



cedure 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

GETTING BY IN POLAND

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: Millennium, 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.

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 as your new contact details. In order to buy it, you can go, for example, to Zabka, Post Office, Neo net, 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 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.

PUBLIC TRANSPORT

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

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.bibliotekiwarszawy.pl/mapa-bibliotek-publicznych/>



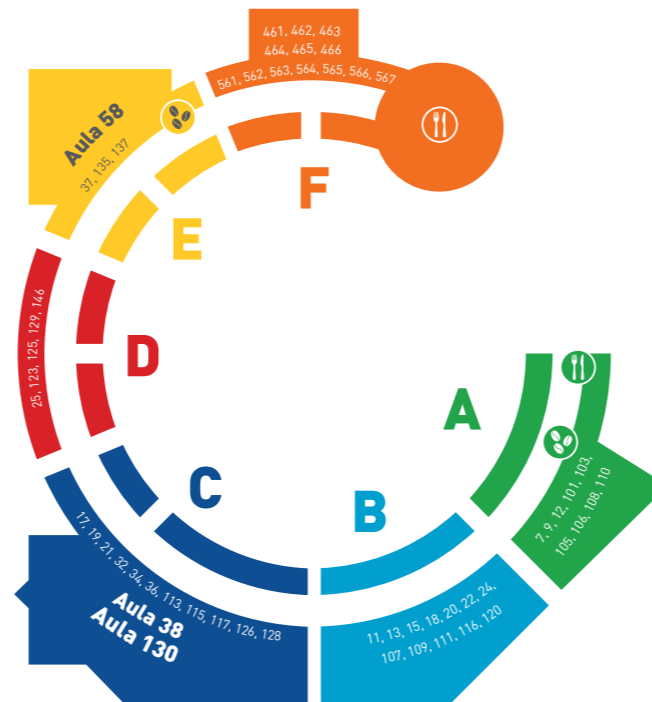
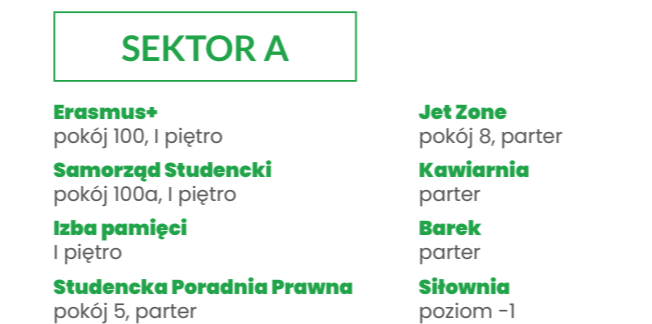
SAVOIRE VIVRE

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.

CAMPUS MAP



SEKTOR B

Sala Senacka pokój 118, I piętro
Stadium Wychowania Fizycznego i Sportu pokój 112, I piętro

SEKTOR C

IT Help pokój 130A, I piętro
Centrum Informatyczne pokój 119, 121, I piętro
Archiwum pokój 08, poziom -1
Laboratorium Dronów i Technologii Przyszłości w Lotnictwie pokój 269, II piętro

SEKTOR D

Rektorat pokój 303, III piętro
Kwestura pokój 205, II piętro
Stadium Języków Obcych pokój 132, I piętro
Administracja pokój 31, parter
Ochrona pokój 29, parter
Dział Marketingu pokój 301, III piętro
Akademiczne Centrum Projektów Naukowych pokój 307, III piętro
Biuro Prezydenta Uczelni pokój 403, IV piętro

SEKTOR E

Biuro Rekrutacji pokój 39, parter
Lazarski Executive Education pokój 56, parter
Centrum Wsparcia i Rozwoju Dostępności pokój 35, parter
Strefa Relaksu I piętro
Kawiarnia parter

SEKTOR F

Dziekanat pokój 326, III piętro
Centrum Symulacji Medycznych parter i VII piętro
Pracownie Nauk Podstawowych VIII piętro
Pracownie Nauk Morfologicznych IX piętro
Sala Sądowa pokój 265, II piętro
Biblioteka/Czytelnia I piętro
Komisja Stypendialna pokój 263, II piętro
Studio Nagrań pokój 261, II piętro
Kantyna parter
Zakwaterowanie pokój 63A, parter
Koordinator Obsługi Studentów Zagranicznych pokój 63A, parter
Biuro Praktyk i Karier pokój 263, II piętro

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.

WARSAW CITY INFO DAY

If you'd like to get to know Warsaw better and find practical tips on how to navigate the city, the Warsaw City Hall warmly invites you to the City Info Day.

The program also includes networking opportunities and a chance to win vouchers for cultural and sports activities.

Friday, October 9, 5:00–7:00 PM

Saturday, October 24, 12:00–2:00 PM

Location: Palace of Culture and Science

STUDENT WELCOME PACK

All you need to know upon arrival to Lazarski University!





IMPORTANT AT THE BEGINNING OF THE YEAR

ATTEND ORIENTATION DAYS

The Orientation Days are organized with the end of September 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! More information about date and time you will receive by email.



ACCOUNT ON THE STUDENT'S PLATFORM

On your account on the student's platform 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.

You will receive the login instructions by email. If you forget your password or have login issues, you can contact the IT department - ithelp@lazarski.edu.pl, (+48) 22 54 35 517

STUDENT ID CARD

For students with a PESEL number:

The basic form of student ID is the mLegitymacja. It is issued automatically after the student's identity has been verified by the University and the data has been transferred to the mObywatel system. The QR code for downloading the ID card to your phone can be found on the [e-dziekanat](#) platform.

If you would like to receive an Electronic Student Card (ELS), please submit a request for the document via the [e-dziekanat](#) platform.

Instructions for ordering a student ID card can be found [here](#).

For students without a PESEL number:

The basic document is the Electronic Student Card (ELS), which you will receive from the Registrar office after the start of the academic year – there is no need to submit an application for this.

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 payment. 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 student account.

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 department 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.

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/>

ACCOMMODATION

The Accommodation Coordinator 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 Coordinator is here 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://www.lazarski.pl/en/offer/admission/higher-education/accommodation>

room 63A, ground floor, sector F
phone: (+48) 22 54 35 515; mobile: (+48) 502 373 084
email: accommodation@lazarski.edu.pl

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 63, ground floor, sector F and under the email: grzegorz.latosek@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 advice, please contact Student Legal Clinic under email: szkola.prawa@lazarski.edu.pl.



ON CAMPUS

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 130a, 1st floor, sector C
e-mail: ithelp@lazarski.edu.pl
phone: 22 54 35 517

OFFICE HOURS LECTURER

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. If you did not manage to note down your lecturers' office hours, please contact your lecturer directly.

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 and study 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 100, 1st floor, sector A
e-mail: erasmus.outgoing@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 Westminster University as part of their degree.

SCHOLARSHIPS

If you are just going to start your studies with us, use an amazing opportunity to get your 30% discount for the first year of studies via Lazarski Merit Scholarship program.

CAREER AND INTERNSHIP DEPARTMENT

The Internship and Career Office is a unit of the University created to support students and employers in gaining practical work experience, facilitate finding attractive internships and job offers, and promote a proactive approach to shaping one's career path. If you have any questions regarding your future career path, we encourage you to contact our Career and Internship Department.

Career and Internship Department

room 263, 2nd floor, sector F
e-mail: kariera@lazarski.edu.pl
phone: 22 54 35 326

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_wpia@lazarski.edu.pl.

USEFUL INFORMATIONS

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 lose 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--uslug-dla-cudzoziemcow-en>

• If you are searching for the sworn translator, here is the website with the list of them: <https://arch-bip.ms.gov.pl/pl/rejstry-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 pro-