

SUPPORT FOR FOREIGNERS AT IIMCB

The International Institute of Molecular and Cell Biology in Warsaw (IIMCB) offers extensive support to its international employees as well as students of doctoral school or trainees, through the Human Resources Unit. We understand that moving to a new country can be both exciting and challenging. Our Human Resources Unit is dedicated to providing comprehensive support for foreigners to ensure a smooth transition and a successful start at IIMCB. Whether you need assistance with visa and residency procedures, housing, insurance or understanding Polish legal rules, dedicated person from our team is here to help you in every step of the way. Explore our resources and services tailored to meet the unique needs of international researchers and other staff, and make your experience at IIMCB as comfortable and enriching as possible.

Types of Support for Foreigners

If you're planning to join our Institute or are already a part of our scientific community, you can rely on our support. Below is a list of formalities that dedicated person from our HR team can assist you with. Feel free to ask for help with any other issues you may encounter.

Type of Support	Details
Visa Procedure	Assistance with navigating the visa application process.
City Card for Public Transportation	Help in obtaining a city card for using public transport in Warsaw.
Opening a Polish Bank Account	Guidance in setting up a bank account in Poland.
PESEL Registration	Assistance with registering your identification number (PESEL).
Health Insurance Registration	Help with registering for public health insurance (NFZ).
Submission of ZUS DRA Documents	Monthly preparation and submission of required documents to the Social Security Office (ZUS).
Medical Clinic Registration	Assistance with registering at a local medical clinic.
Doctor's Appointment	Help in ordering a doctor's appointment.
Finding and Renting an Apartment	Assistance in finding an apartment and finalizing the lease agreement.
Temporary Residence Permit Application	Guidance through the application process for a temporary residence permit and obtaining a residence card.
Visa Procedures for Business Trips	Help with visa procedures for business trips to other countries.
Finding Childcare or Schools	Assistance in finding a nursery, kindergarten, or school for your child.
Monthly Online Meetings	Regular online meetings to discuss various issues faced by international staff and students.
Emergency Medical Support	Access to an emergency call service with a specialist for unexpected medical emergencies.

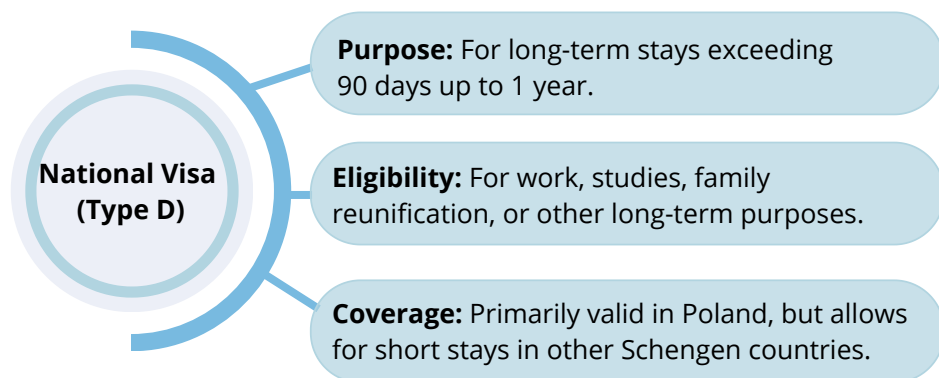
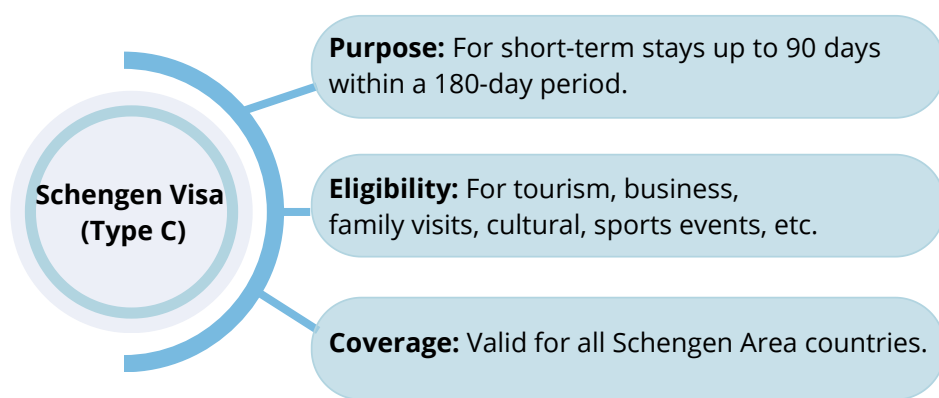


1. Do I need a visa to enter Poland?

It depends on your nationality. Citizens of EU/EEA countries do not need a visa to enter Poland. However, citizens of non-EU/EEA countries may need a visa. It's advisable to check the specific requirements for your country of origin on the Polish embassy or consulate's website.

2. Which type of visa should I apply for?

There are several types of visas, depending on the purpose and duration of your stay. Each visa type has specific application requirements and processes, and it's important to choose the correct visa category based on your purpose of travel. Here are the main categories of visas:



3. What kind of documents should I prepare for visa process?

It depends on a purpose of Your stay. To find more details and the full list of requirements, please visit the website of the Polish Embassy, which provides service for foreigners in a country where You live. Please choose the correct category of visa (C or D) and find the purpose of Your stay (work, study, business trip, trainee, etc.) Documents may be different, depending on the country in which you apply for a visa. Please notice, that the consul has a right to request some additional documents, which are not specified in the list.

4. Can I come to Poland if I have temporary residence card, issued in one of other EU countries?

Yes, You can arrive to Poland if you have such a document but please be aware that You can stay in Schengen area countries, other than the country where the document has been issued, no longer than 90 days during the 180 days period. If You plan to stay in Poland for the further period, You need to be sure that You submit Your application for residence permit before the expiry of period, mentioned above.

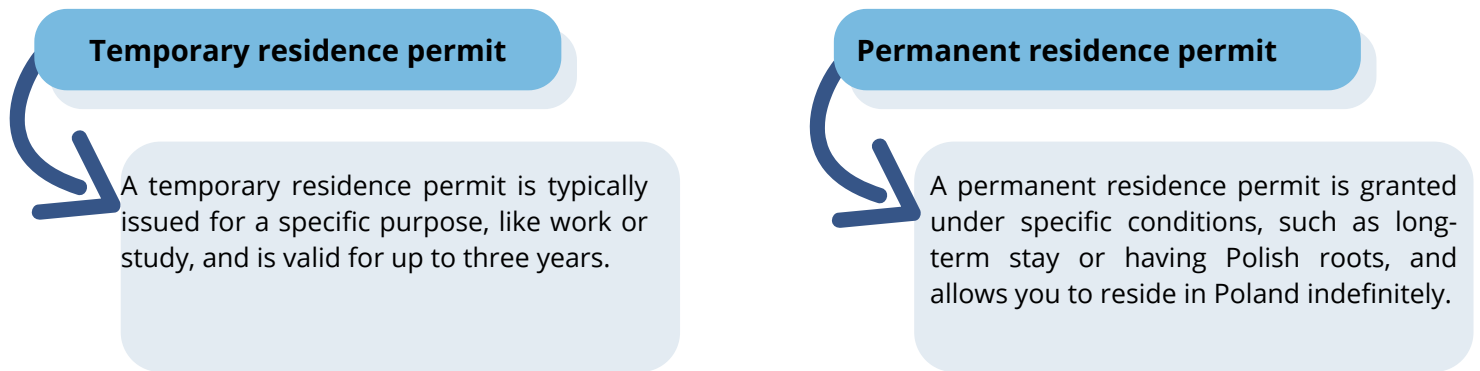
5. How do I apply for a residence permit in Poland?

To apply for a residence permit, you must submit your application at the local Voivodeship Office. The process typically requires documents such as your valid passport, proof of employment or study, proof of accommodation, health insurance documents, bank statement, etc. Dedicated person from HR Unit will guide through this process and help with preparing all the required documents. Please ensure you apply before your visa expires.

6. How long does it take to get a residence permit?

The processing time for a residence permit is long and it takes around 8 months. In some cases, it might take even longer, so it's important to apply as early as possible.

7. What is the difference between temporary and permanent residence permits?



8. How can I obtain public health insurance in Poland?

If you are employed, your employer will usually register you for public health insurance (NFZ – National Health Fund) as part of your employment contract. If you are a student or not employed, you can voluntarily register and pay for public health insurance through the NFZ or consider private health insurance options.

9. What does public health insurance cover in Poland?

Public health insurance in Poland generally covers a range of medical services, including:

- doctor visits,
- hospital treatment
- emergency care
- and some prescription medications.

However, certain services might require co-payments or be excluded, so it's advisable to check with the NFZ for detailed coverage information.

10. Can my family members be covered by public health insurance?

Yes, family members such as spouses and children can be covered by your public health insurance. You will need to register them as dependents by informing about it the HR Team in our Institute.

11. Can I get some additional, private insurance?

Yes, IIMCB offers for all the collaborators an additional PZU insurance with a several insurance packages to choose from. For more details please contact HR Unit.

12. Is it possible to travel around Europe and the world while waiting for my residence permit in Poland, and what are the potential implications or restrictions I should be aware of?

Generally speaking, if you are waiting for residence card and your previous document which entitled you to stay legally in Poland has already expired, you can leave territory of Poland but you can't come back without the valid visa. In that case, You might face difficulties re-entering Poland or the Schengen Area without a valid visa or residence permit. This could complicate your return to Poland if your permit application is still pending. Frequent travel or leaving the country while your application is pending could delay the processing of your residence permit or lead to complications, especially if additional documentation or interviews are required. It is important to ensure that your travel plans align with your TRC or visa status.

13. Does the stamp in my passport, which I have received during the visit in the Foreigners Department, entitle me to travel and cross the borders?

No. The stamp in your passport is just a confirmation that you have submitted application for temporary residence permit successfully and that you are waiting for the decision about residence permit.

14. Can the process of issuing residence card be expedited?

It is very difficult to expedite the process before the administrative decision is issued. However, if you have a compelling reason to get your residency card earlier, you can prepare a letter requesting that the process be expedited after the decision is ready. If the Department of Foreigners Affairs approves the request, you will be able to receive the card earlier. A dedicated HR person will assist you in preparing such a request.

15. Can I apply for temporary residence card together with my family?

Yes, it is possible to apply with your family. The rules of applying are a little bit different for people who apply alone and who apply with a family. The request to book an appointment for a visit in Foreigners Department for family can be sent no earlier than 2 months before the expiry date of your current residence cards or visas.

16. How can I find a place to stay in Warsaw ?

Finding a place to stay in Warsaw can be approached in several ways. The easiest one is to use online platforms and websites, such as:



These are the most popular websites in Poland for finding apartments and houses for rent. These platforms allow you to search by location, price, and other preferences. There are also various Facebook groups dedicated to housing in Warsaw, where landlords and tenants post listings. Examples include „Warsaw Apartments for Rent”, „Atrakcyjny wynajem Warszawa”, „Mieszkanie wynajem Warszawa” or „Apartments/flats/rooms for rent in Warsaw for students/foreigners”. If you're looking for a short-term stay, Airbnb offers a wide range of options, though it might be more expensive than traditional rentals.

17. What are the prices of renting?

It depends on the size of the flat / apartment, location in Warsaw, condition, etc. Below You can find examples of rental prices. Please notice that there can be sometimes a huge differences between offers. And prices are changing year by year.

Type of Accommodation	Monthly Rent (PLN)	Additional Costs
2-room flat	~3500	Plus a one-time deposit payment
1-room flat	~2500 – 3000	Plus a one-time deposit payment
Single room in shared accommodation	~1200 – 1600	Plus a one-time deposit payment

This table summarizes the rental prices in Warsaw, noting that prices can vary based on factors like size, location, and condition of the property.

18. How do I make an appointment to see a doctor?

At first, you should choose one public medical clinic. We recommend choosing one that is close to where you are staying in Warsaw. You need to register at the clinic. If you have any medical problems, you can simply call the clinic and ask to see a primary care doctor. You can also go to the clinic and ask at the reception desk about available appointments. If you want to visit a specialist, you need to consult your case with your primary care doctor, and if the doctor decides that there is a need to consult a specialist, you will get a referral from him.

19. I am a PhD student and I have additional PZU insurance from the Institute. Is it sufficient? Or do I need to get also NFZ insurance?

It's important to understand the differences between private insurance (like PZU) and public health insurance (NFZ).



PZU is a private insurance provider, and the coverage it offers can vary, depending on the policy. Typically, it covers a range of medical services, including doctor visits, specialist consultations. Private insurance often provides quicker access to medical services and shorter waiting times for appointments with specialists. It can also cover services that might not be included in public health insurance.



National Health Fund (NFZ) is Poland's public health insurance system, providing access to a wide range of healthcare services across the country. It covers general practitioner visits, specialist care, hospital treatment, emergency services, and more. For most residents of Poland, including students, having NFZ insurance is strongly recommended. It ensures access to public healthcare facilities and services across the country, especially in case of some unexpected medical issues. PZU insurance does not cover the hospitalization, which costs a lot.

Who to contact?

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