

# **A guidebook for migrants**

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living in Poznań  
and Poznań County





## **Good morning! Welcome to Poznań! Welcome to the Poznań County!**

We are delighted that you have chosen Poznań, or our region, to settle, work, study, raise your children, and live here.

We know that the first months in a new country are often difficult. You find yourself around new people at work and in your neighborhood, surrounded by a different language, different rules and, in addition, with many procedures to follow. We would like to make it easier for you to deal with the institutions you will soon need to get in contact with.

If you have any questions or doubts, you can always turn to the people working at Migrant Info Point (MIP). We will do our best to answer your questions and suggest what to do in each situation.

Please check out what else you can do with us. Maybe you would like to learn some Polish language, figure out how to write a resume in Polish or meet new friends?

MIP is a place where migrants can get information and support related to the legalization of their stay, work and everyday issues. We can help you fill out forms and explain the intricacies of Polish law. We are constantly working to expand our offer - we organize workshops, language courses, training courses and integration meetings. The people who work here - the office team, lawyers, advisors and lecturers - are experienced and knowledgeable in matters related to living in Poland. At MIP we speak four languages: Polish, Russian, Ukrainian and English.

**See you at MIP!**

**Migrant Info Point team**



## **A GUIDEBOOK FOR MIGRANTS LIVING IN POZNAŃ AND POZNAŃ COUNTY**

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# 1. The legalisation of stay

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## Visas



A valid visa entitles you to stay in Poland for a specified period of time.

However, even if you have been given a visa, you still have the responsibility to check the scope of your rights. First, it is important to pay attention to the limit of the number of days of your stay, as this number can often be different from the period of visa validity (e.g., 90 days of stay during 180 days of visa validity). Secondly, check whether the visa allows you to enter Poland only once or whether you can cross the border multiple times (of course if you possess a valid travel document). In that case, the visa is marked 'MULT'. Finally, make sure which purpose of stay is indicated in your visa (it is marked with numbers) and whether it is compatible with the actual purpose of your stay. This is important in some cases, for example, you are not permitted to work if you have a tourist visa ('01').

It is possible to extend the visa by applying to the Voivodeship Governor ('Wojewoda'), but it can only be done in exceptional circumstances. If you plan to stay in Poland, you should apply for a residence permit before your visa expires. The same applies to a foreigner who entered Poland through visa-free movement (i.e., has been released from the obligation to obtain a visa).

**IMPORTANT:** Submit your temporary residence application before your visa/visa-free stay period finishes. If you miss this deadline, your further stay in Poland, according to Polish law, will be considered illegal.

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## Residency permits



A temporary residence permit is granted to a foreigner who is planning to remain in Poland for more than 3 months and has a specified purpose of stay, such as: work, education, graduating from a university, volunteering, internship, scientific research, business activities, family reunification, or other important circumstances which can be proven.

Some foreigners can apply for a permanent residence permit. It can be obtained by (among others): people of Polish origin, holders of a valid Pole's Card ('Karta Polaka') or foreigners married to Polish citizens (who have been married for at least three years and who, prior to the application process, have remained in Poland for two years on the basis of a temporary residence permit issued for the purpose of staying with their spouse).

Additionally, foreigners who have been in Poland continually for five years, have a regular and stable source of income and health insurance and have a certified knowledge of the Polish language (B1 level), can apply for a long-term EU residence permit (contrary to its name, this permit does not work as permanent residence in the entire European Union, but only in Poland).

You can apply for a residency permit in the Voivodeship Office (Urząd Wojewódzki) in the voivodeship you live in. You need to attend the office in person for fingerprinting, present the necessary documents and pay an application fee.

### APPLICATION FEES:

**Temporary  
residence permit**

**340 PLN**

**440 PLN**

(for a combined work  
and residence permit)

**Permanent residence  
permit/long-term EU  
residence permit**

**640 PLN**

Applying for permanent residence is free for Pole's Card ('Karta Polaka') holders.

In case your application is rejected, and you are not granted a residence permit, the fee is returned upon request.

**REMEMBER:** If a negative decision is issued in your case, you can always submit an appeal within 14 days of receiving the decision.

If you are issued a residence permit, you will receive a (plastic) card that confirms your right to stay: a residence card ('karta pobytu'). Together with a valid passport, this card allows you to cross the Polish border multiple times.

The fee for the card is 100 PLN but discounts are provided for some groups of foreigners.

**NOTE:** The above rules apply to foreigners who are neither European Union citizens nor their family members. The entry and stay of the EU citizens and their families is based on other, less complicated rules.

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## Polish citizenship

There are a few ways for foreigners to obtain Polish citizenship. In practice, the most common are:

### Polish citizenship granted by the President

Every foreigner, irrespective of their residency documents and the length of their stay, can submit an application form to the President of the Republic of Poland via the Voivodeship Governor ('Wojewoda') or a Polish Consul. The decision largely depends on the reasons for the application and the provided information. The documents confirming professional achievements, social activities, or other activities for the benefit of society and Poland are especially relevant. It is worth remembering that the President can but does not have to grant Polish citizenship to the applicant. The refusal, however, does not influence other possibilities of applying for citizenship.

### Recognition as a Polish citizen

The decision is issued by the Voivodeship Governor ('Wojewoda'). The requirements are strictly determined and they are generally connected with a long enough period of stay in Poland on a specified legal basis. Among the conditions there is also the knowledge of the Polish language confirmed with a certificate. The stamp duty for issuing the decision is 219 PLN.

## Important addresses:

### **Wielkopolski Urząd Wojewódzki w Poznaniu**

(Wielkopolska Voivodeship Office in Poznań)

#### **Wydział Spraw Cudzoziemców**

(Department for Foreigners)

pl. Wolności 17

61-739 Poznań

infoline: 61 850 87 77

<https://migrant.poznan.uw.gov.pl/en>

### **Delegatura Wielkopolskiego Urzędu Wojewódzkiego w Kaliszu**

(Delegation of the Office of Wielkopolska Province in Kalisz)

ul. Kolegialna 4

62-800 Kalisz

### **Delegatura Wielkopolskiego Urzędu Wojewódzkiego w Koninie**

(Delegation of the Office of Wielkopolska Province in Konin)

ul. Aleje 1 Maja 7

62-510 Konin

### **Delegatura Wielkopolskiego Urzędu Wojewódzkiego w Lesznie**

(Delegation of the Office of Wielkopolska Province in Leszno)

Plac Kościuszki 4

64-100 Leszno

### **Delegatura Wielkopolskiego Urzędu Wojewódzkiego w Piłie**

(Delegation of the Office of Wielkopolska Province in Piła)

ul. Dzieci Polskich 26

64-920 Piła

### **Punkt Obsługi Klienta w Sprawach Obywatelstwa Polskiego**

(Service Point for Polish Citizenship Matters)

al. Niepodległości 16/18

61-713 Poznań

infoline: 61 854 10 32

[www.poznan.uw.gov.pl/obywatelstwo-polskie](http://www.poznan.uw.gov.pl/obywatelstwo-polskie)



## Temporary protection for citizens of Ukraine

**NOTE:** All information indicated in this section is updated as of 1.10.2023. Remember to make sure that the regulations have not changed.

### UKR status

UKR status is a residency status granted to migrants fleeing Ukraine due to the war. It can be granted to any citizen of Ukraine or their family member who entered the territory of Poland after 24.02.2022.

Within 30 days of entering Poland, it is necessary to go to the city or municipal office in order to obtain a PESEL number, and along with it, a residency status that allows you to stay in Poland. UKR status gives migrants holding it the following rights:

- ▶ Legal residence until 4.03.2024 (in some cases until 30.08.2024 or 30.09.2024) with a possible further extension depending on the situation in Ukraine.
- ▶ Access to the universal healthcare system and certain social benefits.
- ▶ Access to the labor market (no need to obtain a work permit; the employer has to notify the District Labor Office (pol. Powiatowy Urząd Pracy) about hiring a foreigner within 14 days of starting work) and the ability to run a business.
- ▶ Financial support upon arrival in Poland.

### EU temporary protection

If you are not a citizen of Ukraine, but you were residing on its territory before 24.02.2022, you may be entitled to temporary protection in Poland based on the decision of the Council of the European Union. Check whether you are eligible for the protection: [www.gov.pl/web/ochrona/dla-kogo](http://www.gov.pl/web/ochrona/dla-kogo).

To obtain a certificate of EU temporary protection, you need to contact the Office for Foreigners in Warsaw. You can submit your application by mail, email, through the 'trusted profile', or in person.

Citizens of Ukraine who are under temporary protection in Poland and have a PESEL number with UKR status can apply, on general terms, for: temporary residence and work permit, temporary residence permit for high qualified workers (EU Blue Card) or residence permit for the purpose of conducting a business activity.

**Remember that you can lose your UKR status if:**

- ▶ you leave Poland for more than 30 days,
- ▶ you use temporary protection on the territory of another EU country.

## **Important addresses:**

You can obtain UKR status at a city council or municipal office, regardless of where you live.  
In Poznań this will be:

**Urząd Miasta Poznania**

(Poznań City Council)

**Wydział Spraw Obywatelskich**

(Department of Civil Affairs)

ul. Libelta 16/20

61-706 Poznań

phone: 61 646 33 44

**Urząd do Spraw Cudzoziemców**

(Office for Foreigners)

ul. Taborowa 33

02-699 Warszawa



## 2. Registration of residence and personal identification number (PESEL)

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### Registration of residence



Registration of residence means registering your place of stay at a certain address. It should be noted that registering of residence does not give you any rights to the accommodation. It is only a confirmation that a given person is staying at the address provided. Foreigners are obliged to register their residence if they plan to remain in Poland for more than 30 days. They should do it no later than on the 4th day after the arrival at the particular location. EU citizens should register their residence within 30 days.

It is impossible for you to register for a period longer than the date on the document entitling you to stay in Poland (e.g., visa, residence permit).

To register your stay, you have to submit the following documents at the municipal office:

- ▶ passport or another document confirming your identity,
- ▶ a document confirming your legal stay in Poland (visa, residence permit),
- ▶ a completed registration of residence form,
- ▶ a document confirming your legal right to stay at the address (lease agreement, notarial act).

It is also possible to register your residence online. Registering of residence is free of charge.

## Personal identification number (PESEL)



PESEL is a unique 11-digit personal identification number that is given to Polish citizens as well as foreigners living in Poland. PESEL makes it easier to deal with several matters, especially administration issues – including taxes.

You will automatically receive a PESEL number by registering your address. PESEL number can also be obtained by foreigners who do not live (are not registered) in Poland but in that case, they need to submit an application for granting a PESEL number, indicating the legal basis for the obligation of having PESEL.

You can find both the application for registering the address and for granting the PESEL number on the website of the city/municipality of your residence (the same application form for the whole country).

**NOTE: Special rules apply to citizens of Ukraine under temporary protection in Poland after 24.02.2022 (see page 10).**

### Important addresses:

You can get your PESEL number at any city or municipal office, regardless of your place of residence. In Poznań, this would be:

#### **Urząd Miasta Poznania**

(Poznań City Council)

#### **Wydział Spraw Obywatelskich i Uprawnień Komunikacyjnych**

(Department of Civil Affairs  
and Transport Rights in Poznań)

ul. Libelta 16/20

61-706 Poznań

and

ul. 28 Czerwca 1956 r. nr 404

61-441 Poznań



## 3. Working in Poland

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As a rule, a foreigner is allowed to work in Poland if:

- ▶ their stay in Poland is legal,
- ▶ they have a work permit (in certain situations it is not required, more about this below),
- ▶ the basis for their stay allows them to work (e.g., not a tourist visa or other document which excludes working).

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### Working without the necessity to have a work permit

If you are an EU, European Economic Area (EEA), or Swiss citizen, or their certain family member, you have the right to work in Poland without obtaining a work permit.

Moreover, in some situations, the form of legalization of your stay (for example: refugee status, permanent residence, long-term EU residency, temporary residence based on marriage to a Polish citizen) or your status (e.g., when you are a full-time student or a graduate of a Polish university) has an influence on the possibility of working without a work permit.

If you are unsure which circumstances impact the possibility of working without a work permit, feel free to contact Migrant Info Point (MIP).

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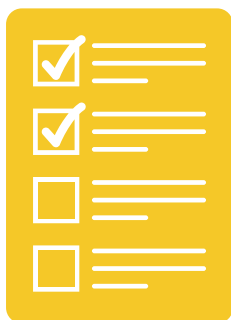
### Work permit

If you need a work permit, your employer has to apply for it at the Voivodeship Office. As a rule, the employer is obliged to attach the results of the labor market test which shows that there is no Polish citizen who fulfills the employer's requirements among those looking for a job. A job offer is submitted by the employer to the District Employment Office ('Powiatowy Urząd Pracy').

The labor market test is not required in some cases, for example when the Voivodeship Governor ('Wojewoda') grants an extension of the work permit to the same foreigner for the same position and working for the same employer, or when it comes to working in a desired profession, such as an IT specialist or medical worker.

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## Work and residence permit



If work is your main basis of stay in Poland, it is a good idea to obtain a temporary residence and work permit. You should submit the application in person at the Voivodeship Office (your employer is only required to complete an attachment to your application).

A work permit, as well as a residence and work permit, is issued for a particular person, and allows you to work for the employer indicated in the permit, at a specified position, for specified number of hours, with a salary at least as high as that determined in the permit, and with a specified period of employment. If you change the employer, position, or working hours, or if your salary is reduced, your permit has to be amended, or a new one has to be issued.

**REMEMBER:** You are obliged to inform the voivodeship office about the termination of your employment within 15 working days, otherwise, if you change employers, your residence permit will not be changed and you may have trouble getting a new permit.

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## Declaration of intention to employ a foreigner

If you are a citizen of Armenia, Belarus, Georgia or Moldova, you can work in Poland without having to obtain a work permit, under the condition that an employer's statement of hiring a foreigner is entered in the special register. Your employer has to submit this statement at the District Labor Office ('Powiatowy Urząd Pracy'). Just like work permits, the registered statement allows you to work only for a particular employer, on the conditions determined in the statement. The statement on entrusting work can be valid for up to 24 months, after which the employer can apply to register a new one.

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## Permit for seasonal employment

Seasonal employment can be issued for work performed in certain sectors – agriculture, gardening, and tourism – and includes activities considered seasonal, performed for a period of, at most, nine months within a year.

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## Employment of citizens of Ukraine

If you are a citizen of Ukraine legally staying in Poland (see page 10), you can work without a work permit or registration of a declaration of entrusting work to a foreigner. Your employer must, however, report your employment to the district labor office within 14 days from its start. Ask them for confirmation of such notification so that, in case of an inspection, you can prove that you are working legally.

**REMEMBER:** This information is valid as of 1.10.2023. Check systematically if the regulations have not changed!

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## Contracts

If you want to work in Poland, remember to sign a written contract with your employer. In Poland, the employer has the possibility to employ workers on a number of different types of contracts, such as:

### Contract of employment ('umowa o pracę')



- ▶ the most advantageous for the employee,
- ▶ when work is performed at fixed times and places, under the employer's supervision,
- ▶ the employer is obliged to pay the employee's Social Insurance ('ZUS') and health insurance contributions,
- ▶ you have the right to annual leave, benefits in the case of illness, access to health care and social security benefits.

Your employer is required to provide you with an original work permit, and a contract in a language you understand. You have the right to demand these documents from your employer.

## **Contract of mandate ('umowa zlecenie')**

- ▶ a civil-law agreement,
- ▶ concluded with a person who will have the possibility of doing the work themselves, without the supervision of the employer,
- ▶ the employer is obliged to pay the employee's Social Insurance contributions,
- ▶ you do not have the right to annual leave,
- ▶ after the end of the contract, the employer is not obliged to employ the person for another period of time.

**IMPORTANT: The employer is not required to contribute to your sickness benefit but will do so if you request it. In this situation, you will be able to get paid even if you become ill or pregnant and are unable to perform the work assignment. Sickness benefit also entitles you to maternity benefits.**

If you are employed on the basis of an employment contract or a contract of mandate, your employer is obliged to pay health and social insurance for you. You have the right to ask them for a confirmation of your registration for insurance (the so-called 'ZUS ZUA' form), as well as the regular payment of fees (the so-called information about the insured 'informacja o ubezpieczonym'). You can check your current insurance situation on the official website of the Social Insurance Agency by logging into your PUE ZUS account.

## **Contract for specific work ('umowa o dzieło')**

- ▶ a civil-law agreement,
- ▶ the contractor is obliged to deliver the work as agreed in the contract (the essence of this type of contract is to perform work with a specific result),
- ▶ the employee is not entitled to any social benefits, and they have to take care of their insurance on their own.

**IMPORTANT: This form of contract is the least favorable form of employment, as it does not guarantee insurance.**

## Important addresses:

### **Wielkopolski Urząd Wojewódzki**

(Wielkopolska Voivodeship Office)

### **Wydział Spraw Cudzoziemców w Poznaniu**

(or its branches in Kalisz, Konin, Leszno and Piła)

(Foreigners Department)

pl. Wolności 17

61-739 Poznań

[www.poznan.uw.gov.pl/informacje-ogolne](http://www.poznan.uw.gov.pl/informacje-ogolne)

### **Powiatowy Urząd Pracy**

ul. Czarnieckiego 9

61-538 Poznań

[www.poznan.praca.gov.pl](http://www.poznan.praca.gov.pl)

### **Okręgowy Inspektorat Pracy w Poznaniu**

(District Employment Office)

ul. Marcelińska 90

60-324 Poznań

[www.poznan.pip.gov.pl](http://www.poznan.pip.gov.pl)



## 4. Business activity

Some foreigners are entitled to run their own business in Poland on the same conditions as Polish citizens. This applies to, among others:



- ▶ EU citizens and some members of their families,
- ▶ permanent residence permit holders or long-term EU residence permit holders,
- ▶ temporary residence permit holders (if the permit was issued because of their full-time studies, marriage to a Polish citizen or family reunification),
- ▶ Pole's Card ('Karta Polaka') holders,
- ▶ foreigners who have been granted international protection (refugee status, subsidiary protection),
- ▶ Citizens of Ukraine staying legally in Poland.

Other foreigners can run their own business only in the form of: a limited partnership, limited joint-stock company, limited liability company, or joint stock company. A limited liability company is the most frequently chosen type of business because it is relatively easy to open it.

#### REGISTERING SOLE OWNERSHIP

- entry onto the Central Registration and Information on Economic Activity (CEIDG) [www.ceidg.gov.pl](http://www.ceidg.gov.pl)
- the registration is free of charge
- can be done in person/online/by post at Wydział Działalności Gospodarczej i Rolnictwa (Department of Agriculture and Economic Activity)

#### REGISTERING A PARTNERSHIP

- entry onto the National Court Register (KRS)
- entry onto the register costs between 250 PLN and 500 PLN
- can be done in person/online/by post
- via the District Court ('Sąd Rejonowy')

**IMPORTANT:** When registering a business at the mentioned office, it is important to show a document proving that you are allowed to run this type of business (i.e., the decision on the basis of which your residence card was issued).

You can register your company at the city or municipal office where you currently live. You can also do it online at: [www.biznes.gov.pl](http://www.biznes.gov.pl).

## Important addresses:

In Poznań there are workshops and consultations available about setting up your own business in Poland. More information available at:

### **Wydział Działalności Gospodarczej i Rolnictwa Urzędu Miasta Poznania**

(Department of Agriculture and Economic Activity)

ul. 28 Czerwca 1956 r. nr 404

61-441 Poznań

[www.poznan.pl/poznanbiznespartner](http://www.poznan.pl/poznanbiznespartner)

### **Poznański Ośrodek Wspierania Przedsiębiorczości**

(Entrepreneurial Support Unit)

ul. Klasztorna 16

61-779 Poznań

[www.poznan.praca.gov.pl/powp](http://www.poznan.praca.gov.pl/powp)



## 5. Education

### Kindergarten and reception class



If your child is at least three years old, you can (but you do not have to) enroll them in a kindergarten. You can choose between public and private ones. Enrollment takes spots in March every year, and you have to fill in an application form and submit it to the secretary's office of the chosen kindergarten. Kindergartens with available places also have the possibility of accepting children throughout the year.

A list of public kindergartens and detailed information is available at:  
[www.nabor.pcss.pl/poznan/przedszkole](http://www.nabor.pcss.pl/poznan/przedszkole).

Before a child goes to school, they have to take mandatory annual kindergarten preparation (known as reception class, or 'zerówka' in Polish)). If your child is five or six years old, you should enroll them in the mentioned class. You can do this at a kindergarten or at a school.

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## School

Children start school education at the age of seven. A child can attend either their district school or choose one outside their district.

In order to enroll your child in the first grade of a public primary school, you need to complete an application form and submit it to the school secretary's office. Foreign children are admitted under the same conditions as Polish children. In the case of applying for schools outside the school district, the school does not have an obligation to admit the child.

In order to enroll your child in a higher school grade, you have to provide either a certificate or another document confirming the completion of a school or class abroad. Attending school in Poland is obligatory until the age of 18.

In Poznań there are also private schools, including ones where subjects are taught in English.

## Support in learning Polish

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**Foreign children in public schools are entitled to study under the same conditions as Polish children and they have the access to all types of schooling. They also have the right to attend additional Polish language classes.**

**A student may also take advantage of additional remedial classes in the subjects taught. The classes can be taken for 12 months and are free of charge.**

**Some schools offer preparatory classes - these are the classes with additional support in learning for foreign students.**

**In some schools, there is also a person working as a cultural assistant, supporting students with the experience of migration.**

## Important addresses:

If you live in Poznań municipality, inquire about the details regarding education at the city or municipal office in your area.

### **Wydział Oświaty**

(Department of Education)  
Urząd Miasta Poznania  
ul. Libelta 16/20  
61-706 Poznań

### **Kuratorium Oświaty w Poznaniu**

(Board of Education in Poznań)  
ul. Kościuszki 93  
61-716 Poznań  
<https://ko.poznan.pl/>

## Higher education

In Poland, you can study at public or private institutions of higher education. There is a system of full-time studies (classes are held from Monday to Friday) and part-time studies (classes are held on the weekends). Generally, foreigners have to pay for higher education in Poland. However, if you have a Pole's Card ('Karta Polaka'), permanent residence, refugee status, or are an EU citizen, you can study for free.

If you want to study in Poland, you can submit an application form directly to your chosen higher education institution. The terms and conditions of studying are available at your university.

## 6. Medical treatment and insurance

In Poland, you can use public health care, which is free of charge, or private health care, which is paid for. For free access to health care services, you have to register with the National Health Fund ('Narodowy Fundusz Zdrowia' – 'NFZ'). If you work in Poland on the basis of a contract of employment or mandate contract, you are insured by the National Health Fund. If you are employed on the basis of those contracts, you can also insure your family (spouse and children) for free. In order to do this, contact your employer.

Other groups of foreigners (e.g., refugees, school children) can also use public healthcare services free of charge.



You can also insure yourself with the National Health Fund on your own. To do so, you have to submit an application to the National Health Fund branch that has jurisdiction over your place of residence. Insurance contributions have to be paid by you into the account of the Social Insurance Institution ('ZUS'). Detailed information can be provided by NFZ and ZUS offices. Students can use the mentioned service at a discounted price.

A general practitioner is a first-contact doctor; a person who sees patients first. If there is a need, the doctor provides a referral to a specialist clinic or hospital. To register with a GP, choose the doctor's office close to your place of residence and take a document confirming proof of insurance.

**In life-threatening situations call for an ambulance: 999 or the general emergency number 112.**

## Important addresses:

### **Narodowy Fundusz Zdrowia**

(National Health Fund)  
(Wielkopolska Regional Branch)  
ul. Grunwaldzka 158  
60-309 Poznań  
infoline: 800 190 590

### **Punkty obsługi w Poznaniu**

(service point in Poznań)  
ul. Piekary 14/15  
61-823 Poznań  
or  
ul. Grunwaldzka 158  
60-309 Poznań

### **Delegatura w Lesznie**

(Delegation office in Leszno)  
Plac Kościuszki 4  
64-100 Leszno  
e-mail: leszno@nfz-poznan.pl  
phone: 65 322 67 70

### **Delegatura w Kaliszu**

(Delegation office in Kalisz)  
ul. Skarszewska 42A  
62-800 Kalisz  
e-mail: kalisz@nfz-poznan.pl  
phone: 62 501 89 70

### **Delegatura w Piile**

(Delegation office in Piła)  
ul. Wojska Polskiego 43  
64-920 Piła  
e-mail: pila@nfz-poznan.pl  
phone: 67 351 28 80



**Delegatura w Koninie**

(Delegation office in Konin)  
ul. Szpitalna 43  
62-500 Konin  
e-mail: konin@nfz-poznan.pl  
phone: 63 222 35 40

**Punkt Obsługi Klientów w Rawiczu**

(Service Point in Rawicz)  
ul. Wały J. Dąbrowskiego 2  
63-900 Rawicz  
e-mail: leszno@nfz-poznan.pl  
phone: 65 545 51 49

**Punkt Obsługi Klientów w Słupcy  
(Service Point in Słupca)**

ul. Traugutta 7  
62-400 Słupca  
e-mail: konin@nfz-poznan.pl  
phone: 63 222 30 14

**Zakład Ubezpieczeń Społecznych**

Social Insurance Institution  
(closest to your place of residence,  
you can check the branch you are  
assigned to at [www.zus.pl](http://www.zus.pl))

For Poznań:

**I Oddział w Poznaniu**

(Branch I in Poznań)  
ul. Dąbrowskiego 12  
60-908 Poznań

**II Oddział w Poznaniu**

(Branch II in Poznań)  
ul. Starołęcka 31  
61-361 Poznań  
[www.zus.pl](http://www.zus.pl)

## 7. Pension and disability benefit

The conditions of receiving pension/disability benefits are the same for the Poles and foreigners. The conditions are:

- ▶ having social insurance,
- ▶ paying contributions,
- ▶ reaching retirement age (60 years for women and 65 for men),
- ▶ having paid social insurance for the minimum period.

Additional information on the conditions of being entitled to pension/disability benefit can be found on the ZUS (Social Insurance Institution) website under 'Świadczenia' (in Polish) - 'Benefits'.

If you are over 60 years old and living in Poznań, you can check out the Centre for Initiatives for the Elderly (Centrum Inicjatyw Senioralnych), which organizes numerous events, enables elderly people to be involved in volunteering and runs Information Point 60+.

## Important addresses:

### **Zakład Ubezpieczeń Społecznych**

Social Insurance Institution  
(closest to your place of residence)

### **I Oddział w Poznaniu**

(Branch I in Poznań)  
ul. Dąbrowskiego 12  
60-908 Poznań

### **II Oddział w Poznaniu**

(Branch II in Poznań)  
ul. Starołęcka 31  
61-361 Poznań  
[www.zus.pl](http://www.zus.pl)



### **Centrum Inicjatyw Senioralnych**

(Centre for Initiatives for the Elderly)  
ul. Mielżyńskiego 24  
61-725 Poznań  
[www.centrumis.pl](http://www.centrumis.pl)

## 8. Social assistance



Social assistance is granted to those foreigners who have refugee status or subsidiary protection, or who are applying for this status. Some other groups of citizens are also entitled to use the assistance: for example, permanent residence, long-term EU residence holders and EU citizens, as well as Ukrainian citizens under temporary protection. If a person is in need, they have the right to apply for various kinds of social assistance (social work, covering the expenses of learning Polish, payment of health insurance contributions or receiving support benefits).

Foreigners who are victims of human trafficking are entitled to benefits in the form of crisis intervention, shelter, food, clothing and specific-purpose benefits.

There are a few possibilities to obtain financial help for families with children.

## **Family 800+ ('Rodzina 800+')**

Within this program, a benefit of 800 PLN is paid monthly for each child up to 18 years of age, under the condition of having a residency card with the access to the labor market and living in Poland with their family.

**IMPORTANT:** In order to receive this benefit, a (plastic) residence card is required with the statement "access to the labor market"; a decision letter alone is not sufficient.

## **One-time childbirth allowance ('Becikowe')**

Within 12 months from the birth of a child, a parent/ guardian can apply for a one-time childbirth allowance of 1000 PLN, under the condition of fulfilling a financial criteria, and staying under the doctor's supervision since the 10th week of pregnancy. This is only granted to some groups of foreigners (among others: EU citizens, permanent residence holders, Polish Card holders, and those with residence cards with a "labor market access"- 'dostęp do rynku pracy' notification).

## **Large Family Card ('Karta Dużej Rodziny')**

This is a card for families with at least three children. The card grants a system of discounts and additional privileges (e.g., discount on tickets or in some supermarkets, entry to some places of interest, etc.). The card is issued upon application and is granted to every member of the large family for free.

It is available for some foreigners (i.e., EU citizens, permanent residents or long-term EU resident permit holders, refugees).

## **Important addresses:**

**Poznańskie Centrum Świadczeń**  
(Poznan Centre for Social Benefits)  
ul. Wszystkich Świętych 1  
61-843 Poznań  
[www.pcs.poznan.pl](http://www.pcs.poznan.pl)

**Miejski Ośrodek Pomocy Rodzinie w Poznaniu**  
(Municipal Family Support Centre in Poznań)  
ul. Cześnikowska 18 B  
60-330 Poznań  
[www.mopr.poznan.pl](http://www.mopr.poznan.pl)



## 9. Driving license

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The situation of persons who have obtained a driving license in a country other than Poland depends on the country in which it was issued. Citizens of the EU, EEA and Switzerland can use their driving license in Poland, if it was issued in one of the listed countries.

However, if a driving license was issued in a different country, it can only be used for six months after arrival. After this period, an application form to exchange a foreign driving license for a Polish one has to be submitted.

**When submitting an application form, it is important to provide a copy of the residence permit, visa, or other document confirming the right of residency in Poland, or a certificate that you have been studying in Poland for at least 6 months.**

In some cases, when exchanging a foreign driving license, you will need to pass the theoretical part of the driving exam. There is a possibility of taking the exam in English.

### Important addresses:

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If you live in Poznań:

**Urząd Miasta Poznania**

(Poznań City Council)

**Wydział Spraw Obywatelskich i Uprawnień Komunikacyjnych**

(Department of Civil Affairs and Transport Rights in Poznań)

ul. Gronowa 22a, 61-655 Poznań

or

ul. 28 Czerwca 1956r. 404, 61-441 Poznań

or

ul. Libelta 16/20, 61-706 Poznań

infoline: 61 646 33 44

If you live in Poznań District ('powiat poznański')

**Starostwo Powiatowe w Poznaniu**

**Wydział Komunikacji i Transportu**

(Transportation Department)

ul. Jackowskiego 18, 60-509 Poznań



## 10. Public transport

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### Tickets and PEKA card



For public transportation you can purchase single use tickets. Those time-restricted tickets apply to both trams and buses. You can also get a municipal transportation card ('PEKA'), that you can recharge electronically. This allows you to only pay for the actual number of stops that you pass through (just hold the card up to the reader each time you get on and off the tram/bus). Alternatively, you can buy a season ticket for one or all lines.

An application form for the PEKA card can be submitted at one of the Urban Transport Authority (ZTM) points or online: [www.peka.poznan.pl](http://www.peka.poznan.pl). The PEKA card is issued free of charge. If you hold a student status in Poland or are a foreign student under 26 years old and you have a valid ISIC card, you can use a 50% discount.

If you pay taxes in Poznań, you can buy a ticket with a special discount so-called 'Bilet Metropolitalny'.

If you do not know which trams/buses to take to your destination you can use [www.jakdojade.pl](http://www.jakdojade.pl) to search for the quickest route. A mobile app is also available.

### Important addresses:

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**Zarząd Transportu Miejskiego w Poznaniu**  
**(Biuro Obsługi Klienta)**  
(Public Transport Authority)  
(Customer Service Office)  
ul. Matejki 59  
60-770 Poznań  
[www.ztm.poznan.pl](http://www.ztm.poznan.pl)



**REMEMBER:** Each location may have different rules for using public transportation. Remember to check the rules and buy a ticket before you travel.







**MIGRANT INFO POINT**  
AL. MARCINKOWSKIEGO 11  
61-827 POZNAŃ



[migrant.poznan.pl](http://migrant.poznan.pl)



[migrantinfopoint](https://www.facebook.com/migrantinfopoint)



[migrantinfopoint](https://www.instagram.com/migrantinfopoint)



[office@migrant.poznan.pl](mailto:office@migrant.poznan.pl)



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