

2012/13

PRACTICAL INFORMATION GUIDE



CENTRE FOR EUROPEAN STUDIES

JAGIELLONIAN UNIVERSITY

2012/13

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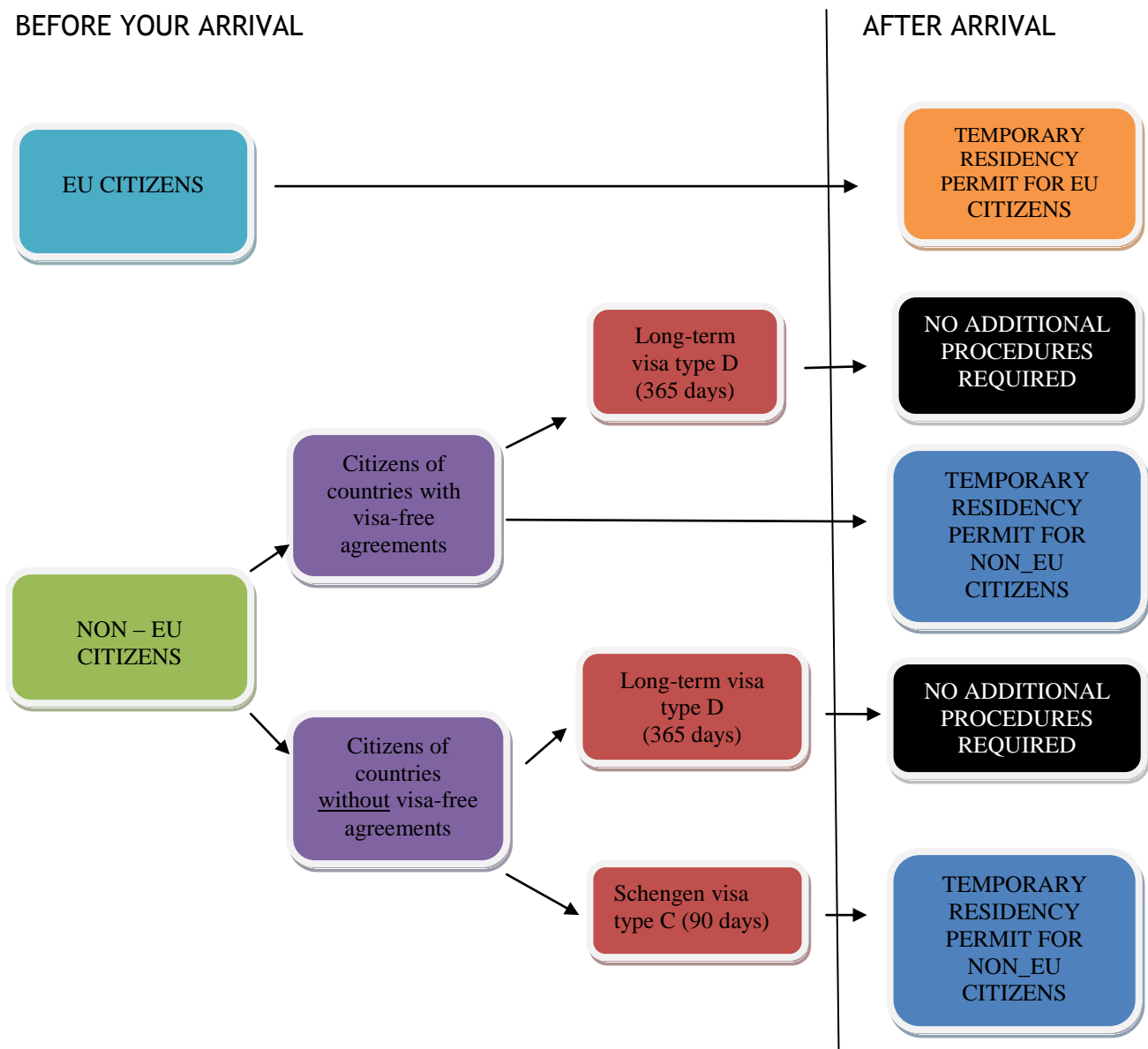
For specific questions concerning your studies at CES, please don't hesitate to contact our staff.



PART I: ADMINISTRATIVE AND LEGAL ISSUES

Before arriving in Poland

Before departure students should familiarise themselves with certain administrative and legal formalities. Most importantly, the student must check whether he/she needs a visa to cross the Polish border. If the student is an EU citizen, a visa is not necessary. An EU citizen may come to Poland and stay here for a longer period of time. For citizens of non-EU countries, the process may be more complicated, so students should anticipate that the visa process may take anywhere from 2-3 months.



1. Crossing the border

1.1. Schengen area

On 21 December 2007 Poland, together with 8 other new EU Member States, joined the Schengen area - a territory with no checks at internal borders of the states. These states apply uniform rules concerning entry and short stays in their territories.

Schengen States issue the following types of uniform visas which entitle the holder to enter and stay in the Schengen territory:

- **airport transit visa (A)** - valid only for airport transit, does not entitle the holder to leave the transit zone of the airport
- **transit visa (B)** - valid for transit through the Schengen territory for a period not exceeding 5 days
- **short-stay visa (C)** - valid for stays of no more than 90 days per period of 180 days

Apart from uniform Schengen visas, the EU nation states, which are part of the Schengen agreement issue **national long-term visas (D)** and residency permits.

CES students applying for a student visa will most likely be applying for a visa D - it allows them to stay in Poland during the validity of the visa, but it also permits the holder to travel to other countries of the Schengen zone and stay there for up to 3 months within each half-year.

It is important to bear in mind that even though there are no checks at internal borders, the authorities (police, border patrols) have the right to check a foreigner's documents (passport, visa, residence card) at any place in the Schengen area, as well as to check the car the foreigner is driving (for the possession of drugs, arms or other illegal goods). If the foreigner doesn't have the documents with them, the authorities might stop them or take them to a police station to confirm their identity.

1.2. Visa-free travel (non-EU)

Citizens of many countries may enter Poland without a visa on the basis of visa-free travel agreement. For example, citizens of the US, Canada, Australia, New Zealand, Croatia, Serbia, and Japan may enter the country and stay for 90 days. For a full list of countries please refer to

<http://www.msz.gov.pl/Countries,which,citizens,are,not,required,to,have,a,visa,when,entering,Poland,2347.html>

Regardless of how many times the student crosses the border, they may only stay for 90 days within each half-year period, which means a total of 180 days out of any 365-day period on visa-free basis. That means that if the student stays for 90 days, crosses the border and comes back again, then (in theory) the border guards should not let them back into Poland until 90 more days have passed. If the student overstays their allotted time, they may be liable for a fine and/or even be asked to leave the country.



That is why, we strongly recommend to non-EU students to get a visa for the first year of their studies in Poland before they arrive. Since long-term visas are issued for only one year maximum, the students will either have to get a new visa for their second year (in their home country), or apply for residency in Poland. All the visa and residency permit procedures are explained below.

1.3. Visas (non-EU)

Citizens of other countries, such as Turkey, India, Russia and Ukraine, must have a visa before they arrive at the border. If in doubt, the student should consult the nearest consulate of the Republic of Poland in their home country in order to find out whether they may enter Poland without a visa and how long they may stay. The students are encouraged to contact the CES staff who will gladly advise on where to find information about the visa regime in Poland and how the visa application process works.

When a foreigner gets accepted to a university degree programme in Poland, the Polish consulates in his or her country will usually advise them to get a long-term national visa (type D) for the first year of their studies. This type of visa is very convenient, as it does not require any additional formalities to legalise the student's stay in Poland, additionally granting entry to other countries of the Schengen zone for a period of up to 90 days.

A list of Polish diplomatic missions abroad can be found at:

<http://bazateleadresowa.poland.gov.pl/?document=21>

The visa application process is explained below, in chapter 2.2.

1.4. Customs

As for personal luggage from a non-EU country, one can bring to the EU - free of charge - goods that do not exceed a value of 300 EUR (when travelling by land) or 430 EUR (when travelling by air or sea). Apart from that, one can bring medicines for personal use even if their cost exceeds the limits above. Other limits and regulations apply for alcohol, cigarettes, plants or animals.

More details can be found on the website of the Polish customs service:

<http://www.mf.gov.pl/index.php?const=2&dzial=553&wysw=2>

Personal belongings, including electronic appliances such as cameras and laptop computers can be brought into Poland as part of luggage without much likelihood of problems. However, it is better not to bring electronic appliances still packed in the original box to avoid being suspected of intending to sell it in Poland.



2. Legalising the stay in Poland

Possession of a valid visa or temporary residence card is the responsibility of the student at the Jagiellonian University. The staff at the Centre for European Studies will be happy to advise and assist our students with acquiring all of the necessary papers to remain legally in Poland, but responsibility for obtaining and maintaining legal status remains with the student.

The staff of the Centre for European Studies makes every effort to maintain accurate and current information about visas, residence cards and other consular affairs. However, please remember that every now and then new regulations are introduced or old ones are modified, so the information in this guide is subject to change.

2.1. EU and European Economic Area Citizens¹

Citizens of the 27 member states of the European Union do not need a visa to enter Poland. However, officially, a passport is required to enter Poland with the intention of studying. EU citizens may cross with other forms of identification (national ID) for stays of less than 90 days.

After arriving to Poland, the EU students should register their stay at a regional department for foreigner's affairs. The staff of the Centre for European Studies will be able to help you when dealing with this office.

In order to get temporary residence permit for EU citizens the following documents are needed:

1. a completed **application form**
2. **medical insurance** (European Health Card or private coverage)
3. **proof of funds** to cover your stay in Poland (a written statement that you have enough funds for your planned stay or a copy of your bank statement)
4. a copy of your **travel document** (usually a photocopy of the photograph page of your passport)
5. information about your **place of residence** in Poland. (If you are staying in the student halls of residence, you only need your residence registration - *meldunek*. If you are staying in private housing, you will need your *meldunek* and a contract)
6. a **letter from the Jagiellonian University** confirming student status.

Registration of your stay and the document certifying your registration are issued to you immediately and free of charge.

¹ This applies to citizens of countries belonging to the European Economic Area (Norway, Iceland, Lichtenstein), as well as citizens of countries which have signed an agreement on free movement of people (Switzerland).



2.2. Getting a visa before you arrive (non-EU)

Polish law requires that all non-EU citizens who wish to study in Poland must get a “student” visa, officially called the **national long-stay visa (type D)**, from the Polish Consulate in their home country. This is a visa that allows the student to both enter Poland and stay there until the end of the visa’s validity (365 days maximum). It also allows the student to travel around the Schengen area for a period of maximum 90 days. The students are advised to apply for a multiple-entry visa.

Polish Consulates have the right to charge different fees for visa application processing depending on the country (these differences are due to bilateral agreements or country-specific regulations). The students are encouraged to check the websites of the consulate of the Republic of Poland in their home country for details.

A full list of Polish Consulates abroad is available at:

<http://bazateleadresowa.poland.gov.pl/?document=21>

In order to start the visa application process, the applicant needs to go to the “e-Konsulat” website and choose the nearest Polish Consulate in his or her country:

<https://secure.e-konsulat.gov.pl/default.aspx>. Student’s must make an appointment and file the application in person.

The visa application form can be downloaded from that websites and the appointments at a given consulate can be scheduled.

The general requirements for a **long-term visa type D** are:

1. a valid **passport** (the passport validity must exceed the required date of departure from Poland/Schengen by **at least 3 months**) issued no earlier than 10 years prior to the visa application, with at least 2 blank pages (for the visa)
2. a completed and signed **visa application form**
3. one “biometric photo” (a colour 4.5 cm. x 3.5 cm. **photograph**, made no earlier than 6 months prior to the visa application, with a bright background, looking straight ahead).

An instruction on the specifics of the photo is available (in Polish) at:

https://secure.e-konsulat.gov.pl/WizytyPlikiDoPobrania/Paszportowe/Zdjecia_do_paszportow_-_instrukcja.pdf

4. **visa fee**
5. a **health insurance**
6. a letter of **invitation** addressed to the consulate from the Jagiellonian University (CES sends students such a letter along with the information package and - if necessary - a copy upon request))
7. proof of **financial means** to travel to and from Poland and cover the costs of living there (usually a printout of the bank statement is sufficient)

- **Please note that individual consulates might have more specific rules about the documentation for the visa** (there might be additional requirements, for example to have a certain amount of financial means, or for the insurance to be issued by a certified national company).



Most consulates can issue a visa within 7 to 10 working days of the application and most offer an express service (one or two days) for an additional fee.

2.3. Getting a temporary residency permit (non-EU)

When entering Poland on the basis of “visa-free movement” or with a short-term Schengen visa (type C), the student needs to legalize his or her stay in a regional office for foreigners’ affairs in Krakow. The office issues temporary and permanent residency permits for both EU and non-EU citizens. Non-EU students without a long-term visa type D are advised to apply for a temporary residency permit (*zezwolenie na zamieszkanie na czas oznaczony*). The students must apply for the residency permit in person, bringing with them the necessary documentation (see below) and paying the application fee.

IMPORTANT: The student needs to apply for a residency permit no later than 45 days before the end of their legal stay in Poland. This means that if a student has a 90-day tourist visa (type C), he or she needs to apply for residency before 45 days have passed from the starting day on the visa. The same applies to those entering Poland on the basis of visa-free movement, for instance citizens of United States or Canada. Since they are allowed to enter Poland without a visa and stay there for 90 days, they need to apply for residency no later than 45 days after the date of their arrival to Poland.

The residency permit is usually issued for one year (or less, if the student status expires earlier). For instance, if a student applies for residency in December of a given year, he or she will be granted residency only till the end of September of the next year, as this is when their student status ends. If they are on a 2-year programme, their student status is renewed in October and they can apply again for residency till the end of the following academic year.

Students having a one-year visa will not need a temporary residence card.

Please note that holders of residency permits issued by Poland are allowed to travel within the Schengen area for a maximum 3-month period.

In order to get the residency permit, a non-EU student will need to have:

1. a valid **passport**
2. five recent colour 4.5 cm. x 3.5 cm. **photographs**
3. an original and copy of the **birth certificate** (the applicant must show the original and leave the copy with the office), which has been translated into Polish by a sworn translator
4. a copy of your **residence registration** (meldunek). The procedure of getting meldunek is explained in the next section.
5. a document confirming **medical insurance**
6. **proof of financial means**. Students are expected to have at least 800 PLN for each month of their stay. The applicant presents either a bank statement or, if the student receives a scholarship, an official confirmation of the amount by the award-giving institution.
7. a letter of confirmation of the student status from the Jagiellonian University addressed to the *Wydział Spraw Obywatelskich*. The CES office will issue one upon the student’s request.



8. four signed copies of the temporary residence card **application form** (an original one and three copies). Both are available from the *Wydział Spraw Obywatelskich* as well as online at:

<http://www.wrotamalopolski.pl/NR/rdonlyres/75E3131F-58D3-4613-9576-24A9095A1D8D/776646/wniosekdopobrania.pdf>

The payment is **340 PLN** (approx. 77 euro) to submit the application and an additional 50 PLN (about 11.5 euro) for issuing the residence card (at the time when the residency is granted). The process is rather long, as the office contacts the police, the Border Patrol and the Security Services for reports about the applicants record (which is a standard procedure). Then, after receiving a positive response (which is usually the case with students), the employees of the office check the application once again (they might ask for additional documents if the application is incomplete), and then issue a decision. Upon receiving the written document confirming the office's positive decision to grant the applicant temporary residence, his or her stay in Poland becomes legal, starting from the date on the document. However, the applicant might have to wait another 2-3 weeks for the residency card that allows him or her to leave and enter the country.

2.4. Obtaining a Polish passport

If either of the student's parents were born in Poland or ever had a Polish passport, the student may be considered to be a Polish citizen by the Polish government and eligible for a Polish passport. In fact, the Polish consulate in the student's home country may choose to refuse him or her a visa on the grounds that they are eligible for a Polish passport and therefore should put in an application for one. The students are encouraged to enquire about such possibility with the Polish consulate nearest to their home residence. The process is long and complicated, that is why it needs to be undertaken at least a few months before the planned stay in Poland.

2.5. Dual citizenship

Polish law states that if a citizen has two passports, one of which is Polish, they must enter and exit Poland on the Polish passport. There have been cases of individuals facing fines and travel delays because they ignored this rule. Students with very Polish-sounding names are sometimes held up a little longer at the border to see if they aren't Polish passport-holders. In the past, men possessing a Polish passport were eligible for military conscription, but since 2009 the Polish army became professional and compulsory conscription doesn't exist anymore.



3. Residence registration

Although the residence registration (*meldunek*) has lost a lot of its purpose since the fall of communism, this document is still a prerequisite for a lot of other paperwork, including visas and residency permits. It proves that a person legally lives at their address.

For students living in the University dorms, the process is relatively quick and simple. The dorm administration will provide them with a form which must be presented at the registration office at *Centrum Administracyjne* of Krakow. Apart from a stamped form from the dorm, the student needs to present his or her passport and proof that their stay in Poland is legal (visa, residence card).

For those living in private housing, the process may be a bit more complex. Many owners who hire out their flats to students are not reporting this fact to all of the appropriate offices (like the tax office). When renting a private flat and signing the lease, students should make sure that the owner will agree to register them at their flat and help them with the *meldunek* procedure. The owners' fears are often unjustified, as the type of *meldunek* that is required for foreigners is a temporary one and does not give the tenant additional rights (e.g. entitlement for inheritance of the flat).

Non EU-citizens may obtain the *meldunek* for the period of time covered by their visa. EU-citizens may obtain it for three months from their arrival in Poland. In order to prolong the *meldunek*, they need to go through the procedure once again. A completed application form, passport and the residence card are required.

Changes

All of these rules are subject to changes and new interpretations. The staff of the Centre for European Studies will do its best to keep you informed as we find out about the changes. We will post updated versions of this text whenever there are major changes.



PART II: HOUSING

1. Halls of Residence

The dorms that are usually available for our students are the following:

Nawojka: ul. Reymonta 11, phone/fax +48 (12) 633-52-05,
<http://www.nawojka.bratniak.krakow.pl>

Żaczek: Al. 3 Maja 5, tel. +48(12)622-1102, fax +48(12)632-8735
 To reach an individual room, tel. 622-1 + room number,
<http://www.zaczek.bratniak.krakow.pl>

The best check-in time is Monday - Friday between 8:00 and 15:30 when the Administration office is open. On weekends or after working hours, there should be a list of arriving CES students at the reception desk and the rooms should be ready. Please let CES staff know when you will be arriving.

Before checking in the students will be asked to become familiar with the regulations of the Hall. It describes their rights and obligations while they are residents there. The students will be asked to sign a declaration that they will obey the rules of the Hall.

1.1. Nawojka

Location and transport

Nawojka is situated about 10-15 minutes walking distance from the centre of Old Town and the offices and classrooms of the Centre for European Studies.

The main Jagiellonian University Library is only a minute or two away and the Jordan recreational park starts right at Nawojka's doorstep. Nawojka is at the edge of Student Town and also picks up a bit of the social life from two of the other universities of Krakow: AGH and UR.

Nawojka is close to Aleje Mickiewicza where many bus have their stops, so it is easy to get to both from the airport (bus no. 192) and from the main train station (bus no. 179).

Shape and Size of Rooms

Nawojka was built in the 1930s, in spite of the suspiciously communist-looking murals on the façade. All of the rooms in Nawojka were renovated in 2003.

Rooms consist in two- and three-person rooms that are furnished. Each person has a bed, chair, wardrobe, cupboard and shelves built into the wall, however, sometimes you need to share a desk with the others. Students are provided with a (small) pillow and bed linen that may be replaced monthly, a large cover and a blanket. All rooms are in suites with attached toilet and bathroom, while others have shared toilets and bathrooms on the corridor.



The size of rooms is sometimes disappointing for students and it is true that the rooms in the centre of the building are smaller than those in Żaczek. On the other hand, the rooms in the wings are probably the largest in the residences that we have available.

Students receive the keys to their rooms. They also receive a resident ID card which should be presented at the entrance to the security guard (especially late at night). Nawojka is relatively small and the guards usually get to know the students quickly.

Kitchen and Laundry

There are three kitchens on each floor, one in each wing and one in the centre of the building. Each kitchen has two full sized ovens (4 gas cookers plus oven) and a sink. There is no refrigerator and students need to have their own dishes and cutlery.

There are laundry rooms in the basement of the residence and the students need to sign up in advance to use them. Many students choose to get their laundry done in private laundry facilities in town.

Telephone

There is one telephone per room in Nawojka. Students may receive incoming phone calls but may not call out. There are no public phones in the lobby. Most Polish students have cell phones.

Computers

Each room in the residence is equipped with an Internet connection but you must activate it [for details ask in the administration office].

Sports

For those interested in Polish football, one of Krakow's two professional football teams, TS Wisła, has its home stadium very close to Nawojka. (The other, KS Cracovia, is not far away.) Jordan Park contains all sorts of outdoor recreation, including skating ramps, a small boating pond, basketball courts and a sledding hill.

Dining

Meals are not included in the rent. Nawojka has a cafeteria that serves lunch 12:00-15:30 Monday-Friday and 12:00-14:00 Saturday. You can get these meals at special student prices, usually around zł. 8-10 (2-2.6 euro). Obiad (lunch) includes soup, main course (meat or fish with potatoes and salads/vegetables), desert, and something to drink.

The cafeteria is closed in the evenings and on Sunday.

Paying the Rent

Rent (currently zł. 345, about 80 euro) is expected of each student by the 10th of every month. Cash is the only form of acceptable payment. Payment must be made in person at the administrative office of the residence (on the main floor). Students may also register with the residence administration office to make monthly bank transfers (which is easy and cheap from a Polish bank account). None of the halls of residence will accept payment by credit card or cheque.



1.2. Żaczek

Location and transport

Żaczek is situated about 10 minutes walking distance from Old Town. It would be practically pointless to take a tram to the centre of Old Town from Żaczek. However, there are two tram lines that have stops directly in front of the residence: 15 and 18. The number 15 tram will take you to CES (get off at Teatr Bagatela, 3 stops from the residence) as well as to *Dworzec Główny* (the main train station). The bus stop is also located nearby.

Żaczek is a great location for those who prefer to walk rather than take public transportation. There are three popular student clubs in the building, however, they sometimes 'shake the building'. It is next to the main branch of the Polish National Museum, the main Jagiellonian University Library, the huge park of the *Błonia* (meadows) and the Jordan recreational park. The CES offices are located just a 15-minute walk from Żaczek. It is also not far by foot to Massolit Cafe and Bookstore (brownies and English-language books), Student Town and Kosciuszko Mound with its surrounding park.

Shape and Size of Rooms

CES students usually get accommodation in the freshly renovated rooms of the "old wing" of Żaczek. These are mostly 2-person rooms. Each room has two beds, two desks, two chairs, one large closet and two sets of shelves. The new rooms have their own bathrooms. All bed linen is provided for and can be changed monthly.

Students receive the keys to their rooms. They also receive a resident ID card which must be presented at the entrance to the security guard (especially late at night).

Kitchen and Laundry

In the 'old' wing there are 2-4 kitchenettes per floor that are located in the hallways. There is a sink in each kitchenette, gas cookers and tables to prepare food. There are no dishes or cooking utensils. In the 'new' wing there is only one kitchenette per floor.

There is one laundry room in old Żaczek with washing machines and clothes lines but no automatic dryers. You have to get the key from a student who is in charge of it.

Telephone

There is one telephone per room or suite in New Żaczek. Students may receive incoming phone calls. Additionally, students may use the public telephones in the lobby. Telephone cards can be purchased at the Żaczek reception desk and at the kiosk. Most Polish students have cell phones.

Computers

Each room in the residence is equipped with an Internet connection but you must activate it [for details ask in the administration office].

Recreation

Żaczek houses Klub Nowy Żaczek, a pub that has occasional concerts, huge Karaoke on Wednesdays and turns into a disco on the weekend. It is one of the more popular student clubs. Right around the corner are two more: Rotunda, a cinema and concert club and Klub Extreme, a drinking and dancing club.



Sports

For those interested in Polish football, one of Krakow's two professional football teams, KS Cracovia has its home stadium just across the street from Żaczek. (The other, TS Wisła, is not far away.) The Błonia field and Jordan Park, both next to Żaczek, are excellent for picnics, jogging and a stroll up to Kościuszko Mound. Kijów (Al. Krasińskiego 34), Mikro (ul. Juliusza Lea 5), and Rotunda (right beside Żaczek) cinemas are all close by Żaczek.

Dining

Meals are not included in the rent. Żaczek has a cafeteria that serves *obiad* (lunch) between 11:30- 16:00 Monday-Friday. You can get these meals at special student prices, usually around zł. 8-9 (2.25 euro). *Obiad* includes soup, main course (meat or fish with potatoes and salads/vegetables), desert, and something to drink. The cafeteria is closed on the evenings, as well as on Saturday and Sunday.

Paying the Rent

Rent (currently zł. 345, about 80 euro) is expected of each student by the 10th of every month. Cash is the only form of acceptable payment. Payment must be made in person at the administrative office of the residence (on the main floor). Students may also register with the residence administration office to make monthly bank transfers (which is easy and cheap from a Polish bank account). None of the halls of residence will accept payment by credit card or cheque.

1.3. Piast

Name and history

The founder of the Jagiellonian University was Kazimierz the Great, the last of the Piast dynasty and his summer palace (where he supposedly kept his Jewish concubine, Esther) was just down the road from where Dom Studencki "Piast" now stands. Construction of Piast was begun in 1964 as part of the 600th anniversary of the University's founding.

Location and transport

Piast is situated approximately 30-35 minutes walking distance from the centre of Old Town. It is the furthest residence from the centre that we are usually assigned and most students only stay there for the month of September. Tram stops are located in close proximity to Piast, about 5 minutes walking distance, and the tram ride will take roughly 10 minutes to reach Old Town. You can take tram numbers 4, 8, 13, 14 and 24 (currently unavailable) from the tram stop located at the corner of ul. Piastowska and ul. Podchorążych. These same tram lines will return you from the centre of Old Town. All of these tram lines will get you to the CES office at ul. Garbarska 7a. Just hop off the tram at the "Teatr Bagatela" stop. Trams do not run past 23:00, meaning that returning home from Old Town at night requires a taxi or waiting around for one of the relatively infrequent night buses.

To get to the hyper-market Tesco (a shopping extravaganza that is a cross between a large supermarket and a large department store), take bus number 173. To get to *Dworzec Główny* (the main train station) take trams 4, 13, 14.

The main University Health Centre, ul. Armii Krajowej 5, is very close to Piast and the huge housing complex known as "Student Town" (full of cheap beer and general student rowdiness) is just across the street.

Shape and Size of Rooms



Piast is a vintage 1960s lump of concrete, but the exterior has been livened up by a coat of bright yellow paint with green accents.

All rooms in Piast are two-person. The unit of accommodation in Piast is a suite comprised of two double rooms, one small entrance hall, a balcony and one complete bathroom (shower, toilet, sink). The small rooms are furnished (two beds, two desks, two chairs, two wardrobes and a cupboard with four small shelves built into the wall and 2-3 bookshelves). Ceilings in Piast are relatively low and the rooms are smaller than some in Żaczek and Nawojka. All of the rooms have small balconies which are the favourite roosting places of Krakow's pigeons. Many (but not all) balconies have makeshift screens built by students to keep the birds out.

Students receive keys to the suite and to their room. They also receive Piast resident ID cards which should be presented at the entrance to the security guard (especially late at night). Students are provided with bed linen, which they can change monthly (if you become very friendly with the service people in charge of the linens you can ask to change the linen every two weeks) and two blankets.

Kitchen and Laundry

There are two kitchens per floor (two gas cookers and one sink but no table, no dishes and no washing machine). There are also no refrigerators in the kitchens - students usually buy second-hand ones for approximately zł. 140 (approx. 40 euro).

There are two laundry rooms per floor (each has one automatic washing machine and clothes lines but no automatic dryer) and you need to get the key from student in charge of the floor. Information about the name of the student in question can be obtained from the reception desk. Polish students often do the bulk of their laundry at their parents' home on weekends. International students who don't have that luxury may find that the free laundry facilities are hard to get access to as often as they would like. Therefore, many international students find that the most attractive aspect of Piast is the paid laundry in the basement of the building. This service will cost you zł.15 (approx. 4 euro) per load to wash and zł.15 (approx. 4 euro) per load to dry, plus cost of detergent. The benefit is that you can just drop off your dirty clothes and come back later.

Telephone

There is one telephone per suite. Students may receive incoming phone calls. In order to make outside phone calls you will need to buy "impulses" at the administration e.g. for 10 zł (this works on a pre-paid basis) Additionally, students may use the public telephones in the lobby. Telephone cards can be purchased at the Piast reception desk and at the kiosk. Most Polish students have cellular telephones.

Computers

The computer room in Piast is located in the main hall on the ground floor. There are 12 computers in total. To gain access to the computer room, you must leave your Piast ID card at reception and pay for the amount of time for which you intend to use the computer: zł.2 (approx. 0.5 euro) per half hour or zł.3 (approx. 0.80 euro) per full hour.

Each room in the residence is equipped with an Internet connection but you must activate it [for details ask in the administration office]. Remember that if you bring your laptop, you will need a network card. For most models, you will be able to buy a new power cable here.

Recreation

Piast houses its own on-site pub, "Ryba Babel" (Babel Fish) named after the international students who used to live in Piast in greater numbers. Across the street from Piast is the wildest stretch of Student Town with its pubs and clubs. Of the residences, only Piast has a number of



individual recreational services: 24-hour bike rental, TV room and TV rental, a Chinese restaurant, a barber, a solarium and a travel agency.

Dining

Meals are not included in the rent. In Poland, *obiad* (lunch/dinner), the largest meal of the day, is traditionally served in the early afternoon. Piast serves *obiad* 12:00-16:00 everyday.

You can get these meals at special student prices, usually around zł.10 (2.55 euro). *Obiad* includes soup, a main course (meat or fish with potatoes and salads/vegetables), desert and something to drink. You can have only part of the *obiad* and pay accordingly. Piast's cafeteria is unfortunately not known for its fine cuisine during the academic year.

The cafeteria is only open during the *obiad* hours (when you will probably be in the centre, nowhere near Piast). Therefore, breakfast and supper are left to the student's own means.

In Piast, there is a Chinese restaurant that is open till later in the evening. The on-site pub "Ryba Babel" offers alcohol and other bar snacks.

Paying the Rent

Rent (currently zł. 340, about 86 euro,) is expected of each student by the 10th of every month. For students who are paying their own housing fees, cash (in person at the administration office) is the simplest form of payment. Students may also register with the residence administration office to make monthly bank transfers (which is easy and cheap from a Polish bank account). None of the halls of residence will accept payment by credit card or cheque.



2. Private Off-Campus Housing

Although the Jagiellonian University is able to offer all international students places in the halls of residence, many of our postgraduate students choose to hire private flats while studying in Krakow. It is very easy to find flats in every size, in every area of Krakow and at a broad range of prices.

Pluses and Minuses of Private Flats

On the one hand, living in a private flat allows students to control their environment to a greater extent than they could in the halls of residence - do their laundry whenever they can, cook meals in a well-equipped kitchen or invite guests over.

On the other hand, obtaining a residency permit may be slightly more difficult when living in a private flat. Private flats are much more expensive than the halls of residence. If there is a dispute about payment, damage or noise levels in a private flat, the tenant will be personally responsible for resolving it. **We will do our best to assist our students, but the Jagiellonian University cannot be held responsible for contracts between students and third parties.**

How to Look for a Flat

There are a few options for getting information on flats available for hire:

1. CES Housing Support: In September, the Centre for European Studies will have a staff member who will be responsible for researching available flats in Krakow (contact details available at Student Service Office). He/she will make appointments with the owners of the flats. He/she will be available throughout the day to visit the flats with the students, and will also help students negotiate the terms of the contract with the owner of the property.

Obviously, the final decision about which flat the student chooses and whether they wish to sign a contract rests solely with the student, but the Housing Officer will be able to advise and assist students with that decision.

2. University Organisations

Some university organisations help in finding accommodation, for example the Bratniak Foundation:

<http://biuro.bratniak.krakow.pl/www/index.php?section=1>

as well as Stuba, the cafe of Bratnia Pomoc Akademicka, located on ul. Św. Anny, open daily from 9 am till 7 pm. Stuba is famous for having offers of student flats, so it's a good idea to go there and have a look.

3. Real Estate Agencies: There are numerous real estate agencies in Krakow that will help foreigners that are searching for a private flat. It is the agency's duty to provide information on available flats for rent/lease, to set up appointments and to assist in negotiations with the owner of the property. Going through a real estate agency means that both the landlord and the tenant will have to pay up to one month's rent in commission to the agency.

4. Newspaper: Students can also refer to the Classified section of any newspaper. The largest number of real estate offers may be found on Wednesdays in *Gazeta Wyborcza* and *Dziennik Polski*. Contact information is listed and dealings are usually between the student and the owner of the property without any 'middle-person'. However, many real estate agencies also advertise their clients in newspapers in ways that make them look like a direct contact.



5. Online ads: the most popular website for flat searching is Gumtree (<http://krakow.gumtree.pl>), where there are numerous offers of rooms to rent in shared apartments, people looking for roommates, flat owners looking for tenants without having to pay the real estate agencies etc. Other websites are:

<http://www.gratka.pl>

<http://www.krakow.stancje-mieszkania.info/>

<http://ofertymieszkam.pl>

Many of the ads are posted by private individuals, but real estate agencies also use this means to attract more clients.

6. Other current students or alumni: Some of the students from previous years have remained in Krakow and are happy to invite new students to split the cost of a flat with them. Some of the newly arrived students may already have a flat but will need a roommate. The CES office will be happy to get the students in touch with each other about the flats, their requests can be posted on the bulletin board at Garbarska or forwarded to other interested students.

Although some students have decided also to rent a private flat on their own, from our experience, many students decide to band together in groups of 2-4 to share the costs of a larger flat.

Negotiation & Contracts

Before deciding on renting an apartment, it is good to negotiate the price with the owner. A little bit of bargaining is to be expected, so the property owner's first offer should not be accepted too quickly. It's hard to generalise about how much the owner will inflate the price of the flat beyond what they will really accept but the Housing Officer (or real estate agent) will probably have a pretty good sense of what can be hoped for.

Sometimes furniture (or household appliances) can be negotiated as well as the price. However, owners are reluctant to buy a lot of furniture for a tenant on a short-term contract period. There are some items that owners are very unlikely to be willing to add to their flats, such as clothes dryers and dishwashing machines.

Some Polish property owners would prefer not to declare their income to the tax authorities. They may charge more for tenants who insist on legally registering the flat as their residence. **The students should have a legally registered residence (*meldunek*), a contract and some sort of proof of the landlord's ownership of the flat in order to get residency permit.**

Once terms of rental have been agreed upon, a contract must be signed by both parties. In the contract, the duties and responsibilities of both the tenant(s) and the property owner will be stipulated. Each tenant is legally bound to honour all conditions of the contract. **The Jagiellonian University cannot assume any responsibility, whether legal or financial, for students who violate the terms of a contract with an outside party or break Polish law.**

What Sorts of Flats Are Available

Flats come in various sizes, starting at small, one-bedroom studios up to larger, four-bedroom flats. Larger flats are more common in the centre and smaller flats are more common further out. Smaller flats are usually more expensive per metre to rent.

Even in unfurnished flats, fully-equipped bathrooms (toilet, bath, shower) and kitchens (oven, range, sink, small refrigerator) are the norm. Most students, however, will want a fully-furnished flat. Bedrooms are likely to include a bed (which may double as a couch), chairs and a desk or table. While washing machines are a standard element of the bathroom equipment, clothes dryers are very rare.



Many fully-furnished flats will also come with kitchen utensils (cups, forks, knives, spoons, plates, bowls, etc.). Some will also have linens (bottom sheet, duvet, pillow cases, pillows and blanket).

A single room costs anywhere from 500 to 1000 zł per month (120-240 euro), it is also quite common among local students to share a room to split the costs.

Rental fee

The monthly rental fee is determined largely by the size of the flat, the location and the extent to which it is furnished. For example, a two-bedroom, fully-furnished flat, with bathroom and kitchen, and 55 m² of usable space, located very close to the city centre might have as a monthly rental cost of zł. 1800-2500/month (430-600 euro) plus bills for utility usage (electricity, water, gas, etc) for an additional zł. 200-400 (45-110 euro). These prices will be lower further out of the city centre - it might be worth considering them, as some parts of town are very well connected, with numerous trams and buses running to the centre every few minutes.

Deposit

Usually the tenant will be expected to pay a deposit (*kaucja*), which is usually at least the equivalent of one month's rent. This is supposed to cover any damage that may occur during the tenancy, not general wear-and-tear or the cost of a fresh coat of paint. The contract should specify and confirm this. However, in our experience it happens that landlords/landladies may try to keep a large portion of the deposit no matter what. Asking for a detailed written inventory to be made when signing the contract might help to avoid such a situation. Taking photographs of the state of furniture and rooms on arrival is also a good idea.

Payment

The method of payment is decided during the negotiations with the property owner. The standard methods of making the monthly rental payments are:

- 1) bank transfer (if you have a bank account in Poland)
- 2) direct deposit into the property owner's bank account
- 3) and (decreasingly) cash payments directly into the owner's outstretched hand. Tenants traditionally have until the 10th of every month to make the monthly rental payment.

Bills

Utility bills can be paid at any post office (you will be charged a small service fee, about zł. 3) or, more commonly these days, from bank accounts with activated online payments. The way that the bill is received may vary from flat to flat. Telephone bills are always mailed to the flat. Other utilities may be settled according to little booklets of pre-calculated monthly payments. The deadline for payment is always listed on the bill itself. If gas is used in the flat (for heating and/or gas cookers in the kitchen), a representative of the gas company comes to the flat every 2-3 months to read the metre. Sometimes, there is a flat fee called '*czynsz*' that the administration of the building requires payment for. Some utilities, mostly hot and cold water, are included in this '*czynsz*,' along with the cost of garbage removal, maintenance of the building etc. The '*czynsz*' can be included in the monthly rental payment, but sometimes it is a separate payment added to the cost of the monthly rental payment. In the colder months, heating can come in the form of electric or gas heat. Electric heat is by far more expensive, but any heating can be costly in a large or old flat. It is important to ask the owner about the cost of heating the flat.



PART III: HEALTH

1. Medical, Accident and Life Insurance

Students are required to have health and accident coverage for the whole of their studies. **Medical, accident and life insurance are the responsibility of the student at the Jagiellonian University.** The staff at the Centre for European Studies will be happy to advise and assist our students with any aspect of medical care, but responsibility for registering for, purchasing and maintaining appropriate insurance remains with the student. **The Jagiellonian University cannot assume responsibility or liability for any medical needs not covered by the student's existing coverage.**

We recommend that international students who will be staying longer than one semester at the Jagiellonian University have all of the following:

1. valid medical insurance from their home country that will cover long-term hospital stays
2. local Polish health coverage, private or public (it is possible to sign up for insurance with NFZ, National Health Fund, but it is a procedure that usually takes a couple of weeks to enter in force)
3. Jagiellonian University accident and life insurance.

Students who will be staying for one semester or less should be able to rely on insurance from their home country and Jagiellonian University accident and life insurance.

It is also possible, although not as likely to be necessary, to purchase a wide variety of additional insurance plans from private companies in Poland.

1.1. Insurance from your home country (repatriation)

Most people prefer to spend long hospital stays in their home country and near their family. We recommend owning medical insurance in the student's home country that covers "repatriation", that is a plan that will pay to return the student to their home country in case of serious medical problems.

The students are encouraged to check with their insurance provider whether their insurance covers stays abroad and what are its conditions. Most often, the student will have to buy an extra insurance to cover all of his or her stay in Poland.

EU students having a public insurance in their home country should get a European Health Insurance Card, which is issued free of charge to the student planning a longer stay in another EU Member State.

1.2. Polish medical care

Most students find that simple outpatient medical treatment (things ranging from a bad cold to minor surgery) is quick and efficient. Polish doctors are often more reluctant than their colleagues in places like the United States to prescribe strong medication like heavy painkillers or antibiotics for what they perceive as non-critical conditions. (In other words, if your bad cold turns out to be nothing more than a bad cold, they are likely to prescribe vitamins, lots of liquids and lots of rest rather than hand you a raft of medication.) The Polish medical system is also less likely to encourage diagnostics where no problem has yet been perceived. Depression and ADD are less likely to be medicated than in many other countries. Although most doctors



speak at least some English, the staff of the Centre for European Studies is often able to send a translator along with non-Polish-speaking students to assist them with communication with the hospital staff.

1.3. Polish National Health Fund (via the Jagiellonian University)

There is more than one way in which an international student may qualify for basic Polish health coverage which is paid for by the Jagiellonian University.

a. Students with Polish citizenship (including dual citizenship) who are **under 26 years old** should be insured by their most immediate family in Poland (that is, parents or grandparents). **If the student cannot be insured by their family in Poland** (and make a formal, signed declaration that this is so), they may be insured by the University. In order to request this insurance for one academic year, the student must submit the following documents to the Dział Nauczania (room 5 in Collegium Novum):

- Filled application form
- *Dowód osobisty* (Polish Identity Card) or if the student does not have a Polish Identity Card, then a valid Polish passport, and PESEL (national identification number)
- *Legitymacja* (Polish student ID)
- Dormitory card or *meldunek* (residence registration)
- A signed statement written by the student, saying that the student cannot be put on family insurance in Poland
- A signed contract with NFZ - Narodowy Fundusz Zdrowia (National Health Fund). To sign the contract, the student needs to present his or her student ID, passport and a filled form at the main seat of NFZ in Kraków, ul. Batorego 24. The CES staff can assist the student with this procedure.

b. Students who are over 26 years old and are citizens of an EU member state, and who do not work legally in Poland, and are not otherwise entitled to national insurance for other reasons (that is, do not have a European Health Insurance Card or Polish NFZ), can be insured by the University. In order to request this insurance for one academic year, the student must submit the following documents to the Dział Nauczania (room 5 in Collegium Novum):

- Filled application form
- Passport (from their country of citizenship)
- *Legitymacja* (Polish student ID)

c. Students who are not citizens of Poland or any other EU member state, but are of Polish origin, can be insured by the University. In order to request this insurance for one academic year, the student must submit the following documents to the Dział Nauczania (room 17 in Collegium Novum):

- a valid passport (from their country of citizenship)
- proof of Polish origin ('*Karta Polaka*' or a signed and stamped official letter from the appropriate Polish Consulate, etc)
- *Legitymacja* (Polish student ID)
- signed contract with NFZ (National Health Fund) which can be obtained at ul. Batorego 24
- Dormitory card or *meldunek* (residence registration)
- PESEL number (Polish identification number - if the student has one)

1.4. Polish National Health Fund (applying directly)

Students who are not citizens of an EU member state, nor are of Polish origin may apply directly to the *Narodowy Fundusz Zdrowia* (NFZ, the National Health Fund -

<http://www.nfz.gov.pl/new/>).



Your right to purchase Polish public medical coverage as an international student at the Jagiellonian University is established by the law on public health insurance. The law clearly states that, with the exception of those cases listed in 1.3 above, such insurance must be requested by the student (i.e. it cannot be requested by the University). In order to sign an agreement for health insurance you will need to have student ID and a passport. The monthly payment is approximately zł. 50 (about 13 euro).

Under the standard student plan, you receive:

1. All visits to general practitioners
2. A broad range of medical examinations
3. Consulting specialists
4. Hospital stays
5. Emergency service in life-threatening situations
6. Basic dental care

More information about joining NFZ may be provided at orientation and to interested students at any time.

1.5. European Health Insurance Card (EHIC)

Citizens of member states of the European Union plus Iceland, Liechtenstein and Norway should make sure that they get their European Health Insurance Card (EHIC) in their home country before travelling to Poland. The exact terms for qualifying for an EHIC vary between countries. In Poland, the EHIC will cover basic health costs equivalent to those covered by NFZ.

1.6. Accident and Life Insurance

International students may also purchase the same Accident and Life Insurance that Polish students at the Jagiellonian University do. This insurance costs zł. 25 (about 6.30 euro, however it may be slightly more expensive next year) per year and may be purchased from the Student Government in Collegium Novum, ul. Gołębia 24, room 33. Note that this insurance covers a 12-month period that always starts at the beginning of the standard Polish academic year (1 October - 30 September) and might not coincide exactly with your stay in Poland. This insurance also covers travel to other countries while you are a student at the Jagiellonian University.

1.7. Private Medical Coverage

There is a wide variety of private insurance plans available in Poland for almost any contingency that you can imagine. Generally, the more expensive the plan, the more it covers. The private company Falck currently offers a “Plus” plan for 50 zł. per month and “VIP” plan for 155 zł. per month. Medcover offers a variety of insurance plans starting from 90 zł per month. If you decide to get a private medical coverage, you are welcome to consult the office for advice.

1.8. No Insurance

Although we do not recommend it, many international students live without any insurance in Poland. Doctor’s fees are cheap. For example, the University Health Centre charges 90 zł (approx. 23 euro) per visit. However, if you have a serious illness or an accidents, the costs of a stay in the hospital and/or any specialist treatments might be quite high.

The Jagiellonian University cannot be held legally or financially responsible for the medical care of students who do not possess insurance.



PART IV: ESTIMATED LIVING EXPENSES 2012/13*

1. Accommodation

- a. Hall of Residence (Shared room with 1 or 2 people)
 - 345 zloty/ month (76 euro/month) (103 USD)
 - (Foreign students must pay a 200 zl. (44 EUR) (60 USD) deposit, which they get back at the end of their stay if no damages were incurred)
- b. Private Housing
 - 700 - 2000 zl/ month (157-448 EUR/month) (210 - 600 USD)
 - (Cost depends on location, whether utilities are included or not, room size, and # of roommates)

2. Board

- a. University Halls do not offer meal plans. Basic kitchens and cheap cafeterias are available onsite.
- b. Food budgets per month may range from 600-1000 zl, (134 - 223 EUR) (180 - 300 USD) depending on the individual.

3. Books

- a. All required course materials and books are available in the Centre's Reading Room. Language textbooks and materials for thesis research may however be necessary.
- b. Costs may range from 100-300 zl (22 EUR - 67 EUR) (30 - 90 USD) depending on the individual.

4. Communications

- a. A cell phone will cost up to 200 zl (44 EUR) (60 USD), if the student does not already own one.
- b. Depending on usage, students may spend 50-100 zl/month (11 - 22 EUR) (15 - 30 USD) for pre-paid phone credit.

5. Study trips

- a. The cost of one study trip abroad is included in the tuition fee. This includes transportation, housing, entrance fees to the scheduled activities and events, insurance. Please keep in mind that free time is scheduled into the study trips, which the individual students will organize for themselves and manage all costs associated with it.
- b. Additional trips students might like to take may range from 500-1500 zl (111 - 336 EUR) (150 - 450 USD) in price.

6. Local Transportation

- a. Cost of one tram or bus ride
 - with student discount within the first zone - city centre: 1,40 zl. (.31 EUR) (.42 USD)
 - with student discount within the second zone - suburbs and airport 1, 60 zl. (.35 EUR) (.48 USD)
- b. Monthly Card for Public transportation (with student discount) 47 zl (10.5 EUR) (15 USD)
- c. Due to the close proximity of the dorms to the CES classrooms, most students choose to walk.

7. Entertainment and Personal Expenses

- a. 300 - 600 zl/month (67 - 89 EUR) (90 - 180 USD) (Depending on the individual)



8. Approximate Currency Exchange Rates:

- a. 1 Euro = 4 zloty
- b. 1 American Dollar = 3 zloty

*Please be advised that these figures are meant as a guide and discrepancies may occur.

