

**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

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## 1 WORK PERMITS FOR FOREIGNERS ON THE TERRITORY OF POLAND

### Performing work means:

- employment,
- carrying out other types of paid work, or
- performing a function in a board office of legal persons that are entered into the Register of Enterprises, or that are
- capital company in organization.

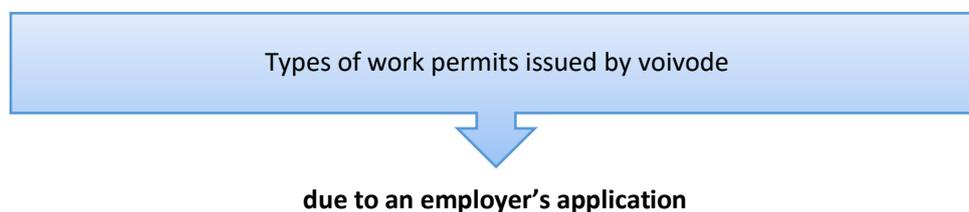
### IMPORTANT INFORMATION: Illegal work by a foreigner means:

- work without a work permit,
- work without a work permit if you are not exempt from the obligation to possess a work permit according to other regulations,
- work if you are not entitled to work according to your residence permit,
- you perform work on a different post or different conditions that those indicated in your work permit.

**NOTE:** It is legal to work if your salary is higher than that indicated in your work permit.

### To work legally in Poland you have to:

- ✓ possess a residence title allowing to perform work,
- ✓ obtain a work permit, unless you are exempt from the obligation to possess a work permit.



A work permit defines:

- the particular foreigner,
- the employer,
- the position or the type of a foreigners' work,
- the minimum remuneration for work,
- working hours,
- a validity date.

Work permits are issued for a maximum period of **3 years** and may be prolonged.

A work permit is required if the foreigner:

- performs work on the territory of the Republic of Poland on the basis of a contract with an entity whose registered office or place of residence or a branch, plant or other form of organized activity is located on the territory of the Republic of Poland;

- in connection with the management board of a legal person entered into the Register of Entrepreneurs or a limited company in the organization or in connection with running a partnership or limited joint-stock partnership as a general partner, or in relation to granting him a proxy, he stays on the territory of the Republic of Poland for a period exceeding 6 months in the next 12 months;
- performs work with a foreign employer and is delegated to the territory of the Republic of Poland for a period exceeding 30 days in a calendar year to a branch or plant of a foreign entity or entity related with a foreign employer within the meaning of the Act of 26 July 1991 on personal income tax;
- performs work with a foreign employer who does not have a branch, plant or other form of organized activity in the territory of the Republic of Poland and is delegated to the territory of the Republic of Poland to provide temporary and occasional services (export service);
- performs work with a foreign employer and is delegated to the territory of the Republic of Poland for a period exceeding 30 days in the next 6 months for a purpose other than the ones indicated above.

Exemption from the obligation to obtain a work permit or work and temporary residence permit by a foreigner, a third-country citizen, who:

1. has a refugee status granted in the Republic of Poland,
2. he was granted subsidiary protection in the territory of the Republic of Poland,
3. has a permanent residence permit in the Republic of Poland,
4. has a long-term resident's EU residence permit on the territory of the Republic of Poland,
5. has a residence permit for humanitarian reasons,
6. has a permit for tolerated stay in the Republic of Poland,
7. uses temporary protection in the Republic of Poland,
8. has a valid certificate issued by the Head of the Office for Foreigners who, together with a temporary certificate of the foreigner's identity, authorizes him to work on the territory of the Republic of Poland, issued on the basis of art. 35 of the Act on granting protection to foreigners on the territory of the Republic of Poland,
9. is a citizen of a country that is not a party to the Agreement on the European Economic Area, who may exercise the freedom of movement of persons on the basis of an agreement concluded by that country with the European Community and its Member States,
10. accompanies on the territory of the Republic of Poland to a foreigner referred to in point 9 as a family member within the meaning of the Act of 14 July 2006 on entry into the territory of the Republic of Poland, stay and departure from that territory, citizens of the European Union Member States and their family members,
11. he is not a citizen of an EU or EEA country, at the same time he was a family member of an EU or EEA citizen and retained the right to stay in the event of divorce, annulment of marriage, death or departure from the territory of the Republic of Poland of an EU or EEA citizen, pursuant to art. 19 par. 2-3 of the Act on Entering into the Territory of the Republic of Poland, the stay and departure from that territory of citizens of the Member States of the European Union and members of their families,
12. has a temporary residence permit and a work permit - on the conditions specified in the permit,
13. has a temporary residence permit to perform functions in the management boards of legal persons - under the conditions specified in the permit,
14. has a temporary residence permit in order to work in a high qualifications professions - under the conditions specified in the permit,
15. has a temporary residence permit for the purpose of conducting business activity - under the conditions specified in this permit,
16. has a temporary residence permit for the purpose of carrying out work as part of an intra-corporate transfer - under the conditions specified in the permit,
17. has a temporary residence permit in order to benefit from long-term mobility - on the conditions specified in the permit,

18. has a temporary residence permit for business activity purposes granted for the purpose of performing work by holding a function in the management board of a limited liability company or a joint-stock company which he created or whose shares or stocks he acquired or purchased, or running a partnership or limited joint-stock partnership by a general partner or acting as a proxy - on the terms specified in the permit,
19. stays on the territory of the Republic of Poland on the basis of a residence permit issued by another EU Member State with the annotation "ICT", when the purpose of stay in the territory of the Republic of Poland is to perform work as a manager, specialist or internship employee as part of an intra-corporate transfer not exceeding 90 days over a period of 180 days,
20. has a work permit and stays on the territory of the Republic of Poland:
  - a) on the basis of a visa, with the exception of a visa issued for the purpose of: tourism, the use of temporary protection, arrival for humanitarian reasons, for reasons of national interest or international obligations, or
  - b) on the basis of the stamp affixed to the document of travel: submission of an application for a temporary residence permit or application for a permanent residence permit or application for a long-term resident's EU residence permit, if he was entitled to work immediately prior to submitting the application on the territory of the Republic of Poland, or
  - c) on the basis of a temporary residence permit, with the exception of an authorization granted due to circumstances requiring a short stay of a foreigner on the territory of the Republic of Poland, or
  - d) on the basis of a document issued by the minister for foreign affairs, specifying the status of a family member of a diplomatic mission or consular post of a foreign state or other person equated with them on the basis of statutes, agreements or commonly established international customs remaining with that person in the community if a contract or international agreement was concluded between the Republic of Poland and a foreign state to carry out gainful activity by family members of staff of diplomatic missions or consular posts, or
  - e) on the basis of a visa issued by another Schengen country, or
  - f) on the basis of a residence permit issued by another Schengen country, or
  - g) as part of visa-free travel.
21. stays on the territory of the Republic of Poland on the basis of a stamp placed on the travel document, confirming the submission of an application for a temporary residence permit and:
  - a) immediately prior to applying for a further temporary residence permit for intra-corporate transfer or a temporary residence permit for long-term mobility, he has resided in that territory on the basis of that permit and continues the work for which he was authorized on its basis,
  - b) performs work as a managerial officer, specialist or an intern undergoing transfer within the corporation, for the host entity that has applied for a temporary residence permit for the purpose of carrying out work under an intra-corporate transfer, under the conditions set out in that application.
22. has a temporary residence permit granted in Poland:
  - a) for the purpose of first-cycle, second-cycle or uniform MA studies or third-cycle studies,
  - b) in order to conduct scientific research or development works on the basis of an agreement on its acceptance in order to carry out a research project concluded with a scientific unit,
  - c) for the purpose of conducting scientific research by a foreigner who holds a residence permit referred to in art. 1 point 2 lit. a of the Council Regulation No. 1030/2002, with the annotation "scientist" issued by another Member State of the European Union, if the agreement on its acceptance for the purpose of implementing a research project concluded with the relevant scientific unit of that country provides for research or development works also on the territory of the Republic of Poland,
  - d) after the divorce, separation or widowhood of a foreigner who is the spouse of a Polish citizen who had a temporary residence permit for a family member of a Polish citizen, due to his important interest,
  - e) referred to in art. 161 para. 2 of the Act on Foreigners,
  - f) for a victim of human trafficking,
  - g) for long-term EU resident stay granted by another Member State of the European Union and intending to work or run a business in the territory of the Republic of Poland on the basis of regulations in force in that territory or intending to continue or continue studying or vocational training in Poland or a foreigner which proves that other circumstances exist that justify his being resident in the territory of the Republic of Poland,

- h) is a member of the foreigner's family referred to in point g) with whom he resided in the territory of another EU Member State and accompanies him or wants to join him,
- 23. is a spouse of a Polish citizen or a foreigner, referred to in point 21 or points 1 - 6, who has a temporary residence permit on the territory of the Republic of Poland in connection with entering into a marriage,
- 24. is a descendent under the age of 21 maintained by a Polish citizen or a foreigner referred to in points 1 - 7, 22 and 23, holding a temporary residence permit on the territory of the Republic of Poland,
- 25. has a temporary residence permit in the territory of the Republic of Poland granted for the purpose of joining the family,
- 26. arrives on the territory of the Republic of Poland on the basis of a stamp of the voivode confirming the submission of an application for a temporary residence t, permanent residence or long-term resident's EU residence permit, if immediately before submitting the application he was exempted from the obligations for having the work permit based on points 22-25,
- 27. has a valid Pole's Card,
- 28. is entitled to stay and work in the territory of an EU Member State or an EEA State that is not a member of the EU or the Swiss Confederation and is simultaneously employed by an employer established in the territory of that country and is temporarily posted by the employer to provide services in the territory of the Republic of Poland,
- 29. is a person in relation to whom international agreements or separate regulations allow work without the need to obtain a permit,
- 30. is a citizen of: Ukraine, Belarus, Armenia, Georgia, Moldova or Russia, who performs work outside the scope of activities specified in the Regulation of the Minister of Family, Labour and Social Policy of 8 December 2017 on sub-classes according to the Polish classification of activities (PKD), in which a seasonal work permit is issued, for a period not longer than 6 months in the next 12 months, if the poviast labour office has entered prior to commencement of work by the foreigner a statement on entrusting work to a foreigner in the record of statements and the work is performed on the terms specified in this statement,
- 31. is a citizen of a country other than those specified in point 30, performing work in professions specified in the regulations issued on the basis of art. 90 sec. 11 of the Act on the Promotion of Employment and Labour Market Institutions, at the same time performs work in professions specified in the Regulation of the Minister of Family, Labour and Social Policy of December 8, 2017 on sub-classes according to the Polish classification of activities (PKD), in which a seasonal work permit is issued for a period not longer than 6 months during the next 12 months, if the poviast labour office has entered prior to commencement of work by the foreigner entered a statement on entrusting work to a foreigner in the record of statements, and the work is performed on the terms specified in this statement.
- 32. belongs to one of the groups exempt from the requirement to obtain a work permit under the Regulation of the Minister of Labour and Social Policy of April 21, 2015 on cases in which it is permissible to perform work for a foreigner in the Republic of Poland without having to obtain a work permit, i.e.:
  - a) trainers who take part in professional internships, perform an advisory, supervisory or special functions requiring specific qualifications and skills in programs implemented as part of European Union activities or other international assistance programs, also based on loans taken by the Government of the Republic of Poland;
  - b) being foreign language teachers who work in kindergartens, schools, facilities, centres, teacher training institutions or colleges referred to in the provisions on the education system, or in Voluntary Labour Corps;
  - c) who are members of the armed forces or civilian staff who work in international military structures located on the territory of the Republic of Poland, or who are foreigners delegated to implement defence programs implemented on the basis of agreements to which Poland is a party;
  - d) being permanent correspondents of foreign mass media, to whom was granted, upon the request of the editor-in-chief of a foreign editorial office or agency, accreditation of the minister competent for foreign affairs, but only in the field of professional journalistic activities performed for this editorial office or agency;
  - e) performing artistic services individually or in teams, lasting up to 30 days per calendar year;
  - f) delivering, up to 30 days in a calendar year, occasional lectures, speeches or presentations of particular scientific or artistic value;

- g) being athletes performing, up to 30 days in a calendar year, work for an entity established in the territory of the Republic of Poland in connection with sports competitions;
- h) performing work in connection with sports events of international importance, directed by a relevant international sports organization;
- i) who are clergy, members of religious orders or other persons who perform work in connection with their religious function, in churches and religious associations and national inter-church organizations, whose status is regulated by an international agreement, regulations on the relationship of the state and a church or other religious association, or which operate on the basis of an entry in the register of churches and other religious associations, their legal persons or organizational units, and who perform work as part of religious functions in other entities, by referral by the competent organ of the church or other religious association or its legal person;
- j) being full-time students in the Republic of Poland or participants of full-time PhD studies in the Republic of Poland;
- k) being students who work as part of professional internships, which are run by organizations that are members of international student associations;
- l) being students who perform work as part of cooperation of public services for employment and their foreign partners, if the need to entrust work to a foreigner is confirmed by the competent employment authority;
- m) university students or vocational school students in EU Member States or non-EU EEA States or the Swiss Confederation who perform work as part of the internship provided for in the study regulations or curriculum, subject to obtaining a referral for such an apprenticeship from a university or vocational school;
- n) participating in cultural or educational exchange programs, humanitarian or development aid programs or holiday work programs of students, organized in consultation with the minister competent for labour issues;
- o) graduates of Polish upper secondary schools, full-time studies or full-time doctoral studies at Polish universities, in scientific institutions of the Polish Academy of Sciences or research institutions operating on the basis of regulations on research institutions;
- p) performing work as research workers in the entities referred to in the regulations on research institutions;
- q) delegated by a foreign employer on the territory of the Republic of Poland, if they retain their permanent residence abroad, for a period not exceeding 3 months in a calendar year, in order to:
  - assembly, maintenance or repair work, delivered technologically complete equipment, structures, machines or other equipment if the foreign employer is their producer;
  - reception of ordered equipment, machines, other equipment or parts, made by a Polish entrepreneur;
  - training of employees of a Polish employer who is a recipient of equipment, constructions, machines or other equipment manufactured by a foreign producer in the scope of its operation or use;
  - assembly and disassembly of trade fair stands, as well as care for them, if the exhibitor is a foreign employer who delegates them to this end;
- r) performing work for Members of the European Parliament in connection with their function;
- s) entitled under the rules set out in legal acts issued by bodies set up under the Agreement establishing an Association between the European Community and Turkey, signed in Ankara on 12 September 1963.

TYPE

IS REQUIRED  
WHEN THE  
FOREIGNER

A

performs work on the territory of the Republic of Poland on the basis of the agreement with the entity, whose seat, place of residence or branch, institution or other form of organized activity is localized on the territory of the Republic of Poland;

B

stays in Poland for a period exceeding 6 months within the following 12 months due to performing function in the management board of a legal person that has an entry in the National Court Register (KRS) or is a capital company in the organization, or in connection with conducting the affairs of a limited partnership or limited joint-stock partnership as a general partner, or in connection with granting him a power of attorney;

C

performs work for a foreign employer and is delegated to the territory of the Republic of Poland for a period exceeding 30 days in a calendar year to the department or institution of the foreign entity or of the entity affiliated with the foreign employer;

D

performs work for a foreign employer, who does not have any department, institution or other type of organized activity on the territory of the Republic of Poland and is delegated to Poland in order to provide service of temporary and occasional nature (export service);

E

performs work for a foreign employer and is delegated to the territory of the Republic of Poland for a period exceeding 30 days within the following 6 months for reasons other than indicated in work permits type B, C, and D.

### **Types of work permits issued by district governor due to an employer's application**

Work permit **Type S** is issued for a foreigner who performs work on the territory of Poland for no longer than 9 months in a year, on the basis of the agreement with the entity, whose seat, place of residence or branch, institution or other form of organized activity is localized on the territory of the Republic of Poland in the scope of seasonal activities, in sectors such as:

- agriculture
- horticulture
- tourism

**Exemptions:** A work permit Type S may be issued for other types of work, than those included to seasonal work and the period of 9 months is calculated from the first day of a foreigner's legal stay in Poland.

### **The declaration on entrusting work to a foreigner**

Foreigners who are the citizens of Belarus, Georgia, the Republic of Moldova, the Russian Federation, the Republic of Armenia and Ukraine may be employed in Poland on the basis of the above declaration.

Employers may register the declaration when the two conditions are met:

- a foreigner performs work in scope of activities that are not specified as seasonal work according to the classification of Polish Classification of Activities,
- a foreigner may work for the period of up to six months within 12 consecutive months on the basis of the declaration regardless of the number of employers entrusting work to the particular employee.

## 2 ESTABLISHMENT OF ECONOMIC ACTIVITY BY A FOREIGNER IN POLAND

**Economic activity** (enterprise) means profit-making activity conducted in an organized and continuous fashion on your own behalf.

Foreign persons have the right to undertake and conduct economic activity only in the form of:

- individual enterprise (natural person),
- commercial partnership.

**Entrepreneur** means a person conducting economic activity on his/her own behalf.

### Entering into economic activity

#### What kind of residence document is required

You may undertake and continue economic activity in Poland if you possess:

- permanent residence permit,
- EU long-term residence permit,
- temporary residence permit issued in order to continue economic activity,
- a temporary residence permit based on:
  - long-term EU residence permit and their family members,
  - right to family reunification,
  - entering or continuing full-time studies or doctoral studies,
  - marriage to a Polish citizen living in Poland.

Apart from the above mentioned, foreigners are entitled to conduct their economic activity if they are:

- persons who have been granted the refugee status (including supplementary protection),
- persons granted temporary protection ,
- holders of a Polish Card,
- holders of a humanitarian protection residence permit or a tolerated residence permit.

Moreover, a foreigner who:

- submitted an application for a temporary residence permit or an application for EU long-term residence permit;
  - submitted one of the above mentioned applications and was granted a stamp in his/her passport validating his/her residence on the territory of Poland until the end of the procedure;
  - directly before submitting one of the above mentioned applications was entitled to conduct economic activity in Poland
- is entitled to undertake economic activity.

## 2.1 HOW TO REGISTER YOUR ECONOMIC ACTIVITY

**Individual economic activity is the simplest form of an enterprise.**

To be able to commence economic activity, you should complete the application for entry into **the Central Registration and Information on Economic Activity** (Centralna Ewidencja i Informacja o Działalności Gospodarczej - CEIDG) and submit it to the Town/Commune Office. (Urząd Miasta/Urząd Gminy).

The application for entry in CEIDG may be lodged:

- in town/commune office – **in person**,
- or by registered **mail** (an application sent by registered mail should bear the handwritten signature of the applicant certified by a notary public),
- **on line** – using electronic signature, verified on the basis of qualified certificate, signature confirmed by means of entrusted profile at ePUAP,
- **by phone** – (an application will be confirmed by SMS (text message) and needs to be signed in any town/commune office).

It is required to fill in your application at least your name and surname. There is no fee for the application.

**ATTENTION:** One of your duties as an entrepreneur will be to keep accounting records according to the form of taxation you chose for your economic activity. **If you are looking for more detailed information on taxation, please refer to the tax office.**

### **Undertaking and conducting economic activity in the form of commercial partnership**

Foreign persons other than those referred to above have the right to conduct economic activity only in the form of commercial partnership. They must be registered in the Register of Enterprises in the National Court Register (Krajowy Rejestr Sądowy – KRS), as one of the following:

- limited partnership,
- limited joint-stock partnership,
- limited liability company,
- joint-stock company.

## 3 REGISTRATION IN DISTRICT LABOUR OFFICE

### What are the main tasks of labour office

District (Powiat) labour office (PUP) is responsible for labour market policy, including:

- finding an employment,
- vocational consulting,
- training courses,
- promotion of employment,
- prevention of unemployment,
- mitigation of results caused by unemployment and
- vocational stimulation.

### Who can take advantage of support available in district labour office

In order to take advantage of services provided by district labour office it is necessary to register in person or on-line and select a proper status:

- an unemployed person or
- osoby poszukującej pracy.

You are entitled to different rights and support, dependently on your status.

Your registration is to be done in district labour office appropriate for the district of your stay.

Detailed information regarding the conditions of the registration, your status and rights registered is available on the website of the district labour office in its premises (personally or by phone).

### 3.1 THE STATUS OF THE UNEMPLOYED PERSON

You are eligible for the status of the unemployed person based on an administrative decision issued by Starost (District Mayor).

Below is a list of foreigners who have the right to register with the labour office as an unemployed person:

- foreigners who have been granted the refugee status in the Republic of Poland,
- foreigners who have a permanent residence permit,
- foreigners who have a EU long-term residence permit granted in Poland,
- foreigners who have a temporary residence permit for the purpose of:
  - undertaking a highly qualified job,
  - conducting scientific research,
  - due to possessing a long-term EU residence permit granted in other EU member state in relation to that fact that they intend to move to Poland in order to perform work, start a business, take up or continue studies or vocational training, or because of other circumstances that justify moving to Poland,
- foreigners who have a temporary residence permit in Poland provided that directly before registration with the labour office as an unemployed person have been continuously employed in Poland for 6 months,
- foreigners who have a residence permit for humanitarian reasons or permit for tolerated stay in the Republic of Poland,

- foreigners who have been granted temporary protection in the Republic of Poland,
- foreigners who have been granted supplementary protection in the Republic of Poland.

Moreover, you are eligible to register as an unemployed person under the condition that:

- you are not employed, that is not bound by the employment contract or any other contract subject to the Labour Code or Civil Code,
- you are ready and able to undertake full-time employment or in the case of a disabled person at least half-time employment,
- you have finished your education with the exception of extramural studies or evening schools,
- you are 18 years old,
- you did not reach retirement age: 60 for women, and 65 for men,
- you are not eligible for retirement pension or disability pension in virtue of incapacity to work, training allowance, social-welfare disability pension,
- you are not eligible for family allowance that amounts to more than a half of the minimum remuneration for work,
- you are not entitled to compensation teachers' allowance, pre-retirement allowance, rehabilitation benefit, sickness allowance or maternity leave after the termination of employment,
- you are not entitled to a retirement or disability pension granted by a foreign institution in the amount of at least minimum retirement or disability pension,
- you do not possess more than 2 calculation hectares of agricultural land,
- you are not subject to agricultural social insurance (KRUS) as a farmer's spouse or household member working on a farm of more than 2 calculated hectares of land,
- you do not earn income to be taxed on special divisions of agricultural production, unless the income from special divisions of agricultural production calculated for determining the personal income tax does not exceed the average income tax from work on an individual farm with the area of 2 calculation hectares, or are not liable to retirement pension or disability pension insurance in virtue of permanent work as a spouse or household member in such a family,
- you do not have an entry in CEIDG, or after submitting an application for an entry:
  - you have submitted an application for suspension of business activities and the period of suspension still lasts, or
  - you have not started your activity yet,
- you are not temporary arrested, nor you are imprisoned, unless you serve your sentence outside prison under the electronic surveillance system,
- you do not obtain income that amounts to more than a half of the minimum salary for work with the exception of interest in your bank account,
- you are not entitled to any permanent benefit from Social Assistance,
- you do not receive, pursuant to the provisions on family benefits, a nursing benefit, special care allowance or family allowance supplement for single parents and losing the right to the unemployment allowance due to the expiry of the statutory period for collecting the allowance,
- you are not entitled to a training allowance after the termination of employment,
- you are not subject to social insurance, excluding agricultural social insurance,
- you do not receive pursuant to the provisions on family benefits, a nursing benefit, special care allowance or family allowance supplement for single parents and losing the right to the unemployment allowance due to the expiry of the statutory period for collecting the allowance,
- you do not receive allowance for a care assistant.

### 3.2 THE STATUS OF THE JOB SEEKER

Foreigners intending to perform or performing work within the territory of the Republic of Poland, may register in a labour office as a job seekers if they:

- have the status of a refugee in the Republic of Poland,
- have a permanent residence permit,
- have a long-term resident's EU residence permit granted by Republic of Poland,
- have a temporary residence permit granted in relation to the following circumstances:
  - undertaking a highly qualified job,
  - conducting scientific research,
  - due to possessing a long-term EU residence permit granted in other EU member state in relation to that fact that they intend to move to Poland in order to perform work, start a business, take up or continue studies or vocational training, or because of other circumstances that justify moving to Poland,
  - taking up studies,
  - family reunification,
  - being a victim of human trafficking,
  - family connections with a person working or conducting business on the territory of Poland,
  - being a foreigner's child born on the territory of Poland,
  - being entitled to work on the territory of Poland according to rules described in the documents of the Association of The Republic of Turkey and EEC,
- are foreigners holding a visa issued in the Republic of Poland in order to perform seasonal work,
- are foreigners holding a temporary residence permit in Poland due to seasonal work,
- are foreigners staying on the territory of Poland based on free visa travel in connection with the application entered in the application register for seasonal work,
- have a residence permit for humanitarian reasons or permit for tolerated stay in the Republic of Poland,
- have been granted supplementary protection in the Republic of Poland,
- are foreigners who have a temporary residence permit in Poland provided that directly before registration with the labour office have been continuously employed in Poland for 6 months,
- are seeking for international protection in the territory of Poland.

## 4 USEFUL ADDRESSES

<b>Public institutions</b>	
<b>Polish name and address of the institution</b>	<b>You can deal here with matters related to:</b>
<p><b>Wydział Spraw Obywatelskich i Cudzoziemców Małopolski Urząd Wojewódzki w Krakowie</b> 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><b>Delegatura urzędu w Nowym Sączu</b> ul. Jagiellońska 52 33-300 Nowy Sącz tel. 18 540 22 00, 18 540 24 99</p>	<ul style="list-style-type: none"> <li>- legalization of foreigners' stay,</li> <li>- work permit,</li> <li>- foreigners invitations registration.</li> </ul>
<p><b>Oddział do Spraw Integracji Cudzoziemców Wydział Polityki Społecznej Małopolski Urząd Wojewódzki w Krakowie PUNKT INFORMACYJNO-DORADCZY</b> 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><b>Delegatura urzędu w Nowym Sączu PUNKT INFORMACYJNO-DORADCZY</b> ul. Jagiellońska 52 33-300 Nowy Sącz tel. 18 540 22 00, 18 540 24 99</p>	<ul style="list-style-type: none"> <li>- administrative and legal advice as well as cultural counselling,</li> <li>- psychological support,</li> <li>- registration for free Polish language courses ,</li> <li>- registration for adaptation courses.</li> </ul>
<p><b>Urząd Miasta Krakowa*</b> Pl. Wszystkich Świętych 3-4 31-001 Kraków tel. 12 616 12 00, 12 616 12 07</p>	<ul style="list-style-type: none"> <li>- permanent residence registration,</li> <li>- temporary residence registration,</li> <li>- car registration,</li> <li>- confirmation of business activity registration in CEIDG,</li> <li>- nursery and primary school recruitment.</li> </ul>
<p><b>Urząd Miasta Nowego Sącza*</b> Rynek 1, 33-300 Nowy Sącz tel. 18 443 53 08 e-mail: urzad@nowysacz.pl</p>	
<p><b>Urząd Miasta Tarnowa*</b> ul. Mickiewicza 2, 33-100 Tarnów tel. 14 688 24 00 e-mail: umt@umt.tarnow.pl</p>	
<p><b>Grodzki Urząd Pracy w Krakowie</b> ul. Wąwozowa 34</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.

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

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

<b>Organizacje i stowarzyszenia działające na rzecz cudzoziemców</b>	
<p><b>Fundacja Wspierania Kultury i Języka Polskiego</b>  <b>im. Mikołaja Reja</b>  <b>ul. Nad Potokiem 20</b>  <b>Kraków</b>  <b>tel. 606 131 281 lub 516 983 170</b>  <b><u>zarzad@fundacjareja.eu</u></b></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><b>Biuro Fundacji Zustricz</b>  <b>ul. Karmelicka 34/204</b>  <b>31-131 Kraków</b>  <b>tel: 609 876 399</b>  <b>e-mail: <u>info@zustricz.pl</u></b></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><b>Stowarzyszenie INTERKULTURALNI PL</b>  <b><u>www.interkulturalni.pl</u></b>  <b>e-mail: <u>biuro@interkulturalni.pl</u></b></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"> <li>actions to change the legal system (advocacy, awareness campaigns, supervisory activities and developing solutions)</li> <li>cultural education (in nurseries, schools, universities, public institutions, companies)</li> <li>promoting different cultures</li> <li>- integration programs (empowerment – help in the legalization of stay, Polish studies, career</li> </ul>

	counseling, assistance in acculturation and building a social network).
<p style="text-align: center;"><b>Fundacja Współpracy Polsko-Ukraińskiej “U-WORK”</b>  <b>ul. Batorego 2/28 (III p.)</b>  <b><u>fundacja@u-work.pl</u></b>  <b>u-work.pl</b>  <b>tel. 501 868 805</b></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 Center". 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 labor law and employment of employees. We also provide all this information on individual consultations for interested persons.</p> <ul style="list-style-type: none"> <li>- Other projects carried out under the Foundation are:</li> <li>- "Information Point for Foreigners" with consultations available in different languages, operates under the "Open Kraków" program;</li> <li>- Polish-Ukrainian Culinary and Educational Workshops</li> <li>- student internships, volunteering for all volunteers, organization of integration events</li> <li>- actions against the threat of social exclusion of migrants.</li> </ul> <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 Center also provides consultations with ZUS experts as well as the National Labor 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>