



WELCOME HOME!



A guide for foreigners
living in Kraków

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Kraków 2021

Welcome home!

A guide for foreigners living in Kraków

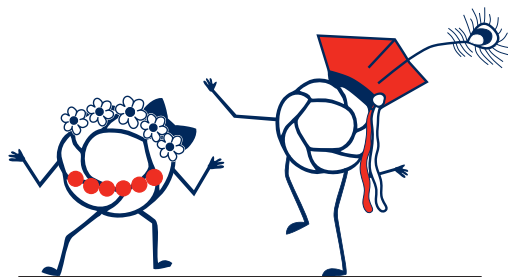


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Dear Residents of Krakow!

At the very beginning, we want to make it clear: you have chosen well! Krakow is an exceptional city. A city of many possibilities. It is an open city. We are glad that you are here and we want you to live here as well as possible.

For some time now, we have been trying to create the best possible living and development conditions for the citizens of Krakow. We have been observing urban processes, in particular the migration process, thanks to which the multicultural tradition of our city is being recreated. It is thanks to people, their potential and creativity that Krakow has the status of a city of culture, science and art. The status of a dynamic city where modernity blends well with history, and languages from all over the world can be heard on the streets.

Important things happen here on a world, national, city, district and street scale, but also important things for ordinary people. It is to ordinary people that this publication is devoted. We are offering the residents of Krakow a short guide to the most important areas of life in the city. No, not all of them – that would probably be impossible... We have decided to use an augmented reality formula and we often indicate in the text places on the web where the Reader can find more information on a given topic. Interactive links or QR codes will refer you to sites run by the City of Krakow or other reliable institutions. These websites are updated on an ongoing basis and in this way you can access information that will be up-to-date even, for example, a year after the publication of the guide.

We have organised the information in the guide into four sections:

1. informative - here we explain how things are, give the most important information on a given topic,
2. Q&A (questions and answers) section,
3. a section in which obwarzanek draws your attention to important issues,
4. "Polski nie taki obcy" ("Polish not so foreign") section containing practical words and phrases in Polish.

Last but not least, we would like to tell you that this guide would not exist if it were not for the city's Open Krakow Programme, the Department of Social Policy and Health and the Interdisciplinary Team for cooperation on the implementation of the Open Krakow Programme and if it were not for the non-governmental organisations which are involved in activities for the benefit of multicultural Krakow. This guide would not exist if it were not for the kind and committed people from whom you will hear: "Welcome home!"

Authors

ON-LINE TOOLS TO ACCESS ADMINISTRATIVE SERVICES

A large amount of administrative tasks can be completed online. The most popular and convenient tool to log in to most of these sites is the "Profil Zaufany" ("PZ"), a trusted profile. PZ is free of charge, you can have only one profile, which is valid for 3 years. To set up a PZ you need to prepare the following data: first name, middle name, date of birth and PESEL number. PZ is protected in such a way that nobody else can use it. Apart from the Trusted Profile we also have ePUAP, i.e. the Electronic Platform of Public Administration Services, through which citizens can handle official matters over the Internet.

1. Profil Zaufany

You have several options to set up a trusted profile. The most practical for foreigners are following:

- via your bank

Most of the local banks offer the possibility to activate the PZ. In the electronic banking system of your bank, fill in the form for establishing the trusted profile. Confirm the operation with a bank authorisation code. You will receive to your e-mail address a confirmation of setting up the account.

- online application: **1**.

You can complete an online questionnaire and then within a 2-week timeframe and confirm it in one of the confirmation points (e.g. tax offices, NFZ offices, ZUS offices).

Having A Trusted Profile you can:

- apply for various benefits, allowances and subsidies,
 - apply for an identity card and report its loss,
 - obtain a copy of your civil status documents,
- register for permanent or temporary residence,
 - check your penalty points,
 - register the birth of a child,
- register for an appointment at an office,
- register, resume or suspend economic activity,
 - add yourself to the electoral register.







In August 2021 Krakow launched a new application for the purchase of season and single tickets for public transport **2**. You can download the application free of charge from the Google Play **3** and Apple App Store **4**. Once you have downloaded the app, all you need to do is register and create an account – you will need an email address for this, among other things. You will find more information here: **5**.






2. Overview of useful internet sites and relates mobile applications

In the table below you can find a summary of the most useful internet sites and mobile applications. Unfortunately, most of those sites are only in Polish.



COVERAGE	SUMMARY	WEBSITE	LOGIN PROCEDURE	MOBILE APPLICATION
	<p>On this site you can find an inventory of multiple administrative matters. Part of them ("usługi online") can be completed online by using the Profil Zaufany. Those matters cover amongst others: Registration/Documents/Driving license/Request for certifications</p> <p>You also find a tool to sign documents electronically.</p>		PZ	mObywatel (e-wallet for digital documents) (Attention: For the moment this application can only be used if you have Polish ID card)
All admin	<p>Having a Trusted Profile, you gain access to the Electronic Platform of Public Administration Services ePUAP – a free platform for contacting various offices through which you can send applications or letters and receive letters from offices.</p>		PZ	not available
Health	<p>Access your personal Public Health Internet account:</p> <ul style="list-style-type: none"> • e-prescription / e-referral • application for European Health Insurance Card • history of all your medical treatments • delegation of health documents (to a family member for example) • Covid vaccination documents, QR Code, EU Covid Certificate • designation of your primary care doctor/nurse or midwife. 		PZ	-mojeIKP -Zaszczepieni
Pension (PZU)	<p>Access to the official pension/retirement system: book a visit to the office monitor all payments for the Polish Pension Plan</p>		PZ	not available
Tax	<p>Access to the Official Tax Administration:</p> <ul style="list-style-type: none"> • e-tax office • access to e-declaration • access to tax returns • your personal micro-tax account generator 		PZ	not available
City of Krakow	<p>Current information concerning the city of Krakow</p>		not applicable	kraków.pl

Krakow Card	Apply for a Krakow Card online. The card can be issued to any person who pays taxes in Krakow (if you are registered for permanent residence in Krakow, you will not have to present a PIT, and the validity of your Krakow City Card status will be extended without the need for further applications). The option to make a mobile and/or plastic card (you can also use any other media you already own to record your Krakow Card status on, for this purpose you can use: Krakow City Card (KKM), Matopolska Agglomeration Card (MKA), Krakow Family Card (KKR) or student ID card).		email / password	Karta Krakowska
Krakow City Road Management	Here you find information on road work and parking possibilities. You also find instructions on how you can ask for local residential parking at a reduced cost.		not applicable	not available
Krakow City Card	On this website you can: <ul style="list-style-type: none"> view currently valid tickets purchase of a new season ticket view completed online transactions (top-ups). 		Krakow City Card / Krakow Card / Krakow Family Card: customer no. (ID no.) & card no. Student's/Doctoral Card: album no. & PESEL: selected digits	not applicable
Tickets for public transport	List of applications where you can buy tickets for public transport. Some banking mobile applications also have this functionality.	not applicable	not applicable	iMKA moBILET mPay SkyCash Jakdojade

POLSKI NIE TAKI OBY

INTERNACIONALIZMY... i polski jest łątwy!

profil
kod autoryzacyjny
elektroniczna platforma
bankowość elektroniczna
logować się, logowanie, login

konto
ankieta
aplikacja
adres mailowy
aplikacja mobilna

POLSKI NIE TAKI OBY

PESEL – numer identyfikacyjny Polaka i cudzoziemca, unikalny
Przykład: kobieta urodzona 2 lipca 1923

2 3 0 7 0 2 4 1 5 4 9

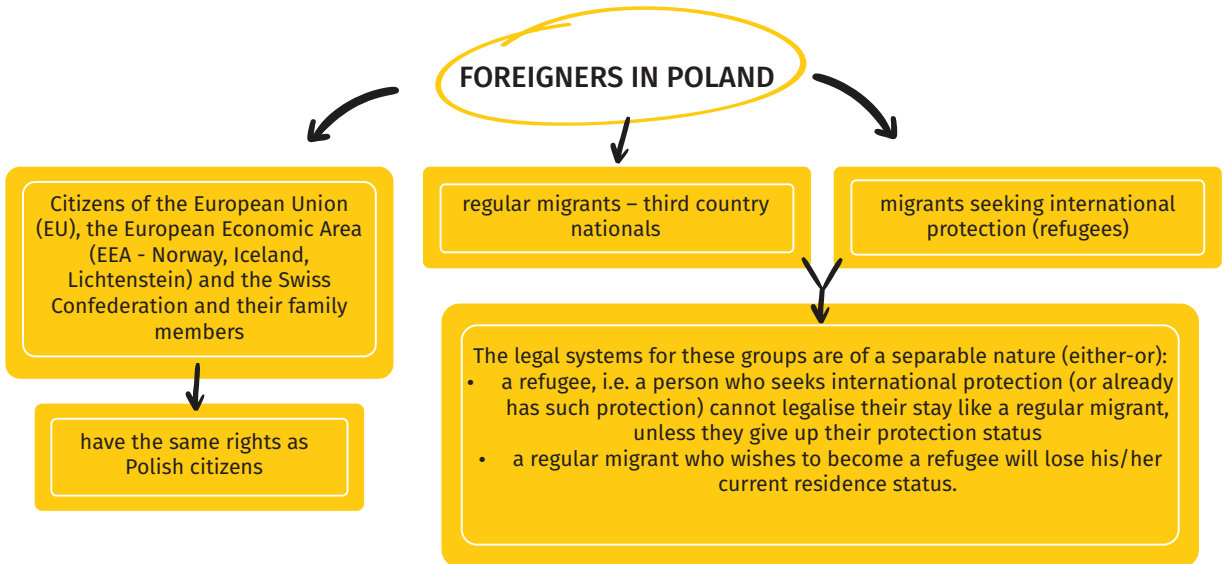
ostatnie dwie cyfry roku urodzenia | miesiąc urodzenia | dzień urodzenia | 4 cyfry, ostatnia informuje o płci | cyfra kontrolna

(0, 2, 4, 6, 8 – kobieta, 1, 3, 5, 7, 9 – mężczyzna)

LEGALISATION OF STAY IN POLAND

1. General rules

The Polish legal system distinguishes several categories of foreigners and for each of these categories separate legal provisions apply.



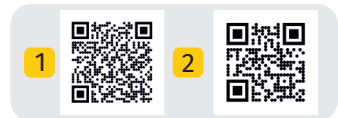
What does it mean that the procedure is two-instance?

A foreigner submits documents (application) to the Provincial Office (the so-called first instance). For residents of Krakow, it is the Małopolska Voivodeship Office. You can find more information here: **1**.

The Provincial Office (the so-called first instance) makes the decision. If you do not agree with the decision, you can appeal to the Office for Foreigners (the so-called second instance) through the Provincial Office, which made the decision. You have 14 days to do this: if you received the decision on Wednesday – your deadline is two weeks from Wednesday. You can take your appeal to the office (you may lodge it at the register office) or send it by registered mail and keep the proof of posting **2**.

If you agree with the decision of the first instance, you do not need to do anything further. Your case is settled. But if it is not the decision you expected, you can write an appeal to the second instance.

The decision issued by the office of the second instance is final, enforceable and you cannot appeal against it. However, you may challenge it at the Provincial Administrative Court in Warsaw. You have 30 days to do this – you should submit your complaint via the Office for Foreigners, which issued the decision. Your complaint may contain a request to suspend the legal effects of the decision of the second instance office, which is unfavourable to you. If the court suspends the legal effects, it means that the decision is not executed until your complaint is examined. Note: The procedure before the administrative courts is very formal, so it is a good idea to have your case handled by a professional lawyer.



The legalisation of stay or registration of stay takes place in Polish and is a two-instance procedure. A sworn translator must translate all documents (except passport and other identification documents) into Polish.



When writing to the authorities, always include your name, address, whom you are writing to, who made the decision, and the procedure number. You must also write that you do not agree with the decision and sign the letter. The appeal may contain legal and factual grounds, but this is not necessary.



How much does it cost?

To obtain a permit, a foreigner must pay a so-called stamp duty:

- PLN 340 for most types of permits,
- PLN 440 for permits related to taking up employment in Poland,
- PLN 640 for permanent residence permits and permits for EU long-term residents.

Note that the authorities must have contact with you! You must always give your address, and if you change your place of residence (have a new address) - you must inform the authorities. If the authorities send a letter to your old address and you do not answer it, you may lose your right to legal residence. For example: the authorities write because your documentation is incomplete. The letter sets a deadline for completing the documentation. If you do not arrive on time (miss the deadline), the authorities will terminate the procedure.



1



What to do when the procedure is protracted (decision is delayed)?

A foreigner may complain about the inaction of the office of first instance to the office of second instance. Information on how to do this is included in every letter from the Provincial Office. Letters to the second instance should always be addressed to the address of the office of first instance (that is to the Provincial Office).

2. Legalisation of residence for citizens of the EU, the EEA and the Swiss Confederation

Every citizen of the EU may reside in the territory of Poland without any restrictions for a period of three months. After the expiry of this period, they should register their stay. Małopolski Urząd Wojewódzki handles registration of residence of EU citizens. You can find all information here: [1](#).

Note that failure to register your residence does not have negative consequences for EU citizens, but it is punishable by a fine. It may also make it more difficult to obtain a permanent residence of an EU citizen, as it is necessary to prove five years of residence in Poland. Persons can obtain the right of permanent residence earlier who:

- are entrepreneurs in Poland,
- are spouses of Polish citizens.

An EU citizen must have sufficient resources to live in Poland. Not only income from work is taken into account, but also the support available to the EU citizen under social security schemes. The same provisions apply to UK citizens, who have the right to register their residence or to extend this registration if they have previously exercised their right to freedom of movement in Poland.

Every EU citizen has the right to live with their family (according to Polish law it is parents, spouse and children). Family members of EU citizens have the right to obtain an entry visa and a residence permit of an EU citizen family member. Obtaining such a document is necessary for the recognition of the stay as legal.

3. Legalisation of residence of third-country nationals

A third country is a country that is not a member of the EEA (members of the EEA are the EU countries, Norway, Iceland and Liechtenstein). Citizens of those countries may reside in Poland under the following conditions:

Type of residence permit	Important information
visa-free residence permit	Generally up to 90 days in any 180-day period.
residence permit based on visa	For the period of validity of the visa, up to a maximum of 12 months (the visa can be extended once only for important reasons - the application must be submitted no later than on the last day of validity). A new visa can be obtained only abroad in the Polish diplomatic mission. It is not possible to issue a visa while staying in the territory of Poland. While in Poland, you may only renew your visa once at the Provincial Office. The cost of renewal is 400 PLN.
temporary residence	For a period specified in the decision of the Province Governor, up to a maximum of three years. Temporary residence may be prolonged as many times as necessary. The application for a residence permit must be submitted no later than on the last day of legal residence in Poland.
permanent residence	Granted for an indefinite period to specific categories of foreigners, including those with family links to Poles or with Polish roots.
residence permit for EU long-term resident	Granted for an indefinite period to foreigners residing in Poland for a minimum of five years, with certified knowledge of the Polish language (B1 level) and a stable socio-economic situation.

Regardless of the legal basis, the foreigner must have:

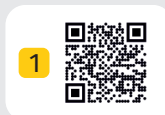
- continuity of the legal basis of residence (the stay must always be legal from the first to the last day);
- health insurance to cover the costs of treatment and hospital stay;
- the means necessary to provide for themselves and their family (without recourse to the social support system). At the same time, Polish law requires that such income be regular and stable. Currently (year 2021) the threshold of such income is 701 PLN for a single person and 528 PLN for further family members;
- in most cases, the right to the dwelling in which the foreigner is staying (ownership or lease agreement).

What do I have to do to get a residence permit?

You must submit your application – in Polish and on a special form. In addition, it is necessary to:

- attach a copy of a valid travel document (passport, identity card),
- attach four passport photos,
- pay the stamp duty,
- submit fingerprints (the deadline is set by the Provincial Office).

You will find the form here: **1**.



If you submit another application for legalization during the period of validity of your stay, even if your visa or residence card has expired, your stay will be legal. A stamp in your passport or a certificate issued by the Office will confirm this. While you are waiting for a new residence permit, you cannot cross the border of a Polish state. However, if your stay is visa-free or you are granted a visa, your travel will be legal.



4. Types of temporary residence

Residence permit in connection with the intention to conclude an employment contract

A temporary residence and work permit is issued to a foreigner who has concluded or intends to conclude an employment contract or a civil law contract with an employer in Poland. The income from work must be at least equal to the minimum wage for a full-time job (in 2021 it is 2800,00 gross). In this case, you will need a special attachment filled out by the employer for the application. You can find the attachment here: **2**.

Persons conducting business activity in Poland, persons delegated to work in Poland (the so-called expats) and persons staying on a tourist visa, cannot apply for such a permit. A temporary residence and work permit is issued to a specific employer and for a specific position.

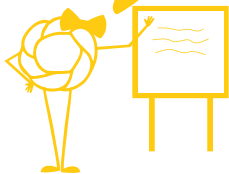
Residence permit in connection with employment in a highly skilled occupation. EU Blue Card

A permit for temporary residence and work in a highly qualified profession is issued to a foreigner who has concluded an employment contract or a civil law contract concerning highly qualified work for at least 12 months. This permit cannot be obtained while running a business, but it is possible to register and run a business with such a permit in order to obtain a temporary residence permit related to such an activity while extending the stay. Neither can a tourist obtain this permit. Generally, possession of this permit requires loyalty to the employer for a period of two years after employment. As in the case of temporary work-related residence, the foreigner is obliged to notify the Province Governor of a change or loss of work within 21 days. However, they have more time to find a new job, as much as 3 months. Such a change may take place twice during the permit period.

If you change employer or lose your job, you must notify the provincial governor within 21 days. You should also find a new job within the next 30 days so that you do not lose your right of residence. You must also reapply for a residence and work permit.



High qualifications mean a university degree, at least 5 years of professional experience and a salary of 150% of the average salary in Poland. This type of permit is commonly referred to as the "EU Blue Card". Persons who have the "EU Blue Card" are allowed to count the period of work in other EU Member States towards the residence of a long-term EU resident, and they are allowed to be reunited with their family, which is generally exempt from applying for a work permit.



Residence permit for so-called expats

Foreigners may also obtain a temporary residence and work permit in connection with an intra-company transfer or secondment by a foreign entrepreneur. Such a foreigner is commonly referred to as an "expat".

Residence permit for self-employed persons

A temporary residence permit for foreigners carrying out business activities may be issued to third-country nationals who have established capital companies in Poland or who are members of the management bodies of such companies or proxies. Persons conducting business activity are obliged to legalise themselves on this basis if their sole purpose of residence is gainful employment. For an economic activity to be carried out on the basis of such a permit, it must fulfil the following conditions:

- generate income equivalent to twelve times the average monthly wage in the province or allow for such income in the future, or
- the owner must employ for a minimum of one year two persons on a full-time basis who are Polish or are exempt from the need to have a work permit, or
- contribute to an increase in investment, technology transfer, introduction of beneficial innovations or creation of jobs.

Persons who do not meet these conditions and who pursue economic activity in Poland for more than six months a year may stay in Poland only based on a visa.

Residence permit for study reasons

A temporary residence permit due to studies is granted to foreigners who intend to take up studies in Poland and have a relevant certificate from the university and, in the case of paid studies, have paid the tuition fees. In Poland, there is a system of certification of universities accepting students for studies; hence foreigners may study only at public universities or those private universities which have been entered in the register kept by the Ministry of Interior. The first permit is granted for a period of fifteen months and subsequent permits for a period of two years.

Until 2018, it was possible to have this type of residence permit also for those who started a preparatory course for studies, such as a language course. Currently (2021) this possibility can be used only by citizens of Belarus. Persons doing internships in Poland or having or applying for the „EU Blue Card“ cannot obtain this permit. Students studying in other EU countries are also entitled to benefit from student mobility, e.g. coming under the Erasmus + programme or other forms of academic exchange. The length of such stay may not exceed 360 days. In this case, the stay in Poland is legal based on a visa or a residence permit issued by another EU country.

Residence permit for reasons of scientific research

Temporary residence of researchers is possible after concluding a research and development contract. The researcher should have a certificate that the university will cover the costs related to the possible obligation to return. In addition, in this case, the certification system of the scientific units hosting the researcher applies (this does not apply to public universities). Researchers can also benefit from mobility based on residence permits or visas issued by another EU country. Temporary residence on this basis is granted for the period of scientific research or for three years if the research period is longer.

Residence permit for trainee and volunteer

At the end of 2020, new types of temporary residence permit have been introduced – for an intern and a volunteer. In order to obtain a permit related to an internship, you must provide a certificate that you have completed higher education within the EU in the 2 years immediately preceding the application or that you have followed such studies outside the EU, an undertaking from the internship host to cover the costs of any return obligation and an internship contract. The internship must correspond to the intern's professional qualification and be related to their field of study, and the intern must prove that they can speak the language of the internship – e.g. through a certificate of completion of a language course. Please also note that the entity hosting the internship must have been in operation for at least five years and must be registered – **1**. Such permit is granted for a period of traineeship of no more than six months and may be renewed for six months.

Similar rules apply to foreigners – volunteers. They, too, may obtain a residence permit for the duration of volunteering, not longer than one year, if they sign a volunteering contract with an entity listed in the relevant register – **2**.

Residence permit for family reasons

Temporary residence may also be justified by various family reasons. In Poland spouses and own or adopted children are considered to be family. A residence permit may also be granted to the other family members if they prove that its absence violates Polish obligations to protect family life under the European Convention on Human Rights and Fundamental Freedoms. The same applies to newly arrived foreigners, that is to say those who are not reunited with a person who has already been in Poland for some time. The law requires for family reunification the foreigner to have resided in Poland for a minimum of two years on the basis of a temporary residence permit, on the basis of consecutive decisions, one of which was issued for a minimum of one year. Some foreigners, such as scientists, executives, British citizens or holders of the "EU Blue Card" may bring their spouse or children immediately after receiving their own residence permits. This family reunification procedure is the only temporary residence procedure in which the applicant is a Polish resident and the entitled persons can reside abroad. After the decision is issued, it should be sent to the country of origin and on this basis the family members will receive a special entry visa to Poland. In order to apply for this type of temporary residence on behalf of the family, it is necessary to have official documents of birth and marriage. Sometimes officials require Polish civil status documents to be submitted for the proceedings. This requires the transcription of birth and marriage certificates into Polish civil census registers. A procedure of this kind is described here: **3**.

1**2****3**

This permit is also granted to minor children of foreigners born on the territory of Poland, if they have a visa or a residence permit. An independent residence permit may also be granted to spouses and children of the foreigner after they reach the age of majority, if they have previously stayed on the basis of a family reunification permit for five years. Residence permits for family reunification are issued for up to three years, usually for a period related to the expiry date of the applicant's document.

If important reasons of the foreigner support their further stay in Poland they may obtain a temporary residence permit for a period of three years at a time also in the case of divorce or death of a person with whom they were staying under family reunion.

An important possibility to legalise a stay is also the stay and custody of a child studying in the Polish educational system, who has been granted a residence permit for studying.

Unregulated residence of a foreigner does not constitute an obstacle to issuing a residence permit if the foreigner is a spouse of a Polish citizen or if his/her departure from Poland would violate Polish obligations to protect family life and children's rights under the European Convention on Human Rights and Fundamental Freedoms and the United Nations Convention on the Rights of the Child.

In the family reunification procedure you should expect a community interview, which is carried out by Border Guard officers and an interview with the case officer, who will check whether the spouses know each other well. The aim of the procedure is to exclude those who have married just to obtain a residence permit.

Residence permit with a view to seasonal employment

Foreigners who come to Poland for seasonal work, e.g. in hotels, restaurants and other tourist jobs can obtain temporary residence and seasonal work permits. In order to obtain such a document, it is necessary to hold a seasonal work permit and fulfil the general conditions for staying in Poland (source of income, health insurance, accommodation). The length of the permit is related to the length of the seasonal work permit. The permit can be obtained for up to five years. However, a foreigner holding such a permit may stay in Poland only for up to 9 months in one calendar year. They must spend three months outside Poland.

Residence permits based on other grounds

Certain third-country nationals can obtain a permanent residence permit, such as:

- unaccompanied minors born in Poland
- a foreigner holding a residence permit for a long-term resident in another EU country intending to work, do business, continue or take up education or vocational training in Poland, or will indicate other circumstances justifying their stay, as well as their family members
- graduates of Polish universities who are looking for a job or starting a business as well as scientists who have completed their research and intend to take up a job or start a business
- Turkish nationals who have the right to work in Poland, which is acquired under special conditions and without limitations after four years of residence in the EU, as provided for in the special agreement between Turkey and the EEC (pre-EU) concluded in 1981;
- British citizens working in Poland as leased workers (so called expats);
- persons intending to take up or continue studies or vocational training;
- clergy;
- persons whose departure would result in a breach of their obligations to protect family life and children's rights under the European Convention on Human Rights and Fundamental Freedoms and the United Nations Convention on the Rights of the Child;
- foreigners with any other reason justifying their stay in Poland for more than three months.

Residence permit for persons with irregular residency

Foreigners whose residence is not regulated, and who need to stay in Poland due to particularly important personal interests (e.g. taking exams, completing studies, arranging important life issues) or are to appear before a Polish administrative or judicial body may obtain a residence permit for a period of up to six months (so-called short-term stay). This stay can be prolonged, but during and after its expiry it is not possible to apply for another type of residence permit.

After the expiry of its validity period, the foreigner must leave Poland. However, it is important to note, that obtaining such a residence permit allows not issuing a decision obliging the foreigner to return, thus after leaving Poland the foreigner will not be subject to an entry ban for a specified period. The disadvantage of this type of stay is the lack of a right to work, including obtaining a work permit, registering a statement.

Residence permit for US citizens

The stay of the citizens of the United States has a special character. Pursuant to an intergovernmental, bilateral agreement, U.S. citizens may stay in Poland without the need to obtain a visa for consecutive 90-day periods, if they leave the territory of Poland before the end of each of these periods. Such an arrangement is known as a visa waiver. Thus, it is enough to go for a coffee in the Czech city of Cieszyn or for shopping in Berlin and return on the same day keeping receipts or other bills in order to renew the right to a three-month stay in Poland. Apart from this regulation, US citizens are bound by all other regulations concerning obtaining a temporary and permanent residence permit.

5. Long-term residence of third-country nationals

Permanent residence permit for third-country nationals

Certain third-country nationals can obtain a permanent residence permit, such as:

- children of foreign nationals with permanent right of residence born after the acquisition of such right
- foreign children of Polish citizens who are under their care
- persons of Polish origin intending to settle in Poland and holders of the Card of the Pole
- spouses of Polish citizens residing in Poland for two years with a temporary residence permit in connection with that marriage, refugee status or humanitarian stay, whose marriage has lasted for at least three years
- victims of trafficking in human beings cooperating with law enforcement agencies and staying in Poland with a residence permit related to such cooperation for at least one year,
- beneficiaries of international protection after 5 years of residence and persons with tolerated stay after 10 years of residence and asylum seekers,
- citizens of the United Kingdom who have been staying in Poland as posted workers (so called expats) for five years and fulfil the general conditions of stay (income, insurance, accommodation).

How is Polish descent determined?

Polish descent is established based on repatriation regulations. These require Polish ancestors (one grandparent or grandmother is enough, but two great-grandparents are needed) who were of Polish nationality. It is also necessary to prove the connection with Polish identity most often through the preservation and cultivation of language, customs and culture.

What does it mean that the stay is uninterrupted?

Some foreigners are required to have an uninterrupted stay, which is defined as a stay in Poland with no breaks exceeding six months at a time and a total of ten months in the entire required period. A break is not a business trip, a trip during studies at a Polish university (e.g. a foreign scholarship, academic exchange programmes) or a trip related to a particular personal situation (e.g. medical treatment, settling inheritance issues, the need to take care of a family member).

Can I lose the right to permanent residence in Poland?

The permanent residence permit is of indefinite duration, but is revoked if the foreigner has left Poland for a period longer than 6 years.

Residence permit for EU long-term resident

This permit may be obtained by any foreigner who has been continuously residing in Poland for a period of five years, meets the general conditions of residence (income + insurance) and has a B1 certified knowledge of the Polish language (this requirement does not apply to graduates of Polish schools and universities with Polish as the language of instruction, and minors under 16 years of age).

A requirement for obtaining the residence permit is also having a stable and regular income for a period of:

- two years preceding the application for holders of the "EU Blue Card" or
- three years for other foreign nationals.

Certain additional requirements also apply to the five-year period of uninterrupted residence and the permitted length of breaks. Foreigners holding an EU Blue Card may also count their residence on this basis in other EU countries towards the five-year period, but the last two years must be spent in Poland. Unfortunately, persons who are students may include only half of their stay on student visas or temporary stays in connection with studies. The same applies to persons in vocational training. For the majority of foreigners, the length of breaks is calculated as for permanent residence, except for holders of the "EU Blue Card", for whom a single break of 12 months and a total of 18 months is allowed.

6. Obligations of the foreigner during the stay and the consequences of violating them

Duty to remain in compliance with the law

During their stay in Poland, the foreigner's primary duty is to retain the legal grounds for their stay and to comply with Polish law. The purpose of stay, as declared and described in the residence permit, should be pursued continuously. If this purpose changes, e.g. apart from work the foreigner establishes a company, or gets married to a Polish citizen and this purpose becomes the primary purpose of stay in Poland, the foreigner should inform the voivode about it and change the legal basis of their stay by submitting a new application.

Obligation to have a residence card and to live in Poland

After the positive decision, the foreigner receives a residence card which, together with the passport, is the basic document documenting the right to stay and cross the border. The foreigner should always have the residence card with them. With a Polish residence card you can cross the border and stay in other Schengen countries for up to 90 days in each 180-day period. This means that a foreigner can go e.g. to Germany between January and March and then to Slovakia between July and September.

Obligation to respect work and business rules

It is important that the foreigner also complies with the rules concerning work and running a business. Their infringement may result in withdrawal of the residence permit and obliging the foreigner to return. In Poland, a work permit is linked to a specific employer and a specific work position. Any changes must be notified to the voivod within 21 days. Taking up employment other than that specified in the permit without its renewal is a violation of the law resulting in the loss of the right to reside. This does not apply to persons who have free access to the labour market, such as students or spouses of Polish citizens. A person who has lost a job is also obliged to notify the voivod about this fact. They have 30 days to find another job, or 90 days if they were employed in a highly qualified position. The holders of the "EU Blue Card" may also lose their jobs twice during the permit period.

Who is entitled to control the foreigner's duties?

Mainly the Border Guard authorities control the foreigners' stay in Poland. The Border Guard is also the authority, which issues the decision on obliging the foreigner to return. This usually happens when the foreigner breaches the conditions of the residence permit. One should also remember that the Polish law excludes the possibility to obtain the residence permit again, if the foreigner loses the right to stay without leaving Poland first.

When should a foreigner leave Poland if they do not have a residence permit?

The foreigner should leave Poland within 30 days from the expiry of their current residence permit, as well as within 30 days from receiving a final decision refusing them residence. Foreigners holding visas should leave Poland on the last day of visa validity. The departure is not necessary if the foreigner has another basis for residence. For example, a citizen of Ukraine or Venezuela, whose temporary residence permit has expired, may stay in Poland for another 90 days based on provisions on visa-free movement. What is more, during this period they may apply for a temporary residence permit. This is an exception to the rule, because generally during the period reserved for leaving Poland it is not possible to reapply for a temporary residence.

What are the consequences of breaching the residence rules?

A violation of the residence rules as determined by the controlling authority always results in issuing a decision on the obligation to return. Such a decision may be appealed against to the Head of the Office for Foreigners. Until the final decision is issued, the foreigner does not have to comply with it (they do not have to leave Poland). The most frequent cases of issuing the decision to oblige the foreigner to return are those related to violation of employment regulations. However, it is worth remembering that the Border Guard should not issue a decision on the obligation to return to the foreigner who violated the rules on taking up employment in Poland, if the foreigner's vital interest argues against such a decision. If e.g. the foreigner's whole family is staying in Poland, such a decision should not be issued. Such decisions shall also not be issued to persons holding long-term permits and spouses of Polish citizens.

What are the consequences of breaching the deadline for leaving Poland?

A foreigner, who has received a final decision on obligation to return, should leave Poland on the date indicated in this decision or within 30 days from receiving it. A decision of this type is usually accompanied by a re-entry ban for a period from 6 months to 5 years. A foreigner who has complied with the decision may apply to the commanding officer of the Border Guard post, which issued such a decision for the period of the entry ban to be reduced by half. The same authority may, for important reasons, extend the time limit for departure to a maximum of 12 months.

Can a foreigner exercise the right to a humanitarian residence permit?

Before issuing a decision obliging the foreigner to return, the authority is obliged to consider whether such an order would not infringe the provisions of the European Convention on Human Rights and Fundamental Freedoms and the United Nations Convention on the Rights of the Child. If such a threat would be real, the authority is obliged to grant the foreigner a permit for humanitarian stay. The rights protected by the conventions are the right to life, freedom from inhumane and degrading treatment, the prohibition of forced labour, the right to personal safety, the right to a fair and just judicial procedure, the prohibition of arbitrary deprivation of liberty, the prohibition of unlawful punishment, the right to protection of family life and the need to protect the rights of the child.

7. The principles of granting protection to foreigners on the territory of the Republic of Poland

There are two basic types of international protection granted by the Polish state: refugee status based on the 1951 Geneva Convention and EU legislation as well as subsidiary protection based on EU legislation.

The refugee status may be granted to a person who stays outside the country of origin due to persecution or well-founded fear of persecution on the grounds of race, nationality, religion, political opinion or membership of a particular social group. A foreigner may also become a refugee while staying in a safe country, if due to social and political changes in the country of origin the return of the foreigner becomes impossible (refugee sur place). FAQSubsidiary protection may be granted to a person whose life, physical integrity, health and personal safety and liberty are seriously threatened by hostilities or massive human rights violations resulting from an international or internal conflict. International protection cannot be granted to a person who can safely move to another region in their country of origin (internal displacement). An applicant for protection acquires the right to work six months after lodging an application if a decision has not been issued during that time through no fault of their own. To this end, they should collect a certificate issued by the Chief of the Office for Foreigners. Persons who have been granted international protection enjoy essentially the same rights as Polish citizens. In particular, they may take up employment without a permit, reunite with their families and have the freedom to conduct business. In addition, they are entitled to a one-year integration programme financed by the municipality in which they live, which allows them to learn the language, study and acquire professional qualifications.

Where do I submit my application for international protection? 1

An application for international protection shall be submitted to the local branch or station of the Border Guard. The authority shall not have the right to refuse an application for refugee status. A person submitting such an application shall be interviewed in order to establish the circumstances justifying granting them protection. During the proceedings, they should also present any evidence they have of the harm and persecution they have suffered. Together with the application, the foreigner deposits their passport with the Head of the Office for Foreigners.

Where to appeal in the case of a negative decision?

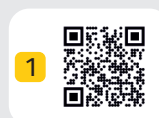
A negative decision may be appealed against to the Refugee Board within 14 days from the receipt of the decision, and a final decision may be complained against to the Voivodship Administrative Court in Warsaw within 30 days from the receipt of the decision. Submission of such a complaint together with a request to suspend the effects of the decision shall cause the effects of the decision to be suspended until this request or complaint is examined. Therefore, a foreigner does not have to leave if they are refused protection.

Where to seek legal advice in the event of a refusal?

A foreigner who has received a negative decision is entitled to free legal assistance in filing an appeal or a complaint against the final decision. The Office for Foreigners publishes a list of attorneys and legal advisers as well as foundations and associations providing such assistance financed by the state budget **2** .

Is a foreigner entitled to material assistance?

If the foreigner has no means of subsistence, they may benefit from the right to assistance in this respect, provided in reception centres for refugees or in the form of a monthly accommodation allowance. The Head of the Office for Foreigners may also order a foreigner to stay in a specific place.



8. Temporary provisions relating to the epidemic situation and the epidemic risk resulting from the spread of the Sars-CoV-2 virus

The provisions introduced by a special act, which is to facilitate the fight against an epidemic, have fundamentally changed the legal situation of foreigners staying in Poland. Foreigners whose previous residence permit has expired during an epidemic or an epidemic threat have the right to submit another application for temporary residence no later than 30 days after the end of the epidemic or epidemic threat. All other forms of residence, i.e. temporary residence, visas and the right to reside under the visa-free regime have also been extended until the 30th day after the end of these states.

Work permits that expired during the state of the epidemic were also extended, as long as they relate to the same employer and the existing position. It has also been allowed to change the conditions of work and pay in relation to foreigners without the necessity of amending the permit, if these changes resulted from the provisions allowing the reduction of working hours and other types of benefits justified by the worse situation of the employer caused by the Covid-19 epidemic.

Persons who had valid work permits or registered statements of seasonal work at the latest on 13 March 2020 are entitled to perform this work without the need to obtain another permit or register a statement.

The deadline for a foreigner to voluntarily return or leave the territory of Poland has also been extended until 30 days after the end of the epidemic or epidemic threat.

During the epidemic, foreigners exercising the right from work are entitled to the so-called standstill benefit.

9. Who can help you legalise your stay

Since 2016, Krakow has been implementing the "Open Krakow" programme, which aims to help foreigners integrate into the local environment. As part of this programme, a four-language web portal has been created where foreigners will find a lot of helpful information, including translations of all municipal procedures they may encounter while living in Krakow **3** .



A Krakow Multicultural Centre has also been established as part of the programme. The Centre also houses an Information Point for Foreigners. Here you can obtain, among other things, legal assistance and information **1** .

All the necessary information concerning the legalization of stay of foreigners can be found on the website of the Malopolska Voivodship Office in Krakow **2** .

There are also numerous organisations in Krakow which aim to integrate, support multicultural society, national minorities and foreigners, as well as organisations representing migrant communities. Contact details of some of them can be found at this address: **3** .

Others can be easily found using popular internet search engines. In Kraków, a lot of helpful information can also be found in social media which bring together the foreign diaspora and Kraków's friendly inhabitants. The largest such group is Krakow Expats on Facebook, which brings together not only expats but also migrants with a different legal status living in Krakow.


POLSKI NIE TAKI OBCY

pobyt – mieszkanie, życie w kraju, np. w Polsce obywatel – mieszka, żyje w kraju, np. w Polsce; ma paszport, legalny pobyt cudzoziemiec = obcokrajowiec zasady = reguły ogólne = generalne	państwo = kraj, np. Polska, Białoruś, Niemcy itp. legalny pobyt zgadzać się = akceptować zgoda, pozwolenie = akceptacja
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INTERNACJONALIZMY - rozumiesz te słowa!

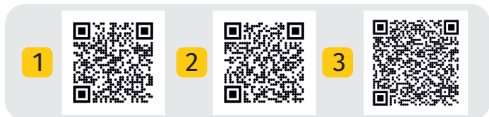
legalizacja status dokumenty, dokumenty identyfikacyjne decyzja rejestracja termin administracja	migrant ekspata wolontariusz konsekwencje legalny, nielegalny wiza rezydent	formularz paszport kwalifikacje procedura kontrola kategoria
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Jaki kolor ma Niebieska Karta UE?



Kolory po polsku – mały test kompetencji z języka polskiego

biały, żółty, zielony, czerwony, niebieski, czarny, pomarańczowy, szary, różowy, brązowy



EMPLOYMENT AND ENTREPRENEURSHIP OF FOREIGNERS

1. Access to the labour market in Poland

Access to the labour market is determined by the legal status of a foreigner. Depending on it, access to the labour market may be unrestricted (free) or restricted, that is, a foreigner is required to have one of the following documents:

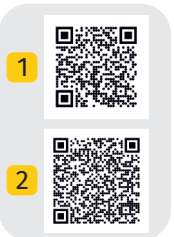
- work permit,
- a registered statement on entrusting a foreigner with employment,
- a seasonal work permit.

The following persons may work without a work permit:

- persons under international protection, with a humanitarian or tolerated stay permit;
- foreigners with a long-term permit (permanent residence + EU residents);
- citizens of the EU, EEA and Swiss Confederation (KSz) and their family members;
- Turkish nationals after four years of legal work in the EU;
- foreigners benefiting from mobility of managers, specialists, trainees, students or researchers;
- foreigners holding temporary residence permits, from the moment of their issue, in connection with studies, conducting scientific research, marrying Polish or EU citizens or foreigners holding long-term residence permits, family reunion
- foreigners holding a Card of the Pole, foreigners who have applied for permanent residence or long-term resident of the EU, if they were previously entitled to work without a permit under the above mentioned legal titles.

Some persons may benefit from the so-called subjective exemption - a list of persons, professions and types of work is provided in the Regulation of the Minister of Labour and Social Policy: **1**.

Every employer must sign with a foreigner an employment contract or a civil law contract (contract of mandate or contract for specific work) and give the employee a copy of the contract translated into a language that the foreigner understands. The employee must be familiar with the work conditions and the wage amount. If the foreigner works full time, their wage cannot be lower than the minimum wage in Poland. The same rule applies to the minimum permissible hourly rate (e.g. for a contract of mandate).



Who can work based on a statement of work assignment (“oświadczenie o powierzeniu pracy”) registered by the employer?

The employer registers such a statement at the City Labour Office. It applies to citizens of Armenia, Belarus, Georgia, Moldova, Russia and Ukraine. On this legal basis, you can work in Poland for no longer than 6 months in a given calendar year. If a foreigner wants to change jobs, the new employer must register a notice. The work time in a given calendar year is counted in total for each employer.

If a foreigner has worked for one employer for at least three months and the employer has applied for a work permit based on a work contract before the expiry of the statement, the foreigner can legally continue working for such employer also after the expiry of the registered statement until the work permit is issued.

Can foreigners apply for a work permit on their own?

Yes, a foreigner may apply in one procedure for both a temporary residence permit and a work permit. The foreigner is then the applicant and their employer fills in the relevant document, which is attached to the application.

You can download the document here: **2**.

Note that the document must be signed by a person authorised to represent the employer. Unfortunately, this type of procedure is quite long, and within its duration, it is not possible to start employment with the employer unless a declaration is registered or a separate work permit is issued.

Can an employer apply for a work permit for a foreign worker?

Yes. This procedure takes less time – usually several weeks, so the foreigner can start working in Poland faster. It is also an alternative for all those foreigners, who – having a different type of residence permit – need to obtain a work permit in Poland.

The basic type of work permit for foreigners performing work in Poland is type A. Type B is issued to members of the management bodies of companies or proxies, who stay in Poland for more than six months in connection with their business. The employer in the Voivodship Office applies for both types of permits by submitting the required documents. The employer will find all the information here: **1**.

The employer must obtain a certificate from the head of district that they cannot find an employee in the local labour market (cannot find a Pole or another EU citizen to be employed in the position offered to the foreigner). Such a certificate is not needed if:

- the foreigner completed his/her studies in Poland or in another EU country within 3 years preceding submission of the application or continuously stayed in Poland for such a period on the basis of residence permits (visa, temporary residence) or
- the foreigner applies for a job and his/her profession is listed on the list of exempted professions. The list can be found here: **2**.

What are the types of contracts when hiring an employee in Poland?

An employer hires an employee based on the Labour Code (employment contract) or the Civil Code (contract of mandate or contract for specific work).

What are the employer's obligations in the case of an employment contract?

In the case of employment under the labour law, the foreigner receives full employment protection resulting from the provisions of the labour law.

The employer's obligation is to:

- conclude a written contract with the foreigner and to confirm to them the conditions of work and pay within 7 days of employment,
- provide training in the necessary skills for the job and in health and safety at work,
- pay wages regularly, by the 10th of the following month at the latest, grant holidays and sick leave,
- pay health insurance contributions and social security contributions (disability benefit, pension).

When can the employment contract be cancelled?

The employment contract can be cancelled at any time by mutual agreement of the parties. Either party also has the right to terminate the contract – the period of notice varies from two weeks to three months (during this period, the employee who is not dismissed must work and the employer must pay his salary).

A foreigner unfairly dismissed from work, or whose rights are violated and wages unpaid, may bring a claim against the employer in the Labour Court. More information on this topic is available here: **3**.

These proceedings are free of court costs. They can also file a complaint with the State Labour Inspectorate: **4**. Then the inspectors of the office will check whether the employer has violated labour legislation and will give them specific recommendations. They may also fine the employer.

What should you know about employment under a contract of mandate or contract for specific work?

Employment based on civil law contracts offers greater freedom to determine the time and place of work, but at the same time a lower level of protection and no administrative protection.

It is important to remember that the work permit is issued for a specific employer, for a specific position and the minimum conditions of remuneration and duration of employment specified therein. Any change to these parameters requires an amendment or issuance of a new work permit.



1



2



3



4



The basic forms of employment are a contract of mandate/provision of services and a contract for specific work. A contract of mandate requires the foreigner to exercise due diligence in the performance of work, while for a contract for specific work the result agreed upon by the parties is important. Such contracts can be terminated on dates agreed upon by the parties.

What can I do if my contract of mandate resembles a contract of employment and my employer acts unfairly?

You can appeal to a civil court. If your claim is of a pecuniary nature and does not exceed PLN 20,000, you have to pay the court fee in the fixed amount of between PLN 30 and 500 (this depends on the amount of the claim). If it is more than PLN 20,000, the entry fee is 5% of the value of the claim. A statement of claim up to PLN 20,000 is submitted on a form, which is very simple and can be filled in based on the instructions included in the form **1**.

2. Entrepreneurship of foreigners

Principles of running a business

A foreigner may become an entrepreneur in Poland and undertake business on the principles set out in a special Act on the Participation of Foreign Entrepreneurs in Economic Turnover in Poland. The following persons may run a business on the same basis as Poles:

- EU citizens and their family members,
- persons who have a long-term residence permit, a temporary residence permit in connection with studies, scientific research or family reunion,
- people who have a long-term residence permit in another EU country,
- people who have been granted international protection or a humanitarian or tolerated stay permit,
- people who were granted temporary residence in connection with the continuation of business activity on the basis of an entry in the Central Register of Records and Information on Business Activity (individual entrepreneurs)
- persons who have the Card of the Pole,
- persons who benefit from government programs to support entrepreneurship,
- US citizens.

Other foreigners are entitled to conduct business exclusively in the form of a limited partnership, limited joint-stock partnership, limited liability company, simple joint-stock company and joint-stock company, as well as to join such companies and to take up or acquire their shares or stocks.

If a foreigner is only a shareholder in a company, they do not conduct business activity in Poland and only exercise rights from the capital. This means that they may stay in Poland on other types of residence permits. However, if they take up managerial functions in the company's bodies, it means that at that moment they start running a business activity. Therefore, if they stay in Poland for more than six months a year – they must obtain a work permit type B.

Registration of the commercial company

A commercial company may be established by registering in the electronic system maintained by the Ministry of Justice or by signing the articles of association at a notary public. The first option does not allow for individualisation of the articles of association, as they are made according to an imposed template. The cost of registering a company is PLN 350 for electronic companies and PLN 600 for traditional companies. Companies are subject to mandatory registration with the National Court Register. The minimum share capital for a limited liability company is PLN 5,000, for a joint-stock company PLN 100,000, and for a limited joint-stock partnership PLN 50,000.



If a foreigner starts a business in Poland, they are obliged to treat it as their main source of income and the basis for their stay in Poland. This means that a person running a business activity cannot obtain a temporary residence and work permit or the "EU Blue Card". However, they can obtain permits for other types of work by obtaining a work permit.



Company as a VAT payer

Companies operating in Poland are VAT payers, which means that they must add tax to each invoice issued in the legally prescribed amount. At the same time, when purchasing products and services constituting the cost of business activity, they may deduct the value of the acquired VAT from the input VAT. The difference must be paid to the tax office. In the case of a surplus of purchased VAT, the office will return the surplus to the company's account.

Is running a business a basis for obtaining a residence permit in Poland?

Yes, a foreigner may apply for a temporary residence permit in connection with economic activity. This activity must fulfil certain conditions:

- the annual income threshold must be higher than twelve times the average monthly salary in the province where the foreigner applies for the permit, or
- the foreigner employs at least two persons of Polish citizenship or who are foreigners and do not require a work permit, the duration of employment is a minimum of 12 months and it is full-time employment with minimum salary, or
- demonstrates that it has the means to fulfil the conditions set out above in the future or that it carries out activities allowing for the fulfilment of these conditions in the future, in particular contributing to an increase in investments, technology transfer, introduction of beneficial innovations or creation of jobs.

Foreigners who do not meet these conditions may run their business in Poland based on a visa, or if they are entitled to do so on the basis of the rules applicable to Polish citizens.

Can a company registered by a foreigner buy real estate?

A company registered by a foreigner in Poland is an entity under EU law and as such may acquire real estate in Poland without a permit from the Minister of Internal Affairs.

Where can I find help as an entrepreneur?

Some non-governmental organisations provide assistance in setting up and running companies and businesses. You can also get support from municipal institutions - the Entrepreneur Service Point of the Krakow City Hall. There is a person speaking Polish, Ukrainian and Russian at this point **1**.

POLSKI NIE TAKI OBCY

praca = aktywność profesjonalna
 pozwolenie na pracę = zgoda, akceptacja
 działalność gospodarcza = indywidualny biznes, firma
 pensja, wynagrodzenie = pieniądze za pracę (w Polsce dostajesz co miesiąc)
 pensja, wynagrodzenie netto = pieniądze „na rękę”, bez podatku

zawód = profesja
 przedsiębiorca = biznesmen
 umowa (o pracę) = kontrakt
 podatek = pieniądze dla fiskusa

INTERNACJONALIZMY... i jesteś w domu

mobilność
 biznes
 sukces

kwalifikacje
 profesjonalny
 innowacje

transfer
 technologie

Minimalne wynagrodzenie za pracę w 2021 r. - 2 800 zł brutto (prognoza na rok 2022 - 3 000 zł brutto)
 Minimalna stawka za godzinę w 2021 roku - 18,30 zł brutto.

1



SECURITY IN KRAKOW

1. Rules of social life. Municipal Guard

Every resident of Krakow has the same duties. They are defined by law and municipal regulations. The basic rules of social life state that a resident of Krakow is obliged:

- to observe quiet hours between 10 pm and 7 am,
- not to throw litter on the street and to clean up after their dog,
- not to damage objects of public space (abstain from vandalism, painting scribbles on walls),
- to obey traffic rules and parking regulations (including paying for parking in paid parking zones),
- to segregate their rubbish,
- to comply with specific regulations applicable in the historic city (guidelines applicable within the cultural parks in the city).

The Municipal Police of Krakow is responsible for ensuring compliance with these rules. The need for intervention of the City Guard can be reported here: **1**.

You can find more information on the Municipal Police here: **4**.

2. Protection of citizens and residents. Police

The protection of citizens and residents and their health, life and property is the responsibility of the police. Any foreigner who has been the victim of a crime has the right to report the incident to the police and demand that the perpetrator be prosecuted. He/she has the right to have an interpreter present during the report. The police have no right to refuse to accept a report. The police shall inform anyone who reports a crime of their rights and of the further course of action.



Such instructions shall be in writing and shall be translated by an interpreter.

If a foreigner is suspected of a crime or offence, he/she has the right to be questioned in the presence of an interpreter, to call a lawyer, to contact relatives and to refuse to give explanations. If he or she has been charged, he or she will receive a Letter of Rights and Obligations, which should be translated by the interpreter.

You will find all important information about the police here: **2**.



There are eight police stations in Krakow. Incidents should be reported to this police station, which is responsible for the area where the crime took place.



There are four cultural parks in Krakow: the Old Town Cultural Park, the Nowa Huta Cultural Park, the Kazimierz Cultural Park with Stradom and the Podgórze Cultural Park with Krzemionki. Within the borders of cultural parks there are often important monuments of Polish and UNESCO heritage. Therefore, these places are subject to special protection.



3. Family violence. Blue Card and Blue Line

The police also protect people in cases of family violence and have a duty to intervene and to set up a so-called Blue Card. The Blue Card is a special plan for helping the victim. A victim of family violence may also use the so-called Blue Line. Information in several languages is available here: **3**.

Anyone who has a problem with family violence can receive free help in the form of:

- medical, psychological, legal, social, vocational and family counselling;
- crisis intervention and support;
- protection from violence (e.g. preventing violent persons from using the flat shared with other family members and prohibiting contact and approaching the victim);
- providing a safe shelter in a specialist support centre for victims of family violence;
- medical examination to determine the causes and type of injuries related to family violence and to issue a medical certificate;
- assistance in obtaining housing to a person affected by family violence, who does not have a legal title to the premises shared with the perpetrator of violence.

These tasks are carried out by special support centres for victims. You can find a list of them here: **1**.

4. Important emergency numbers

See when you can and when you should not call 112:

In addition to the number **112**, you can also use the number: **2**

999 – ambulance: if the incident is of a medical nature (danger to health and life)

998 – fire brigade: if you need the intervention of the fire brigade (fire, accident on the road, cat on the roof or in a manhole)

997 – police: if the event is of a criminal nature.

In an emergency, risk or dangerous situation, call the free 112 number. You can do this even if your phone does not have a SIM card.



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5. Emergency medical assistance and medical assistance during holidays

If you have an accident or need medical intervention (e.g. in the middle of the night) you should go to one of Krakow Emergency Departments (SOR) – there are thirteen such units in Krakow. You can find the addresses here: **3**.

If you need medical help but your condition is not an emergency, you can use what is known as night and holiday healthcare. Night and holiday healthcare is primary healthcare provided from Monday to Friday between 6 pm and 8 am the following day, and 24 hours a day on public holidays.

A list of places where you can find help is here: **4**.

Is there a fee for using the ED or medical assistance during the holidays?

You may use these forms of medical assistance free of charge (you do not have to pay for the visit) if you have health insurance. Such insurance applies to persons employed based on an employment contract, contract of mandate, agency or service contract and persons running a business. You also have health insurance for children up to the start of their school education, pupils, students, farmers, clergy, pensioners and the unemployed registered with the poviats labour office. However, if you do not have such insurance, you will have to pay for the visit.

Is it safe in Krakow?

Definitely YES! You can feel safe here, but you should also calculate the risk – it all depends on the situation.

Krakow is implementing the "Safe Krakow" programme – here you can find more information about the specific activities in the programme: **5**.

Krakow is also covered by video surveillance – check out for more information: **6**.

If you are interested in safety statistics, you can check them on the website of the Statistical Office (these are for Małopolska): **7**.

You can also read the city's research report on safety in Krakow, which is available online here: **8**.

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ORGANISATION OF BASIC ASPECTS OF LIFE IN KRAKOW

1. Renting accommodation

The first steps in a new city are never easy, and before you start dealing with a number of official matters, you should take care of where you want to live. You can look for a flat yourself or with the help of an agent. To avoid additional commissions, make sure the ad says "directly from the owner" ("bezpośrednio od właściciela") or "without agents" ("bez pośredników"). Popular websites where you can look for offers are: gumtree.pl **1**, olx.pl **2**, otodom.pl **3**.

Using the services of a real estate agency involves an additional fee for the agent/agent, the commission is usually equal to one rent. It is also advisable to seek advice from other foreigners already living in Krakow, for example by joining the Krakow Expats group on Facebook **4**.

A flat can be rented for a definite or indefinite period of time. Only in the second case, unless the agreement provides otherwise, it can be terminated with an appropriate period of notice (usually 1-6 months). In agreements concluded for a specified period of time, i.e. until a specific date, termination of the agreement before its expiry is possible only with the owner's consent or if it was included in the agreement.

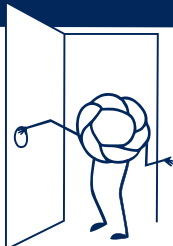
2. Obligation to register your stay

Registration ("meldunek") is the designation of an address for permanent or temporary residence, which includes information on the town, street, house/building number and/or apartment number. The obligation to register applies to both Polish and foreign citizens. Citizens of other EU member states have to register if they stay in Poland for more than 3 months, for other foreigners the deadline is 30 days. In Krakow you can register in person at pl. Wszystkich Świętych 3-4 31-004 or online via the website **5**. A detailed explanation of the procedures can be found in: **6**.

What is the difference between temporary and permanent registration?

Permanent registration means that you declare an intention to stay at a given address permanently. A temporary registration means a temporary change of place of residence with the assumption that after a given period of time you will return to your permanent place of residence.

- **Najemca (tenant)** - a person who rents accommodation from someone to live in.
- **Wynajmujący (landlord)** - someone who lets accommodation to someone else, usually the owner of the property.
- **Czynsz (rent)** - the monthly payment for renting a flat (the money we give to the landlord).
 - **Czynsz do administracji (rent to the administration)** - a monthly payment that we have to give to the administration of a building or a housing association. It includes prepayments and charges for services related to the use of the premises: for example water or waste disposal.
- **Media (services)** - charges for electricity, water and gas.
- **Kaucja (deposit)** - money that is paid as security to the landlord if the tenant damages the rented accommodation in some way.



3. PESEL

The PESEL number is an 11-digit numerical symbol which allows for easy identification of the person who has it. It includes the date of birth, serial number, gender designation and a control number. It is assigned automatically by the municipal office when registering for permanent or temporary residence to Polish citizens or foreigners who have obtained:

- the right of permanent residence or permanent residence permit,
- a long-term resident's EU residence permit,
- refugee status, subsidiary protection or asylum,
- permit for tolerated stay,
- temporary protection,
- a residence permit for humanitarian reasons.

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In case of problems with obtaining a registration, every foreigner can also obtain a PESEL number upon application at the municipal office. Detailed procedures are available under the following link: **1**.

PESEL is required, for example, when registering for a doctor's appointment!



Where can I apply for a PESEL number in Krakow?

Depending on your address, these will be the locations below:

Districts I to VII – Aleja Powstania Warszawskiego 10, 31-541 Kraków,

Districts from VIII to XIII - ul. Wielicka 28a, 30-552 Kraków,

Districts from XIV to XVIII - Osiedle Zgody 2, 31-949 Kraków.

Where can I look for more information?

You can consult the following websites: **2 3**.

4. Public transport in Krakow

Krakow's public transport is the best in Poland and ranks 9th in the world. Travelers appreciate it for its reliability, cleanliness and punctuality. The area on which the buses and trams run is divided into 3 zones: **1st zone** - includes the territory of the Municipality of Krakow, and **2nd and 3rd zones** - the territories of the cities and communes that joined the cooperation.

Getting around Krakow is easier with the jakdojade.pl application **4**. Whereas all the necessary information – including always up-to-date timetables and ticket prices – is available on the official website of Miejskie Przedsiębiorstwo Komunikacji w Krakowie **5**.

Public transport tickets are divided into two categories: normal (100% of the price) and reduced (50% of the price). Reduced tickets are available to students, pupils, pensioners, disabled people, among others. More information is available here: **6**.

In addition to single tickets, you have the option of a season ticket; monthly, bi-monthly, three-monthly or six-monthly. You can purchase season tickets for one or all lines of transport. An additional 20% discount on season tickets is available to holders of the Krakow Card (Karta Krakowska).

You can purchase tickets from ticket machines located on buses and trams, at bus stops or from points of sale at:

ul. Powstańców Wielkopolskich 6	09:00 - 17:00
ul. Podwale 3/5	11:00 - 19:00
os. Centrum D bl. 7	11:00 - 19:00
ul. Krowoderskich Zuchów 8a	11:00 - 19:00
Plac autobusowy MPK Dworzec Główny Wschód, ul. Pawia 5a	11:00 - 19:00

What do bus line numbers mean?

To make sure you are getting on the right bus, familiarise yourself with the way buses are numbered. In the first zone, the following signs will be used:

- 1xx – normal daytime lines,
- 4xx – daily booster lines
- 5xx – accelerated daytime lines
- 6xx – night lines,
- 7xx – alternate lines

Agglomeration bus lines are numbered:

- 2xx – normal daytime lines,
- 3xx – accelerated daytime lines,
- 9xx – night lines.

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5. Krakow Card (Karta Krakowska)

Krakow Card is an element of Krakow's promotional and social policy, which aims to develop and increase accessibility to public transport and cultural goods, as well as to increase the city's income from personal income tax. Persons who are permanently domiciled in Krakow and settle their personal income tax in Krakow are entitled to use the Krakow Card. Applications can be submitted via the website **1** and at the Krakow Public Transport Ticket Sales Points operated by Miejskie Przedsiębiorstwo Komunikacyjne S.A. in Krakow. With a Krakow Card you can benefit from a system of discounts, reductions, preferences and entitlements. Krakow Card holders buy season tickets with a 35% discount: the price of a normal single line ticket is PLN 69, while for Krakow Card holders it is PLN 45; after the changes, a normal two-line ticket would cost PLN 89, while with a Krakow Card it is PLN 58; a normal network ticket costs PLN 106, while for residents with KK – PLN 69.

Who needs to show PIT to be eligible for a Krakow Card?

Proof of tax settlement is needed for persons not registered for permanent residence in Krakow.

What do I need to show when applying for a Krakow Card?

You must present:

- the first page of the PIT bearing the Tax Office's stamp (stamp of receipt) or with a confirmation of its submission, with the reservation that in the case of PIT 40A no confirmation of submission is required,
- the first page of the PIT with the Official Tax Office Certificate of Receipt (UPO),
- a certificate from the Tax Office.



6. Driving licence

A foreign driving licence is valid for 6 months from the date of obtaining a temporary or permanent residence permit, after this time it is necessary to exchange the document for a Polish one **2**. You should also register your car in Poland as soon as possible if you have imported it from abroad **3**. In order to be able to drive a car safely, it is necessary to have the above-mentioned driving licence, third party insurance and a valid technical inspection of the vehicle.



7. Paid parking zones in Krakow

Krakow is covered by paid parking zones, which means that in and around the city centre, you will have to pay to park your car. You can find current information on costs and a map of the zones here: **4**

Note that new regulations prohibit the use of any electronic device at a pedestrian crossing! On the other hand, the driver of a vehicle is obliged to stop the car when he sees that a pedestrian is approaching the pedestrian crossing.



What is a parking meter and how to use it?

A parking meter is a machine where you can pay for parking. Tickets can be purchased using PLN 1, PLN 2 and PLN 5 coins (the machines do not give change!) or with PayPass or PayWave proximity cards in the following sectors: A2, A4, B6, B12, B20, C5, C10, C15 – in all parking meters; A3, A13, C7, C8, C9, C16, C21, C22 – in selected devices. You can also use the apps: **5 6 7**.

If you have a foreign phone number you should use the following applications: **8** (here registration possible with e-mail address).

9 10



HEALTH AND ACCESS TO MEDICAL SERVICES

1. Public health service in Poland

The Polish health care system is based on an insurance model. This means that each person, who is insured, can use medical services in public entities free of charge. The main source of funding for the system are health insurance contributions. If you are a working person, paying contributions is compulsory. The amount of the contribution is 9% of the income of each working citizen and inhabitant. The money from the contributions goes to the National Health Fund (Narodowy Fundusz Zdrowia – NFZ). This means that any person insured with the NFZ can use the public health service. If you are unemployed and registered at a job centre, you are entitled to free medical services as the compulsory health insurance is paid for you by the local employment office. You can also choose voluntary insurance. In summary: there are two types of universal health insurance – compulsory and voluntary.

2. Compulsory health insurance

Health insurance is compulsory if:

- you are employed in Poland,
- you study in Poland,
- you run your own business,
- you are a pensioner or a person registered as unemployed.

You are registered for compulsory health insurance by the payer of your health insurance contribution:

- your employer (in the case of an employee),
- your employment office (in the case of an unemployed person),
- your school/university (in the case of a pupil/student).

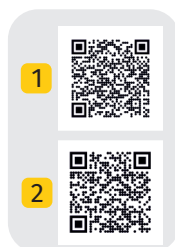
Note that if you are self-employed, you must register for health insurance yourself!



3. Voluntary health insurance

If you are not compulsorily insured, you can opt for voluntary health insurance and pay your own contribution every month. This is, for example, what people with a contract for specific work do. The voluntary health insurance is concluded on the basis of a contract of unlimited duration. If you want to be insured to have free access to public health care, you must apply in writing. How to do this? Go to the voivodship branch of the NFZ, fill in the application for voluntary health insurance and sign two copies of the agreement. Remember: have your identity document and a document confirming your last insurance period (e.g. a certificate from your employer confirming the payment of health insurance premiums) with you. After concluding the agreement, go to a branch or inspectorate of the Social Insurance Institution (ZUS) to submit the relevant documents: ZUS ZZA (Notification to health insurance) and – if you are enrolling family members – the ZUS ZCNA form (Notification of data on family members for health insurance purposes). Information on how to do it and the application form can be found here: **1**.

Voluntary health insurance can be an important solution for foreigners who live in Poland and are not covered by the general health insurance. Categories of persons eligible for voluntary insurance can be found here: **2**.



If you have not been insured for more than 3 months, you will have to pay an additional fee when signing the contract!



From when am I entitled to benefits?

From the moment you register for health insurance. This law is not retroactive.

What if I am not subject to compulsory health insurance?

If you live in Poland and are not covered by public health insurance, you can take out voluntary insurance. Read the information in point 3.

Remember that you are obliged to insure family members who are not subject to the health insurance obligation on other grounds. The contribution will not be higher.

**Can I insure my family members?**

If your family members do not have their own title to health insurance (e.g. they are not employed), you are obliged to register them (without paying any fee). In order to do so, you have to inform the payer (e.g. your employer) at the time of signing the agreement or within 7 days from the occurrence of the circumstances which make such registration necessary (e.g. when your spouse loses his/her job).

You may report to the insurance:

- your children:
- without age limit (if the child has a severe disability certificate),
- up to the age of 18 (if the child does not continue education),
- up to the age of 26 (if the child continues education at school or university),
- your spouse,
- your parents/grandparents if you live in the same household.

What are my rights as a patient?

If you are insured, you have the right to free treatment. You have the right to comprehensive and objective information about your state of health and the proposed treatment, its effects, possible complications and the possible consequences of not receiving it. You have the right to agree to the proposed treatment or to object to it. You can, for example, refuse to accept the proposed surgery or examination.

You have the right to have someone close to you (a family member or friend) with you when you see the doctor. The presence of other people (e.g. medical students) during the examination requires your informed consent (forcing consent by e.g. a doctor is illegal!).

4. First Contact Tele-platform (Teleplatforma Pierwszego Kontaktu)

If you urgently need medical advice in a foreign language, use the First Contact Tele-platform! Call the following number: 800 137 200. The tele-platform is available outside the working hours of Primary Health Care:

- Monday to Friday, 18:00 to 8:00 the following day
- on Saturdays and Sundays and other public holidays, between 8:00 and 8:00 the following day.

You can use the tele-platform in case of sudden illness or sudden deterioration of health outside working hours of the POZ. Within the framework of the tele-platform you can receive advice from a doctor, nurse or midwife in four languages: Polish, English, Russian and Ukrainian.

Children under the age of 16 can only receive medical treatment with the consent of and in the presence of their parents. It is the parents who decide about the treatment of their child. An exception is a life-threatening situation, in which case the doctor saves the child's life even without the consent and knowledge of the parent.



TPK

TELEPLATFORMA PIERWSZEGO KONTAKTU

800 137 200

How can I call an ambulance?

If you need immediate help because your life or someone else's life is in danger, you can call one of two emergency numbers: **999** or **112**.

Do not call an ambulance for illnesses or incidents that do not involve a health or life-threatening emergency!



Do not hang up the phone or hang up until the dispatcher has finished the call! Calls to emergency numbers are free - you will not pay for this call no matter how long it lasts.

**How does the conversation with the dispatcher look like? Does the dispatcher speak only Polish?**

The dispatcher needs to establish the most important things to be able to help effectively, so they will ask:

- What has happened?
- Where did it happen?
- How many people are injured?
- What is the condition of the injured person? Is he/she moving? Is he/she breathing?
- What is the name (first name, last name) of the injured person? How old is he/she?
- What is your name?
- What is your telephone number? (Calling you may make it easier for the ambulance to find the address or shortest route to get there)
- Will someone be waiting for the ambulance?

Dispatchers speak not only Polish. You can communicate with them in English and other foreign languages. Of course, it may happen that the dispatcher does not know your language. In such a situation do not give up – the dispatcher is trained and will do everything to help you effectively.

When can I call an ambulance?

This is a responsible decision – you should not block the line if you do not need to. Consider whether the situation is really serious. If it is, don't hesitate and dial the number to call an ambulance. You should certainly do this in an immediate life-threatening situation, such as:

- loss of consciousness,
- disturbance of consciousness,
- injuries resulting from a traffic accident,
- very high fever with convulsions and/or symptoms not normally seen in a person during fever,
- cardiac arrest,
- acute chest pain or acute abdominal pain,
- convulsions,
- abnormal heart rhythm,
- increased shortness of breath,
- persistent vomiting, especially with blood in it,
- massive lower gastrointestinal bleeding,
- massive haemorrhage from the genital tract,
- rapidly advancing labour,
- acute and severe allergic reactions (rash, dyspnoea) as a result of taking the drug,
- a bite or sting from a venomous animal,
- poisoning by drugs, chemicals or gases, ingestion of a corrosive agent,
- extensive burns,
- heat stroke,
- coldness of the body,
- electrocution,
- drowning or flooding,
- choking,
- aggression due to mental illness,
- attempted suicide,
- fall from a great height,
- extensive injury resulting from trauma,
- lower limb injuries preventing independent mobility.



5. Online Patient Account (Internetowe Konto Pacjenta)

An Online Patient Account is an account through which you can access individual information about:

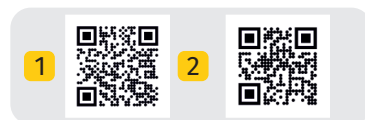
- your e-prescriptions, e-referrals and e-discharges,
- the medical products and medicines prescribed to you (including the amount of reimbursement)
- services (including amounts) you have received from the NFZ,
- your entitlement to health care services (if you have them and on what basis),
- the amount of your health insurance premium,
- places where you can be treated,
- authorizations to medical records that you give to your relatives,
- the consents you give for health services,
- medical certificates during illness and maternity.

Thanks to an Internet Patient Account you can also:

- get prescriptions for medicines without having to see a doctor (if you are continuing treatment),
- get prescriptions from a nurse or midwife - either after a traditional visit or after a telemedicine (remote) consultation,
- apply for a European Health Insurance Card (EHIC),
- authorise another person to access your medical data or information about your health.

You can set up an Online Patient Account at this website: **1**.

For up-to-date information on medical care in Poland, see the website of the Ministry of Health and the National Health Fund (website in Polish): **2**.



POLSKI NIE TAKI OBCY

Ważne antonimy, które decydują o twojej sytuacji:

publiczny (gratis) – niepubliczny (musisz płacić)

np. publiczna służba zdrowia vs. prywatne gabinety lekarskie

ubezpieczony – nieubezpieczony

np. pacjent ubezpieczony leczy się za darmo (gratis, bezpłatnie) vs. pacjent nieubezpieczony musi płacić za leczenie

zatrudniony – bezrobotny

np. osoba zatrudniona jest ubezpieczona przez firmę vs. osoba bezrobotna może być ubezpieczona przez urząd pracy

dobrowolny (nieobowiązkowy) – obowiązkowy

np. ubezpieczenie zdrowotne jest obowiązkowe jeśli pracujesz vs. jeśli nie pracujesz, możesz zdecydować się na ubezpieczenie dobrowolne (nieobowiązkowe)

czas określony – czas nieokreślony

np. umowa o pracę albo umowa ubezpieczenia nie ma terminu finalnego, ma czas nieokreślony vs. umowa obowiązuje od... do... (ma czas określony)

płatny – bezpłatny

np. leczenie w prywatnej klinice (w prywatnym gabinecie lekarskim) jest płatne vs. leczenie w publicznym szpitalu jest bezpłatne

EDUCATION OF CHILDREN AND ADOLESCENTS

1. The student has the right ... and the duty

Regardless of where a child comes from and whether he or she speaks Polish, he or she has the right to go to school and is under compulsory schooling (must go to school) or education (must study, but not necessarily in school):

- a six-year-old child completes one year of pre-school preparation in a kindergarten or at school (so-called "zerówka")
- children and youth aged 7-15 carry out compulsory education, this means they have to go to a primary school
- adolescents aged 15-18 fulfil compulsory education in a school form (in a secondary school, technical secondary school or vocational school) or in an out-of-school form (e.g. vocational training with an employer).

Regulations for the education of children and adults are the same throughout the country.

Article 70 of the Constitution of the Republic of Poland:

- everyone has the right to education,
- education until the age of 18 is compulsory,
- education in public schools is free.



2. Compulsory schooling and education

age	compulsory		where
	schooling	education	
3-5	no	no	has the right to go to a public or non-public kindergarten
6	yes	yes	in kindergarten or school (one year's pre-school education)
7-15	yes	yes	in a primary school (public or private)
16-18	no	yes	in a public or non-public school (secondary school, technical secondary school or vocational school) or in a non-school form (e.g. vocational training at an employer)
18+	no	no	is entitled to continue education in a public or non-public secondary school

3. Stages of education

Children 0-3 years of age

The education system covers children from the age of three. Children under 3 years of age can use nurseries and children's clubs, which are not institutions of the education system, are optional and payable.

Children 3-5 years of age: early childhood education and care (pre-school education)

A child between the ages of 3 and 5 does not have to receive pre-school education, but has this right in their municipality if their parents choose to do so. Pre-school education is provided in places such as:

- kindergartens,
- kindergarten departments in primary schools,
- pre-school education complexes,
- kindergarten points.

Public school is free, and recruitment is based on the principle of accessibility (school is for everyone). About 90% of schools in Poland are public schools. Non-public school is usually paid (you pay so-called tuition), and the recruitment does not follow the principle of availability, the school can determine the criteria (for example, payment of tuition). About 10% of schools in Poland are non-public schools.

Child of 6 years old

A six-year-old child is subject to compulsory education. This means that they are obliged to have one year of pre-school education ("zerówka") at school or in a kindergarten.



How much does preschool cost for a child aged 3-5?

Public kindergarten (municipal/community kindergarten)	Przedszkole Non-public kindergarten
From 8.00 am to 1.00 pm your child stays free of charge. Each additional hour costs PLN 1.00.	Parents pay a so-called tuition fee, and sometimes also a so-called registration fee. Prices are set by the free market.
Parents of the child must additionally pay for meals.	Parents of the child must additionally pay for meals.
All additional activities for children are free of charge.	Additional activities for children may be free (as part of the fee) or may require an additional fee.

How do I enrol my child in a municipal kindergarten?

The Education Department in Krakow is responsible for recruitment to the municipal kindergartens. Information about the recruitment dates for a given year is published on the website **1** in the "Recruitment" ("Rekrutacja") tab. Recruitment is electronic – a parent does not have to go to the office, but has to register their application in the FORMICO system. Home page of the kindergarten recruitment system **2** In the "Files to download" ("Pliki do pobrania") tab a parent will find a manual (in Polish only).

If the child does not have a PESEL number, you should go to the kindergarten to which you want to enrol the child and ask for help. Parents enrol their children in a municipal kindergarten in the spring (enrolment usually starts on 1 March of a given year). It may happen that there are not enough places in municipal kindergartens – then parents often decide to enrol their child in a non-public kindergarten

How do I enrol my child in a non-public kindergarten?

Each non-public kindergarten defines its own rules of recruitment. If the kindergarten offer suits the parents and the kindergarten has free places, the child may be admitted to the kindergarten at any time.

How much does a 6-year-old child's education cost?

The education of a 6-year-old child in a municipal kindergarten or kindergarten division (zerówka) in a primary school is obligatory and free of charge. However, if the child will use meals, parents cover this cost. Education of a 6-year old child in a private kindergarten or public school is charged.

Public kindergarten or public school	Non-public kindergarten or non-public school
Compulsory education is free (art. 70 of the Polish Constitution).	Parents pay a so-called tuition fee, and sometimes also a so-called registration fee. Prices are set by the free market.
Parents of the child pay for meals.	Parents of the child pay for meals.

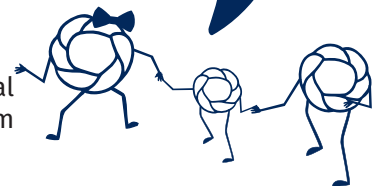
Children aged 7 to 14 – primary school

Children have the right to go to the nearest primary school – this is known as the 'district school'. Primary school lasts 8 years and is divided into two stages:

- Grades 1-3 (early childhood education),
- Grades 4-8 (subject-based learning).

At the end of Year 8 of primary school, pupils take a national external examination (the so-called Eighth Grade Examination). The exam determines the student's career path.

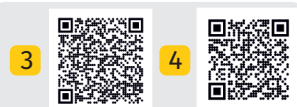
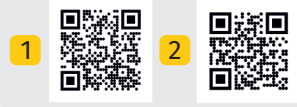
Important: In order to apply for admission to kindergarten, a child must have a PESEL number!



How do I find my district school?

To find your district school you can use the search engine available here: **3**. Simply enter the house number and the name of the street where your child lives. The system automatically shows the number, address and most important information about the school.

List of all schools and kindergartens in Krakow can be found here: **4**.



Children and adolescents aged 15-18 – secondary school

Up to the age of 18, there is compulsory education in Poland, which may be completed at a secondary school or through vocational training in the company of an employer.

Secondary schools:

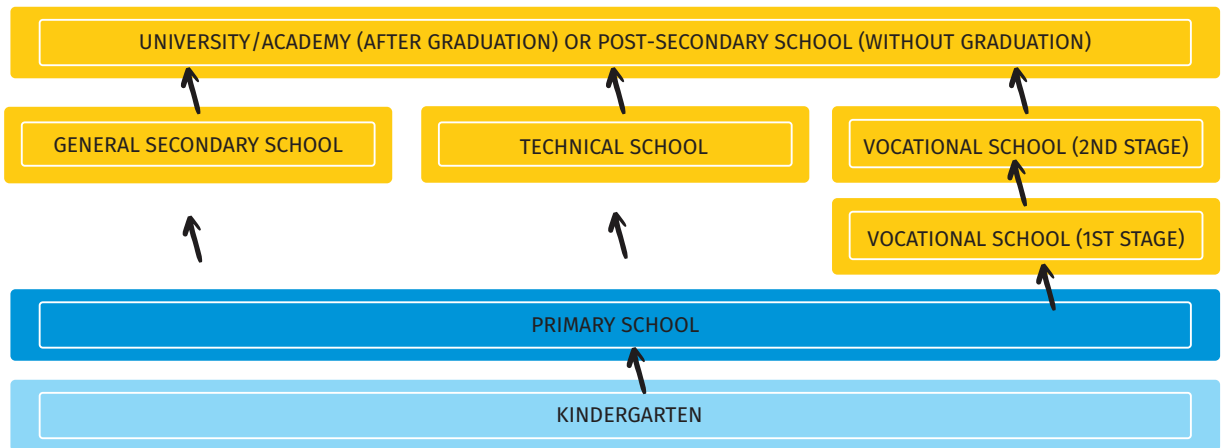
- 4-year general secondary school
- 5-year technical school
- 3-year vocational school (1st stage)
- 2-year vocational school (2nd stage).

In secondary (high school) education, students take exams.

Secondary school examinations

Type of exam	Who can take it	Document
Examinations confirming qualifications in a given profession (give access to the labour market)	Students of vocational schools (1 st stage) and technical schools (during or after graduation)	Diploma confirming professional qualifications
Matura exam (gives access to higher education institutions)	General and technical secondary school students, students of vocational schools (2 nd stage) – upon completion of school	School-leaving certificate (matriculation certificate)

4. Framework structure of the education system



5. Studying in Poland

Studies are divided into first-degree studies, which confer the professional title of bachelor or the professional title of engineer (they last 3-4 years for bachelor title and 3.5-4 years for engineer title). After completing the first-degree studies, a graduate may take up the second-degree studies (1.5-2 years) and obtain a master's degree.

Studies in selected fields of study are conducted as uniform master's studies and last 4-6 years.

Third degree studies are doctoral studies (a master's degree is required, studies last 3-4 years).

Postgraduate studies are a form of education for graduates of higher education.



6. Types of schools, number of years of study, major examinations and career paths

School type	Important examinations	Career path	School type	Important examinations	Career path	School type	Important examinations	Career path
<p>Secondary school</p> <p>Education secondary general</p> <p>Number of years of education ⁴</p>	<p>MATURA EXAM</p> <p>(determines whether a graduate can go to university)</p>	<p>Study or post-secondary school or qualification courses or job market</p>	<p>Technical school</p> <p>Education secondary vocational</p> <p>Number of years of education ⁵</p>	<p>MATURA EXAM</p> <p>(determines whether a graduate can go to university) + examinations confirming professional qualifications</p>	<p>Study or post-secondary school or qualification courses or job market</p>	<p>Vocational school (2nd stage)</p> <p>Education secondary vocational</p> <p>Number of years of education ²</p>	<p>MATURA EXAM</p> <p>(determines whether a graduate can go to university) + examinations confirming professional qualifications</p>	<p>Study or post-secondary school or job market</p>
						<p>Vocational school (1st stage)</p> <p>Education basic professional</p> <p>Number of years of education ³</p>	<p>Examinations confirming professional qualifications</p>	<p>Vocational school (2nd stage) or adult secondary school or qualification courses or labour market</p>
<p>School type: primary school</p> <p>Education: basic</p> <p>Number of years of education: 8</p>								
				<p>THE EIGHTH-GRADE EXAM</p> <p>decides in which school graduates can continue their education</p>				<p>General secondary school or technical school or vocational school (1st stage)</p>

7. Education – how much does it cost?

For whom?	Public education	Non-public education
Children aged 3 to 5 years	Local government kindergarten – 5 hours free of charge (from 8.00 am to 1.00 pm), otherwise 1 PLN per hour	Tuition fee (and sometimes registration fee) – set by the nursery school owner, prices vary depending on what is on offer
6-year-old children	Municipal kindergarten/primary school – free of charge	Tuition fees (and sometimes registration fees) – set by the owner of the preschool/school, prices vary depending on what the preschool/school offers
Children and adolescents aged 7 to 15 years	Primary school – free of charge	Tuition fees (and sometimes entrance fees) – set by the school owner, prices vary depending on what the school offers
Adolescents aged 16 and over	Secondary school (general secondary school, technical school, vocational school) – free of charge	Tuition fees (and sometimes entrance fees) – set by the school owner, prices vary depending on what the school offers
Adults – post-secondary school	Free of charge	Generally free, although some schools charge tuition fees (and sometimes registration fees)
Adults – first and second degree studies	For Polish citizens, full-time studies at public universities are free of charge, and part-time (extramural) studies are paid. For foreigners – paid	Both for Polish citizens and foreigners, studies in any mode (full-time and part-time) carried out at non-public higher education institutions are usually paid
Adults – postgraduate studies	Paid	Paid

8. My child goes to a Polish school - education of pupils with migration experience

A child with migration experience is a child who attended school in a different educational system: a Polish child returning from abroad or a foreign child. Every child residing on the territory of Poland may use public and non-public kindergarten and is subject to compulsory schooling (from 6 to 15 years of age) and education (until 18 years of age). Pupils-foreigners benefit from education and care in all types of public kindergartens and schools until they are 18 years old or graduate from secondary school on the conditions applicable to Polish citizens.

What do I need when enrolling a foreign child in school?

- parent's application for admission to the school,
- proof of parent's identity for inspection,
- a document stating the total number of years of education of the child (e.g. certificate of the last completed grade) or a document confirming the graduation from a given school (e.g. final certificate),
- a copy of the child's birth certificate - for inspection,
- statement about the child's place of residence - to be submitted under the pain of criminal liability for making false statements.

What if I do not have a certificate and other documents from school?

If a pupil arriving from abroad cannot submit documents, they will be qualified for the appropriate class and admitted to the public school based on an interview. The school principal may interview the child in the language spoken by the pupil. If the principal does not know the language of the pupil, an interpreter will be invited for the interview.

Do the documents needed for school admission have to be translated by a sworn translator?

No. The teachers of the school or an intercultural assistant can translate the documents presented to the school. Translation of a document by a sworn translator is required when certifying secondary education (authentication of certificates) for foreigners and Polish citizens applying for admission to university or post-secondary school.

In which class should my child be admitted?

It is necessary to consider the number of years of schooling and the age of the child: the child should study in a class attended by their peers. The headmaster should establish the total number of years of schooling of the pupil on the basis of documents, and if it is not possible to establish the number of years of schooling, collect from the parent or adult pupil a written statement on the total number of years of schooling.

The school principal cannot ask the parent for a housing tenancy agreement, proof of registration or any document proving the legality of the stay (visa, residence card, etc.)!



Admission to a class is not determined by the level of (in)knowledge of the Polish language!

**My child does not speak Polish – where can they learn it?**

At school. Every child who does not speak Polish is entitled to a minimum of 2 hours of additional Polish language classes until they master the language to an extent that guarantees educational success. Unfortunately, in the case of Polish citizens this right is limited to 12 months. The maximum amount of language support is 5 hours per week.

What are compensatory classes (“zajęcia wyrównawcze”)?

These are extra classes in e.g. history, geography or another subject at school. Maximum 3 hours per week for 12 months of effective education. These classes do not have to be conducted in the first year of a child's stay in a Polish school. It is definitely better to organize them e.g. after one year of schooling, when the child already has some command of Polish.

What is a preparatory department (“oddział przygotowawczy”)?

This is a special class where only foreign children or Polish returning children who do not speak the language attend. There is a maximum of 15 students in a class. An intercultural assistant may assist the pupils and the teacher. After a year of study in the preparatory division, a student returns to the class in which they were enrolled. Education in the preparatory department lasts, as a rule, one school year, but it may be shortened or extended by no more than one school year.

Who is an intercultural assistant?

This is a person who knows Polish and the language spoken by the child. Each child is entitled to the support of an intercultural assistant during the first year of their stay in a Polish school (for 12 months, not including holidays). This person is employed in the school as a teacher's assistant by the school principal. Parents do not have to pay anything.

Can my child benefit from psychological-educational support?

Yes, at school and in the psychological-educational counselling centre on the same principles as a Polish child. In Krakow, at 2 Gertrudy Street there is a specialist psychological-educational counselling centre for children with educational disadvantages, where you can get help in several foreign languages. More information can be found here: **1** (on the Counselling Centre website information is also published in Ukrainian, Russian and English).

The use of additional Polish language classes by foreigners is not limited in time.



The total number of Polish language and remedial classes cannot exceed 5 hours. This means that if a child does not attend remedial classes, they may have 5 hours of Polish language classes a week.



1



I want my child to have contact with their mother tongue. Is this possible in a Polish school?

Yes. A diplomatic or consular post of their country of origin or a cultural and educational association of a given nationality operating in Poland may organise education in the language and culture of their country of origin for foreigners subject to compulsory education at school, in agreement with the headmaster and with the consent of the leading authority.

Does my child have to take external exams?

Yes. However, eighth-grade students and high school graduates can count on special adaptations during exams. A positive opinion of the pedagogical council is necessary for this. During the exam, students will be given slightly different examination sheets and will have the option of using a bilingual dictionary and extending the duration of the exam.

9. Some important school-related concepts and matters

Each education system has its own symbols, traditions, specifics. You will learn everything by being at school, but you can read about some things below.

School ID card (“Legitymacja szkolna”)

Student's document. Certifies that the student attends school and is entitled to discounts, e.g. on public transport tickets.

Formal attire (“Strój galowy”)

Mostly white blouse, and skirt or white shirt, and trousers. Male and female pupils come in formal attire for the beginning and end of the school year, school ceremonies and holidays.

Common room (“Świetlica”)

A place where the child spends time before and after school. The common room has a specialist teacher who organises the child's time and ensures their safety.

Tutoring (“Korepetycje”)

Additional private lessons paid for by parents. The student studies with a teacher outside the school in order to catch up or prepare for an exam.

Parent-teacher meeting (“Zebranie, wywiadówka”)

A meeting between teachers and parents at school. During the meeting, the teacher discusses important information with all parents (“zebranie”) or individually discusses the student's education (“wywiadówka”).

Online class register (“Dziennik elektroniczny”)

Online school document. Teachers mark a student's attendance and grades there. The school principal publishes announcements. Teacher and parents have the possibility to write text messages to each other, communicate.

Religion in Polish schools

Religion at school is optional. The school organises religion lessons at the written request of parents. The kindergarten and school are obliged to organise religion lessons for a group of no less than seven pupils in a given class. If a Catholic religion is taught at school and this is not the child's religion, the parent may request ethics lessons. If a child has neither religion nor ethics, the school provides classes and care for the child.



Board of Education (“Kuratorium oświaty”)

A unit of government administration. It supervises educational institutions in the voivodship, i.e. public and non-public schools. On the website of the Małopolska School Superintendent's Office, parents and pupils will find essential, up-to-date information on the functioning of schools, kindergartens and other educational institutions **1**.

Psychological and pedagogical counselling centres (“Poradnie psychologiczno-pedagogiczne”)

They provide children and adolescents with psychological and pedagogical assistance, as well as assistance in choosing the direction of education and profession. They cooperate with parents and teachers. The assistance provided by the public psychological-educational counselling centre is voluntary and free of charge. If necessary, you can meet with an educationalist, psychologist, vocational counsellor, speech therapist, etc. The counselling centre carries out diagnoses, writes opinions on the child, and issues special education evaluations.

In Krakow, pupils with migration experience are dealt with by the Counselling Centre at 2 Gertrudy Street **2**. The parent will find information there in Polish, English, Ukrainian and Russian.

Special education (“Kształcenie specjalne”)

Special schools accept pupils with an evaluation of the need for special education. Foreign pupils have the same rights to special education as Polish pupils. This includes the right to free transport to and from school. In order to benefit from free transport or receive a refund, it is necessary to fill in an application form and submit it together with a photocopy of a current certificate of special education needs to the Education Department of the City of Krakow. The applications can be downloaded below, and additional information can be obtained from the Department of Education:

phone: 12 616 52 27.

Info: **3**

10. Recognition of education

Education acquired in EU member states is fully recognised in other member states. Education acquired in other countries requires authentication and sometimes additional licences or exams. The National Agency for Academic Exchange (NAWA) in Poland deals with the recognition of education. This institution should be contacted for details on authentication, or on taking up employment in a profession where specific qualifications are required. More information can be found here: **4**.

In the KWALIFIKATOR database, you can automatically check general information on selected types of higher education diplomas obtained abroad and thus assess the level and status of qualifications in the country in which they were issued and find out how a given foreign diploma or degree is recognised in Poland **5**.



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5



ADULT EDUCATION – AN OPPORTUNITY, NOT AN OBLIGATION

It is not only children who have the right to education, but also adults who can continually learn and acquire new qualifications. Some institutions (universities, schools) offer education free of charge, while at others you have to pay.

1. Post-secondary schools for adults

Post-secondary school may be attended by graduates of general secondary schools, technical secondary schools and vocational secondary schools (no secondary school certificate is required). Education in post-secondary school lasts from 1 to 2.5 years. Students of post-secondary schools take the same vocational exams as students of basic vocational schools and technical schools, and – after passing the exams – they receive a diploma confirming their vocational qualifications.

How to find a post-secondary school in Krakow?

To find an up-to-date list of post-secondary schools in Kraków, you can go here: **1**.

On the website, you can select the region and city in which you are looking for a school. Then a list will appear.

By clicking on the name of the school, you will see a list of offered courses, professions, as well as a link taking you to the official website.

2. Higher education

Two types of higher education institutions deliver educational programmes at this level of education:

- academic institutions (first-, second- and third-degree programmes)
- vocational institutions (first- and second-degree programmes).

First-degree studies confer the professional title of bachelor (lasting 3-4 years) or the professional title of engineer (lasting 3.5-4 years). After completing the first-cycle studies, the graduate may take up the second-degree studies (1.5-2 years) and obtain the master's degree. Studies in selected fields of study are conducted as uniform master's studies and last 4-6 years.

Third-degree studies are doctoral studies (a master's degree is required, studies last 3-4 years).

Postgraduate studies are a form of education for graduates of higher education.

Adult education	Public universities/colleges	Non-public universities/colleges
Post-secondary schools	Free of charge	Generally free, although some schools charge tuition fees (and sometimes registration fees)
First- and second-degree studies	For Polish citizens, full-time (full-time) studies at public universities are free of charge, and part-time (extramural) studies are paid. For foreigners – paid	For Polish citizens and foreigners, studies in any mode (full-time and part-time) carried out at non-public higher education institutions are usually paid
Postgraduate studies	Paid	Paid

Where can I find a list of higher education institutions in Krakow?

To find an up-to-date list of colleges in Krakow you can go here: **2**.

On the website, you can select the region and city in which you are looking for a school. Then a list will appear.

By clicking on the name, you will see a list of courses offered at the university, as well as a link taking you to the official website.

Where can I find information about university recruitment dates?

You can find up-to-date information on university admissions here: **3**.

On the website, you can choose the city you are interested in and below you will see a list of universities and recruitment dates for Bachelor's and Master's degree programmes, as well as a link where you can get more information.

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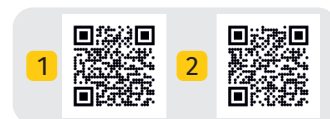


3. Recruiting for studies

Recruitment to universities is done through online platforms and each university has its own rules. Documents most often required for recruitment:

- a copy of the school-leaving certificate/diploma legalised or an apostilled copy of another document obtained abroad, entitling to apply for admission to degree programmes at universities of any type in the country whose system is operated by the institution issuing the certificate/diploma, accompanied by a sworn translator's translation into Polish (the original document is available for inspection),
- a valid Card of the Pole - if applicable,
- valid passport or other travel document,
- valid visa or residence card or other document entitling to stay in the Republic of Poland,
- a photocopy of the Permanent Residence Card – if applicable,
- a copy of the decision on confirmation of Polish origin – if applicable
- a document confirming the knowledge of the Polish language,
- proof of insurance.

The Minister may grant a foreigner a scholarship, funding or a subsidy for the costs of fees for educational services and a lump sum for travel, subsistence and accommodation costs. The funds are paid through the National Agency for Academic Exchange (NAWA) **1 2**.



4. Some important terms and matters related to studies

If you want to study in Poland, you should know these terms. Knowing them will help you orient yourself in student affairs and will bring you closer to the organisational culture of this level of education.

Student ID card (“Legitymacja studencka”)

Student's personal document. It confirms that a person is studying at a particular university and is entitled to discounts, e.g. 50% in public transport. It can also be used as a Krakow City Card and a season ticket can be purchased with it.

Dean's office (“Dziekanat”)

A place where a student can solve the most important matters related to studying, as well as scholarship, aid and residence hall.

Exam (“Egzamin”)

This is one way of testing your knowledge. Examinations take place at the end of a semester, and a positive result allows students to continue their studies or to graduate. There are two forms of examinations: oral and written. The oral examination is conducted face-to-face by an academic teacher, while the written examination takes place in a lecture hall or large room. It often takes the form of a test or gives students the opportunity to answer questions.

Midterm (“Kolokwium”)

A test of skills, which takes place during the academic year in exercise classes or in lectures. It may be oral or written. The grade obtained from the test is the basis for obtaining credit for the course or for taking an examination.

Seminar (“Seminarium”)

Classes used for the preparation of diploma theses: bachelor's, engineer's, master's. Usually take place in the last year of studies. During the classes, the students prepare and elaborate issues on their own, and then present them in the form of a presentation, paper or other form.

Exam session (“Sesja egzaminacyjna”)

This is a specific time in the semester when no teaching takes place. It is the time dedicated to organising and passing examinations. There are four examination sessions per year: winter session (January-February), winter resit session (usually until mid-March), summer session (June-July) and summer resit session (September). Each university determines the time of the sessions itself, so they do not take place at the same time at all universities.

Rector's hours / Dean's hours (“Godziny rektorskie/dziekańskie”)

The Rector or the Dean may declare teaching-free hours or days. The rector declares them for the entire university, while the dean declares them for their faculty.

Student dorm ("Akademik")

A student residence where you can rent a room. This is usually cheaper than renting a flat or a room in a block/apartment building. You can find information about student dorms on the website of your university.

Inauguration ("Inauguracja")

Ceremonial start of the academic year.

A semester off ("Urlop dziekański")

Also called a dean's leave. It is a break in studying connected with important events in the life of a student, e.g. illness, birth of a child. It may last a semester or an entire academic year. The decision to grant a semester off is taken by the dean of the faculty.

A certificate from the university that you are commencing or continuing full-time studies

You can find the current template of the certificate here: **1**. Make sure that the person who issues you the certificate is authorised to sign certificates for foreigners.

Changing university and residence card

When a student decides to change university, they do not have to exchange their residence card if their address does not change. They should inform the office about the change of the university and attach a certificate from the new university about their student status and payment of financial obligations to the university, which will confirm that they still have a purpose of staying in Poland.

5. Qualification courses

A vocational qualification course is an extracurricular form of education for adults interested in obtaining and supplementing their knowledge. Completion of the course makes it possible to take an examination confirming qualifications in the given profession.

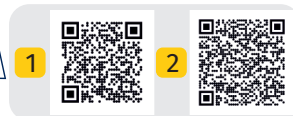
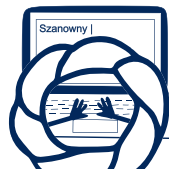
Vocational qualification courses are a great opportunity for all adults who wish to:

- get a new job,
- complete their education,
- improve their skills,
- support their career development.

New qualifications increase your chances of finding a job, changing jobs, getting promoted or keeping your job. In vocational qualification courses, adults can gain or supplement their vocational qualifications and obtain the title of technician in a given profession.

A person who has completed a vocational qualification course may take a vocational exam. A vocational exam is a form of evaluation of the candidate's mastery of knowledge and skills in a given qualification separated in the profession as determined in the core curriculum of vocational training. A person who takes and passes the vocational exam will obtain a certificate confirming the qualification in the profession. The prerequisite for obtaining the certificate is confirmation of all qualifications identified in the profession and having a relevant level of education. In the case of the profession taught at the level of basic vocational school, this is basic vocational education, while in the case of the "technical" profession, this is secondary education.

We address lecturers at university according to their academic title, i.e.: *Panie Profesorze/Pani Profesor, Panie Doktorze/Pani Doktor*, but *Proszę Pana/Proszę Pani* to a lecturer with a Master's degree. When writing emails to lecturers, write at the end: *Z wyrazami szacunku/Z poważaniem*. When starting emails at the beginning you should write: *Szanowny Panie/Szanowna Pani*, and then use the appropriate phrase according to the academic title.

**Where can I find information about the qualification courses run in Krakow?**

You can find an up-to-date list of qualification courses provided by schools and institutions here: **2**.

On this website, you will find a course finder and tiles with the names of some courses. If you click on a tile with a name, you will see a web page with detailed information about the course you have selected.

LEARNING POLISH IN KRAKOW

1. Polish language in Krakow

Polish is the only official language in Poland. More and more often you can communicate with Poles in other languages too, mainly in English. However, it is worth to master at least the basics of Polish necessary for everyday communication. Depending on your motivation, predispositions and the languages you already know, you can set yourself the goal of mastering Polish at different levels. There are dozens of smaller and larger language schools in Krakow offering Polish as a foreign language courses. You can easily find them by entering the following keywords in any search engine: Polish language in Krakow, Polish language course in Krakow, Polish language school in Krakow etc. There are also free adaptation language courses for foreigners coming to Krakow, financed, for example, from the budget of Municipality of Krakow. You can find information about such courses on this website: **1**. As well as on the Open Krakow Facebook page: **2**.

What do the names of the levels of mastery of a foreign language mean?

A1 – Beginner. Can understand and construct very simple statements necessary for basic and concrete needs in everyday life.

A2 – Beginner User. Can understand and produce very simple utterances in typical communicative situations (e.g. meeting new people, describing the family, going shopping, visiting the doctor etc.). Can talk in simple terms about his/her environment and immediate surroundings and about his/her main needs.

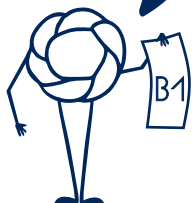
B1 – Independent User. Can understand the main points of complex communications concerning familiar matters and situations typical of work, school, leisure, etc. Can produce valid oral and written communications on familiar topics and subjects related to his/her field of interest and talk about personal events and experiences, plans, projects and dreams.

B2 – Independent User. Can understand the main points of complex texts on concrete and abstract topics. Can understand the main points of complex texts on concrete and abstract topics. Can hold a fluent and spontaneous conversation with a native speaker. Can produce clear, detailed text on a wide range of subjects and express a viewpoint on the advantages and disadvantages of a solution.

C1 – Advanced User. Can understand demanding, comprehensive texts on a wide range of subjects. Can decipher subtext and hidden meanings in addition to the main message. Can express him/herself fluently, quickly, and confidently using the language effectively in social, educational, and professional contexts. Can produce clear, well-structured, detailed text on a wide range of subjects.

C2 – Advanced User. Can easily understand practically everything he/she hears or reads. Can reproduce and relate information from a variety of sources coherently and fluently. Can express him/herself fluently, spontaneously and precisely, emphasising shades of meaning even in complex situations.

Note: if you apply for Polish citizenship, it is necessary to certify your knowledge of the Polish language at a minimum B1 level. Only the state certificate is recognised then. For more information, please visit the website of the National Agency for Academic Exchange (NAWA) **4**.



2. Materials available online

Many materials for learning Polish are available online. Below you will find links to several items suitable for different levels of proficiency. All materials below can be used free of charge.

- The textbook **Polak potrafi** (authors: U. Majcher-Legawiec, M. Czech, P. Dudek and K. Sowa) contains materials for levels A2 to C2 **3**.

1



2



3



4



- The set of materials **Polski na dobry start** (B.K. Jedryka, M. Bulawa and A. Mijas) contains an introductory course, which introduces learners to basic vocabulary and a basic course designed for level A1. The set of materials includes a textbook, exercise book, methodical guide as well as Polish-English phrasebook and Polish-Russian phrasebook **1**.
- The textbook **Z językiem polskim każdego dnia** (P. Mandziej) contains materials for level A2 with elements of B1 **2**.
- The textbook **Gramatyka z kulturą** (B. Maliszewski) contains a discussion of all the cases of the Polish language and exercises to help learn the rules described **3**.
- The textbook **Po polsku bez błędów** (D. Izdebska-Długosz) contains materials for Ukrainian-speaking (but also Russian- and Belarusian-speaking) students at levels A1 to B1 **4**.
- The online platform **Po polsku po Polsce** (U. Majcher-Legawiec, A. Prizel-Kania, D. Bucko and K. Sowa) contains materials for level A1/A2 **5**.
- The textbook **Językowa podróż po Polsce** (K. Szostak Król) is intended for children and teenagers beginning their education in Poland (age 11-15) **6**.

3. State certificate confirming knowledge of the Polish language.

The certificate in Polish as a foreign language is the only state document certifying knowledge of Polish. You may need the certificate for example, if you:

- apply for Polish citizenship;
- apply for certain jobs (e.g. Nursing Boards expect foreigners to have Polish language attestation at B1 level, civil services require B2 level)
- intend to study in Poland (the certificate exempts persons planning to study in Poland from preparatory language courses before the beginning of their studies; depending on the requirements of a particular university, B1 or B2 level of language will be necessary for studies).

Look at certyfikatpolski.pl website for sample tests at different levels and information on:

- examination dates (under Examination dates/Terminy egzaminów tab; the dates of all scheduled examinations in a given year are published approximately 3 months before the first examination);
- examination locations (approximately 2 months prior to the date of a particular examination),
- a list of centres which are authorised to organise examinations (a current list can be found under About the exam/O egzaminie tab)
- registration for the examination (under the Exam Registration/Zapisy na egzamin tab);
- materials which you can use to prepare for the exam (under About the exam/O egzaminie tab) **7**.

Examinations are conducted at the A2, B1, B2, C1 and C2 levels for adults and B1 and B2 for children and young people. The examination for children and young people is passed after obtaining at least 50% of the points from each part of the examination. In the case of A2 and B1 adult examinations, a pass mark of at least 50% is also required in each examination part and at B2, C1 and C2 levels, a pass mark of at least 60.



Note that the certificate is valid indefinitely.



What parts does the exam consist of?**Exam:**

- for children and young people B1 is divided into four parts: listening comprehension, reading comprehension with recognition of grammatical structures, writing, speaking,
- for children and young people B2 is divided into five parts: listening comprehension, reading comprehension, grammar correctness, writing, speaking,
- for adults A2 is divided into four parts: listening comprehension, reading comprehension with recognition of grammatical structures, writing, speaking,
- for B1 adults and B2, C1 and C2 adults is divided into five parts: listening comprehension, reading comprehension, grammatical correctness, writing, speaking.

How much earlier do I have to register for the exam?

Registration for the exam starts approximately 2 months before the exam.

How much does the exam cost?

The amount of the examination fee is determined by each centre individually, the fee cannot be more than

- 90 euros for levels: A1, A2, B1 and B2 (examination for children and young people),
- 120 euros for levels: A1 and A2 (exam for adults),
- 150 euros for levels: B1 and B2 (adult exam),
- 180 euros for levels: C1 and C2 (adult exam).

**POLSKI NIE TAKI OBCY****Mały test dla odważnych**

Przeczytaj te zdania:

Chrząszcz brzmi w trzcinie w Szczepreszynie.

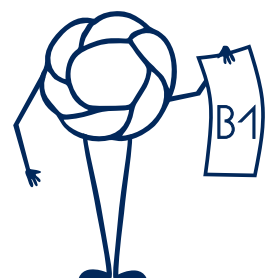
Stół z powyłamywanymi nogami.

Pójdźmy do pasterzy, którzy trzód swych strzegli.

Król Karol kupił królowej Karolinie korale koloru koralowego.

Jola lojalna, Jola niełojalna.

W czasie suszy szosa sucha.



FORMS OF FAMILY SUPPORT, SOCIAL ASSISTANCE AND SENIOR CITIZEN POLICY IN KRAKOW

1. Act concerning Family Support and Foster Care

The Act entered into force in 2012 and regulates the state's obligations towards families that have difficulties in fulfilling their care and upbringing functions. The Act regulates issues concerning:

- 1) environmental prevention,
- 2) family foster care,
- 3) institutional foster care,
- 4) empowerment of adult foster care wards,
- 5) adoption procedures,
- 6) tasks of public administration in the field of supporting the family and the system of foster care,
- 7) principles of financing the system of supporting the family in care, foster custody and adoption.

According to the Act, the most important form of family support should be working with the family from the moment of experiencing the first difficulties to crisis situations threatening the welfare of the child. Assistance to a family experiencing difficulties includes the services of a family assistant as well as day-care centres and support families.

2. Family assistant

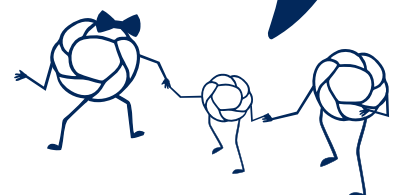
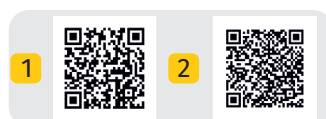
A family assistant is a person who supports a family in its environment. He/she can assist and support a family at the request of a social worker or based on a decision by a family court. The assistant helps the family to develop a catalogue of possible forms of support and then represents the family in selected institutions to enable the family to benefit from the help it needs. Examples of forms of support offered by the family assistant are:

- advice on caring for and caring for the baby,
- assistance in solving child-rearing problems,
- assistance in the daily organisation of family life, planning of ways of spending free time together,
- learning to perform household duties efficiently,
- advice on managing the household budget,
- assistance in official matters, supporting the family in contacts with employees of other institutions,
- representation before institutions,
- assistance in improving professional qualifications and seeking employment,
- advice on forms and places of obtaining support,
- access to social and vocational rehabilitation and health care services, including specialist medical clinics,
- assistance in obtaining psychological support,
- access to legal aid, in particular in the field of parental rights and employment entitlements.

3. Day-support centres

Day-support centres are intended to help families (especially those with care and educational problems) to care for and bring up their children. The stay of the child in the centre is free of charge and usually voluntary. You can find more information here: [1](#) [2](#) .

Foster care is any form of care for a child when the family is unable to provide it. There are different forms of such care, e.g. family care (so-called foster family or family home) and institutional care (e.g. care institution).



Where can I find day-support centres in Krakow?

- „Akademia Młodzieży” – ul. Radzikowskiego 29 31-315 Kraków
- „Amaltea” – ul. Borkowska 27 Kraków
- „Augustiańska” – ul. Augustiańska 22 31-064 Kraków
- „Centralka” – os. Słoneczne 14 31-057 Kraków
- „Chatka Puchatka” – ul. Elsnera 3 31-311 Kraków
- „DOM” – ul. Skarbińskiego 16 30-071 Kraków
- „Dzieci z Jaskrowej” – ul. Jaskrowa 5 31-988 Kraków
- „Familka” – os. Górali 15 31-956 Kraków
- „Fruwająca Miejscówka” – os. Na Skarpie 35 31-057 Kraków
- „Ikar” – ul. Bujaka 15 30-611 Kraków
- „Iskierka” – ul. Strzelców 9a/1 31-422 Kraków
- „Kraina Marzeń” – os. Alertyńskie 36 31-855 Kraków
- „Mały Książę” – ul. Kurczaba 5 30-868 Kraków
- „Maximilianum” – os. Tysiąclecia 86 31-610 Kraków
- „Promyczek” – ul. Pawła Włodkowica 7a 31-443 Kraków
- „Przyjaciele K. Makuszyńskiego” – os. Na Wzgórzach 13a 31-722 Kraków
- „Benedictus” – ul. Rynek Podgórski 4/1a 30-533 Kraków
- „Gratka” – ul. Ks. Józefa 337 30-243 Kraków
- „Oratorium” – ul. Aleksandry 1 30-837 Kraków
- „Radość” – ul. Józefińska 3 30-529 Kraków

4. Supporting families (“Rodziny wspierające”)

A so-called supporting family can with the cooperation of the family assistant, help a family with difficulties in fulfilling its caretaking and educational functions. A support family is a family from the child's immediate environment (e.g. neighbours), which, for example, helps to run the household, to fulfil basic social roles (e.g. the role of mother, father) and to take care of the child and organise important processes for the child (e.g. fulfilment of compulsory schooling, medical treatment, etc.).

5. 500+ Programme

Since 2016, all families in Poland receive monthly child-rearing benefits of PLN 500 for each child (until the child turns 18).

During their entire stay in Poland with their family, benefits are available to foreigners who meet at least one of the following conditions:

- citizenship of one of the European Union countries or the European Free Trade Association – EFTA;
- being a citizen of one of the countries that have signed a bilateral social security agreement with Poland (e.g. the USA, Canada, Moldova, South Korea or Ukraine);
- obtaining a temporary residence permit for the purposes of highly qualified employment;
- having a residence card with the comment "access to the labour market";
- legal residence in Poland in the framework of an intra-corporate transfer;
- staying in Poland in connection with conducting scientific research.

Note that foreigners who live in Poland with their families can also benefit from the 500+ Programme.



1



2



How can I receive 500+?

The application must be accompanied by a residence card and a decision on granting a residence permit in Poland. You can submit the application: **1**.

1. online – through the electronic banking system of the banks that have joined the programme. You will find a list of banks here: **3**.
2. online (for those who have the so-called ePUAP trusted profile or an electronic signature):
 - through the EMPATIA portal run by the Ministry of Family, Labour and Social Policy: **4**.
 - via the Electronic Services Platform – PUE ZUS: **5**.
 - via the Electronic Platform for Public Administration Services – ePUAP: **6**.
3. in person at Krakow City Hall:
 - ul. Stachowicza 18 (Monday to Friday, 7.40 a.m. to 3 p.m.)
 - os. Zgody 2 (Monday to Friday, 7.40 am to 3 pm).

When to apply?

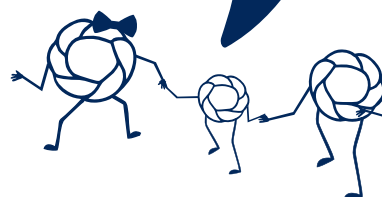
You can find the deadlines at this website: **7**.

6.3+ Krakow Family Card

The programme is a system of discounts, reductions, preferences and entitlements addressed to families with many children. The system is created by the Municipality of Krakow and partners who join the programme based on agreements concluded with the City. Families with many children residing in the Municipality of Krakow, whose parents settle their income tax at the Tax Office in the City of Krakow, are entitled to use the Krakow Family Card 3+. Krakow Family Card is issued for a period of one year. The list of discounts, reductions, preferences and entitlements can be found on the websites: **8**.



A large family is a family consisting of parents (a single parent in the case of a single-parent family) with at least three dependent children up to the age of 18, or 24 if the children are still in education. The age limits do not apply to children with a severe disability certificate.

**1****3****4****7. Large Family Card**

The Large Family Card is a nationwide programme for families with many children, allowing them to take advantage of discounts and additional entitlements (in the cultural, recreational and sporting spheres throughout the country). You can find the list of discounts on these websites: **9 10**.

5**6****7****8****9****10****KARTA DUŻEJ RODZINY**

8. Toddler clubs in Krakow

A Toddler Club (“Klub Malucha”), also called a children's club, is a type of mini-nursery or mini-kindergarten. It differs from an official institution in that it has fewer requirements for the person establishing the toddler club. Such home day-care centres can be set up even in private houses and flats, if there is a suitably adapted room. Childcare can last a maximum of 5 hours. Children's clubs are staffed by kindergarten teachers, midwives, nurses and people with experience in working with children. One childminder can look after a maximum of eight children; if a child with a disability or special needs is included in the group, the limit is reduced to five children. For more information on the procedures for operating and setting up a Toddler Club, please click here: [1](#).

For the list of locations, see: [2](#).

Where to find information on organisations, clubs and events for families?

Follow the website of the Krakow Family Card: [3](#).

or the Open Krakow fanpage: [4](#).

You will find there information about events, festivals and regular meetings, as well as a list of child-friendly places.

9. Family support institutions

In Krakow and the whole of Małopolska there is a number of institutions whose task is to support families. The most important of these are the Poviast Centre for Family Support in Krakow [5](#) and [6](#). The Poviast Centre for Family Support provides social assistance on the territory of the county: to children, families, the elderly, the sick and the disabled. The duties of the centre include cooperation and coordination of benefits and services provided under: the work of Social Welfare Homes, Community Self-help Homes, Poviast Disability Assessment Board, as well as: occupational therapy workshops, care and upbringing facilities (orphanages), violence prevention, crisis intervention, social rehabilitation, sign language interpreters.

The Municipal Social Welfare Centre is an institution to which you should turn when you need help in a difficult life situation concerning yourself or your relatives. The main problems include poverty, unemployment, homelessness, long-term or serious illness, family violence, and alcoholism or drug addiction. The centre takes special care of families with many children, refugees, the disabled, as well as those who have been affected by any disaster (e.g. natural or ecological).



What do the abbreviations MOPS, PCPR and DPS mean?

MOPS – Miejski Ośrodek Pomocy Społecznej (Municipal Social Welfare Centre)

PCPR – Powiatowe Centrum Pomocy Rodzinie (Poviast Centre for Family Support)

DPS – Dom Pomocy Społecznej (Social Welfare Home)

Where can I find the nearest location?

You can find the nearest location in your area at: [7](#).

1



2



3



4



5



6



7



10. Seniors in Krakow

All over Krakow there are **Activity Centres for Seniors**, which offer interesting activities free of charge for seniors from Monday to Friday. **Krakow for Seniors** (“Kraków dla Seniora”) is an information platform where you can find current proposals for senior citizens living in Krakow.

The website also provides information on how to get help and whom to contact with regard to health, care or current events taking place in Krakow especially for seniors **1** .

On the website of the **Municipal Social Welfare Centre** you can find an up-to-date list of non-governmental organisations that support senior citizens. There are also the addresses of the institutions and a link to a website with detailed information **2** .

Where can I find information about my nearest Senior Activity Centre?










You can find an up-to-date list of places at this website: **3** .



POLSKI NIE TAKI OBCY

zniżka, ulga, upust = bonifikata
 rodzina wielodzietna = minimum 3 dzieci
 maluch = małe dziecko do 3 roku życia
 osoba niepełnosprawna = osoba z deficytami mobilności lub intelektualnymi
 senior = osoba 60+

Ile masz dzieci? (trochę o polskich liczebnikach zarezerwowanych dla dzieci)

	jedno dziecko		sześcioro dzieci		dziewięcioro dzieci
	dwoje dzieci		siedmioro dzieci		dziesięcioro dzieci
	troje dzieci		ośmioro dzieci		
	pięcioro dzieci				

Ile masz córek i ilu masz synów?

Mam...
 jedną córkę i jednego syna (= dwoje dzieci)
 dwie córki i dwóch synów (= czworo dzieci)
 trzy córki i trzech synów (= sześcioro dzieci)
 cztery córki i czterech synów (= ośmioro dzieci)
 pięć, sześć, siedem... córek i pięciu, sześciu, siedmiu... synów

oficjalnie	nieoficjalnie
matka	mama, mamusia
ojciec	tata, tatuś
syn	synek, syneczek, synuś
córka	córeczka, córcia
dziadek	dziadziuś, dziadzio
babcia	babusia, babunia

KRAKOW – A CITY OF CULTURE

1. Cyclical cultural events in Krakow

Every year Krakow hosts hundreds of events, many of them of international importance. Most of them promote young, independent artists and allow active participation of city residents as well as tourists. Krakow's biggest festivals include:

FIELD	EVENT NAME	WHEN
literature	Festiwal Miłosza	June
	Conrad Festival	June
	Targi Książki	October
film	Międzynarodowy Festiwal Kina Niezależnego Mastercard OFF CAMERA	April/May
	Krakowski Festiwal Filmowy	May/June
	Etiuda&Anima	November
theatre	Festiwal Teatrów Ulicznych	July
	Krakowskie Miniatury Teatralne	July
	Międzynarodowy Festiwal Teatralny Boska Komedia	December
music	Opera Rara	January
	Misteria Paschalia	March
	Festiwal Muzyki Filmowej	May
	Festiwal Muzyki Polskiej	July
	Summer Jazz Festival Kraków	July
	Muzyka w Starym Krakowie	August
	Live Music Festiwal	August
	Sacrum Profanum	September
	Unsound Festival	October

Another popular events are **Cracovian Nights** ¹ : Museum Night (in May), Theatre Night (in June), Dance Night (in June), Jazz Night (in July), Sacred Night – Cracovia Sacra (in August), Poetry Night (in September), Night of Studio Cinemas. The idea of the project is to provide the citizens of Krakow and tourists free of charge access to facilities which are often inaccessible or unknown on a daily basis, and to draw their attention to the cultural wealth of the city.

2. Culture all year round – important cultural sites in Krakow

Culture in Krakow is alive not only during events and festivals, there are many institutions in the city, with services you can use all year round. Here is the "ABC of cultural spots in Krakow" together with their addresses:

Loch Camelot – a Cracovian cabaret characterised by a variety of styles, types and genres. It presents works of many artists from Poland and Europe. It combines the rich atmosphere of Krakow with the best of performance, presents high standards and traditional entertainment. It operates in the cellar of a 13th century building at 17 św. Tomasza Street.

Culture in Krakow is accessible to everyone. Some events are free of charge:

- Festival of Science and Arts (in May)
 - Copernicus Festival (in May)
- Grand Dragon Parade (in June, as part of Cracovian Days)
 - Festival of Jewish Culture (in June)
 - International Folk Art Fair (in August)
- Malopolska Researchers' Night (in September)
 - Podgórze Cultural Autumn (in September)
- Cracovian Nativity Scene Competition (on the first Thursday in December)
- Cracovian Singing Lessons (several times a year: 3 May, 5 August, 11 November, December)



1



Piwnica pod Baranami – this most famous Cracovian cellar is a legendary place with a unique atmosphere. Already in the 15th and 16th century, the tenement house located here hosted, according to literature researchers, the most eminent writers of the Polish Renaissance, Jan Kochanowski, Mikołaj Rej and Łukasz Górnicki. In 1956, a famous cabaret was established here, which still operates today. Right next door you will find the popular (and cult in literary circles) pub *Vis à Vis* - a place frequented by the artists of the Piwnica, in front of which a statue of Piotr Skrzynecki (one of the founders of the cabaret) sits at a table with a new bunch of fresh flowers every day. Piwnica pod Baranami is located at 27 Market Square.

Pod Jaszczurami – an inseparable part of Krakow cultural life, one of the oldest student clubs in Poland, operating since 1960. It hosts concerts, political debates, poetry evenings, film screenings, discos, exhibitions and other events. It is not just a place, it is above all the atmosphere. It is located in Kamienica pod Jaszczurką which dates back to the Middle Ages, at Rynek Główny 8.

Jama Michalika – one of the oldest coffee houses in Krakow, opened in 1895. At the beginning of the 20th century, the legendary literary cabaret Zielony Balonik (The Green Balloon) was established here. A highlight of each cabaret evening was the performance of a puppet theatre (some of them depicted famous Cracovians). Some of the puppets can still be seen in the café, surrounded by Art Nouveau furniture, mirrors, stained glass and lamps. The place can be found at 45 Floriańska Street.

Alchemia – one of the oldest venues in Kazimierz. It is a combination of a café with a bar and a dance floor. Numerous concerts are held here. The Alchemia House of Culture Foundation is, among others, the organiser of the Krakow Jazz Autumn. The club is also associated with such artists as Czesław Mozil, Kroke, Pink Freud or Maciej Maleńczuk, who have played here almost from the beginning of their careers. The club is located in the very centre of Kazimierz, next to Plac Nowy (New Square) with the famous okrągłak with *zapiekanki*, at 5 Estery Street.

The Historical Museum of the City of Krakow (from 2019: Museum of Krakow) - a historical museum founded in 1899. Its main seat is located in the Krzysztofory Palace at 35 Rynek Główny in Krakow.

- From the beginning of its existence, it cares for the cultivation of Cracovian traditions. The museum has as many as 19 branches located in different parts of the city
- Apteka Pod Orłem (wystawa stała „Apteka Tadeusza Pankiewicza w getcie krakowskim”)
- Barbakan
- Celestat (wystawa stała „Krakowskie Bractwo Kurkowe i obronność miejska”)
- Dom pod Krzyżem
- Dom Zwierzyniecki (wystawa stała „Mieszkanie przedmiejskie przed stu laty”)
- Fabryka Emalia Oskara Schindlera (wystawa stała „Kraków – czas okupacji 1939-1945”)
- Kamienica Hipolitów (wystawa stała „Mieszczkański dom”)
- KL Płaszów
- Mury Obronne
- Muzeum Nowej Huty
- Muzeum Podgórze (wystawa stała „Miasto pod kopcem Kraka”)
- Pałac Krzysztofory (wystawa stała „Cyberteka. Kraków – czas i przestrzeń”)
- Podziemna Nowa Huta (wystawa stała „Stan zagrożenia”)
- Rydlówka (wystawa stała „Rydlówka”)
- Rynek Podziemny (wystawa stała „Śladem europejskiej tożsamości Krakowa”)
- Synagoga Stara (wystawa stała „Dzieje i kultura Żydów krakowskich”)
- Thesaurus Cracoviensis
- Ulica Pomorska (wystawa stała „Krakowianie wobec terroru 1939-1945-1956”)
- Wieża Ratuszowa

1



1



Akademia Sztuk Pięknych, pl. Matejki 13
Biblioteka Kraków, Powroźnicza 2
Biblioteka Polskiej Piosenki, ul. Krakusa 7
Bunkier Sztuki, pl. Szczepański 3a
Centrum Kultury Podgórze, ul. Sokolska 13
Centrum Kultury Rotunda, ul. Oleandry 1
Centrum Kultury Żydowskiej, ul. Rabina Meiselsa 17
Centrum Społeczności Żydowskiej, ul. Miodowa 24
Centrum Sztuki Solvay, ul. Zakopiańska 62
Collegium Maius, ul. Jagiellońska 15
Cricoteka, ul. Szczepańska 2
Dom Jana Matejki, ul. Floriańska 41
Dom Józefa Mehoffera, ul. Krupnicza 26
Dworek Białooprądnicki, ul. Papiernicza 2
Filharmonia Krakowska, ul. Zwierzyniecka 1
Instytut Dialogu Międzykulturowego
 im. Jana Pawła II, Totus Tuus 30
Instytut Kultury Willa Decjusza, ul. 28 Lipca 1943
Kamienica Hipolitów, pl. Mariacki 3
Kino Agrafka, ul. Krowoderska 8
Kino ARS, ul. Jana 6
Kino Kika, ul. Ignacego Krasickiego 18
Kino Mikro, ul. Lea 5
Kino Pod Baranami, Rynek Główny 27

Krakowskie Biuro Festiwalowe, ul. Wygrana 2
Krakowskie Forum Kultury, ul. Mikołajska 2
Międzynarodowe Centrum Kultury, Rynek Główny 25
Muzeum Armii Krajowej, ul. Wita Stwosza 12
Muzeum Historii Fotografii, ul. Józefitów 16
Muzeum Inżynierii Miejskiej, ul. Św. Wawrzyńca 15
Muzeum Sztuki Współczesnej MOCAK, ul. Lipowa 4
Nowohuckie Centrum Kultury, al. Jana Pawła II 232
Opera Krakowska, ul. Lubicz 48
Ośrodek Kultury – Kraków-Nowa Huta, os. Zgody 1
Ośrodek Kultury im. C.K. Norwida, os. Górali 5
Śródmiejski Ośrodek Kultury, ul. Mikołajska 2
Teatr Bagatela, ul. Karmelicka 6
Teatr Groteska, ul. Skarbowska 2
Teatr im. Juliusza Słowackiego, pl. Św. Ducha 1
Teatr KTO, ul. Krowoderska 74
Teatr Ludowy, os. Teatralne 34
Teatr Łaźnia Nowa, os. Szkolne 25
Teatr PWST, ul. Straszewskiego 22
Teatr Stary, ul. Jagiellońska 5
Teatr STU, Al. Krasińskiego 16-18 I piętro
Teatr VARIETE, ul. Grzegorzeczka 71
Zespół Pieśni i Tańca "Krakowiacy", ul. Św. Gertrudy 4

Did you know that in 2013 Krakow was officially announced as a UNESCO City of Literature?

To become a UNESCO City of Literature, a city must fulfil a number of conditions concerning the role of literature in the everyday life of its inhabitants, the richness of its festivals and literary events, as well as the abundance of bookshops, libraries and other institutions connected with literature. All cities with "thematic" titles awarded by UNESCO (e.g. Film Cities, Music Cities or Design Cities) form the worldwide Creative Cities Network.

Have a look at the page dedicated to this topic! [2](#)



3. Traditions that have survived to the present day

Krakow is not only a city of festivals, but also a city where old customs and rituals are still alive, blending tradition with modernity. Here are the most important ones:

Emmaus

Every year on Easter Monday, Cracovian Emmaus takes place at the Norbertine convent in Zwierzyniec (at the junction of Emaus, St Bronisława and Kościuszki streets). It used to be a festive walk of the city dwellers after a day of sitting behind the table, with time it turned into a folk party. Today it is famous mainly for its stalls (booths) with folk toys as well as sports shooting ranges, children's carousels, lotteries, etc. Something typical of Cracovian Emmaus are wooden figures of Jewish players and Jews studying Torah. Another characteristic element is the traditional small pretzels threaded together to form a wreath. This custom has survived to this day (without interruption) only in Krakow and Kalisz [3](#).

Rękawka

On the Tuesday after Easter, Cracovians gather at Kopiec Kraka. Rękawka is a custom referring to the Slavic tradition of springtime Dziady. Today, it is primarily an opportunity to see what Krakow used to look like a few hundred years ago, in the Middle Ages. The attractions include: presentations and battles of warriors, a historical fair and craftsmen's stalls as well as meetings with alchemists, herbalists, shamans, witches and other characters from the Middle Ages [4](#).

Juvenalia

Juvenalia is a very old custom, celebrated already in the Middle Ages by students of the Academy of Krakow, today's Jagiellonian University (the first in Poland!). They take place in May, and during the event you can meet crowds of students in fancy dress in the city centre (especially in the Main Square) and take part in many concerts. The Mayor symbolically gives the students the keys to the city, thus handing over the reigns to them. Juvenalia quickly spread throughout the country as a popular student party.

Wianki and St John's Fair

In the past, the summer solstice played a special role as the night of victory of good and light over evil and darkness. People would burn huge bonfires to chase away all the fears of the local people. At the climax of the rituals, young girls would throw garlands made of herbs and flowers onto the water. What for? To ensure a fertile harvest for the village and to increase their chances of finding a husband. Today, Wianki is a celebration of music and light – unique concerts are accompanied by firework displays over the Vistula River near Wawel **1**.

Lajkonik parade (Lajkonik's frolics)

The Lajkonik is one of the most popular symbols of Krakow. The legend connected with it dates back to the historical events of the 13th century, when the inhabitants of the city, after defeating Tartar invaders, disguised themselves in their costumes and rode into the city on horseback. The tradition has survived to this day, and every year, on the first Thursday after Corpus Christi, you can see the Lajkonik parade through the streets of Krakow. A bearded rider in an oriental costume, riding an artificial horse attached to his waist, travels the traditional route from Zwierzyniec to the Market Square, accompanied by a musical band and a procession in both Cracovian and Tatar costumes **2**.

4. Famous Cracovians

Krakow is a city that combines rich history and tradition with modernity, a place that inspires and allows to develop in various fields. It is no wonder that many artistic souls and outstanding minds come from here. Surely you have heard these names more than once:

- Andrzej Wajda, film and theatre director, initiator of the Manggha Museum of Japanese Art and Technology in Krakow,
- Bronisław Malinowski, an anthropologist who conducted research in Australia and Oceania,
- Czesław Miłosz, poet, Nobel Prize winner, professor at the University of California at Berkeley and at Harvard University,
- Helena Modrzejewska, theatre actress known in the US as Helena Modjeska,
- Helena Rubinstein, businesswoman, founder of Helena Rubinstein Inc.
- Joseph Conrad, writer, based on his story Francis Ford Coppola made the film "Apocalypse Now"
- Karol Wojtyła known to the world as John Paul II,
- Mikołaj Kopernik (Nicolaus Copernicus), astronomer who "stopped the Sun - moved the Earth",
- Oskar Schindler, the entrepreneur commemorated by Steven Spielberg in the film "Schindler's List",
- Stanisław Lem, hard science fiction writer, philosopher, futurologist, the man who has his own planetoid in space, 3836 Lem,
- Wisława Szymborska, poet, Nobel Prize winner, who valued two little words: "I don't know",
- Wit Stwos, sculptor, author of the altar – triptych, which you can admire in St. Mary's Church in Krakow.

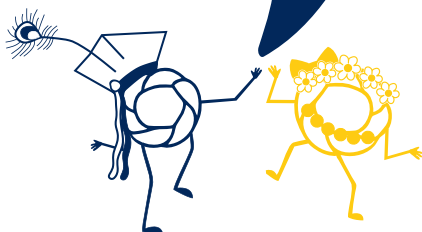
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The official symbols of Krakow are the colours white and blue, the coat of arms depicting a red brick wall with three towers on a blue background with a white eagle in the gate, the flag, the coat of arms and the seal. However, the city also has many other unofficial but very popular symbols.



5. The symbols of Krakow (more and less official)

The Sigismund Bell (Dzwon Zygmunt) – the most famous bell in Poland, located in the Sigismund Tower in Wawel Cathedral. It is sounded in the most important moments for the Polish people and the country and on the most important church and national holidays.

Street musicians – saxophonists, violinists, vocalists... artists who earn their living this way and seek contact with people are often not only Poles but also foreigners living in Krakow, who contribute to the unique atmosphere of the city.

St. Mary's Trumpet Call (Hejnał mariacki) – one of the most famous symbols of Krakow, is played (in the key of F major) every hour from the tower of St. Mary's Church. The short melody played in all directions stops at some point. It is

related to the legend - supposedly the bugler who wanted to warn the city against the invasion of Tatars was hit by an arrow.

Sausages from Niebieska Nysa (Kiełbaski z Niebieskiej Nyski) – a famous snack from Krakow, for which queues of city residents queue up in the evening. You can meet the Blue Nysa every day except Sunday from 8 p.m. to 3 a.m. at the Market Hall (Hala Targowa).

Krakow's mounds – in Poland there are about 350 mounds but no city can boast of such a number as Krakow. The oldest mounds are those of Krakus and Wanda (dating back to the 8th century!), the most popular is the mound of Kosciuszko, the largest is that of Pilsudski, while the youngest and smallest is that of John Paul II.

Obwarzanek – one of the tastiest symbols of Krakow. Made from wheat flour dough, the delicacy is dipped in water before baking. Only a few bakeries make the original obwarzanek, which are sold from characteristic carts in the center of Krakow.

Market Square (Rynek Główny) – one of the largest markets in all of Europe and the largest medieval market square in Europe. Its area is 4 hectares.

Wawel Dragon (Smok wawelski) – another important symbol of Krakow, which is associated with a famous legend. Under the Wawel Hill there is a legendary dragon's den and in front of it there is a fire-breathing dragon sculpture erected at the foot of Wawel Hill in 1969.

Jagiellonian University (Uniwersytet Jagielloński) – the oldest Polish university and one of the oldest universities in the world, founded by Casimir the Great in 1364.

Zapiekanka from Okrągłak (Zapiekanka z Okrągłaka) – Polish "cousine of pizza", considered to be the first Polish street food, is nothing more than a baguette heated in the oven with mushrooms, stretchy cheese and other ingredients. The most popular are the zapiekanki on Plac Nowy sold in a round building called Okrągłak.

Where can I find up-to-date information about cultural events in Krakow?

On krakow.travel website you will find information about current cultural events in Krakow: **1**.

Visit www.telewizja.krakow.pl for the latest cultural news in video form: **2**.

Another great source of information about cultural life in Krakow is this website **3**.

Can I receive funding for cultural activities in Krakow?

Yes! Since 1994, the City of Krakow has been awarding Creative Scholarships of the City of Krakow (PLN 10,000 gross) to people involved in artistic creation, dissemination of culture and care of historical monuments in order to implement a project in the field of their activity. These scholarships are awarded in many different artistic fields, such as literature, visual arts (including industrial design and fashion), architecture, classical and popular music, dance, theatre, film, folklore and tradition of Krakow, folk culture, care for historical monuments, digital culture, cultural animation and education, cultural management and support for the development of cultural personnel, street art.

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3



SUPPORT FOR FOREIGNERS AND SOCIAL INTEGRATION PROCESS. NGOs

1. The "Open Krakow" programme

Since 2016, the "Open Krakow" Programme has been in operation, the main aim of which is to act for foreigners and national and ethnic minorities living in Krakow. Its task is also to help solve problems related to functioning in an intercultural society. More information about the programme can be found at **1**.



2. Multicultural Centre

One of the programme's many initiatives is the activity of the Multicultural Centre and the Information Point for Foreigners. The activities of the Multicultural Centre focus on building good relations between foreigners and native inhabitants of Krakow to make the city a friendly place for everyone. To achieve this goal, the Centre organises intercultural integration, educational and other events, meetings, debates, cooking and empathy workshops, conferences, seminars and many others. The Centre also provides support for foreigners and cultural and ethnic minorities in the organisation of events presenting the culture and history of their countries, as well as in the broad activation and inclusion in local initiatives. It also provides information about cultural and educational events held in Krakow. The Centre's volunteers are Poles and foreigners living in Krakow, who are willing to help other foreigners take their first steps in the city. The Centre is open from Monday to Thursday from 10.00 am to 6.00 pm. More information about the centre (in Polish, Ukrainian and Russian) can be found here: **2**.

Up-to-date information can always be found on the Centre's fanpage: **3**.



3. Information Point for Foreigners

There are two information points for foreigners in Kraków: a municipal one and a social one (run and financed by an NGO). In principle, the scope of their services is the same. At each point you will get information on: education, health care, social assistance, obtaining a PESEL number, driving licence, registering a car, renting a flat, obtaining a residence permit or other issues of everyday life. You can contact the City Information Point for Foreigners by phone (tel. +48 887 201 598) or via its Facebook profile **4**.

Additionally, the Point offers consultations with legal advisors (telephone duty every Thursday from 4.00 pm to 7.00 pm at one of the following telephone numbers: +48 510 080 765 and +48 510 065 321). You will find more information about the Point here: **5**.

The second information point is run by a non-governmental organisation – the Foundation for Polish-Ukrainian Cooperation (Fundacja Współpracy Polsko-Ukraińskiej) at 2/28 Batory Street. Its consultants can be contacted from Monday to Friday between 9 a.m. and 5 p.m. - by phone: 12 312 06 46, e-mail: info@migrant.krakow.pl or via its profile on FB: **6**.





4. Krakow Ambassador of Multiculturalism

Every year the Mayor of the City of Krakow awards the title of Krakow Ambassador of Multiculturalism to individuals and entities (such as non-governmental organisations, institutions, companies, informal groups) working for intercultural dialogue in Krakow. The aim of this competition is to promote cultural, ethnic and religious diversity in Krakow and to build a sense of solidarity among the inhabitants of the city. Not only Poles, but also foreigners can apply for the title! More information about the competition can be found here [1](#).

5. NGOs

There are many non-governmental organisations in Krakow that aim to provide assistance and support to foreigners and national minorities, e.g.:

- Halina Nieć Legal Aid Centre (Centrum Pomocy Prawnej im. Haliny Nieć)
- Autonomy Foundation (Fundacja Autonomia)
- Diversity Hub Foundation (Fundacja Diversity Hub)
- One World - One Heart Foundation (Fundacja One World - One Heart)
- Proland-Sport Foundation for Promotion and Development of Sport (Fundacja Promocji i Rozwoju Sportu Proland-Sport)
- Mikołaj Rej Foundation for the Promotion of Polish Language and Culture (Fundacja Wspierania Kultury i Języka Polskiego im. Mikołaja Reja)
- The U-WORK Polish-Ukrainian Cooperation Foundation (Fundacja Współpracy Polsko-Ukraińskiej U-WORK)
- Foundation Institute for Strategic Studies (Fundacja Instytut Studiów Strategicznych)
- Zustricz Foundation (Fundacja Zustricz)
- Institute for Civic Knowledge (Instytut Wiedzy Obywatelskiej)
- Internationaler Bund Polska
- Krakow Forum of Social Organisations (Krakowskie Forum Organizacji Społecznych)
- Malopolska Rock Association (Małopolskie Stowarzyszenie Skąta)
- Relocation2Poland
- Association of Social Initiatives LEGE ARTIS (Stowarzyszenie Inicjatyw Społecznych LEGE ARTIS)
- INTERKULTURALNI PL Association (Stowarzyszenie INTERKULTURALNI PL)
- Association of Multicultural Families (Stowarzyszenie Rodzin Wielokulturowych)
- Your Roots in Poland Association (Stowarzyszenie Twoje Korzenie w Polsce)
- Multicultura Krakow Association (Stowarzyszenie Wielokulturowy Kraków)
- Polish-French Friendship Association in Krakow (Towarzystwo Przyjaźni Polsko-Francuskiej w Krakowie)
- CZULENT Jewish Association (Żydowskie Stowarzyszenie CZULENT)

As a foreigner, you can take part free of charge in projects, workshops, courses, meetings and other events organised by them. You will find information about them on the websites of individual organisations.



How can I contact the NGO?

Each organisation usually has a website (or a fanpage on social media, such as Facebook). You can find the website by typing the name of the organisation into a search engine. On the website (usually under "Contact"), you will find an email address and/or a contact telephone number.

Can I become a volunteer in an NGO?

Yes! You can become both a volunteer and an employee of an NGO. If your volunteering lasts less than 30 days you do not need to write a written agreement with the organisation, if it is longer than 30 days you will need a written agreement.

Can foreigners set up an NGO?

Yes! Foreigners may establish both a foundation and an association. Every adult citizen (it does not have to be a Polish citizen) can establish a foundation!. To establish a foundation it is enough to have one natural (there can be several founders) or a legal person (e.g. a university or a company). In order to establish a foundation it is necessary to allocate for this purpose a certain sum of money, the so-called founding fund (the provisions do not, however, specify its amount).

To establish an association you need at least 7 adult natural persons of Polish citizenship or adult foreigners registered in Poland. If you are not registered, you may join an association, the statutes of which provide for such a possibility.

Here you will find practical tips on how to set up a foundation/association (page in Polish): [1](#) [2](#) .

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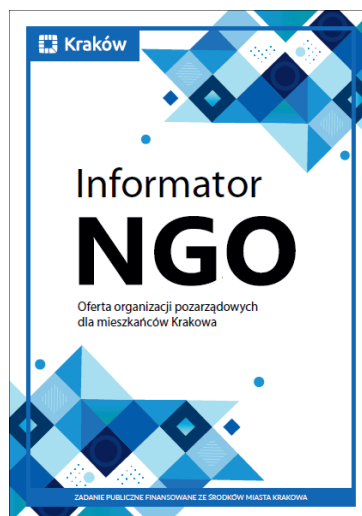


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**POLSKI NIE TAKI OBCY****NGO = organizacje pozarządowe, czyli fundacje i stowarzyszenia**

W Krakowie działa wiele organizacji pozarządowych – polecamy krakowski informator NGO.

3



Krakow Ambassador of Multiculturalism Competition

In December 2018, the City Council of Krakow, guided by the intention of supporting activities and initiatives aimed at promoting cultural, ethnic, religious diversity and the integration of Krakow residents and foreign environments, established the **KRAKOW AMBASSADOR OF MULTICULTURALISM** title, awarded to persons or entities acting for intercultural dialogue in Krakow.

The title can be granted to individuals or such entities as: an NGO, institution, company, informal group. The KRAKOW AMBASSADOR OF MULTICULTURALISM title is granted by the Mayor of the City of Krakow at the request of the CHAPTER OF MULTICULTURALISM, annually for the previous calendar year.

The winners of the title receive prizes in the form of a symbolic multi-colored Lajkonik.

Krakowscy Ambasadorzy Wielokulturowości		
rok	Instytucje, organizacje, grupy nieformalne	osoby indywidualne
2019	Stowarzyszenie INTERKULTURALNI PL Fundacja Diversity Hub	Urszula Majcher – Legawiec Olha Menko
2020	Chór w Kontakcie Collaborate, Krakow!	Anna Wilczyńska David McGirr
2021	Federacja Znaki Równości Fundacja na Rzecz Różnorodności Polistrefa	Joanna Antonik Ziyad Raof



Krakow owes its extremely rich cultural heritage not only to the indigenous people who were born in Krakow, but also those who came from Poland and abroad. In addition to outstanding and uncommon individuals, Krakow has always attracted ordinary immigrants who brought diverse cultural influences to the city's tissue, and at the same time contributed to its socio-economic development. It remains so today.

In September 2016, the Krakow City Council adopted a resolution regarding the "Open Krakow" Program.

The main objective of the Programme is the implementation and realisation of the policy of openness of the city of Krakow to representatives of national and ethnic minorities and foreigners through:

- 1) building a sense of solidarity and awareness and knowledge of the culture and customs of other nationalities among the citizens of Krakow;
- 2) shaping a tolerant attitude towards foreigners, national and ethnic minorities;
- 3) activities aimed at identifying and solving problems connected with functioning in the community of an intercultural society.

