



BANK ACCOUNT

International students are able to open a bank account at a bank of their choice holding passport and PESEL number. There are many banks to choose from, and you can simply go to any branch of any bank and open a suitable account. Some of the Banks can require additional documents, however all of them have hot lines with English assistance to answer all your questions. Here is the list of popular banks: Milenium, PKO, Pekao, Santander, mBank, ING bank, BNP Paribas, Alior Bank.

WORK

Students who wish to work part-time in Poland can do so on the basis of their student visa. It is important to remember that your visa is only valid to study, work and live in Poland (not any other European country). Your primary purpose of staying in Poland is to study, therefore active participation in your studies is the must. However you are free to practice your skills during your education on part-time jobs.

NFZ

Every foreign student should get NFZ (Polish National Health Fund) insurance. During the registration process all the candidates supposed to sign commitment to get NFZ.

According to this commitment, you are obliged to bring to the admissions office a confirmation that you have bought NFZ insurance within 2 weeks after your arrival to Poland. The insurance must cover at least the 1st semester of studies with the need of further extension for the entire period of studies. Insurance covers medical services, including treatment and hospitalization. Approximate cost is 386 PLN/ half a year. The NFZ Insurance is also required when applying for a temporary residence card.

It is the best option for you to make sure that you are safe and will get help if needed. You can get medical care in national hospitals and all others that are covered by NFZ. More information about it you can find here: <https://www.nfz.gov.pl/dla-pacjenta/>

In order to get help with fulfilling the application and other documents for NFZ insurance, please contact Student Help Desk via the email studenthelp@lazarski.pl.

SIM CARD AND INTERNET

For convenient communication and functioning in Poland every student is strongly advised to get Polish number. Please, do not forget to change it in your online account (EU or WU) as your new contact details. In order to buy it, you can go, for example, to Zabka, Post Office, Ruch, Neonet, 1Minute, Relay or Inmedio. After buying the card you need to register it in the same place with your passport data. Here is the list of popular mobile operators: Orange, Play, Plus, T-Mobile.

If you are staying in the apartment, that has no have internet, here is the list of internet providers: Vectra, UPC, Orange, T-Mobile, INEA. Please remember, some providers do not have an access to some streets. Check the name of the street on the website of provider.

LIBRARIES

Lazarski University has a great library on the campus and system to access materials online. If you will need to borrow more books or you are interested in non-academic books, here is the list of public libraries in Warsaw: <https://www.bibliotekiwnarazawy.pl/mapa-bibliotek-publicznych/>



IMPORTANT DOCUMENTS

Please note that it is important to have the original identification documents with you while traveling to foreign country. Please remember, students need to get **visa** before the beginning of semester. Also make sure that your foreign **passport is valid** more than 90 days from day of crossing Polish border. Do not forget to bring original **high school diploma** and all admission documents. In case you loose your foreign passport or have to apply for a new one – bring your **ID card or internal passport**. Check beforehand where is the nearest Embassy of your country – not every state has its Embassy in Poland. If you have chronic illnesses, congenital diseases or in general have issues with health make sure to bring **medical history** in English.

USEFUL WEBSITES

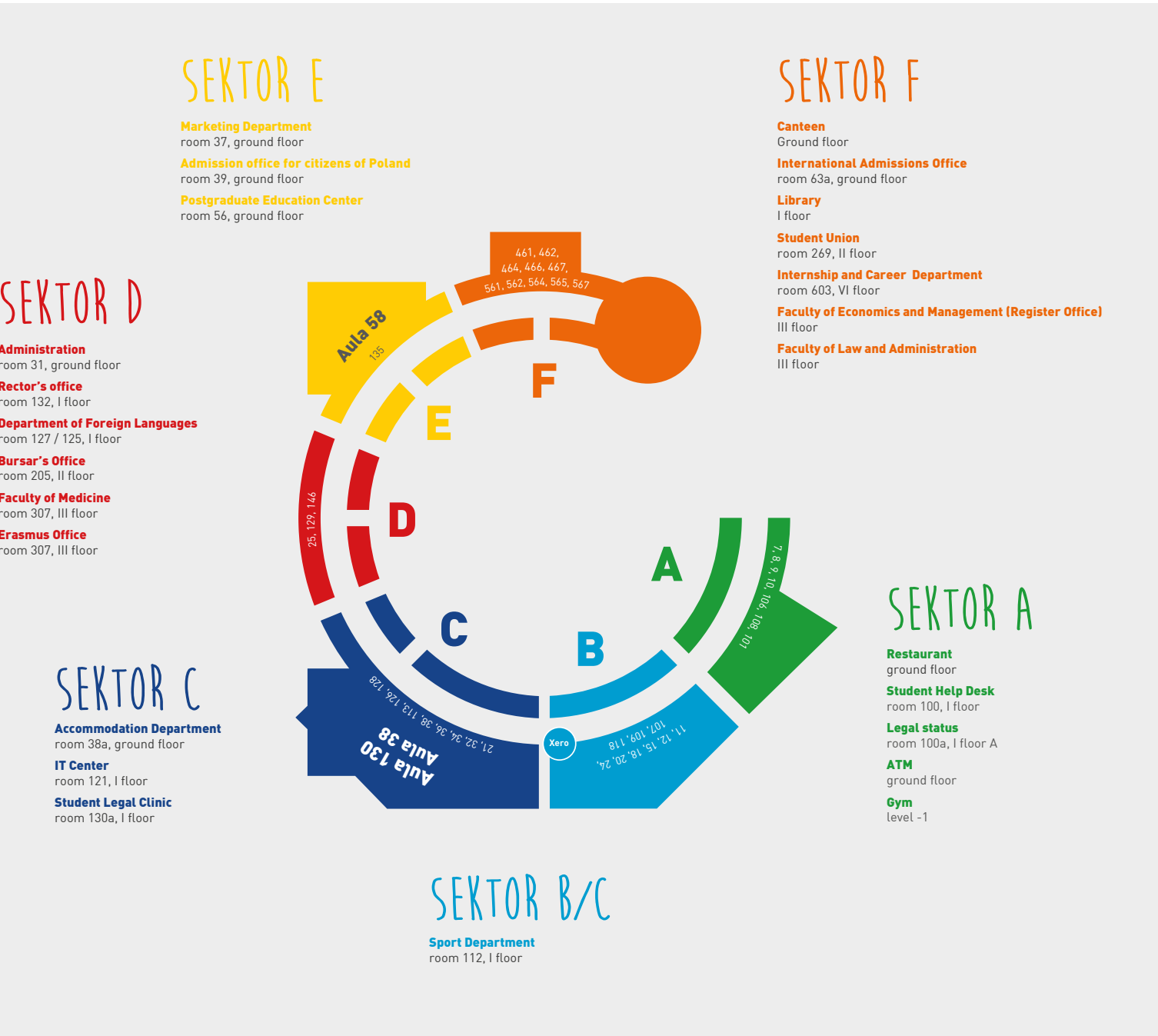
- If you are planning to work in Poland, making PESEL number will be useful for you (identification number in Poland). It is totally free of charge and easy to do. All the document and instruction are here: <https://www.gov.pl/web/gov/uzyskaj-numer-pesel--usluga-dla-cudzoziemcow-en>
- if you need to go through High School Certificate recognition process, visit NAWA website for more details: <https://kwalifikator.nawa.gov.pl/> or <https://www.kuratorium.waw.pl/en/nostrification-of-certi/8177,Recognition-of-certificates-or-the-level-of-education-or-rights-to-continue-educ.html>
- if you are searching for the sworn translator, here is the website with the list of them: <https://arch-bip.ms.gov.pl/pl/rejestry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html?City=Warszawa&Reg=7&Language=9>

- If you are interested in applying for the temporary residence card, check documents and procedure on the official website: <https://www.gov.pl/web/mswia-en/residence-conditions-for-foreign-nationals-in-poland>
- If you want to always be updated with the student's life in Poland, visit following website and discover Poland with friends: <https://study.gov.pl/>

USEFUL APPS:

Taxi: Bolt, Uber, minitaxi, iTaxi.
Food Delivery: UberEats, BoltFood, Pyszne.pl, Wolt, Glovo.
Travel: Google Maps, Apple Maps, Jakdojade, e-podroznik, Flix bus, Intercity, Lot, skyscanner.
Shopping: Olx, Allegro, Gazetka (promotions in different stores).

CAMPUS LOCATOR



STUDENT WELCOME PACK

All you need to know upon arrival to Lazarski University!





YOUR STUDENT'S ACCOUNT ON THE VIRTUAL UNIVERSITY PLATFORMS

The Virtual University (WU) and 'E-uczelnia' are our online student support platforms where you will find all necessary data about class schedule, changes, personal and financial data; also, you will be able to enroll for your classes before the start of every semester. Make sure that you are regularly reading emails sent from Dean's office to stay always informed about the latest updates.

To log into your account on Virtual University and E-Uczelnia, you need to use student number (which is your username) and password given through email. After the first login you will be asked to change your password. If you forget your password, you can contact the IT department (details below).

Follow our Student Help Desk [@lazarski.help](#) and [@lazarskiuni](#) Instagram accounts. This will help you to stay up to date, and you will be able to receive assistance during your studies.

ATTEND ORIENTATION DAYS

The Orientation Days are organized with the end of September (please contact Admissions Team for more details) for the first year students to provide informational support on their first days at the University, share valuable and useful information about the studies and life in Poland. During this meeting all the essential information will be presented to you. As well, students usually receive their student ID cards, get to know their fellow classmates and have lots of fun! We strongly encourage you to visit Orientation Day and familiarize yourself with the University better!

PARTICIPATE IN THE UNIVERSITY'S LIFE

Students who are actively participating in University's life, including research clubs, promotional activities for Admissions and Marketing Department, Practice and Career Department, Department of Student Initiatives, Student Union, Academic Business Incubator, Institute of Citizenship and Social Policy can be eligible for different benefits.

PUBLIC TRANSPORT

Public Transport (ZTM) in Warsaw is very efficient and affordable. As students you will be able to use your student card as your transport card, benefitting from a student 50% off discount at the same time. You can find more information from the public transport authority: www.ztm.waw.pl

We recommend to you to purchase a one or three month ticket, which is the cheapest option. You can load your ticket using the red ZTM machine on the campus (at the entrance to Sector A). Do not forget that you should always have your student ID with valid ticket when traveling by Warsaw Public Transport, domestic trains, buses, etc.

Please, check all the useful traveling apps on the page above.

WIFI & E-MAIL ACCOUNT

You have free access to Wi-Fi all around the University campus, well you will have an email created with the lazarski.pl domain. You will automatically receive an email with more instructions once you are successfully registered as a student.

For further information please contact:

IT Center
room 121, 1st floor, sector C
e-mail: it@lazarski.edu.pl
phone: 22 54 35 492



DEAN'S OFFICE

One of the most important places in the university for every student is Dean's Office (Registrar Office). This is the office responsible for your studies and is the official contact point between students and faculty members. There you can address all the questions regarding your studies. If you need documents confirming your student's status, you have changed your passport and need to change it in Dean's system or you did not receive your student card during Orientation Day – Dean's Office is the place to help you.

Please remember that different faculties have different Dean's Offices!

FACULTY OF LAW AND ADMINISTRATION DEAN'S OFFICE

dziekanat.pia@lazarski.edu.pl
phone: (+48) 22 54 35 311/312
room 362, 3rd floor, sector F

FACULTY OF ECONOMICS AND MANAGEMENT DEAN'S OFFICE

English-language Studies: validated.studies@lazarski.edu.pl
phone: (+48) 22 54 35 369
room 363, 3rd floor, sector F

Polish-language Studies: dziekanat.eiz@lazarski.edu.pl
phone: (+48) 22 54 35 320
room 363, 3rd floor, sector F

FACULTY OF MEDICINE DEAN'S OFFICE

dziekanat.wm@lazarski.edu.pl
phone: (+48) 22 54 35 332
room 302, 3rd floor, sector D

ACCOMMODATION DEPARTMENT

The Accommodation Department can help you with your accommodation needs - you can stay in one of the dormitories we cooperate with or to get help in renting your own apartment. We really want you to feel like at home in Warsaw, so Accommodation Department is one of the offices to help you with that. Please remember that places are limited so we advise you to fill in the request for need of place to stay ASAP on our website: <https://recruitment.lazarski.pl/accommodation/>

room 38a, ground floor, sector C
phone: (+48) 22 54 35 515; mobile: (+48) 502 373 084
email: accommodation@lazarski.edu.pl
working hours: 09.00-17.00 (Monday - Friday)

LEGAL ASSISTANCE

Lazarski University takes care about its students, that is why we offer a legal assistance on our campus.

If you wish to apply for Karta Pobytu (Temporary Residence Card) or a visa during your studies or you have any other immigration questions, **our lawyer** will assist you. He is available in the room 100, 1st floor, sector A and under the email: l.wieczorek@lazarski.edu.pl

As well, our university has Student Legal Clinic that can advise you in other legal issues, such as house contracts, work contracts, taxation, your rights as a foreigner etc. If you need any type of legal advise, please contact Student Legal Clinic in room 130a, sector C or under email: szkola.prawa@lazarski.edu.pl.

The Admissions Office will be able to assist you with the Nostrification/Recognition of your High School Diploma, and many other processes which you may be required to complete before your studies. You can find them in room 63a, ground floor, sector F every day from 9:00 till 17:00 or under email: recruitment@lazarski.edu.pl

BURSAR'S OFFICE

If you need an invoice or confirmation of payment, please contact our Bursar's (Accounting) Office. They also can advise you on installments payment or changing the date of pay-

ment. Do not be afraid to come and inform us if you are in difficult financial situation. We will do our best to help you!

Bursar's Office
room 205, 2nd floor, sector D
e-mail: kwestura@lazarski.edu.pl
phone: 22 54 35 463

Note: Please contact this office to get information on how to pay for studies after your first semester. You can also find your financial information in your Virtual University (WU and E-uczelnia).



STUDENT HELP DESK

The Student Help Desk was developed with an aim to assist our students in the widest range of matters and help them to have a smoother adaptation period in Warsaw, and specifically at Lazarski University. Do not hesitate to contact Student Help Desk with any questions or student's initiatives!

Contact info:
room 100, 1st floor, sector A
studenthelp@lazarski.pl
Instagram: @lazarski.help
Facebook: @studenthelpdesk lazarski

SCHOLARSHIPS

If you are just going to start your studies with us, use an amazing opportunity to get your 50% discount for the first year of studies via Lazarski Merit Scholarship program.

CAREER AND INTERNSHIP DEPARTMENT

If building a future career is important for you, you will be happy to know that over 76% of our students find jobs during their studies. Our university has a career and internship department that helps our students to find job or/and internship proposals in national and international companies. Please, remember that our students are required to have at least 80% of class attendance and if you would like to work, our department will help you to find opportunities with flexible schedule on part-time basis.

Career and Internship Department
room 603, 6th floor, sector F,
e-mail: kariera@lazarski.edu.pl
phone: 22 54 35 382

Remember that BA students are required to complete compulsory internship as part of their study program. Contact regarding the internships: praktyki_eiz@lazarski.edu.pl, praktyki_pia@lazarski.edu.pl

ERASMUS+

Lazarski University participates in the Erasmus+ Program which offers Lazarski students (on the single degree programmes) the chance to spend one or two semesters at another university, take part in traineeships abroad or even make use of a short stay at a host institution. It is the best opportunity to travel, meet new people and make your student years unforgettable! Please contact this department directly for application and more information.

International Programmes Office
room 307, 3rd floor, sector D
e-mail: erasmus@lazarski.edu.pl
phone: 22 54 35 365

Note: Students on the Double Degree Programmes are not eligible to participate in Erasmus+ as part of their degree, but can defer their studies for one year to participate. The best and brightest Double Degree students may, however, have the opportunity to spend one semester at Coventry University as part of their degree.

OFFICE HOURS LECTURERS

Lazarski University care about all of the students. That is why every teacher has his/her office hours to meet with students and help them. During those meetings students are able to get additional information about the course or to get a personal advice regarding student's works etc. Please remember to write down office hours of your teacher during the first lecture.

NOSTRIFICATION

According to Polish Educational Law every foreign student has to get a decision of Recognition of High School Diploma from Warsaw Educational Superintendent. There are some exceptions such as European Union countries, Ukraine, Belarus, Australia, Israel, Japan, Canada, Korea, Malta, Mexico, New Zealand, Portugal, Turkey, USA, etc.

Our Admissions Team helps students to do this, therefore you will be expected to bring the following documents to Admissions Office and we will submit the application on your behalf.

- Original HS diploma apostilled or legalized and transcript with grades for the senior years (3-4 depends of the country).
- Original Sworn translation from original into Polish of HS diploma and transcript with grades from high school only including translation of apostille or legalization stamps.
- Original Eligibility Statement from Ministry of Education.

- Original Sworn translation of Eligibility statement from original into Polish.

You can always contact the Admissions Office to get help in your case.

Admissions Office 63A, ground floor, sector F
Monday – Thursday 9:00-17:00



SAVOIRE VIVRE

There are some important laws to know about, for your comfortable life in Poland. They will help you to make your staying in Poland safe and pleasant. These are some of the most important ones to remember: You are always required to have an identity document with you in case you are stopped by the Police or Immigration Officers. Be sure to also have documentation that proves your right to legally stay in Poland (e.g. your visa or Karta Pobytu) and your student card. Failure to comply will result in substantial fines.

You are not allowed to **drink alcohol in public places** in Poland (e.g. parks, streets, etc), and you can get a huge fine (as a minimum) if you are caught drinking in public places. Additionally, Poland has a zero tolerance to drinking and driving (i.e. you must not drink at all if you plan to drive) – failure to comply will result in very serious consequences.

Smoking is forbidden at public transport stops, as well as in public buildings (e.g. restaurants, airports, offices, bars, etc) or 100 metres from their entrances. Some bars and institutions have designated smoking areas. Breaking this law may result in fines of 50 PLN or more.

Pedestrians have right of way in most situations, but you should not cross the street illegally, please, always use designated crossing areas. Unfortunately, it is not the only dangerous but can also result in fines.

When using public transport, you are always required to have a valid ticket for the duration of your journey. You will be fined 266 PLN for not having a ticket, and 196 PLN for not having your document that confirms your right to a discounted ticket (i.e. student card). Please, familiarize yourself and follow the rules everywhere for a safe living in Poland.