

integration and education

caring for

Everyday life in Poland



PROJEKT „RESTART” JEST WSPÓŁFINANSOWANY
ZE ŚRODKÓW PROGRAMU KRAJOWEGO FUNDUSZU AZYLU,
MIGRACJI I INTEGRACJI ORAZ BUDŻETU PAŃSTWA.
BEZPIECZNA PRZYSTAŃ

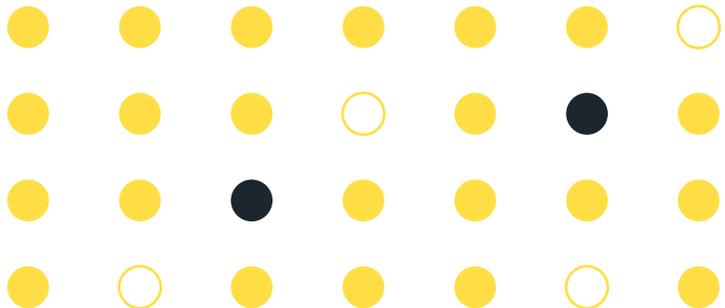


Wrocław miasto spotkań

Introduction

We would like to kindly invite you to read an informational brochure about everyday life in Poland prepared by WroMigrant, the municipal information and activity point for migrants at the Wrocław Centre for Social Development. The publication consists of three chapters on official matters, education and medical care. We hope that it will be helpful for new residents of Lower Silesia and Wrocław.

This brochure was created in the framework of the reSTART project co-financed by the Asylum, Migration and Integration Fund [Fundusz Azylu, Migracji i Integracji] and the state budget. This publication is a part of the information materials created in cooperation with partners of the reSTART project - Ukraine Foundation [Fundacja Ukraina], Wrocław Agglomeration Development Agency [Agencja Rozwoju Aglomeracji Wrocławskiej] and Wrocław Centre for Social Development.



The textbook was published as part of reSTART project

Beneficiaries: foreigners from third (non-EU) countries, legally residing in Poland; local communities and the general society (including teachers, institutions, organisations, employers)

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**Supporting
migrants
throughout
Lower Silesia**

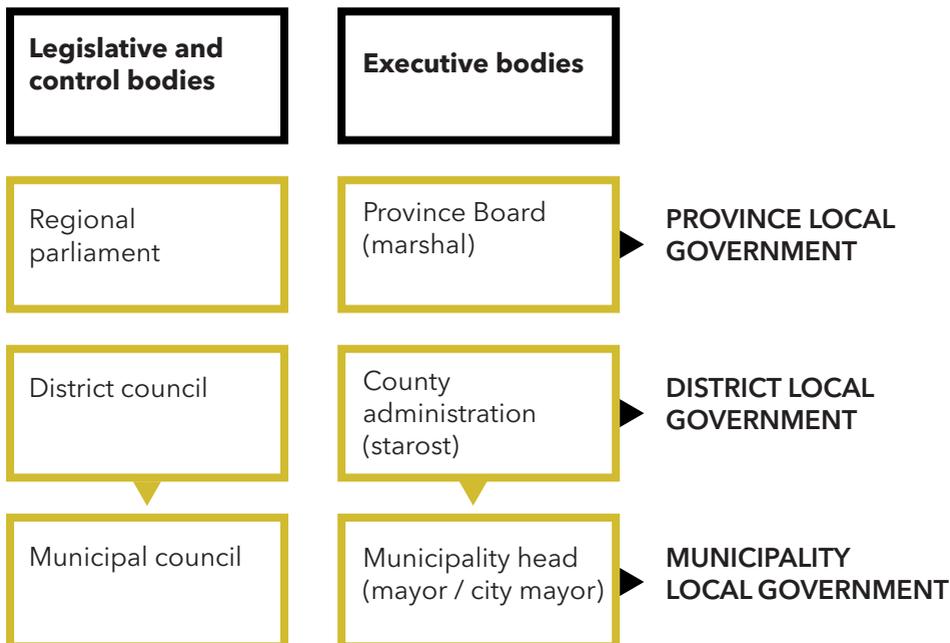


The "reSTART" project is co-financed from the Asylum, Migration and Integration Fund and country budget

The basic and smallest territorial unit in Poland is a municipality. Municipalities are part of districts, and districts are part of provinces. The Lower Silesian Province consists of 26 districts, including 4 cities with district rights and 169 municipalities (urban, urban-rural and rural).

Administrative bodies of municipalities, districts and provinces form the three tiers of local government. In a nutshell, local government exercises authority at the local and regional level in designated areas.

Structure of local government in Poland





The following entities are responsible for the execution of tasks entrusted to local government: municipality – mayor (or city mayor in case of cities), district – starost, province – marshal. Organisational units and supporting units of the local government help in the performance of tasks, the main ones being:

- municipality – municipal office, headed by the mayor (wójt) or city hall, headed by the city mayor (burmistrz or prezydent);
- district – district office, headed by the starost (starosta);
- province – marshal’s office, headed by marshal (marszałek).

The local administration performs tasks i.a. related to order and maintenance of municipal roads, local transport, registration issues, social assistance, education, culture. On the basis of concluded agreements, the municipality may also perform tasks delegated to it by the state government administration.

However, it should be remembered that in the case of provincial cities, both local government administration offices and state government administration offices operate in one city.

Wrocław is also the capital of the province, therefore state government administration offices subordinate to the governor are also located here.

The state government administration performs, among others, the tasks related to legalisation of foreigners’ stay in Poland. The authority responsible for the legalisation of stay in Lower Silesia is the Governor of Lower Silesia, supported by the Lower Silesian Province Office. A governor is a representative of the Polish government (Prime Minister) in a province.

It is important to remember that local government administration and state government administration offices are separate, independent bodies with different competences.

Offices in Lower Silesia in a nutshell:

- If you live in Wrocław or another city, the institution responsible for most local matters is the City Hall and its units;
- If you live smaller town, depending on the type of specific matter, the responsible institution will be the municipal office or district starosty;
- Index of districts <https://www.duw.pl/pl/form/2,Powiaty.html> and municipalities of the Lower Silesian Province: <https://www.duw.pl/pl/form/3,Gminy.html>
- The state government administration body responsible for residence matters is the Lower Silesian Province Office in Wrocław and its delegate offices in Legnica and Wałbrzych.



Residence registration, PESEL [Personal Identification Number] and Trusted Profile

Residence registration

The obligation of residence registration applies to all persons who intend to stay in Poland for a longer period of time. You can register for temporary or permanent stay. Citizens of the EU member states should register within 30 days and citizens of non-EU countries within 4 days of arrival.

Documents required for registration:

- The “declaration of temporary stay” or “declaration of permanent stay” form;
- A document confirming the legal title to the premises in which the person lives (e.g. lease agreement, excerpt from the land and mortgage register);
- A valid travel document or proof of identity;
- Document confirming legal stay in Poland.

To register in the municipality where you live, go to your local municipality office.

In Wrocław, you can register at the Resident Service Centres (Centrum Obsługi Mieszkańca - COM) of the Wrocław City Hall - COM I, COM II and COM IV. Link to the addresses: <https://bip.um.wroc.pl/artykul/148/2803/com>

You can register the residence for a period not shorter than 31 days.



PESEL [Polish citizen identification no.]

Each foreigner is automatically assigned the PESEL number when registering the residence in Poland for the first time. Having the PESEL number is a significant simplification in current official and banking matters or in access to medical care. If you are unable to register, you can apply separately at your local municipality office.

In Wrocław you can apply for PESEL number at COM I, COM II and COM IV.

Electronic Platform of Public Administration Services (elektroniczna Platforma Usług Administracji Publicznej - ePUAP)

ePUAP is a nationwide ICT platform, which enables the communication of citizens and entrepreneurs with public institutions and entities. You can handle official matters, submit applications or correspond with the office through the ePUAP system.

Access to the ePUAP services has no geographical limits - every user, who has Internet access and creates an account on the ePUAP portal with electronic confirmation of their identity e.g. via the trusted profile, can use the platform. Foreigners also have access to the ePUAP platform.

Trusted Profile

Trusted Profile (Profil Zaufany - PZ) <https://pz.gov.pl/pz/index> – is a free tool that allows you to confirm the identity on the Internet and have the possibility to take care of official matters online.

A foreigner may obtain a Trusted Profile in the following ways:

- Online, if he is a client of a bank being the so-called identity provider, by submitting **a form for establishing a Trusted Profile in electronic banking system.**
- By submitting an online application on the Trusted Profile website and then personally confirming your identity in one of the confirmation points, that is in selected offices and public institutions. Confirmation point locations: <https://pz.gov.pl/pz/confirmationPointAddressesList>



Driving licence

In order to arrange matters related to the exchange or issuance of a Polish or international driving licence, one should contact:

- the office of the district starosta belonging to their place of residence (district),
- city hall - if you live in a city with district rights: Wrocław, Jelenia Góra, Legnica or Wałbrzych.
- in Wrocław, the Driver Licensing Department (at COM I of the Wrocław City Hall, as well as at COM II and COM IV).

Exchange of a foreign driving licence into a Polish one

Third-country nationals holding a driving licence issued in their own country are entitled to drive in Poland provided that their driving licence is exchanged for a Polish driving licence.

The exchange procedure differs depending on whether the issuing country has ratified the international conventions governing road traffic (Geneva Convention of 1949 and Vienna Convention on Road Traffic from 1968, and whether the model of the driving licence held complies with the model described in the Vienna Convention.

In practice, this means that in order to exchange your driving licence for a Polish one in case a person has:

- a driving licence issued in a country which has ratified the Geneva Convention or the Vienna Convention and holding a driving licence which complies with the standards of those Conventions, it will be **sufficient to apply for an exchange.**



- a driving licence issued in a country which has not ratified the Geneva Convention or the Vienna Convention, it is necessary to apply for the exchange and successfully *pass the theoretical part of the state driving licence examination*.
- a driving licence issued in a country which has ratified the Geneva Convention or the Vienna Convention and holding a driving licence whose model does not comply with the standards described in these conventions, *it is necessary to apply for the exchange and successfully pass the theoretical part of the state driving licence examination.*¹

To make sure if an exam is necessary in your case, contact the office responsible for replacing your driving licence or refer to the requirements for a model driving licence: <https://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20160000702/O/D20160702.pdf>

Foreigners holding a valid foreign driving licence are required to obtain a Polish driving license if they stay in Poland for at least 185 days.

Documents required to exchange a driving licence:

- a filled-in application;
- a colour photograph (35×45 mm);
- a photocopy of driving licence;
- a proof of payment of the fee;
- a photocopy of a residence card, visa or other document confirming the right to stay in the Republic of Poland.

¹ Some countries, despite having signed the Geneva and Vienna Conventions, have not yet harmonised their driving licence models according to the model described in the Conventions. Differences may include for example: a different designation of the driving licence category or a lack of translation of essential information.

The fee for issuing a driving license is PLN 100.

More information on driving licence exchange and an example of the process:

When the driving licence is not specified in the conventions

<https://bip.um.wroc.pl/sprawa-do-zalatwienia/9055/prawo-jazdy-wymiana-zagranicznego-prawa-jazdy-nie-okreslonego-w-konwencjach-o-ruchu-drogowym>.

Issuing a driving licence for the first time

Foreigners wishing to obtain a driving license for the first time or wishing to obtain an additional category may take a driving test if they stay in Poland for at least 185 days in a calendar year. The exam consists of a theoretical part and a practical part.

The stages of obtaining a driving licence:

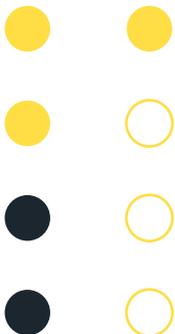
- medical examination for the purpose of issuing a medical certificate;
- submission of an application for a driving licence together with a set of documents (medical certificate, current photograph, passport, document confirming legal residence in Poland, a copy of the driving licence if you wish to obtain an additional category, psychological certificate of no impediment to driving required for categories C1, C1+E, C, C+E, D1, D1+E, D, D+E) to the district starosty or city hall;
- collecting the Driver Candidate Profile (Profil Kandydata na Kierowcę - PKK) number;
- completion of a driving course and passing a driving exam at a exam centre;
- payment of a fee for issuance of a driving license (in the office, at a Bank Service Point or by bank transfer to the account specified on the website of the Public Information Bulletin of the district starosty/city hall);
- collecting your driving licence at the district starosty/city hall.

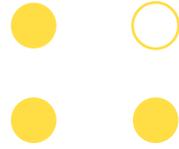
An example of the process of issuing a driving licence is described on the website of the Wrocław City Hall: <https://bip.um.wroc.pl/sprawa-do-zalatwienia/9044/prawo-jazdy-wydanie-dokumentu-po-egzaminie-panstwowym-nowe-uprawnienia>

International driving licence

In case when a foreigner wants to drive outside the European Union in countries which are parties to the Vienna Convention or the Geneva Convention, he can obtain an international driving license. An international driving licence is issued on the basis of a Polish driving licence. The application can be submitted to the district starosty or city hall. The fee for issuing an international driving license is PLN 35.

Important: The international driving licence is a document that serves as an additional confirmation of qualifications. The driver keeps his Polish driving licence.





Civil Registry Office (Urząd Stanu Cywilnego - USC)

Civil Registry Office is primarily concerned with the registration of deeds and changes in civil status.

Among other things, the Civil Registry Office handles the following matters:

- formalities related to the birth of a child, including: registering the birth and issuing birth certificates, accepting declarations of paternity, entering foreign birth certificates in the Register of Civil Status.
- formalities relating to marriage or divorce: filing documents necessary for marriage, marriage ceremonies and entry in the register of foreign marriage certificates.
- formalities related to death registration, issuing of death certificates;
- other formalities, e.g.: change of name, change of surname to maiden name after a divorce, issuing copies of civil status records, providing information on family living in Wrocław.

Registry office locations: <https://www.gov.pl/web/mswia/urzedz-stanu-cywilnego>

Enter "Lower Silesia" ("dolnośląskie") in the "province (województwo)" field.

Taxes and filing of PIT tax return form

Every person who earns income in Poland is obliged to settle their income tax for the previous calendar year. In case of persons employed on the basis of an employment contract, contract of mandate or contract for specific work, the employer is obliged to provide the employee with a PIT (Personal Income Tax) return form for the previous year by the end of February of the following calendar year. A taxpayer is required to file a tax return usually by April 30. Depending on the amount of tax you have already paid and the allowances you are entitled to, you may receive a refund or a notice to pay the outstanding tax.

The tax return can be filed by:

- Submitting the e-declaration on the official government website, through “Twój e-PIT” application: www.podatki.gov.pl/pit/twoj-e-pit or by filling it via commercial programs and applications.
- Fill-in the tax return form online and print it, or fill it in on paper and then deliver it to the tax office by mail or in person.

Important: In the case of a declaration sent electronically, the proof of its correct filing and delivery is the Official Receipt (Urzędowe Poświadczenie Odbioru - UPO).

Proof of tax return filing must be retained for 5 years.





Where to file your PIT?

The tax office where you have to settle your tax is assigned depending on your address. Importantly, taxes are paid where you live, not where you are registered.

A list of tax offices can be found at <https://urzadskarbowy.eu/spis-urzedow/>.

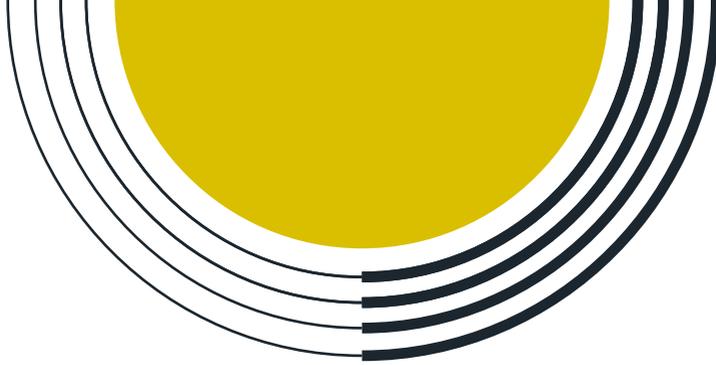
Important: There may even be a couple of tax offices in larger cities. In Wrocław alone there are five tax offices assigned to geographical parts of the city: Fabryczna, Krzyki, Psie Pole, Stare Miasto, Śródmieście.

Business activity and obtaining a VAT number

Foreigners and business activity

Third-country nationals can set up a business on the same basis as Polish citizens if they hold:

- a permanent residence permit.
 - a long-term resident's EU residence permit,
 - a temporary residence permit for students;
 - a temporary residence permit for persons married to a Polish citizen;
 - a granted international protection (refugee status, subsidiary protection, temporary protection or permit for tolerated stay);
- 



- a temporary residence permit in order to continue business activity previously conducted in Poland;
- a Pole's Card.

In other cases, separate provisions shall apply. For more information about business forms, we recommend contacting:

Economic Development Office – Economic Information Point (Biuro Rozwoju Gospodarczego – Punkt Informacji Gospodarczej (BRG))
ul. Świdnicka 53, room 311 (3rd floor)
50-030 Wrocław
phone number: +48 71 777 78 19, +48 71 777 75 31
e-mail: brg@um.wroc.pl

Registration of a sole proprietorship

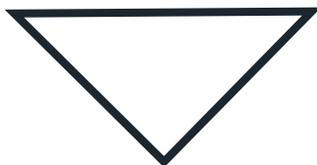
The procedure of registration of a sole proprietorship by natural persons should begin with submitting an application for entry in the Central Register of Evidence and Information on Business Activity (Centralna Ewidencja i Informacja o Działalności Gospodarczej - CEIDG):

- in person at the municipal office or city hall;
- by proxy;
- by mail (confirmation of the signature on the application by a notary public is required);
- by phone (tel. 801 055 088);
- online on the www.ceidg.gov.pl website (Trusted Profile or electronic signature required).

The data will be automatically sent to The Social Insurance Institution (Zakład Ubezpieczeń Społecznych – ZUS), the Central Statistical Office (Główny Urząd Statystyczny - GUS) and the appropriate tax office on the basis of the CEIDG-1 application. Next, an entry is published on the CEIDG website, which will be the document confirming that you run your business in Poland. If the data of the entrepreneur changes, you should make sure to update the CEIDG entry. Within 7 days of submitting a registering request, the entrepreneur is automatically assigned with:

- NIP number - Polish Taxpayer Identification Number;
- REGON number - Polish Business Identification Number.

People who start a business are also required to register for insurance by submitting a form to The Social Insurance Institution (ZUS). Obtaining an entry to CEIDG is free of charge. Then the form issued by the Social Insurance Institution (ZUS) should be attached to the CEIDG application. The last step is to report the business to the appropriate tax office.



Education of children and young people

Education system

There are three stages in the Polish education system:

- preschool (ages 3-5/6);
- elementary school (ages 6/7-14/15);
- secondary schools (ages 14/15-18/19).

A child may be enrolled in a preschool from the age of 3, and in justified cases parents may apply to enrol their two-and-a-half-year-old in a preschool. Preschool education for a child between 3 and 5 years of age is not compulsory, whereas a 6-year-old is obliged to attend a reception class (so called "zerówka") in preschool. Compulsory education starts at the age of 7 and ends at the age of 18.

Nurseries and kids' clubs

The aim of the nurseries and kids' clubs is to help parents reconcile work and family responsibilities (childcare). However, there are some differences between them in the size of the facility, the selection of teaching staff or the type of activity. Children aged between **20 weeks and three years** can be admitted by **nurseries**. Children aged between **1 year and 3 years** can be admitted by kids' clubs.

Nurseries are divided into public and private facilities. In the case of the latter, childcare is charged extra.

For more information on the differences between a nursery and a kids' club, see: zielonalinia.gov.pl/zlobek-i-klub-dzieciocy-33256.

Sending a child to the nursery is optional.

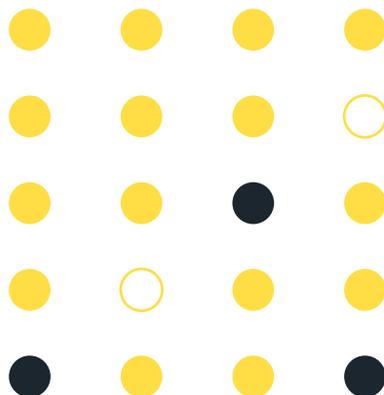
Rules for admission to nurseries

Applications for public nurseries can be submitted on a continuous basis – all year round by using an electronic system. In order to submit an application in Wrocław, you need to fill out the electronic form (if you do not speak Polish, ask someone who speaks Polish to help you).

If there are more applicants than places in nursery, additional criteria will be taken into account. A certificate confirming meeting the criteria issued in a foreign language has to be translated into Polish by a sworn translator.

In case of private nurseries, the recruitment rules are set individually by the specific institutions.

More information about recruitment can be obtained from facilities or the education department appropriate to where you live.



Preschools

Preschools are not subject to the catchment area system, which means that a child may be enrolled in any kind of facility in its place of residence or in another town, depending on availability of free places. Preschool education is not compulsory.

To enrol your child in a public preschool, contact the preschool of your choice to clarify whether recruitment is conducted electronically or in-person. Deadlines and rules for enrolment, a list of preschools participating in recruitment and information on the number of free places can be found on the website of the municipality office or city hall. In the case of Wrocław, all information is available on the recruitment platform: rekrutacje.edu.wroclaw.pl.

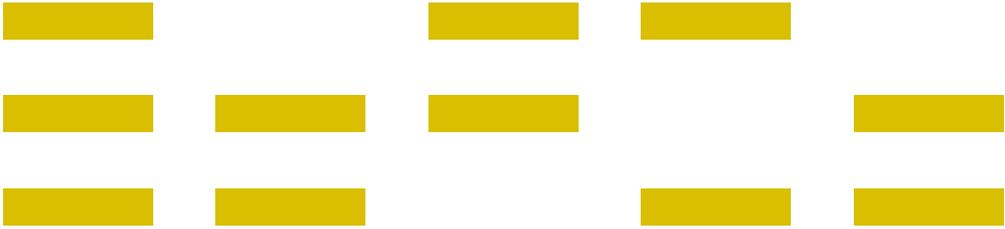
If the preschool recruits online, go to the website of the municipality office or city hall and register on the recruitment platform. Online recruitment consists of the following steps:

- filling out an online application,
- printing the application,
- submitting the application to the preschool of first choice together with documentation.

If the preschool does not recruit online:

- visit the preschool of your choice and take the application for admission,
- complete the application and submit the completed application to this preschool.

Recruitment to public preschools consists of two stages: main recruitment and supplementary recruitment for free places in selected preschools.



A recruitment committee decides on the admission of a child to the preschool. Each candidate receives points in the recruitment process for fulfilling the criteria, i.e. employment or full-time studies of one or both parents, raising a child alone, having a large family, disability of the candidate or a member of his/her family, as well as tax settlement by parents in a given location.

Primary schools

Primary education lasts 8 years (8 classes). When enrolling to primary schools, you must be assigned to a local (district) school near your place of residence. This means that your child is guaranteed a place at a district school.

During the course of a registration process, children from a district of a specific school always have priority over applicants from other districts. If a parent chooses a school other than a district one for his child, the recruitment for free places is obligatory.

Recruitment to primary schools in larger cities is usually carried out through an electronic recruitment system within designated recruitment deadlines. Recruitment usually consists of the following steps:

- filling out an online application;
- printing the application;
- submitting the application to the school of the first choice.

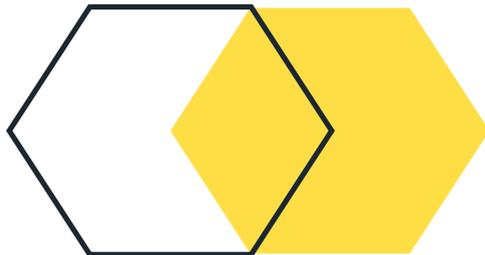
In smaller towns, you can enrol in primary school by submitting an application to the school office of the school of your choice.

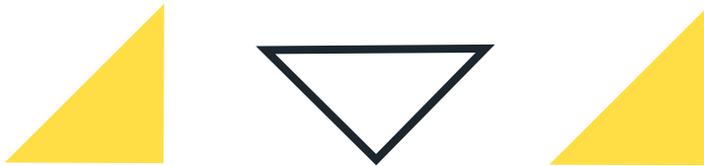
To enrol your child in school during the school year outside of the designated enrolment deadlines, you must also submit an enrolment application to the school of your choice.

More information about primary school admissions is available at the school office or the education department of your district.

Secondary schools

After completing primary school, a child can continue his/her education in a general secondary school (4 years), a technical secondary school (5 years) or a vocational school (2-3 years). Graduates of secondary schools and technical secondary schools can take the Matura (high school diploma) exam, which enables them to be admitted to a university. Graduates of vocational schools have to complete secondary vocational school or supplementary high school in order to take the Matura exam.





There is no district division during the recruitment process to secondary schools, which means that a student may choose any school. Recruitment to secondary schools takes place, depending on the location, using an electronic recruitment system or in person at a chosen school. For example, in Wrocław, the electronic recruitment consists of the following stages:

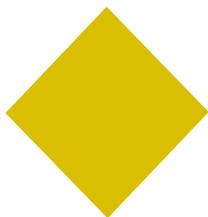
- completing the online application and selecting 3 preferred schools;
- printing out and submitting the application to your first choice school;
- completing the electronic application and providing the primary school graduation certificate and certificate of the results of the eighth grade examination.

If a student is not qualified for any of the three selected schools, they may participate in supplemental recruitment.

Support for foreign language learners

All foreign language children are entitled to 2 additional hours of Polish language per week.

Each child can also benefit from remedial classes in various subjects. Please ask the class teacher or the school office about the possibility of taking additional Polish lessons and remedial classes.

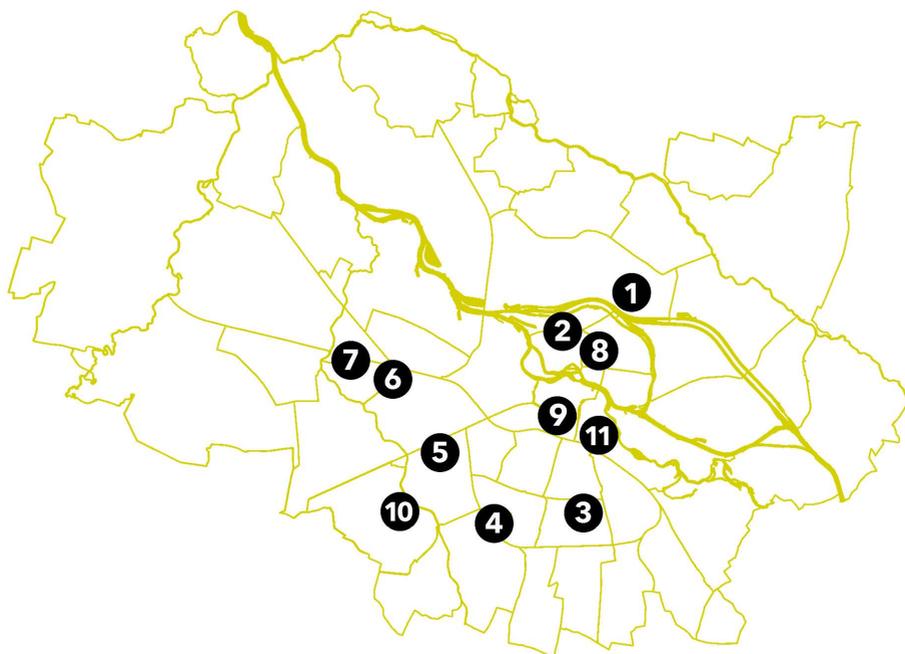


Preparatory classes

In Wrocław there are preparatory classes in Wrocław created for children of foreigners and children returning from emigration, who are starting education in Polish schools and do not speak Polish well. Preparatory classes are designed to help a child to adjust to the new environment. Currently, preparatory classes operate in 11 schools in Wrocław.

Preparatory class students, apart from the core curriculum, intensively learn Polish (e.g. vocabulary needed for different school subjects), take part in integration activities and get to know Wrocław and Polish culture. Depending on the individual needs of the child, learning in a preparatory class can last from 1 month to a year. After this period, the child joins a class in their age range. At the same time, children do not lose a year because it follows the core curriculum for its level from the beginning.

Children between the ages of 6 and 19 can be enrolled in preparatory classes throughout the school year. To enrol, please contact the office of the school of your choice:



1. Primary School no. 4 (Szkoła Podstawowa nr 4)

53-140 Wrocław

ul. Powstańców Śląskich 210-218

phone number: +48 71 798 69 03

e-mail: sekretariat.sp004@wroclawskaedukacja

2. Primary School no. 74 (Szkoła Podstawowa nr 74

im. Prymasa Tysiąclecia)

ul. Kleczkowska 2

50-227 Wrocław

phone number: +48 71 798 68 63

e-mail: sekretariat.sp074@wroclawskaedukacja.pl

3. Jan Kasprowicz Primary School no. 83

(Szkoła Podstawowa nr 83 im. Jana Kasprowicza)

ul. T. Boya-Żeleńskiego 32

51-160 Wrocław

phone number: +48 71 798 68 69

e-mail: sekretariat.sp083@wroclawskaedukacja.pl

4. Stanisław Tołpa Primary School no. 90

(Szkoła Podstawowa nr 90 im. prof. Stanisława Tołpy)

ul. Orzechowa 62

50-540 Wrocław

phone number: +48 71 798 68 73

e-mail: sekretariat.sp090@wroclawskaedukacja.pl

5. Edward Dembowski Primary School no. 109

(Szkoła Podstawowa nr 109 im. Edwarda Dembowskiego)

ul. Inżynierska 54

53-230 Wrocław

phone number: +48 71 798 68 39

e-mail: sekretariat.sp109@wroclawskaedukacja.pl

6. Mayor Piotr Wysocki Secondary School of General Education no. XV (Liceum Ogólnokształcące nr XV im. mjr Piotra Wysockiego)

ul. Wojrowicka 58

54-436 Wrocław

phone number: +48 71 798 67 39

e-mail: sekretariat@loxv.wroclaw.pl

7. Primary School and Pre-school Unit no. 1

(Zespół Szkolno-Przedszkolny nr 1)

ul. Zemska 16c

54-440 Wrocław

phone number: +48 71 798 69 15

e-mail: sekretariat@sp113.wroc.pl

8. Primary School no. 93

(Szkoła Podstawowa nr 93)

ul. Niemcewicza 29-31

50-238 Wrocław

phone number: +48 71 798 68 75

e-mail: sekretariat.sp093@wroclawskaedukacja.pl

9. Primary School no. 29

(Szkoła Podstawowa nr 29)

ul. Kraińskiego 1

50-153 Wrocław

phone number: +48 71 798 67 20

e-mail: sp29@sp29.wroc.pl

10. Primary School no. 81

(Szkoła Podstawowa nr 81)

ul. Jastrzębia 26

53-148 Wrocław

phone number: +48 71 798 67 15

e-mail: sekretariat.sp081@wroclawskaedukacja.pl

11. Primary School no.2

(Szkoła Podstawowa nr 2)

ul. Komuny Paryskiej 36-38

50-451 Wrocław

phone number: +48 71 798 68 43

e-mail: sp2wroc@poczta.onet.pl

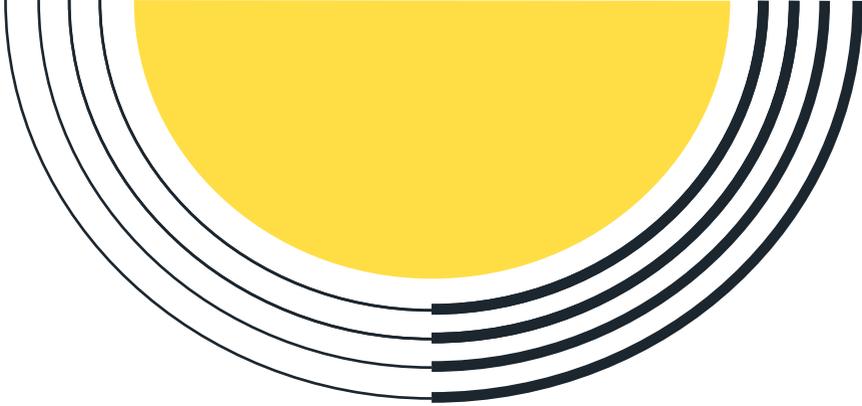
Health care

In Poland a person can have access to both public health care (available for publicly insured persons free of charge) and private medical facilities (available for a fee). The National Health Fund (Narodowy Fundusz Zdrowia - NFZ) is responsible for financing health services from public funds. Health insurance premiums are paid through the Social Insurance Institution (ZUS). The contributions may be paid by the employer, the school (students), the employment office (unemployed persons), an entrepreneur or an individual.

Health insurance

Most people living in Poland are subject to compulsory health insurance. Persons who are not insured by the National Health Fund may sign up for voluntary insurance, but in this case the obligation to pay health insurance premiums lies with the insured person. Persons covered by compulsory and voluntary insurance can use most medical care services at no extra charge.

Important: Some medical services are not reimbursed under public health care. It is the physician's responsibility to inform the patient of unreimbursed services.



Compulsory health insurance

Health insurance is obligatory for, among others:

- employees employed on the basis of an employment contract or a contract of mandate;
- family members of employees (if they do not hold their own title to insurance and are household members);
- persons conducting a business;
- persons who have been granted refugee status or subsidiary protection.

In case of employees employed on the basis of an employment contract or a contract of mandate, the employer is obliged to report the employee's data to the Social Insurance Institution (ZUS) and pay monthly contributions to the National Health Fund (NFZ). Persons conducting a business are obliged to register with the Social Insurance Institution (ZUS) on their own and pay contributions in the amount depending on the company's income.

After losing the title to the insurance (e.g. as a result of termination of the employment contract or contract of mandate), the employee can still benefit from the insurance for 30 days.

An unemployed person is also subject to health insurance if he/she registers his/her status with the employment office and is not covered by insurance on other grounds. At the employment office you can learn about the rules of registration as an unemployed person, but it is worth knowing that not all foreigners can obtain this status. You can find a list of employment offices in the Lower Silesian Province here: <https://psz.praca.gov.pl/wybor-urzedu>.

Insurance of family members

Family members of an insured person may be enrolled if they do not hold their own title to health insurance. You can register the following family members for the health insurance:

- child: up to 18 years of age or up to 26 years of age – if he/she is a student; without age limits – if a child has a severe disability certificate;
- husband/wife;
- parents and grandparents – if they live in a common household with the insured person.

In order to be insured, personal data of family members must be provided to the employer who will enter it into the Social Insurance Institution (ZUS) database.

If a family member obtained his/her own title to insurance (e.g. took up a job) or if he/she lost the status of a family member (e.g. as a result of divorce), the employer (payer of contributions) must be notified within 7 days from the occurrence of these circumstances.



Voluntary health insurance

For those who have no other title to insurance, it is possible to pay contributions for voluntary health insurance. This group includes:

- foreign students, PhD students and interns;
- persons participating in Polish language courses and preparatory courses for taking up education in Polish;
- persons who work under a contract for specific work;
- volunteers;
- other persons with no basis for insurance.

To conclude a voluntary health insurance contract, you should go to the Insured Service Centre (Centrum Obsługi Ubezpieczonych) of the Lower Silesian Branch of the National Health Fund (NFZ) or its offices in the Lower Silesian Province <https://www.nfz-wroclaw.pl/default2.aspx?obj=1;25448&des=1;2>.

You will need to complete a health insurance application and submit the necessary documents on site. List of documents needed: www.gov.pl/web/zdrowie/ubezpiecz-sie-dobrowolnie. Then, on the appointed day you will be asked to sign the contract. If a student holds the Pole's Card, the registration to the Social Insurance Institution (ZUS) is done by the university.

Contributions to the Social Insurance Institution (ZUS) account must be paid monthly.

Clinics and hospitals

Use of health care by the National Health Fund (NFZ)

Free medical services under the National Health Fund insurance can be used in both public and private medical facilities. However, a given clinic, hospital or private practice must have a signed contract with the National Health Fund (NFZ) for selected services. Medical facilities that provide services within the framework of the National Health Fund (NFZ) are usually properly marked with a sticker or a sign with the NFZ logo at the entrance. You can find a list of medical facilities providing services under the National Health Fund (NFZ) here: <https://zip.nfz.gov.pl/GSL/GSL/POZ>.

If you use the services of a doctor or a medical facility with which the NFZ has not signed a contract, you are obliged to cover the costs of the treatment yourself.

Public clinics

Unless there is a life-threatening or sudden deterioration of health, medical assistance can be obtained at a local clinic. In order to use the services of the clinic of your choice, you must file the appropriate declaration. The choice of facility is arbitrary and is not tied to where you live.

Choosing the clinic and primary care physician

After choosing the clinic, you need to choose the primary care physician as well. This is the doctor who is often the first person you go to with a health problem. In Poland you can choose a primary physician, an internist (internista), who diagnoses and treats diseases of the internal organs in adults, or a family physician, who has broader authority and can serve both adults and children can be chosen as a primary physician.

A paediatrician the other hand, provides health care exclusively to children.

To register at the clinic, you will need to fill out an application and show your ID. Based on the PESEL number, the receptionist will quickly check in the electronic system whether a person is insured. If the foreigner does not hold the PESEL number, they must bring their passport or residence card and proof of insurance, which will depend on the type of insurance.

In addition to a doctor, a nurse is chosen, and women and newborns up to 2 months old are cared for by a midwife.

You can change clinic and primary physician at no extra charge up to twice a year. To sign out of a clinic you just need to make a new declaration to choose a doctor at another clinic.

Important: Choosing a clinic and a doctor can be done online through your Internet Patient Account (Internetowe Konto Pacjenta - IKP). To access it, simply log on to Trusted Profile (see Official matters section).

Doctor's appointment

Depending on a clinic, you can make an appointment to see the doctor by phone, in person at the reception of the clinic or online. When you go to a doctor's appointment, you need to take your ID and PESEL number with you. If you do not have a PESEL number, you will need to bring current proof of insurance.

The primary care physician may write a referral to another specialist. A referral is not required to visit a dermatologist, gynaecologist, ophthalmologist, oncologist, psychiatrist, venereologist or dentist - you can make an appointment directly.

Sick leave

If you are ill or injured, your doctor may issue you with sick leave, commonly known as L4. When the leave is being issued, you must give the clinic the employer's details – name and NIP [Polish Taxpayer ID no.]. Currently, L4 is issued electronically and is available for viewing on Internet Patient Account. It will be visible to both the Social Insurance Institution (ZUS) and the employer.

Sick leave entitles to sick pay of 80% of wages in the event of sickness or isolation due to an infectious disease. In the case of illness during pregnancy, injury suffered in an accident on the way to or from work, undergoing medical examination in connection with candidacy for donation of cells, tissues and organs or the procedure of organ removal – the employee receives 100% of remuneration.

In addition, insured persons are entitled to a care allowance for the care of a sick child up to the age of 8, a child with disabilities or a sick member of the immediate family.

For people who are employed on the basis of a contract of mandate, sickness insurance is voluntary. If an employee waives sick leave insurance, the employee is not entitled to a pay while on sick leave.



Emergency medical assistance

Emergency ambulance service

Ambulance service can be called in Poland only in critical situations of direct threat to life or health. Examples of symptoms that qualify you to call an ambulance include: loss of consciousness, impaired awareness, lacerations with severe bleeding, sudden sharp chest or abdominal pain, increased shortness of breath, or seizures.

To call an ambulance you just need to call one of the free numbers: the pan-European emergency number 112 (can be dialled from a mobile phone even without a SIM card) or the national emergency number 999.

Hospital emergency department (Szpitalny Oddział Ratunkowy – SOR)

If you have a medical emergency that allows you to travel to a hospital on your own, you should go to **a hospital emergency department (SOR)**, also known as an “emergency ward” (“ostry dyżur”).

In the emergency department, the patient receives an initial diagnosis and treatment to stabilise vital functions. Medical staff always decides who will receive help first based on the health condition, and not the time of admission. This is managed based on the patients’ health status, which is verified by the hospital staff. Therefore, you should expect that if your health permits, a visit to a hospital emergency department may involve a long wait for a medical examination. Hospital emergency departments are open 24 hours a day.

You can check the list of hospital emergency departments in Lower Silesia here: <https://zip.nfz.gov.pl/GSL/GSL/SOR>.

Night and holiday health care

You can visit a **night and holiday healthcare centre** if you need to see a primary physician outside normal working hours, i.e. between 18:00-8:00 on weekdays or on Saturdays, Sundays and public holidays. Night and holiday health care is not the same as a hospital emergency department (SOR), which provides assistance to people in a sudden and immediate danger to health or life.

You can check the list of clinics and offices providing night and holiday assistance in Lower Silesia here: <https://zip.nfz.gov.pl/GSL/GSL/PomocNocna>.

Private medical care

In Poland, there is wide access to private medical care. Many private companies offer health insurance packages that can be purchased for different periods for a variety of medical services. The offer of private medical facilities can also be used occasionally, without a purchased package. Often, larger companies and institutions offer their employees access to group insurance at private medical facilities at an attractive price.

It is worth remembering that no private medical package can replace the National Health Fund insurance and is rather a supplement to it.



European Health Insurance Card (EHIC)

Persons insured with the National Health Fund (NFZ) can use basic health services free of charge in European Union (EU) and European Free Trade Association (EFTA) countries, both during tourist and work-related trips.

Persons insured with the National Health Fund (NFZ) may obtain an EHIC card free of charge, which is a document confirming coverage with public health insurance. In order to obtain a card, you need to fill in an application form and submit it along with any attachments in person at EHIC issuing points, by mail or using Internet Patient Account. You can check the list of EHIC issuing points and mailing addresses here: <https://www.nfz-wroclaw.pl/default2.aspx?obj=47408%3b45120&des=1%3b2&eev=2&eev=2>.

In most cases, the National Health Fund (NFZ) confirms the right to benefits on the basis of an internal database. In the case of a pupil/student, a scan of a valid school or student identity card or, if there are none, a scan of a certificate confirming their status must be attached; for a job-related trip, a scan of an A1 document from the Social Insurance Office; for a job-seeking trip of an unemployed person, a scan of a U2 document from the Employment Office.

Third-country nationals insured with the National Health Fund (NFZ) can also obtain EHIC.

Important: Access to health coverage varies from one EU country to another and is granted on the same basis as for nationals. It is advisable to check the healthcare policy of the country you are visiting before you leave and take out additional health insurance if necessary.

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WRO

MIGRANT

Information and activity points for migrants
Consultations in 4 languages: EN, UA, RU, PL

Wrocław Center for Social Development (Wrocław Old Town) Pl. Dominikański 6 Monday-Friday 9.00 am - 4.30 pm

Tarnogaj Community Center CAT (Tarnogaj)

ul. Gazowa 22
Thursday 4.00-7.00 pm

FAMA Library and Community Center (Psie Pole)

ul. Bolesława Krzywoustego 286
Friday 4.00-7.00 pm

Contact: wromigrant@wcrs.wroclaw.pl

tel. +48 71 77 24 950, +48 735 969 992,
+48 538 579 521, +48 538 579 555

Messenger: m.me/wromigrant

Note! WroMigrant information points Stare Miasto, Tarnogaj, Psie Pole are currently not accepting direct visits. We can assist you only remotely by phone, e-mail and mobile apps from Monday to Friday from 9:00 to 16:30.



**Supporting
migrants
throughout
Lower Silesia**



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