

# Welcome to Institute of Biochemistry and Biophysics of Polish Academy of Sciences



*We're very pleased to welcome you to the team of IBB PAN! We wish you a great and productive start. To make this process easier, we prepared this INFO-KIT, in which you will find the most important information about our Institute, formalities that you'll need to complete after your arrival, as well as some practical advice related to your stay in Poland. We hope that you find it useful, and we are looking forward to meeting you soon in person! ☺*

*IBB community  
Welcome to IBB Center*

Updated on 28.04.2023

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## BEFORE COMING

There are several things you should take care of before you arrive:

- ✓ Read the VISA information and apply for a Polish visa (if necessary).
- ✓ Reserve your room at IBB HOTEL for the first three months of your stay or arrange accommodation in another place.
- ✓ Plan your trip – make sure to inform us about the exact date of your arrival.
- ✓ Make sure you sent all required documents to the secretariate of Doctoral School.
- ✓ Prepare the documents you will need to present at IBB when starting your PhD.
- ✓ Research the airports and available transportation options in Warsaw.
- ✓ Start packing!

## FIRST STPS AT IBBAND IN POLAND

After your arrival there are several formalities to be completed at IBB. These include the following:

- ✓ Completing HR procedures (submitting necessary documents, filling HR forms)
- ✓ training on occupational health and safety:
  - online (general training),
  - training at your LAB provided by your supervisor,
- ✓ occupational medicine examinations,
- ✓ getting your official IBB e-mail address, magnetic card, protective boots and apron (if necessary for your work)
- ✓ receiving your welcome package.

You'll also need to take several steps in order to legalize and organize your stay in Poland:

- ✓ get polish SIM card,
- ✓ open a bank account,
- ✓ apply for PESEL number (personal identification number),
- ✓ search for an apartment/room in Warsaw,
- ✓ apply for a temporary residence permit.

You will find more information on these procedures in the next sections of this guide.

## VISA

Citizens of the European Union (EU) and the European Economic Area (EEA) do not need a visa to enter Poland. They are able to enter the country with a valid passport or national ID card and can stay for up to 90 days.



If you are from non-EU country in most cases you will need C or D-type national visa to enter Poland:

- **C type national visa** is a short-term Schengen visa allowing the holder to stay in the Schengen territory for up to 90 days in 180 days period.
- **D type national visa** is a long-term national visa issued for up to one year, allowing travel around the Schengen area for up to 90 days in a 180 days.

**The costs of visa** include visa fee, health insurance for the duration of the visa and possible additional costs related to the translation /apostillation of documents if required by the consulate.

### How to apply for a visa?

1. **Find the relevant Polish Consulate/Embassy** where you can submit your application – you can use this website: <https://www.gov.pl/web/diplomacy/polands-missions-abroad>.
2. **Check the procedure** and read carefully all the requirements on the consulate's website.
3. **Book your appointment** at the consulate.
4. **Prepare the necessary documents** and pay the visa fee. The requirements might slightly differ between the countries of application, but generally you will need the following:
  - a. a valid passport: Your passport must be valid for at least three months beyond the intended date of departure from Poland and have at least two blank pages,
  - b. a completed visa application form: the form must be filled out completely and signed by the applicant,
  - c. a recent passport-size photo,
  - d. proof of accommodation in Poland (you can check with IBB the possibility of staying at IBB guest rooms for the initial period of 3 months),

- e. proof of sufficient funds to cover your stay in Poland,
  - f. proof of health insurance covering the duration of your stay in Poland,
  - g. proof of payment for the visa fee,
  - h. documents confirming purpose of your stay (our Institute will provide you with relevant documents),
  - i. other documents required by the consulate.
5. **Submit your application** with all required attachemnts.

It's important to note that the specific requirements may vary depending on the type of visa you are applying for, your country of citizenship and the embassy/consulate where you apply.

In general we recommend you to apply for a visa well in advance of your intended travel date, as processing of your application can take considerable amount of time.

For more information please check <https://www.gov.pl/web/diplomacy/visas> and the website of relevant Polish Consulate.

## ABOUT IBB

### INSTITUTE OF BIOCHEMISTRY AND BIOPHYSICS PAS



IBB is located on Ochota Campus in Warsaw, at Pawińskiego 5A street. You can check [IBB location on google maps](#).

Full address:  
IBB PAS  
ul. Pawińskiego 5a  
02-106 Warsaw, Poland



## IBB HOTEL

For the initial period of your stay in Poland (first three months) you can book a place at [the IBB guest rooms](#). The IBB Hotel is located right next to all other IBB facilities at 5A Pawińskiego Street. It offers a convenient stay at affordable price for the time you need to settle down, adapt to the new place and search for accommodation for your further stay in Warsaw.

In case you are interested in booking a place, please contact your supervisor and Welcome to IBB Center.

To get to the hotel (in case you have reservation), you need to first check in at the reception of the main building of IBB PAS (A).

### Contact person for the guest rooms:

Katarzyna Szostak

e-mail: [szostak@ibb.waw.pl](mailto:szostak@ibb.waw.pl),

tel.: +48 22 592 31 33



## Arriving to IBB guest rooms form Warsaw Chopin Airport

### By taxi:

For safety reasons the Chopin Airport administration advices to use licensed taxi services offered at the airport. Taxi tariffs should be clearly displayed in the car window.

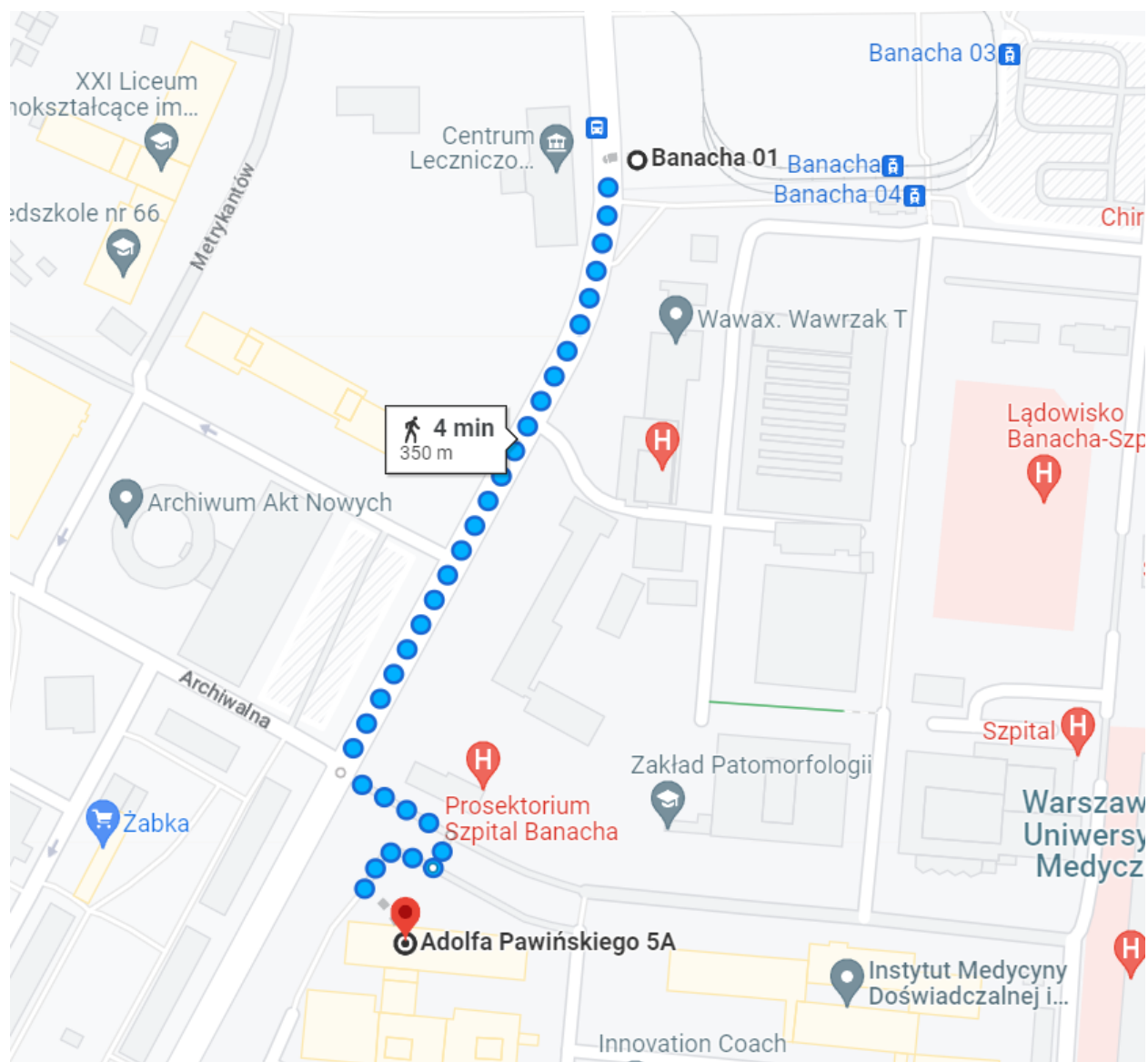
Recommended taxi corporation is ELE Taxi: +48 22 811 11 11, <https://eletaxi.pl/>. The taxi fare from the airport to the city center is approx. **50 PLN**.

### By public transport:

The easiest way from the Chopin Airport is to take a bus (there is no one direct bus, you will need to change buses on the way). The whole trip should take approximately 30 minutes.

When exiting the airport, there are colourful lines on the floor that will guide you to the bus stop or train station. Please take the bus nr **175** towards Pl. Piłsudskiego or **188** towards Gołławek Wschodni. You need to ride 9 stops and get off the bus on stop **RAKOWIEC**. On this stop you should change bus to **172** and ride 4 stops to **BANACHA** stop.

You should walk 4 minutes to IBB PAS from this stop (to Adolfa Pawińskiego 5a street).



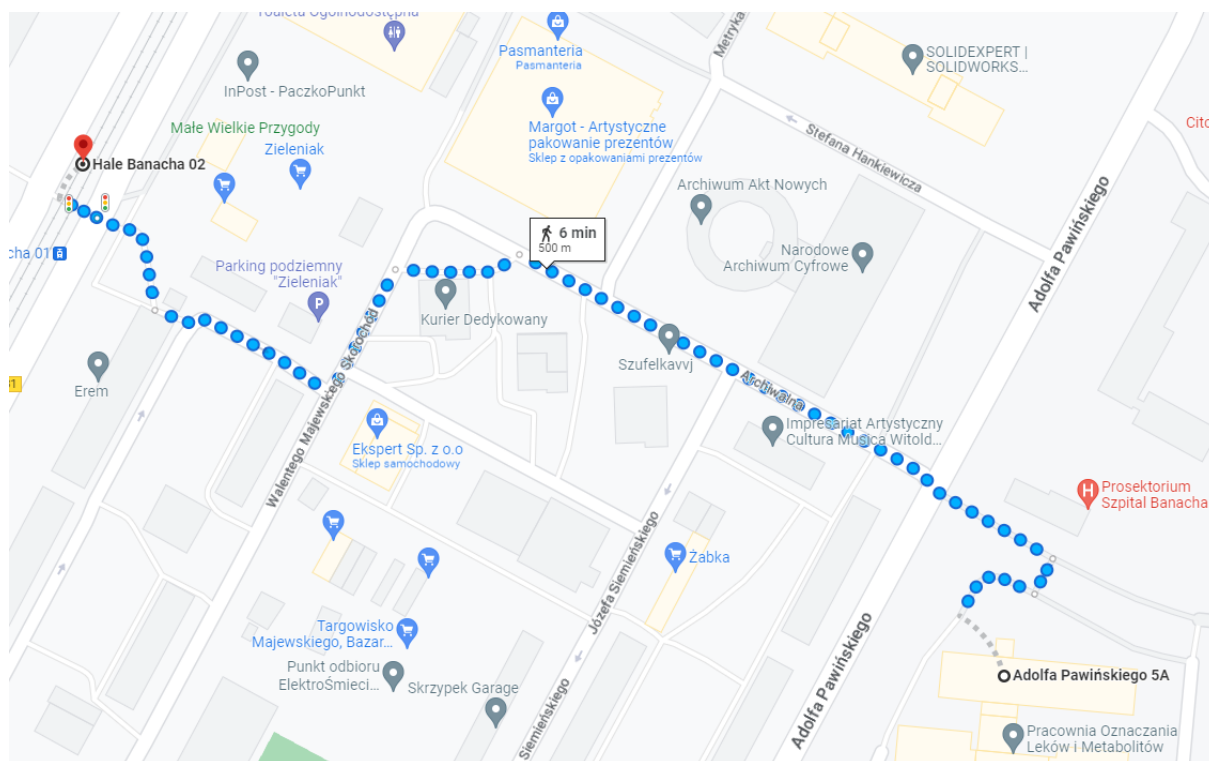
For travels lasting more than 20 minutes you need to buy and validate the ticket for 75 minutes.

It costs 4,40 PLN. Ticket machines are usually located in many stops and inside busses and trains.

## Arriving to IBB guest rooms from Central Railway station

### By public transport

From Central Station, the easiest way to get to IBB is by tram. The trip takes about 20 minutes. Head to the **"Dworzec Centralny 08"** stop and take tram **7** or **9** (towards **P+R Al. Krakowska**). You'll need to ride 8 stops and get off at the **Hale Banacha**. It's within 5 minutes walking distance from the IBB.



### By taxi

There is a taxi rank at the entrance to the station with taxis waiting 24/7. A ride from Warszawa Centralna to IBB will cost you up to 40 PLN.

An alternative is to order an Uber, which will cost you half the price - approx. 20 PLN.

If picking the taxi up from outside the station make sure it has the taxi firm's name clearly displayed.



## USEFUL CONTACTS

Full information about IBB structure, board of directors, laboratories and other IBB facilities you can find on our website: <https://ibb.edu.pl/en/institute/#content>

After getting your IBB e-mail address you will also get an access to the full contact list on our website, available after logging in <https://ibb.edu.pl/en/logowanie/>

Some of the contacts which may be useful at the beginning:

Department	Phone	E-mail
<b>Welcome Center</b>	573 787 184	welcomecenter@ibb.waw.pl
<b>Office for Doctoral Studies</b>	22 592 21 43	sbm@ibb.waw.pl
<b>Research Management Unit</b>	22 592 21 41	sn@ibb.waw.pl
<b>HR</b>	22 592 21 51	kadry@ibb.waw.pl
<b>Payroll Department</b>	22 592 21 57	finanse@ibb.waw.pl
<b>IT helpdesk</b>	510 549 283	helpdesk@ibb.waw.pl
<b>Administration</b>	22 592 21 58	administracja@ibb.waw.pl
<b>IBB guest rooms</b>	22 592 31 33	guestrooms@ibb.waw.pl
<b>Occupational Health and Safety Specialist</b>	22 592 57 49	bhp@ibb.waw.pl
<b>Secretariate (Directors' Office)</b>	22 592 21 45	secretariate@ibb.waw.pl
<b>Security of IBB buildings</b>	22 592 11 08	

## IBB MAILBOX

Your official e-mail is created on the request of your supervisor. You should also sign the Network Infrastructure Terms of Use at IBB (it will be handed to you together with other documents).

The IBB mailbox platform is available here: <https://poczta.ibb.waw.pl/roundcube/>

Once you get your official IBB e-mail address, you'll automatically join two distribution lists:

[ibb-events@ibb.waw.pl](mailto:ibb-events@ibb.waw.pl) – used for information on any issues/events related to IBB  
[ibb-social@ibb.waw.pl](mailto:ibb-social@ibb.waw.pl) – used for private and other announcements

You will also get an access to the internal part of IBB website: <https://ibb.edu.pl/en/logowanie/>, where some announcements and internal regulations are published.

## LIBRARY



The library provides access to scientific literature, both journals and books, mainly online. It collects and maintains data on the publishing activity of researchers and students affiliated with the Institute and coordinates the deposition of articles in the [IBB PAS Repository](#), as well as the submission of catalog data to the [Horizon Information Portal](#). Library staff also perform bibliometric analyses and provide data

about publications for the [Polish Scholarly Bibliography](#) system. The library participates in an interlibrary loan service, offering access to articles available from other scientific libraries and providing such access for other institutions. The library also runs and maintains a search tool which allows to browse articles and theses authored by researchers and students of IBB PAS (an index is available [here](#)).

If you are searching for a calm place to study or work, it can also be a nice spot ☺

## CANTEEN

You can have a meal (breakfast and lunch) at our cafeteria, located in the main building on the ground floor. It is open from Monday till Friday from 9:00 till 15:00. Lunch is served since 12:00. Everyday you'll find a wide range of sandwiches, sweet and salty snacks, variety of meals and a fresh juice prepared by Mr Dariusz who runs the canteen.



## OTHER BENEFITS

- **polish language courses:** you can join free polish language classes at IBB, if you are interested in signing up for a course, please contact our secretariate [secretariate@ibb.waw.pl](mailto:secretariate@ibb.waw.pl)



- **multisport card** – you can get benefit card for using sport facilities with discounts  
<https://www.benefitsystems.pl/en/for-you/multisport/>  
For getting the card please contact Katarzyna Szostak from administration ([szostak@ibb.waw.pl](mailto:szostak@ibb.waw.pl))



- **gym** – there is a gymnasium with basic equipment available at IBB
- **healthcare at IBB** – apart of your private or public health insurance, IBB offers free consultations with internist, cardiologist and dentist on site, as well as up to 5 free psychological consultations with an external psychotherapist (more information in section about healthcare)
- **private insurance plan for IBB (PZU)** – you can join private insurance plan which includes health insurance and group life insurance – for more details please contact payroll department: [a.blazejewska@ibb.waw.pl](mailto:a.blazejewska@ibb.waw.pl)

## LIVING IN POLAND

### TIMEZONE

Poland is in the **Central European Time Zone (CET)**. CET is defined as the standard time of Central Europe, always one hour ahead of UTC (UTC+1).

Poland utilizes Daylight Saving Time. In Europe daylight saving time is often referred to as „Summer Time.” In Poland, Daylight Saving Time (CET, UTC+2) starts at 02:00 am on the last Sunday of March and ends at 03:00 am on the last Sunday of October.

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Poland is GMT/UTC + 1h during Standard Time

Poland is GMT/UTC + 2h during Daylight Saving Time

For checking the time difference between Poland and other countries you can use this [time converter](#).

## WEATHER IN POLAND

### Seasons and temperatures



Generally there are four seasons in Poland – spring, summer, autumn and winter, although some people distinguish two additional seasons, described as early spring and early winter. Spring begins in March, bringing sunny days and, sometimes, rain and light frost, with daily temperatures ranging from 5 C to 15 C. The summertime can be really hot, with temperatures around 20-25. it begins in late May / June and lasts until the end of

August. During the autumn the weather is often changeable – you are likely to enjoy moderately warm temperatures from September to October, while November brings rains and lower temperatures. In winter days become visibly shorter. It is cold and cloudy and brings frequent snowstorms and relatively low total precipitation. The average temperature in January is about -4 C but it can fall as low as -20 C. Well, be sure to bring some warm clothes with you! 😊



## PUBLIC HOLIDAYS

Date	Holiday
1 Jan	New Year's Day (Nowy Rok)
6 Jan	Epiphany (Trzech Króli)
movable feast	Easter Sunday (pierwszy dzień Wielkiej Nocy)
movable feast	Easter Monday (drugi dzień Wielkiej Nocy)
1 May	Labour Day (Święto Państwowe)
3 May	Constitution Day (Święto Trzeciego Maja)
movable feast	Whit Sunday (Zielone Świątki)
movable feast	Corpus Christi (Boże Ciało)
15 Aug	Assumption Day (Wniebowzięcie Najświętszej Marii Panny)
1 Nov	All Saints' Day (Wszystkich Świętych)
11 Nov	Independence Day (Narodowe Święto Niepodległości)
25 Dec	Christmas Day (pierwszy dzień Bożego Narodzenia)
26 Dec	2nd Day of Christmas (drugi dzień Bożego Narodzenia)

## POLISH CURRENCY

The national currency of Poland is the Polish zloty (symbol: zł) which is divided into 100 groszy (symbol: gr). The currency code for Zloty is PLN. Currently there are nine denominations of coins in circulation (1 gr, 2 gr, 5 gr, 10 gr, 20 gr, 50 gr, 1 zł, 2 zł, 5 zł) and six denominations of banknotes (10 zł, 20 zł, 50 zł, 100 zł, 200 zł and 500 zł).



## Currency exchange

You can exchange money everywhere in Poland, in big cities and small towns. You can use an ATM machine, visit a bank or currency exchange counter in town (KANTOR).

**It is not recommended to exchange money at the airport, as the rates are unfavourable there.**

Banks in larger cities are usually open from 9 am to 4 pm on weekdays and until 1 pm on Saturdays.

Kantors are usually open from 9 am to 7 pm weekdays and until 2 pm on Saturdays. 24-hour services are usually available in larger major tourist centers such as train stations, border crossings and airports. One of the options close to IBB is Kantor Cris at Grójecka 42 Street (open 24h) <http://www.kantorcris.pl/>

## Exchange rates\*

<b>EUR 1</b>	euro	PLN 4,7162
<b>GBP 1</b>	British pound	PLN 5,5819
<b>USD 1</b>	American dollar	PLN 4,4697
<b>THB 1</b>	Thai baht	PLN 0,1273
<b>INR 100</b>	Indian rupee	PLN 5,3952
<b>PKR 1</b>	Pakistani rupee	PLN 0,0170
<b>IRR 100</b>	Iranian rial	PLN 0,0106
<b>1 TRY</b>	Turkish lira	0,2367

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\*as of February 27<sup>th</sup> 2023, National Bank of Poland

## **COSTS OF LIVING IN POLAND (WARSAW)**

You can find some information on average costs of living in Warsaw on the websites:

[https://ec.europa.eu/eures/public/living-and-working/living-and-working-conditions/living-and-working-conditions-poland\\_en](https://ec.europa.eu/eures/public/living-and-working/living-and-working-conditions/living-and-working-conditions-poland_en)

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

## **POLISH NATIONAL HEALTHCARE SYSTEM**

In Poland, you can be treated in the public health service (free of charge) or privately (then you must pay for healthcare services).

### **Public insurance**

If you want to use healthcare services for free, you must be insured in the **National Health Fund (Narodowy Fundusz Zdrowia – NFZ)**. Thanks to the NFZ insurance, you can also use the services of private medical facilities, but such facility must have a contract with the National Health Fund - more information on the NFZ is available here <https://www.nfz.gov.pl/>

All persons employed in Poland, including foreigners, are subject to compulsory health insurance. This means that a contribution to the National Health Fund is paid from their salary each month (it is done by the employer). After proper registration with the National Health Fund, the health benefits to which the insured person is entitled may also be used by members of their immediate family (spouses and children, grandparents and parents remaining in the same household with the insured person), if they are not insured on a different basis.

Foreigners employed at IBB on full time job contract get an access to public (NFZ) healthcare services on the first day of their employment.

PhD students from EU should have health insurance in their home countries. They are eligible for free health service in Poland providing that they present their [European Health Insurance Card \(EHIC\)](#)

If a person (including a foreigner) is not insured with the National Health Fund, he / she can use healthcare, but only for a fee. That's the case of foreign PhD students from non-EU countries: if they want to get an access to public healthcare services, they should sign a voluntary agreement

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with NFZ and pay monthly insurance fee (55,80 PLN). The costs are reimbursed by IBB on the request of a student.

IF you want to join NFZ public insurance, a person from Welcome Center will guide you with this process after your arrival.

## Private insurance

If the person has an insurance policy with a private company, the insurance company pays for the healthcare. In many private medical facilities, you can buy the so-called subscription, i.e., a specific amount is paid to the facility every month for which a package of specific medical services is paid. Prices vary depending on the facility as well as the services that can be purchased. Detailed information is available from the individual private insurance companies

You can get this kind of subscription at IBB - you may join the **private insurance programme** which is available for IBB students and workers – **PZU**. If you are interested, for more information please contact our payroll department (contact person Agnieszka Błażejewska: a.blazejewska@ibb.waw.pl).

## General practice doctor

General practice doctors (family doctors) are the doctors whom you can visit in case of any health problems. They can give a referral for a specialists' consultation and for primary medical tests. They can make treatment plans for basic healthcare problems and prescribe non-specialized medication.

## How to access general practice doctor?

First of all you should choose the clinic (pl. przychodnia) where you will be using basic healthcare services. In order to do that you should sign the declaration and then choose your personal GP doctor. You can fill out the declaration in person at the clinic you choose or online via Patient's Internet Account (pl. Internetowe Konto Pacjenta, IKP). The second option requires a trusted profile (pl. profil zaufany).

It's convenient to choose clinic which is close to the place of your accommodation and to make sure that the GP doctor that you choose speaks English.



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## Medical services at night and holiday

Using medical services at night and holiday departments does not require appointments. If you need a medical service at night or during weekend/holiday, you can find the nearest or a specific night and holiday department, come over there and act according to the staff's instructions.

The nearest medical center which offers services of night and holiday healthcare (from IBB) is **SZPITALNA IZBA PRZYJĘĆ** at the hospital Szpital Banacha, which is located 5 min walking from IBB (address: ul. Banacha 1 a, Blok D, ground floor). You should have your ID with you (passport or residence card) and confirmation of PESEL number. In case you don't have the PESEL number, your passport will be also accepted.

For more information about public health care system in Poland please visit the website:  
[https://www.migrant.info.pl/Health\\_insurance\\_and\\_medical\\_care.html](https://www.migrant.info.pl/Health_insurance_and_medical_care.html)

## HEALTHCARE AT IBB

Additionally to your health insurance (private or public), IBB offers **free basic medical consultations** with an internist, cardiologist and dentist on site. Appointments can be booked at the IBB main reception (internist and cardiologist) or directly in the medical office (dentist). It is also possible to consult psychologist.

**Internist and cardiologist** – Wednesdays and Fridays, 13:00 – 16:00, room 39, building C (IBB)

**Dentist** – Mondays and Tuesdays, 9:15 – 12:30, room 38, building C (IBB)

**Psychologist** - IBB offers a possibility of 5 free sessions with psychologist (psychotherapist). Sessions can take place:

- in person at the Psychological Cabinet: Al. Stanów Zjednoczonych 51/211, 04 - 028 Warsaw
- in a remote mode (by phone or using the communicator Internet communicator: Skype, WhatsApp, Zoom).

Consultations are held in Polish, English, Ukrainian - depending on the employee's needs.

To make an appointment, please send an email at: [laboratoriumpsychoterapii@wp.pl](mailto:laboratoriumpsychoterapii@wp.pl) or alternatively by phone – text message or call +48 601949472.

## Additional medical services available for PAS students and workers

The Polish Academy of Sciences also provides basic medical services for its students and workers at the Pracownia Badań Profilaktycznych (Preventive Examination Laboratory), located at 72 Nowy Świat in Warsaw. You can consult there with doctors of the following medical specialties: internist, cardiologist, ophthalmologist, laryngologist, neurologist, dermatologist, gynecologist, urologist, orthopedist.

## PRACTICAL ARRANGEMENTS

### MOBILE PHONES



The most popular operators in Poland are:

Orange ([orange.pl](http://orange.pl))

Plus ([plus.pl](http://plus.pl))

Play ([play.pl](http://play.pl))

T-mobile ([t-mobile.pl](http://t-mobile.pl))

You can easily buy a prepaid SIM-card at most shops; signing a contract is not obligatory. It is also possible to change your operator without changing your number. If you want to have a contract, and you are not a Polish citizen, you have to get a Polish residence permit first (Karta Pobytu – Temporary Residence Card, you will find more information about it in one of the following sections of this guide). However, it is a long process. It might take several months to receive your TRC, so in order to have a mobile number in Poland you should buy a prepaid sim card at first. In most mobile phone offices you'll find an English speaking representative to help you to find the best option for you.

### BANK ACCOUNT

You will need to open a bank account in Poland in order to receive your remuneration or scholarship. Several options of **banks located close to IBB**, which you might consider: ING bank, Santander Bank, Millenium Bank, Alior Bank

Other options: BGZ BNP Paribas, PKO, Pekao, mBank, Getin bank.



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## Cost for opening an account

Most banks in Poland offer opening your bank account for free, but with some conditions (e.g. you would have to spend a certain amount monthly to pay with your card at stores, or receive an indicated sum on your account every month). Internet banking: Make sure your bank provides convenient Internet banking (not all banks in Poland provide internet banking in English.) This is a useful tool to open additional accounts, transfer amounts between your existing accounts, and carry out payments. You can perform all these tasks at your home, or even when traveling abroad.

## How to open a bank account?

Each bank can have different requirements, which might also depend on the country of origin, but in most cases to open a bank account in Poland, you are required to present the following documents:

- A. For third country citizens:
  - a valid ID card or passport,
  - proof of residence in Poland (residence card or visa),
  - proof of address in Poland (if you stay at IBB hotel, it's a confirmation of your address there, in other cases: rental agreement, statement from the City Hall or tax office),
  - employment contract or stipend/grant agreement
  - confirmation of PESEL number
- B. For EU citizens:
  - ID card or passport
  - statement confirming your address in Poland and the base of your stay.

It is convenient to book your appointment in advance.

Note: You'll need to declare in which country you'll be a resident for tax purposes. For online bank services you'll also need to provide your phone number – it is recommended to get polish sim card first.

## TRANSPORT IN WARSAW

Travelling in Warsaw is very convenient and easy – public transport works 24/7 and the transportation system is well developed. Thanks to the mobile applications and descriptions of routes at every stop, your chances of getting lost are very low.

## Public transport

A good, safe and reasonably cheap service runs throughout Warsaw. It is recommended that you [use this website \(available in english\)](#) and download the free [Jakdojade](#) app to your mobile. Using it it's very easy: you just type the address of your departure and destination points and get directions with the quickest connections with a detailed schedule. It has information about all the different kinds of public transportation in Warsaw: buses, trams, metro and SKM (quick city train).

If you use public transport frequently, it is very convenient to get monthly ticket.

For more information go to: <https://www.wtp.waw.pl/en/public-transport-step-by-step/>

## Cycling

Cycling is quite popular option for moving around Warsaw. More and more cycle lanes are being opened linking the city, which makes using this way of transport quite convenient. Warsaw has also introduced the public bike 'Veturilo' system.



In order to rent a bicycle, you need to register first on the website: <https://veturilo.waw.pl/en/> For registration, you need a minimum deposit (PLN 10 – activation fee and at least PLN 10 for services). And your mobile telephone number. After the online registration process, you can take bicycles from any self-service rental station and bring them back to any station. The map of rent station location is here: <https://veturilo.waw.pl/en/station-map/>

The first 20 minutes of usage is free of charge. The fee for each following hour grows gradually, however, you can ride a bike for 1 hour as cheap as for 2 PLN.



For more information go to: <https://veturilo.waw.pl/en/veturilo-how-it-works/>

## Taxi

There are two ways of getting hold of a taxi in Poland. You can either simply find one waiting for passengers or call one to a specific location. You do this by dialing the taxi company's phone and stating your location (preferably the address) and what time you want the taxi to show up. Some numbers of recommended taxi companies:

Ele taxi +48 228 111 111

Sawa +48 22 644 44 44

MPT: +48 22 19191 or +48 22 822 44 44. SMS +48 506 000 919.

Taxis in Poland typically cost somewhere between 1.8-3.0 zł [0.4-0.7 EUR] per kilometer, with a starting price of about 7 zł [1.6 EUR]. An hour of standby costs somewhere around 40 zł [9.3 EUR]. Remember to bring cash when taking a regular taxi - you can rarely pay by card. Please note that it is generally more expensive during the night (up to 50% more).

A bit cheaper options are UBER or BOLT, both readily available and popular. To call an Uber/Bolt, you simply download the company app, make an account, and choose a pick-up and drop-off point. Then, you pay online by card, wait for the car to show up and identify it by its car brand, model, and number plate.

UBER: <https://uber.com>

BOLT: <https://bolt.eu/pl/>

## ACCOMMODATION – RENTING A FLAT/ROOM IN WARSAW



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## Types of Apartments

Accommodation offers in Poland are usually divided into three distinct categories.

### Room

A pokój (room) refers to a bedroom in a shared apartment. Depending on the apartment's layout, you may be sharing the common kitchen and bathroom with other flatmates.

- Prices start from 1000-1500 PLN + bills

### Studio (1 room)

A studio (kawalerka or studio) is usually a very basic and small studio apartment, often with only a kitchenette and not a full kitchen. A 1-Pokoj apartment refers to a one-room apartment with a full kitchen, bed, and living area all together.

- Prices start from 1800-2500 PLN + bills

### Apartment (2+ rooms)

While searching for apartment please note that until recently, living rooms were not common in Polish flats. On typical apartment listings in Poland the given number of rooms counts the total number of rooms and not only bedrooms. As such, an apartment with one bedroom and a separate living room would be listed as 2-Pokoje, and a similar apartment with two bedrooms and a living room will be listed as 3-Pokoje.

- Prices start from 2500-3000 PLN + bills

## Important notes

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- The cost depends on the location as well as the size and quality of the apartment.
- Most landlords may require an extra deposit of a monthly rent.
- Usually the bills (for electricity, gas, internet etc.) are not included in the main offer (make sure what the price covers and what is expected cost of monthly bills).
- In order to apply for a Temporary Residence Permit, **you must have a rental agreement signed directly with the property owner.**

That's why it is highly recommended that you **rent an apartment/room directly from the owner of a flat and NOT from the agency.**

Also, if you rent a flat together with your colleague, **make sure that the contract includes both of you** (there should be your name and signature in the contract)!

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## Where to search for rooms/flats?

Poland has its share of classified sites that allow both individual landlords and agencies to advertise rentals. Among the most popular include:

[OLX](#)

[Gumtree](#)

[Otodom](#)

[Gratka](#)

Unfortunately, these sites are available mostly in Polish, so be sure to have a browser translator handy. However, you might also find some offers with bilingual listings stating “ENGLISH BELOW”.

You will typically be able to use filters to find listings in your neighborhood (the IBB is located in Ochota neighbourhood), and apartment type. Most sites also allow you to filter out ads posted by agencies.

### Some other options

<https://www.nestpick.com/student-accommodation/warsaw/>

<https://erasmusplay.com/en/search/warszawa.html?currency=PLN&priceperiod=month>

### Facebook Groups

Facebook is very popular in Poland, and Warsaw have multiple apartment-specific Facebook groups which allow both landlords to place ads, and potential tenants to make “looking for a flat” or “looking for roommates” posts. Unsurprisingly, most groups will be in Polish, but in big cities like Warsaw you’ll find English-language groups as well. Though don’t be shy to join a Polish-language group even if you don’t speak Polish.

To find such groups simply go to the Facebook search bar and type „Warsaw” or „Warszawa” and “apartments” or “rooms.” Or try the Polish equivalent: “mieszkanie” or “pokoje.”

Some of the fb groups in Warsaw:

<https://www.facebook.com/groups/485933348146385>

<https://www.facebook.com/groups/571354199689387>

<https://www.facebook.com/groups/455020844558380/>

### IBB network

IBB is quite big community so one of the ways of searching for an apartment might be asking

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colleagues if they have a place to rent or know someone who is currently renting a room/flat. Sometimes you can find an announcement on the board in the main hall or an e-mail sent to all community members. You can also do so, informing that you are searching for a flat, using one of the distribution lists: [ibb-social-bounces@ibb.waw.pl](mailto:ibb-social-bounces@ibb.waw.pl)

## LAGALIZATION OF YOUR STAY IN POLAND

### PESEL NUMBER

A PESEL number is a personal identification number used in Poland. The acronym PESEL stands for “Powszechny Elektroniczny System Ewidencji Ludności” (en. „Universal Electronic System for Registration of the Population”). It is assigned to every Polish citizen at birth and it is used for a wide range of administrative and official purposes in Poland.

Every foreigner residing in Poland can also be assigned a PESEL number. It’s not mandatory but we highly recommend you to have one, as it can be useful in many situations, for example for opening bank account, easier registration for health care services, and many other purposes.

### How to apply for PESEL number?

In order to apply for PESEL you should visit the nearest Municipality (pl. Urząd Miasta) and submit an application form (the updated version of application will be available on site). Urząd Dzielnicy Ochota m. st. Warszawy (the nearest from IBB) is located here: <https://goo.gl/maps/gfU9NZkrtZXZdwKY7>

You will need to provide proof of your identity, such as your passport.

The PESEL number will be issued immediately (you will receive an official document with confirmation of your number). This document can be required later by some institutions for different purposes, so please keep the original with you.

Please note, that the PESEL number is granted individually only once and doesn’t change through your lifetime. The application for PESEL number is free of charge.



## REGISTERING YOUR STAY



### For citizens of EU, Norway, Iceland, Liechtenstein and Switzerland

Those who plan to stay longer than 3 months are obliged to **register their stay in the Voivodeship Office** (Urząd Wojewódzki) of the region (voivodship) where they intend to reside at latest on the next day following the 3 months.

The registration procedure is easy and **free-of-charge**.

You need to submit the following docs:

- an application form,
- ID or passport,
- **in case of employment** - employment contract,
- **in case of higher education**, including PhD education: a confirmation from the higher education institution, health insurance confirmation, and proof of having sufficient financial resources for the stay (also for accompanying family members) by presenting a bank statement or a credit card. The minimum monthly amounts are PLN 701 for persons coming alone, or PLN 528 for each family member.

The document confirming the registration is a written statement valid for an indefinite period.

[More information](#)

### For third country citizens

Before the expiry date of your visa or other document which entitles you to stay legally in Poland, you should apply for a Temporary Residence Card- TRC (Karta Pobytu). You can apply for the TRC at any time within your **legal stay** in Poland, **at latest on its last day** (e.g. on the last day of your visa validity). **However, it is recommended to apply earlier due to currently prolonged procedures**, lasting at least 5 months. After submitting your application together with the required documents, your stay **continues to be legal**, even after your visa or other document expires.

The application for TRC should be submitted to the Voivodeship Office according to the place of your residence. For IBB students and workers it is Mazovian Voivodeship Office - Foreign Affairs

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Department. It is located in Warsaw: [Mazowiecki Urząd Wojewódzki w Warszawie. Wydział Spraw Cudzoziemców](#)

## How to apply for a temporary residence card (TRC)?

Our Welcome Center will guide you with the whole procedure.

1. **Create an account on the INPOL platform:** <https://inpol.mazowieckie.pl/login>. It is available in English.
2. **Submit an electronic application** for temporary residence card. You should choose the relevant type of TRC, depending on your activity in Poland (doctoral studies, paid activity, conducting scientific research or other). The application should be filled in in Polish language.
3. **Book an appointment** at the Mazovian Voivodeship Office – the calendar will be available in INPOL system after submitting your electronic application.
4. **Collect all the necessary documents** which are required for the specific type of TRC you are applying for – some should be prepared by you and some by IBB (our Welcome Center will take care of those).
5. **Pay for the application fee** (the amount varies for different types of TRC).
6. **Visit the Voivodeship Office** at the booked date for submitting the paper version of application with all attachments.
7. **Wait for the decision** (officially 3 months from the date of your appointment). You will get notification and invitation to pick up your card.
8. **Pay for the card.**
9. **Collect your TRC** (about 1-1,5 month after the decision is taken).

More information about the requirements: [Residence permit for citizens of third countries | EURAXESS](#)

Official information for foreigners regarding TRC: [chapter iv - temporary residence permit](#)

## COVID 19

You can monitor pandemic situation in Europe on the webpage: <https://reopen.europa.eu/en>. Here you can find all the needed details and news about travelling in Europe.

If traveling to Poland by plane, it is mandatory to fill in the Passenger Locator Form (online): <https://aplikacje.gov.pl/app/klp/#/home>

About current recommendations and restriction in Poland you can read here:

<https://www.gov.pl/web/coronavirus/temporary-limitations>

## EMERGENCY PHONES

<b>112</b>	General emergency number
<b>999</b>	Ambulance
<b>998</b>	Fire Brigade
<b>997</b>	Police
<b>994</b>	Emergency Water and Sewerage Service
<b>993</b>	Emergency Heating Service
<b>992</b>	Emergency Gas Service
<b>991</b>	Emergency Energy Services
<b>986</b>	Municipal Guard
<b>981</b>	Roadside assistance
<b>985</b>	Mountain Rescue Service
<b>800 777 770</b>	Hotline - Hospital Emergency Services
<b>800 200 300</b>	Hotline - Foreign Tourists' Safety



**If you're calling the emergency number 112, calmly and clearly tell:**

- What happened
- Whether there are any victims – if it's true, report the number and their conditions – are they still breathing, are they conscious, what kind of injuries do they have
- Specify the location – if the address isn't known to you, describe the characteristic points, landscape elements etc. Give other important information about the incident
- Identify yourself - give your name, the phone number you are calling from

Don't block the emergency number with cases that can be handled in different ways.

**Remember! Do not hang up first, the dispatcher always hangs up first!**

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## USEFUL LINKS

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In this section you'll find some links to the websites with other useful information about Poland, news, cultural and touristic attractions etc.

<https://culture.pl/en/tag/a-foreigners-guide-to-poland> - interesting facts about polish history and culture),

<https://culture.pl/en/article/the-polish-language-a-cheatsheet-for-beginners> - polish language for foreigners

<https://www.popolskupopolsce.edu.pl/> - platform for learning polish language

<https://poland.pl/> - about Poland

<http://www.poland.travel/en> - places to visit in Poland

<https://zabytek.pl/en> - interactive website with polish monuments

[www.warsawvoice.pl](http://www.warsawvoice.pl) English Language weekly newsletter

[www.spottedbylocals.com/warsaw](http://www.spottedbylocals.com/warsaw) Experience Warsaw like a local

[www.inyourpocket.com](http://www.inyourpocket.com) Easy to navigate essential city guide

<https://warsawfoodie.pl/en/> Food glorious food radar for Warsaw

## WELCOME TO IBB CENTER

For any issues related to your stay in Poland and the formalities you can contact our Welcome Center - information and support point for all foreigners working and studying at IBB.

**working hours:** Monday – Friday from 9:00 till 17:00

**room:** 43B

**e-mail:** [welcomecenter@ibb.waw.pl](mailto:welcomecenter@ibb.waw.pl)

**phone:** +48 573 787 184

The project “Welcome to IBB Center” is financed by the **National Agency for Academic Exchange** under the "Welcome to Poland" program. Thanks to this initiative, the Institute has created a Welcome Center point to support foreign employees, doctoral and graduate students. IBB Welcome Center carries out integration, information and promotional activities, which overall serve to build a place friendly to foreign scientists.