

Project no. 11/8-2017/OG-FAMI entitled *Lesser Poland friendly to foreigners – support for integration and adaptation of third countries citizens*

2019

Lesser Poland friendly to foreigners

MINI – GUIDE FOR THIRD COUNTRIES CITIZENS
PART 2 WORK, ECONOMIC ACTIVITY, REGISTRATION
IN DISTRICT LABOUR OFFICE

The so responsibility for the opinions expressed lies with the author, and the European Commission and the Ministry of Internal Affairs and Administration are not responsible for the use of the information provided.

CONTENTS

1 Registration of Place of Residence.....	2
2. Healthcare insurance for foreigners	5
2.1 Mandatory healthcare insurance.....	6
2.2 Voluntary healthcare insurance.....	6
3. System of Education in Poland	7
3.1 Enrolling to school	9
3.2 Additional help for foreigners at school.....	9
4. Social assistance.....	11
5. Useful Addresses.....	13

1 REGISTRATION OF PLACE OF RESIDENCE

You have to register your residence in Poland



Upon arrival in Poland, you are required to register for a temporary or permanent stay if you stay here **longer than 30 days**.

You can register your stay immediately on site and free of charge.

You have to do it in person or by proxy no later than **on the 4th day** after staying in a location at the **Municipal Office/Municipal and Communal Office/Communal Office**, where your address is.

Confirmation of registration issued by the Municipal Office/Municipal and Communal Office is needed during the procedure of legalization of stay on the territory of Poland.

Registration for temporary stay

→ Complete the documents:

- temporary residence registration form → filled-in and signed,
- confirmation of stay in the premises → for example: the act of ownership, the lease agreement, the administrative decision,
- valid travel document → for example: a passport, a visa.

If you are in Poland without a visa or on the basis of a stamp that confirms that you have applied for a long-term resident's EU residence permit, you have to additionally submit **one** of the following documents:

- temporary foreigner's identity certificate,
- residence card,
- consent for tolerated stay,
- temporary residence permit,
- permanent residence permit,
- long-term resident's EU residence permit,
- decision on granting refugee status in the Republic of Poland, granting supplementary protection in the Republic of Poland, consent for stay for humanitarian reasons or consent for tolerated stay.

Go to the Municipal Office/Municipal and Communal Office

- submit an application and the required documents,
- wait at the counter until your residence is registered,
- receive a certificate of registration.

Registration for permanent residence

If you intend to live permanently in this place and at this address - you must register for permanent residence.

→ Complete the documents:

- permanent residence application form → filled-in and signed
- confirmation of stay in the premises → for example: the act of ownership, the lease agreement, the administrative decision
- a valid travel document (passport, visa) or other document confirming identity and citizenship

and **one** of the following documents:

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- residence card issued for a permanent residence permit, residence of a long-term EU resident, stay for humanitarian reasons, subsidiary protection or refugee status
- consent for tolerated stay
- permanent residence permit
- long-term resident's EU residence permit
- decision on granting the refugee status in the Republic of Poland
- decision on granting subsidiary protection in the Republic of Poland
- consent to stay for humanitarian reasons

➔ **Go to the Municipal Office/Municipal and Communal Office**

- submit an application and the required documents
- wait at the counter until your residence is registered
- receive a certificate of registration

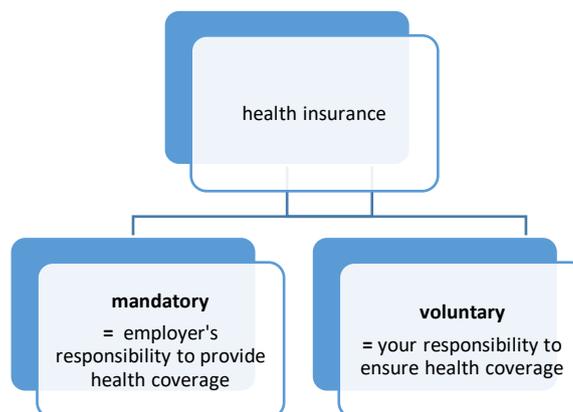
2. HEALTHCARE INSURANCE FOR FOREIGNERS



Health insurance is insurance against illness, accident, injury, poisoning, life threatening condition, etc.

To take advantage of such insurance a monthly contribution must be paid. Foreigners who are insured may benefit free of charge from public health care services. Remember that non-public health care services are free only when a given institution or physician has signed a contract with the NFZ (Narodowy Fundusz Zdrowia - National Health Fund)

There are two types of insurance in the NFZ – mandatory and voluntary.



When applying for voluntary health care insurance, foreign nationals who are not EU citizens must provide one of the following documents:

- a visa for work,
- a temporary residence permit – excluding a temporary residence permit issued due to circumstances requiring a short-term stay,
- a permanent residence permit,
- a long-term EU resident permit,
- a permit for stay for humanitarian reasons,
- a permit for tolerated stay,
- a refugee status,
- a consent for temporary or supplementary protection.

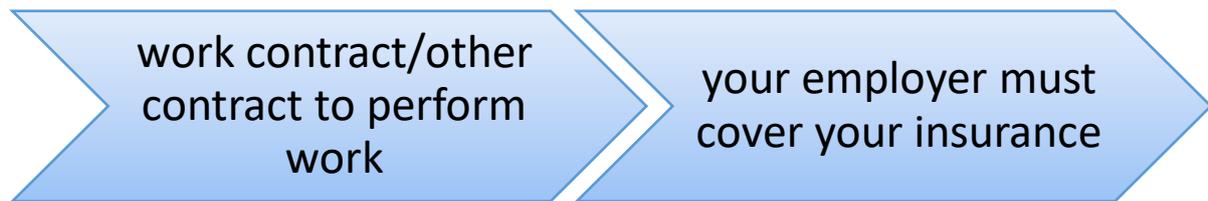
ATTENTION: Foreigners who are employed in foreign diplomatic institutions, consular offices, missions, special missions or other international institutions are not subject to health care insurance in Poland, unless it is regulated by international agreements.

2.1 MANDATORY HEALTHCARE INSURANCE

In Poland, all legally employed foreigners possess health care coverage if they work for a Polish employer and have signed a work contract or other contract to perform work.

It is the employer's responsibility to pay the contribution.

ATTENTION: If you are employed by a Polish employer, but you perform work abroad, you are not subject to mandatory health care insurance.



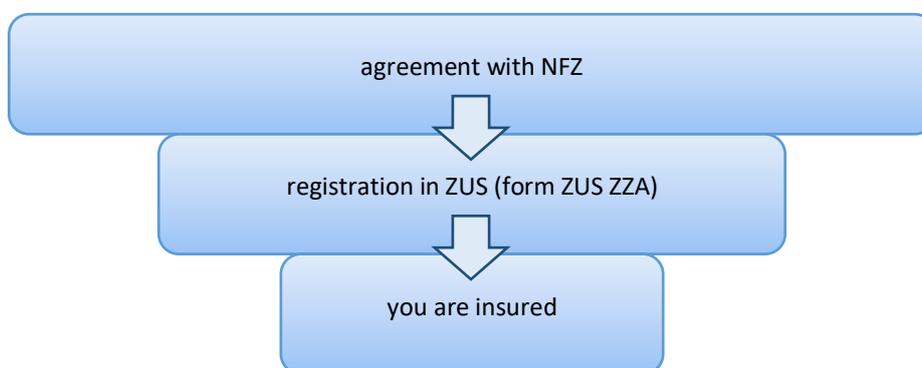
2.2 VOLUNTARY HEALTHCARE INSURANCE

A foreigner legally residing in Poland and who is not subject to mandatory healthcare insurance requirement can voluntarily purchase healthcare insurance. In order to do so you must apply to the appropriate voivodship NFZ branch competent for your place of residence.

After signing a contract with the NFZ, the applicant has to register at ZUS (Zakład Ubezpieczeń Społecznych – Social Security Institution)

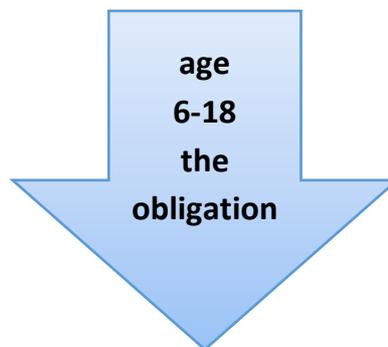
If you are covered by voluntary healthcare insurance, you are obliged to register at ZUS for insurance of your family members not covered otherwise under obligatory insurance.

More details about voluntary insurance and the amount of the contribution are available on the website: <https://www.gov.pl/zdrowie/ubezpiecz-sie-dobrowolnie>.



3. SYSTEM OF EDUCATION IN POLAND

You have schooling obligation and right to education in Poland



Under the Polish Constitution every person has the **right** to education.

Education until 18 years of age is compulsory for all children living in Poland, on the **conditions applicable to Polish citizens**.

The schooling obligation may be met by attending state (public), charter or private nursery schools and schools, on the same basis as Polish citizens.

The schooling obligation continues until the moment the student graduates from primary school or gymnasium (lower secondary school), yet no longer than until the age of 18.

If a child of the age 6-18 does not attend school, so the school obligation is not fulfilled, the child's parents or guardians may be penalized.

The school year begins in September every calendar year and runs until June next calendar year.

A child in the age of 6

The schooling obligation means that children who turn 6 in the school year are required to start attending so called grade "0" in a nursery school or in a primary school for one year.

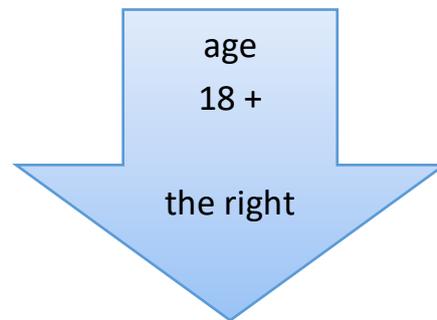
A child in the age of 7

The schooling obligation means that children are required to start attending primary school in the school year when they turn 7. The schooling takes place in district schools. There is also a possibility to fulfill this liability in individual or home teaching system.

A child in the age of 15

Children who turn 15 in the school year, fulfil their school obligation by attending secondary schools, such as liceum (academic higher secondary school), technikum (technical higher secondary school), szkoła zawodowa (vocational school). Until the age of 18 years their education is compulsory.

Moreover, every student who turns 18 in the school year has the right to continue free schooling until they have graduated from school.



Only some groups of adult foreigners are entitled to education in public (state) schools for adults, post-secondary schools, artistic schools, post-secondary schools of social work as well as continuous education in the form of occupational training courses on the same terms as Polish citizens.

They include:

- foreigners of Polish descent
- holders of a permanent residence permit,
- holders of the Polish Card
- persons entitled to such education under an international agreement
- holders of a tolerated residence permit
- persons covered by temporary protection
- holders of a EU long-term residence permit
- holders of a temporary residence permit to perform a profession requiring high qualifications
- persons exercising their right to family reunification
- holders of a temporary residence permit for victims of human trafficking
- holders of a temporary residence permit who are long-term EU residents of another EU member state and their family members
- holders of a residence card annotated "access to the labour market", a Schengen visa, or a Polish national visa granted to perform work in the territory of Poland.

In some other cases foreigners may be entitled to education if they are:

- persons who have been granted the refugee status and their adult family members
- holders of a humanitarian protection residence permit and their adult family members
- persons granted subsidiary protection and their adult family members
- persons and adult family members of persons seeking international protection.

Other foreign citizens, who are not listed above, may receive free post-secondary education in Poland only if they have a special scholarship granted by a relevant minister or a school principal or are required to pay tuition fees.

3.1 ENROLLING TO SCHOOL

Nursery and primary schools

It is the child's **parents or guardians** obligation to enrol the child to school. To enrol the child in the first form (grade), you should submit an application with the school principal, personally or on-line.

Nursery and primary schools and the schooling process are organized and maintained by the commune.

The enrolling process usually takes place in March or April preceding a given school year.

Important: In Poland, schools have their districts. This means that children are assigned to public (state) primary schools according to their place of residence. This is known as a district school (szkoła rejonowa).

If the parents prefer for their child to attend another school, they are free to enrol them at a different school. The school of your choice, however, is not obliged to admit the child.

Secondary schools

County authorities are responsible for implementation of teaching in secondary schools.

Students who graduated from elementary school are obliged to submit an application to secondary school personally.

The deadline for enrolling is indicated by the superintendent of schools.

While applying for secondary school students are obliged to submit all required documents. There is no need to legalize in Poland documents that have been acquired abroad.

In order to undertake post-secondary education a foreigner is obliged to finish the previous level of education (secondary school). Your certificate of secondary school graduation obtained abroad can be legitimized in Poland either by law or by the school superintendent.

3.2 ADDITIONAL HELP FOR FOREIGNERS AT SCHOOL

A foreigner covered by the school obligation (under 18 years old) has the right to additional and free Polish language classes.

If a foreign student does not know Polish language on a level sufficient to attend school or does not know Polish language at all he or she can attend **additional and free Polish language classes**. The classes must be organized by the school. Foreign students are entitled to additional Polish classes in a minimum number of two per week. The classes may be held for an individual student or for a group.

Moreover, the Polish law allows special **compensation classes** recommended by a teacher in a particular subject. They are aimed at easing the students learning process and following the curriculum of the taught subject. The classes may be carried out for a group or for a single student in a number of one lesson per week.

Foreign students are entitled to both additional Polish classes and compensation classes for now longer than 12 months and not more than 5 classes per week.

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In schools where needed, **special transitional curriculum groups** are organized. If a school has at least several foreign students who know very little or no Polish, the principal may form a special transitional curriculum group for them. Their goal is to help the children's transition to education in a regular class. A transitional curriculum group should not be larger than 15 students.

In public artistic, special, sport and sport championship schools, and schools for adults transitional curriculum groups are not arranged. Though, the diplomatic or consular institution of a foreigner's country of origin or educational and cultural society of a given nationality may organize their **national language classes and culture classes for foreigners** covered by the school attendance obligation. The classes may be held at school after the arrangement of the principal and of the institution responsible for the school. A school makes the classrooms and the teaching materials available for free. The classes may be run if at least 15 foreigners covered by the school obligation are interested in the classes and they are for free.

4. SOCIAL ASSISTANCE

Social assistance is about to support persons and families in a specialized way or in cash if they need help in difficult life situations they cannot overcome independently using their rights, possibilities and financial means.

The right to social benefits is given to the foreigner who are third country citizens staying in Poland on the basis of:

- permanent residence permit,
- long term resident's EU residence permit,
- temporary residence permit issued in order to join family for a foreigner who comes or stays in the territory of Poland in order to join family and is a member of a family of a foreigner who is living in Poland and has a refugee status,
- temporary residence permit issued due to possession of a long term resident's EU residence permit issued by other EU member state and intention to perform work or conduct business activity on the territory of the Republic of Poland based legal provisions in force in that field on this territory,
- temporary residence permit issued due to possession of a long term resident's EU residence permit issued by other EU member state and intention to start or continue studies or professional training in Poland,
- temporary residence permit issued due to possession of a long term resident's EU residence permit issued by other EU member state and proof there are other circumstances justifying his stay in Poland,
- refugee status granted in Poland,
- subsidiary protection granted in Poland.

The following persons also have the right to the social assistance benefits in form of shelter, meals, necessary clothing and earmarked allowance:

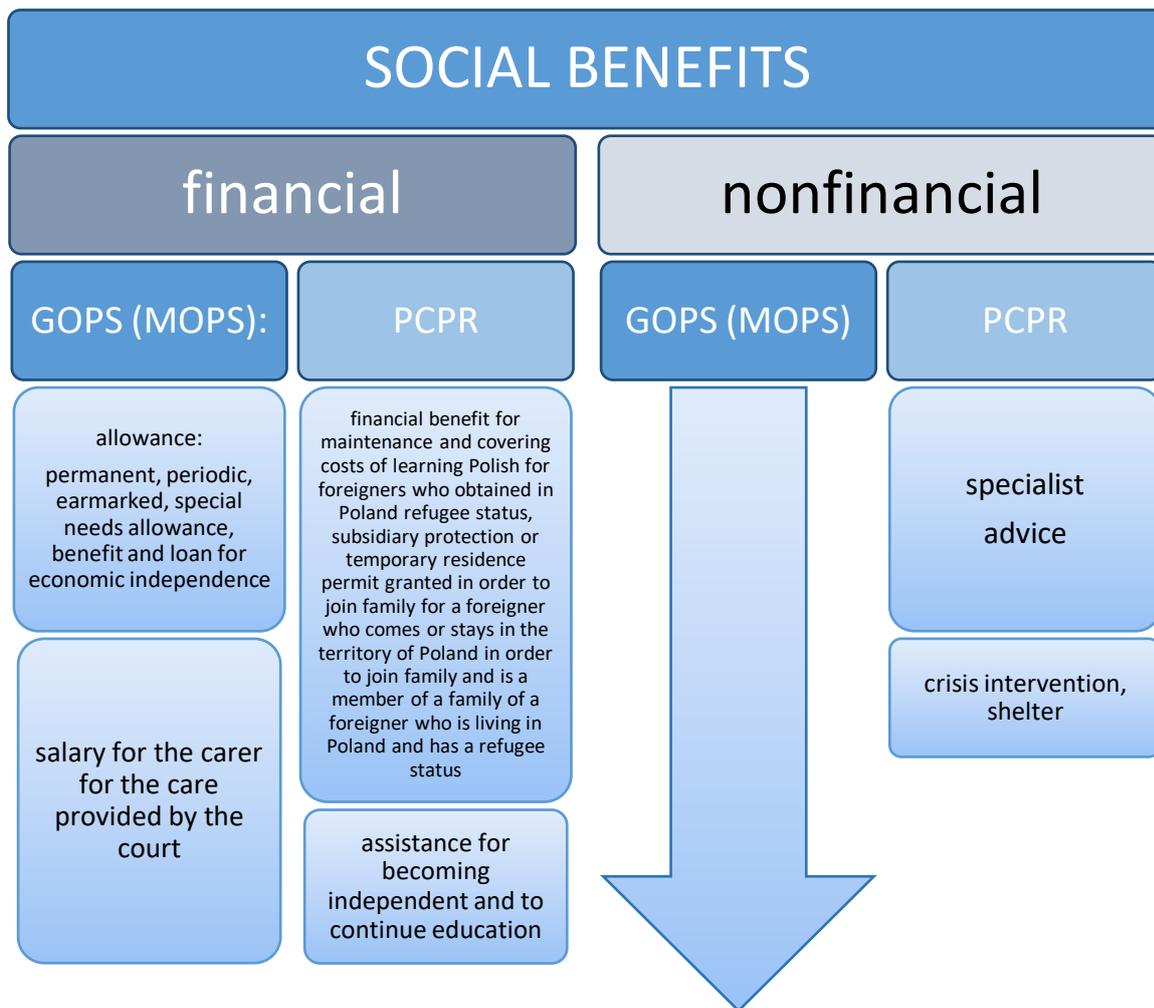
- having a residence permit due to humanitarian reasons
- having a consent for tolerated stay

Moreover, the right to the social benefits in form of crisis intervention, shelter, meal, necessary clothing and earmarked allowance is given also to a foreigner who:

- *has a certificate confirming the presumption that he/she is a victim of human trafficking,*
- *has the temporary residence permit for a victim of human trafficking.*

In which form you can get help?

- GOPS – Communal Social Welfare Centre (MOPS – City Social Welfare Centre),
- PCPR - Poviast Family Assistance Centre.



- Social work
- Credited ticket
- Contributions for health insurance
- Contributions for social security insurance
- Aid in kind, including for economic independence
- Payment for a funeral
- Meal
- Necessary clothing
- Care services in place of living, support centers and family help centers
- Specialist care services in place of living and support centers
- Sheltered housing
- Board and services in a social assistance home
- Assistance in getting appropriate housing conditions, including in the sheltered housing, assistance in getting job, assistance in installation - aid in kind for persons becoming independent

5 USEFUL ADDRESSES

Public institutions	
Polish name and address of the institution	You can deal here with matters related to:
<p>Wydział Spraw Obywatelskich i Cudzoziemców Małopolski Urząd Wojewódzki w Krakowie ul. Przy Rondzie 6 31-547 Kraków tel. 12 39 21 854 fax 12 422 30 19 e-mail: wo@malopolska.uw.gov.pl</p> <p>Delegatura urzędu w Nowym Sączu ul. Jagiellońska 52 33-300 Nowy Sącz tel. 18 540 22 00, 18 540 24 99</p>	<ul style="list-style-type: none"> – legalization of foreigners’ stay, – work permit, – foreigners invitations registration.
<p>Oddział do Spraw Integracji Cudzoziemców Wydział Polityki Społecznej Małopolski Urząd Wojewódzki w Krakowie PUNKT INFORMACYJNO-DORADCZY ul. Basztowa 22 31-156 Kraków tel. 12 39 21 588 ePUAP (adres skrytki): /ag9300lhke/skrytka e-mail: wp@malopolska.uw.gov.pl</p> <p>Delegatura urzędu w Nowym Sączu PUNKT INFORMACYJNO-DORADCZY ul. Jagiellońska 52 33-300 Nowy Sącz tel. 18 540 22 00, 18 540 24 99</p>	<ul style="list-style-type: none"> – administrative and legal advice as well as cultural counselling, – psychological support, – registration for free Polish language courses , – registration for adaptation courses.
<p>Urząd Miasta Krakowa* Pl. Wszystkich Świętych 3-4 31-001 Kraków tel. 12 616 12 00, 12 616 12 07</p>	<ul style="list-style-type: none"> – permanent residence registration, – temporary residence registration, – car registration, – confirmation of business activity registration in CEIDG, – nursery and primary school recruitment.
<p>Urząd Miasta Nowego Sącza* Rynek 1, 33-300 Nowy Sącz tel. 18 443 53 08 e-mail: urzad@nowysacz.pl</p>	
<p>Urząd Miasta Tarnowa* ul. Mickiewicza 2, 33-100 Tarnów tel. 14 688 24 00 e-mail: umt@umt.tarnow.pl</p>	
<p>Grodzki Urząd Pracy w Krakowie</p>	

* Address of the main headquarters of City of Kraków Office, given matter can be dealt with at appropriate branches.

* Address of the main headquarters of Nowy Sącz Office, given matter can be dealt with at appropriate branches.

* Address of the main headquarters of City of Tarnów Office, given matter can be dealt with at appropriate branches.

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<p>ul. Wąwozowa 34 31-752 Kraków tel. 12 68 68 000 e-mail: grodzki@gupkrakow.pl</p>	<ul style="list-style-type: none"> – registration as unemployed/job seeker, – registration of statements on entrustment of the performance of the work, – issue of seasonal work permit.
<p>Urząd Pracy Powiatu Krakowskiego ul. Mazowiecka 21 30-019 Kraków tel. 12 299 74 25 email: krkrpow@uppk.pl</p>	
<p>Sądecki Urząd Pracy ul. Węgierska 146 33-300 Nowy Sącz tel. : 18 44 89 282 e-mail : sup@sup.nowysacz.pl</p>	
<p>Powiatowy Urząd Pracy dla Powiatu Nowosądeckiego ul. Nawojowska 118 33-300 Nowy Sącz tel. 18 440 08 08 e-mail: ko@pup.powiat-ns.pl</p>	
<p>Powiatowy Urząd Pracy w Tarnowie Plac gen. J. Bema 3 33-100 Tarnów tel. 14 68 82 300 e-mail: krta@praca.gov.pl up@up.tarnow.pl</p>	

<p>Małopolski Oddział Wojewódzki NFZ ul. Ciemna 6 31-053 Kraków tel. 12 29 88 386</p> <p>Adres do korespondencji (Kancelaria MOW NFZ) ul. Józefa 21 31-056 Kraków</p> <p>Punkt Obsługi Ubezpieczonych ul. Batorego 24 31-135 Kraków</p> <p>Delegatura w Nowym Sączu ul. Jagiellońska 52 33-300 Nowy Sącz tel. 18 44 22 300 e-mail: nowysacz@nfz-krakow.pl</p> <p>Delegatura w Nowym Targu ul. Jana Kazimierza 22 34-400 Nowy Targ tel. 18 26 49 582 e-mail: nowytarg@nfz-krakow.pl</p> <p>Delegatura w Tarnowie al. Solidarności 5-9 33-100 Tarnów tel. 14 69 63 155 e-mail: tarnow@nfz-krakow.pl</p>	<ul style="list-style-type: none"> – matters related to mandatory and voluntary health insurance.
<p>Kuratorium Oświaty w Krakowie ul. Ujastek 1 31-752 Kraków tel. 12 448 11 10 e-mail: kurator@kuratorium.krakow.pl</p>	<ul style="list-style-type: none"> – substantive supervision over public and non-public nurseries, other forms of pre-school education, schools (ways of realization of the curriculum and educational functions), – control over organization of children and youth leisure on the territory of the voivodship during winter and summer break.
<p>Miejski Ośrodek Pomocy Społecznej w Krakowie ul. Józefińska 14 30-529 Kraków tel. 12 616 54 27 e-mail: do@mops.krakow.pl</p>	
<p>Miejski Ośrodek Pomocy Społecznej w Nowym Sączu ul. Żywiecka 13 33-300 Nowy Sącz tel. 18 444 36 23, 444 3624 e-mail: mops@nowysacz.pl</p>	<ul style="list-style-type: none"> – social assistance benefits.
<p>Miejski Ośrodek Pomocy Społecznej w Tarnowie aleja Matki Bożej Fatimskiej 9 33-100 Tarnów tel. 14 688 20 20 e-mail: mops@mops.tarnow.pl</p>	

Organizacje i stowarzyszenia działające na rzecz cudzoziemców	
<p>Fundacja Wspierania Kultury i Języka Polskiego im. Mikołaja Reja ul. Nad Potokiem 20 Kraków tel. 606 131 281 lub 516 983 170 <u>zarzad@fundacjareja.eu</u></p>	<p>The goal of the Foundation is to promote Polish culture and Polish language on the territory of the Republic of Poland and abroad, building the foundations of intercultural dialogue, promoting cultural diversity, strengthening cultural identity while building openness towards other cultures, promoting integration and preparing Poles to meet the requirements of a society hosting foreigners, helping Poles leaving the country and returning, cooperation with Polonia, undertaking activities for Polonia, cooperation with offices and institutions of public administration and organizations dealing with human rights and education, cooperation with churches and religious associations.</p>
<p>Biuro Fundacji Zustricz ul. Karmelicka 34/204 31-131 Kraków tel: 609 876 399 e-mail: <u>info@zustricz.pl</u></p>	<p>The ZUSTRICZ Foundation works for the purpose of rapprochement and cooperation of the nations of Central and Eastern Europe, overcoming barriers and stereotypes, development of culture and science. Zustricz, through its activities, supports the integration of Ukrainians living in Poland, helping them adapt to the new environment and implement their own initiatives. As part of our activities: we run educational and integration workshops and thematic meetings, we provide assistance and psychological support for migrants and their families, we organize conferences, social campaigns, cultural and integration events, including meetings with people of culture and science, literary evenings, and film screenings. We try to create space for getting to know each other and understanding of people of different nationalities, languages and religion.</p>
<p>Stowarzyszenie INTERKULTURALNI PL <u>www.interkulturalni.pl</u> e-mail: <u>biuro@interkulturalni.pl</u></p>	<p>The INTERKULTURALNI PL association was founded by a group of psychologists and lawyers and cultural studies specialists. The mission of the Association is to promote the development of an open and multicultural society. Forms of tasks implementation:</p> <ul style="list-style-type: none"> actions to change the legal system (advocacy, awareness campaigns, supervisory activities and developing solutions) cultural education (in nurseries, schools, universities, public institutions, companies) promoting different cultures - integration programs (empowerment – help in the legalization of stay, Polish studies, career

	counselling, assistance in acculturation and building a social network).
<p style="text-align: center;">Fundacja Współpracy Polsko-Ukraińskiej "U-WORK" ul. Batorego 2/28 (III p.) fundacja@u-work.pl u-work.pl tel. 501 868 805</p>	<p>The Foundation for Polish-Ukrainian Cooperation "U-WORK" works for foreigners living in Krakow, helps them to integrate better with Poles, supports students of Kraków's universities, and also supports questions regarding the legalization of stay of foreigners and other legal issues. As part of the Foundation, several projects are being directed to foreigners, one of them is the "Foreign Entrepreneurs Support Centre". The main assumption of the project is consultancy on the establishment and running of a company in Poland by foreigners. As part of the project, trainings are conducted on the principles of running a company, accounting methods and elements of labour law and employment of employees. We also provide all this information on individual consultations for interested persons.</p> <ul style="list-style-type: none"> - Other projects carried out under the Foundation are: - "Information Point for Foreigners" with consultations available in different languages, operates under the "Open Kraków" program; - Polish-Ukrainian Culinary and Educational Workshops - student internships, volunteering for all volunteers, organization of integration events - actions against the threat of social exclusion of migrants. <p>Information Point for Foreigners is a place where every foreigner living in Krakow can get the necessary information in the field of law and legalization of stay, psychological support, information about the education system in Poland - all this works in the form of specialist consultations and thematic meetings. The Centre also provides consultations with ZUS experts as well as the National Labour Inspectorate. Our consultants and volunteers provide assistance in Polish, English, Ukrainian and Russian, and after prior agreement also in other languages, for example in Spanish or Arabic. We invite all interested parties to increase their knowledge and civic activity.</p> <p>ph. +48 12 312 06 46 info.migrant@krakow.pl</p>