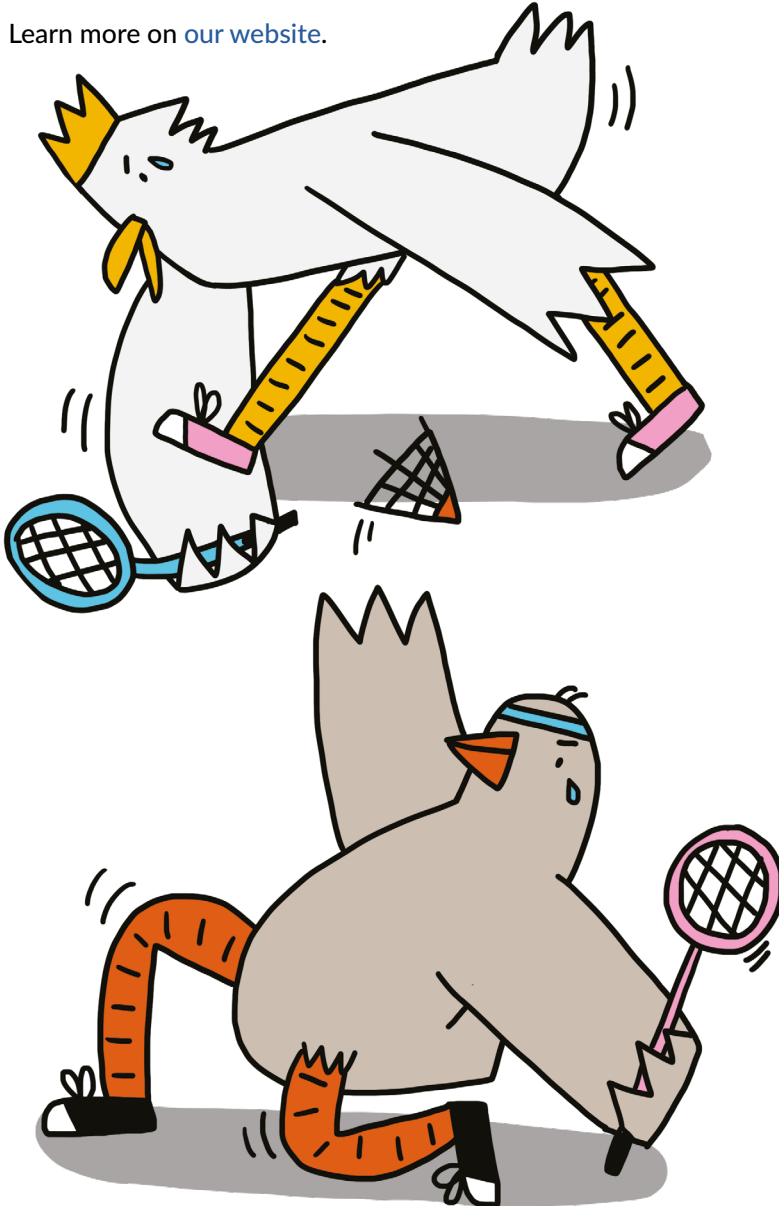
### → Sports

As the saying goes, "healthy body, healthy mind". The UW offers a wide range of sporting activities: [wfisport.uw.edu.pl](http://wfisport.uw.edu.pl). If you would like to practise sports more seriously, you may also contact

## After classes

the Academic Sports Association – the biggest university sports organisation in Poland. It has 40 sections in various disciplines.

Learn more on [our website](#).



## Every problem has a solution

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

### → The Ombudsman

is an academic representative for students and staff-related matters. The Ombudsman offers assistance and support in various university issues. You can ask for help in any case: if you think you have been treated unfairly, you are in conflict and need a mediator, or you simply do not know who to turn to with your problem.

UNIWERSYTET WARSZAWSKI  
OMBUDSMAN



Dobra 56/66,  
first floor, room 1.60 C  
tel. (+48) 22 55 27 214  
[ombudsman@uw.edu.pl](mailto:ombudsman@uw.edu.pl)  
[www.ombudsman.uw.edu.pl/en/start](http://www.ombudsman.uw.edu.pl/en/start)

### → Equal Opportunity Chief Specialist at UW

– the person who performs this function is engaged in anti-discrimination policy, equal treatment and diversity at the University of Warsaw. Anyone who has experienced discrimination or unequal treatment may report the incident directly to the Chief Specialist or to the Rector's Committee for Preventing Discrimination.

Dobra 56/66, mezzanine, 1<sup>st</sup> floor, room No 1.60C  
tel. (+48) 22 55 27 185  
[rownouprawnienie@uw.edu.pl](mailto:rownouprawnienie@uw.edu.pl)  
[antydiskryminacja@uw.edu.pl](mailto:antydiskryminacja@uw.edu.pl)  
[rownowazni.uw.edu.pl/en](http://rownowazni.uw.edu.pl/en)

 **WE ARE ALL  
EQUAL**

## Every problem has a solution

### → Center for Conflict and Dispute Resolutions

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

Collegium Iuridicum II,



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

Lipowa 4, room 2.5.

tel. (+48) 22 552 59 23

office hours: Monday, Wednesday (10:00 am–1:00 pm)

[mediacje@uw.edu.pl](mailto:mediacje@uw.edu.pl)

[mediacje.wpia.uw.edu.pl/en](http://mediacje.wpia.uw.edu.pl/en)

### → Academic Legal Counselling Team

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

Krakowskie Przedmieście 24, room 109

tel. (+48) 228 264 999

[biuro@akademickapradniaprawna.pl](mailto:biuro@akademickapradniaprawna.pl)



### → Legal Clinic UW

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

Collegium Iuridicum I



## Every problem has a solution

Krakowskie Przedmieście 26/28

tel. (+48) 22 55 20 811

[klinika@wpia.uw.edu.pl](mailto:klinika@wpia.uw.edu.pl)

### → Office for Persons with Disabilities

provides support for persons with illness or disability.

Dobra 55

ground floor, room 0.070

tel. (+48) 22 55 24 222

[bon@uw.edu.pl](mailto:bon@uw.edu.pl)

[www.bon.uw.edu.pl/en](http://www.bon.uw.edu.pl/en)



### → Psychiatrist and Psychologist

If you encounter psychological problems, you can always contact a specialist. Every student is entitled to receive assistance. **The Psychological Counselling Centre** provides an initial diagnosis on the basis of which you can be referred for further consultation with a psychologist or psychiatrist (an appointment to the psychiatrist can be made at the Office for Persons with Disabilities).

Psychological Counselling Centre

Pasteura 7, 1st floor, room 108B

tel. (+48) 694 711 731

[cpp@adm.uw.edu.pl](mailto:cpp@adm.uw.edu.pl)



#### EMERGENCY NUMBERS

112 – European Emergency number

999 – ambulance

998 – fire brigade

997 – Police



## Legalisation of stay

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

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

Both citizens of visa-free countries and citizens of other countries have **to apply for temporary residence card** if they want to stay in Poland. Former – before 90 day period ends, latter – before their visas expire. It is good, however, to get down to it sooner than later. **The whole procedure is done through the Department of Foreigners of Mazowieckie Province Office.**

**Firstly, you need to create accounts and generate applications in two government systems: inPOL and MOS.** Instructions for completing the application can be found on [our website](#).



**After generating application forms, it is time to gather all necessary documents. You will need:**

- 2 copies of the application for a temporary residence card permit (if you are a part-time student, remember to check “other circumstances” in “the main purpose of stay” section);
- 4 recent colour photographs, size 45x35 mm, made in the last six months;
- a valid travel document (2 photocopies);



## Legalisation of stay

- certificate from the University about acceptance or continuing education;
- transcript of records;
- document confirming possession of health insurance or coverage by the insurer (learn more about health insurance in Poland on [our website](#));
- document confirming having sufficient funds to cover the cost of tuition, living in Poland and return travel,
- documents confirming having place to live in Poland (e.g. dormitory certificate or lease agreement)
- information about utilities expenses (such as electricity, water, waste disposal, heating, and sewage).

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

These funds are legally regulated and might change with time. For now (September, 2024) it is **776 PLN** per month for single person and **600 PLN** per month for family member. The costs of return travel depend on the country of your origin:

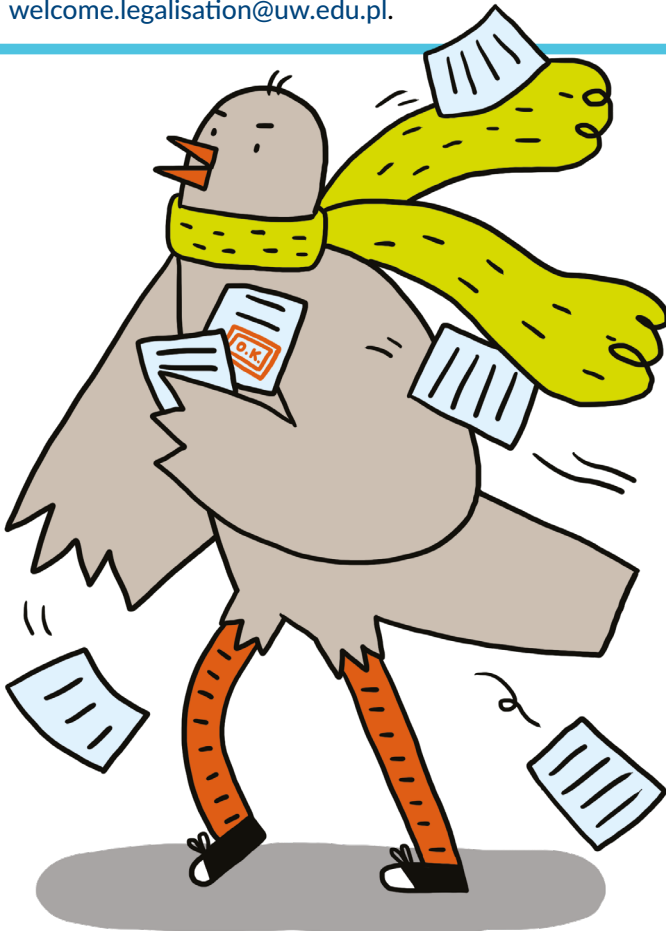
- **200 PLN** – if you came from Poland's neighbouring state (namely: Russia, Lithuania, Belarus, Ukraine, Slovakia, Czech Republic or Germany),
- **500 PLN** – if you came from one of the EU states not neighbouring with Poland (that also includes: Iceland, Lichtenstein, Norway and Switzerland),
- **2500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

Check how much money you need by filling in the Excel Sheet: [Costs calculations](#).

## Legalisation of stay

Once you submit all necessary documents, the procedure will begin, and you should receive a stamp in your passport. Remember that it may take a lot of time for you to receive the decision, and during that period, you will not be able to leave Poland unless you still have a valid visa (to be precise: you will be able to leave, but then you would not be able to come back).

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



## Useful expressions

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

1 jeden	3 trzy	5 pięć	7 siedem	10 dziesięć
2 dwa	4 cztery	6 sześć	8 osiem	9 dziewięć

Welcome Point

University of Warsaw

26/28 Krakowskie Przedmieście Street

[welcome@uw.edu.pl](mailto:welcome@uw.edu.pl)

[welcome.legalisation@uw.edu.pl](mailto:welcome.legalisation@uw.edu.pl)

[welcome.uw.edu.pl](http://welcome.uw.edu.pl)

[facebook.com/groups/WelcomePointUW](https://facebook.com/groups/WelcomePointUW)

[instagram.com/welcome\\_point\\_uw](https://instagram.com/welcome_point_uw)

**WELCOME  
POINT**



Layout design and illustrations

Marta Zabłocka / życie-na-kreskę

[marta@zycienakreske.com](mailto:marta@zycienakreske.com)

[zycienakreske.com](http://zycienakreske.com)

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