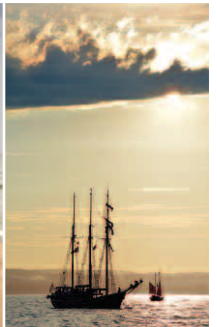


# Life in the Pomeranian Voivodeship



# Guide for foreigners



The material has been prepared as a part of the “Assistance for Non-European Union Citizens in Pomeranian Voivodeship in the period from 2018 to 2020” project, co-financed from the Polish National Programme of the Asylum, Migration and Integration Fund. Exclusive responsibility for the expressed opinions is borne by the author, and the European Commission as well as the Polish Ministry of Interior and Administration bear no liability for the method of use of the information made available.



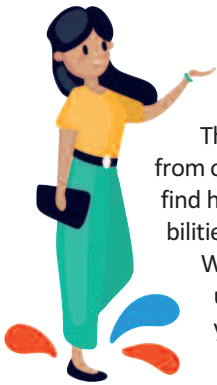


Life in the Pomeranian Voivodeship

# Guide for foreigners



# Introduction



The guide has been created for foreign nationals who have come or want to come from other countries and live or want to live in the Pomeranian Voivodeship. You will find here important information about legalisation of your stay in Poland and possibilities of legal employment in our country and region.

We have also included tips on how to find a flat, where to look for help in various matters and what to visit in the Pomeranian Voivodeship. We are glad that you want to be our neighbour.

## Welcome to the Pomeranian Voivodeship

We hope that this guide will be a useful source of knowledge for you. We have tried to ensure that it contains comprehensive, up-to-date and important information. However, due to changing legislation and other factors which could not have been foreseen at the time of publication, we encourage you to seek support on the issues of interest to you in various institutions described in this guide.

The Pomeranian Voivodeship is located in the north of Poland. The capital of the region is Gdańsk.

The administrative boundaries of the voivodeship encompass the following administrative units:



**20 poviats, including  
4 towns with the poviat  
rights: Gdańsk, Gdynia,  
Słupsk and Sopot**

**25** urban municipalities

**17** mixed urban and rural municipalities

**81** rural municipalities

The Pomeranian Voivodeship offers many opportunities for your stay, work, education, entertainment and recreation. It is a multicultural, friendly and open region, providing good quality of life. If you are looking for a new place for yourself, just visit us. You will certainly not be disappointed.

See you!

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# 1. Conditions of legal stay

Each foreigner needs a legal stay in our country. The guide will tell you how to legally come and remain in Poland.

## 1.1. What is a „legal stay“?

A legal stay is simply a stay compliant with the law that applies on the territory of our country. Polish regulations specify **the rules for legalising the stay on the territory of Poland for foreigners** - citizens of non-EU countries and EU citizens and their family members. Legalisation of the stay in Poland requires the foreigners to follow the rules and requirements which must be met in order to legalise the stay on the territory of Poland. We will help you to navigate among them, because it is important that you do not break the law and stay in Poland legally.

### a. The concept of a legal stay

A legal stay is a stay during the period of validity of the so-called stay entitlement entitling to enter and remain on the territory of Poland. **One of the following documents can be a stay entitlement:**

- visa,
- temporary residence permit,
- permanent residence permit,
- long-term resident's residence permit for the European Union (EU).



Foreigners exempt from the visa requirement may enter and remain in Poland under the so-called visa-free regime.

The conditions of entry and stay as well as the list of countries whose citizens do not need a visa can be found on the website

>>> [www.udsc.gov.pl/cudzoziemcy/obywatele-panstw-trzecich/chce-przyjechac-do-polski/czy-potrzuje-wizy/](http://www.udsc.gov.pl/cudzoziemcy/obywatele-panstw-trzecich/chce-przyjechac-do-polski/czy-potrzuje-wizy/).

If you submit an application for legalisation of your stay in Poland during the validity period of one of the above-mentioned documents (stay entitlements), and the application is filled in correctly and does not contain any formal defects, then your stay in Poland will be legal until the final decision is issued.

During your stay in Poland, you should have a legal stay and a valid passport (travel document).

**If you want to come to Poland, you need the following documents:**

- a valid travel document,
- a valid visa or other valid document entitling to enter the territory of the Republic of Poland and to stay, if required.

## b. Legal stay in Poland



Legal stay in Poland is possible on the basis of a residence permit, a national visa, a visa and a residence permit issued by another Schengen State or a temporary certificate of identity of a foreigner. Moreover, the status of a refugee, temporary protection, complementary protection, stay for humanitarian reasons, tolerated stay entitle to legal stay in Poland.

Also foreigners for whom the visa requirement has been removed may stay on the territory of Poland. All third-country nationals who remain in our country are required to have a valid passport, a valid visa or another document defined by law.

The period of stay on the territory of Poland on the basis of a national visa or a residence permit issued by another Schengen Member State counts from the moment of crossing the Polish border, while on the basis of visa-free travel, a Schengen visa - from the day of crossing the Schengen border, and the foreigner must have means adequate for the subsistence for the whole stay and for the return journey. It is important that at the moment of the planned leave, the passport has to be valid for another three months.

## c. How to calculate whether my stay in Poland is legal

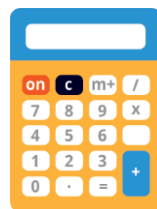
Depending on the type of your visa (Schengen visa, national visa), you can legally stay in Poland for different periods of time. This period always counts from the day of entry into the territory of the Schengen countries, e.g. Poland (in the case of a national visa, the number of days refers only to the foreigner's stay in Poland, while a foreigner may stay in another Schengen country on the basis of a Polish national visa, according to the general rule of 90 days within 180 days). It is not always easy to calculate the period of legal stay correctly, therefore the European Commission has included a special calculator for calculating short-term stays on the website of the Directorate-General for Home Affairs.

### The address of the Schengen calculator:

>>> [www.ec.europa.eu/home-affairs/content/visa-calculator\\_en](http://www.ec.europa.eu/home-affairs/content/visa-calculator_en)

### When you open the calculator, you will see the boxes you need to fill in accordingly:

- in the (Date of entry/Control) box, the date of the planned check or the date of re-entry,
- in the (Enterpreviousstay(s) in the Schengenarea) boxes, dates of all entries into and exits from the territory of the Schengen States.



After entering all the data, the calculator will automatically calculate and show you in 3 boxes how many days you have already used up (out of the 90 days allowed for each 180-day period). It will also automatically show you the earliest date of the permitted re-entry into the Schengen countries.



## 1.2. Legalization of stay

If you want to stay in Poland legally, you must fill in the relevant application for a legal stay permit. You can apply for a temporary residence permit, a permanent residence permit, an EU long-term residence permit.

**When filling in the application, you must remember a few principles:**



- fill in the application form legibly and in Polish



- do not skip anybox



- don't forget the signature



- give a mailing address where you can pick up your mail



- attach photos and proofs of payment

## a. Temporary stay

If you want to stay in Poland longer than specified in your residence permit (visa-free travel, visa, residence permit, etc.), you should apply for a temporary residence permit. A temporary residence permit can be obtained by a person whose residence in Poland for more than three months is justified (as of the date of the decision).

**Temporary stay permit may be obtained e.g. by:**

- a member of the family of a Polish citizen and a member of the family of a foreigner,
- a foreigner, delegated for work by a foreign employer,
- a foreigner going to work in a highly qualified profession (so-called Blue Card),
- for the purpose of doing business,
- to undertake full-time studies,
- in order to study (part-time studies are also considered as studies),
- a university graduate looking for work,
- to take up seasonal work,
- to undertake an internship or voluntary service,
- In order to perform other work.

A temporary residence permit may be granted for a maximum period of 3 years (with exceptions, e.g. the first temporary residence permit for a student is granted for 15 months). After obtaining a temporary residence permit, you will receive a residence card which confirms your identity on the territory of Poland and, together with your travel document (passport), entitles you to cross the border multiple times without obtaining a visa. A holder of a Polish residence card may travel and stay in the territory of other Schengen countries without the need to hold a Schengen visa for a period not exceeding 90 days in each 180-day period. It is important that the Schengen area is not identical with the European Union. The Schengen area includes e.g. Norway and Switzerland. Some EU Member States as Bulgaria or Romania have not adopted the Schengen acquis.

The decision on granting the residence permit is issued by the voivode competent for the foreigner's place of residence. If you intend to live or settle on the territory of the Pomeranian Voivodeship, you have to submit an application in person or by post to the Department for Legalization of Foreigners' Stay, which is located in the Pomeranian Voivodeship Office in Gdańsk at 21/27 Okopowa Street (entrance from Rzeźnicka Street).

## **IMPORTANT!**

Book your visit online beforehand  
>>> [www.kolejkagdansk.ajhmedia.pl](http://www.kolejkagdansk.ajhmedia.pl)



Come with a completed application. You can use the application generator beforehand - once you have completed it, you need to print, sign and submit it to the Office.

**You can also use the application generator:**

>>> <https://generator.gdansk.uw.gov.pl>

**As a general rule, when applying for a temporary residence permit, you should document the following:**

- **health insurance** or confirmation of coverage by the insurer of medical costs in the territory of the Republic of Poland,
- **source of a stable and regular income** sufficient to cover the cost of living for yourself and your dependent family members,
- **aguaranteed place of residence** in the territory of the Republic of Poland.

## **IMPORTANT!**

**The spouse of a Polish citizen does not have to meet these three conditions.**

The application must be submitted in person or sent by post (the date of the postmark - in the case of an application sent via "Poczta Polska") is crucial on the last day of legal stay on the territory of the Republic of Poland at the latest.



Bil	Kategorija	Broj
R-006	...	2
R-029	...	1

R-029

R-006

## b. Indefinite residence permits

**There are two types of residence permits granted for an indefinite period:**

- permanent residence permit,
- EU long-term residence permit.

**A permanent residence permit is granted to a foreigner who e.g:**

- has been married to a Polish citizen for at least 3 years before the date of application. Before submitting the application, the foreigner must document an uninterrupted stay on the territory of Poland for at least 2 years on the basis of a temporary residence permit granted in connection with a marriage to a Polish citizen,
- has a valid Polish Card and wants to settle down in Poland,
- is a child of a foreigner who has been granted a permanent residence permit,
- is a child of a Polish citizen under his or her parental authority,
- is a person of Polish origin and intends to settle on the territory of the Republic of Poland permanently,
- on the basis of a temporary residence permit granted in connection with a marriage to a Polish citizen.

**The second type of permanent residence permit is the EU long-term residence permit,** which is granted to a foreigner legally and continuously residing in the Republic of Poland for at least 5 years before submitting the application.

**The person should meet the three cumulative conditions:**

- have a source of a stable and regular income sufficient to cover his/her and his/her dependent family members' subsistence costs (documented during the 3 years immediately preceding the application),
- to have health insurance or confirmation that the insurer has covered the costs of treatment on the territory of the Republic of Poland,
- have a proven knowledge of Polish - see item 1.4 p. 27.

### **IMPORTANT!**

A foreigner may apply for a permanent residence permit or a EU long-term residence permit only if he or she is legally residing on the territory of Poland.

## c. Invitation

An invitation for a foreigner is issued upon an application to register an invitation.

**The following persons may apply for registering an invitation:**

- a Polish citizen residing in the territory of the Republic of Poland, the European Union or a Member State of the European Free Trade Association,
- a foreigner legally and continuously residing in Poland for at least 5 years or holding a permanent residence permit or a EU long-term residence permit,
- a legal person or an organizational unit without legal personality having its registered office in the Republic of Poland.

An invitation may be issued for a period of up to one year and is issued e.g. for tourist or visit purposes.

### **IMPORTANT!**

The inviting person undertakes to cover the costs related to the foreigner's stay and provide a place of residence in Poland.

### **IMPORTANT!**

An invitation does not entitle you to cross the border, nor does it allow you to work.

An invitation is a document that can make it easier to get a visa. In order to get a visa, a foreigner must demonstrate sufficient financial resources to cover the costs related to their planned stay in the territory of the Republic of Poland, including the costs of accommodation and board, and to cover the costs of the return journey to their country of origin or residence.

A registered invitation releases from the obligation to prove possession of the abovementioned financial means. It therefore constitutes certain facilitation in obtaining a visa, but does not in itself confer the right to cross the border.



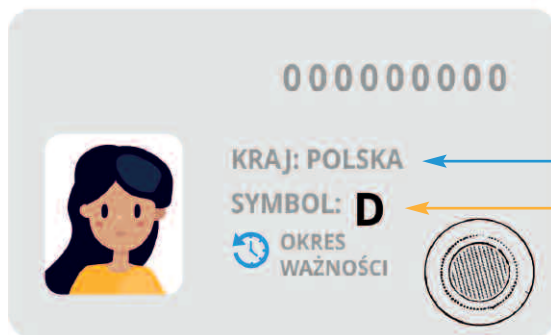
## d. Visa - issue, extension

A visa is a document (stay entitlement) issued in the form of a sticker placed in a valid passport. A visa is issued by a consul or country of residence as a national or Schengen visa.

**National visa** - together with a valid passport (travel document), entitles you to enter and stay in the territory of the country of issue, e.g. if the visa was issued by the Polish consul, it entitles you to stay in Poland. Such a visa can be issued for a period of 1 year and is marked with the D symbol.

**Schengen visa** - entitles, together with a valid passport (travel document), to enter and stay in the territory of Schengen countries. This visa is marked with the C symbol.

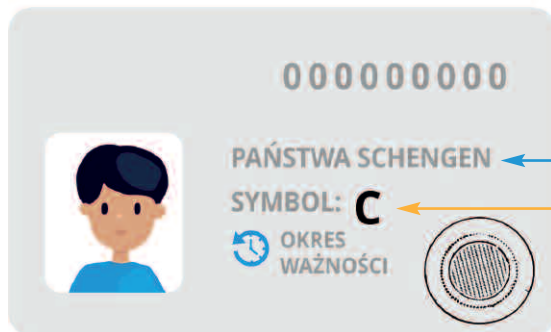
### National visa



together with a valid passport (travel document), entitles you to enter and stay in the territory of the country of issue, e.g. if the visa was issued by the Polish consul

marked with the D symbol

### Schengen visa



entitles, together with a valid passport (travel document), to enter and stay in the territory of Schengen countries

marked with the C symbol

## Extension of a national visa >>>

**An extension of a national visa may be granted if the following cumulative conditions are met:**

- it is justified by your important professional or personal interest or you cannot leave the territory before the expiry of your national visa or before the end of the authorised period of stay covered by it, for humanitarian reasons,
- the events that are the reason for applying for a national visa extension occurred independently of your will and were not foreseeable at the date of application for a national visa,
- circumstances of the case do not indicate that the purpose of your stay on the territory of the Republic of Poland will be different from the declared one,
- there are no circumstances under which a national visa is refused.

## IMPORTANT!

You can only extend a national visa once, but the period of stay on the basis of an extended national visa may not exceed the period of stay provided for the national visa, including the period of stay on the basis of the visa to be extended (i.e. up to 365 days). The only exception applies if you are in hospital and your health prevents you from leaving the Republic of Poland.

## Extension of the Schengen visa >>>

**You can extend your Schengen visa, if you prove the following:**

- that it is impossible for the reasons of force majeure or humanitarian reasons for you to leave the territory of the Member States before the expiry of the visa or the authorised period of stay covered by the visa,
- if you provide evidence of important personal reasons justifying an extension of the period of validity or duration of stay.

## IMPORTANT!

The period of your stay in Poland after visa extension may not exceed 90 days in the case of a Schengen visa in every 180-day period subject to control (including the period of your stay on the basis of the visa to be extended).



## e. Residence card and permit

- **RESIDENCE PERMIT** - is a document issued after the proceedings initiated at the foreigner's request to legalise his/her stay.
- **RESIDENCE CARD** - is a document that you will receive after you have obtained a temporary, permanent, EU long-term residence permit or a humanitarian residence permit. In other words, the residence card is a document reflecting the rights granted in the decision granting the permit.

During the validity period, it confirms your identity during your stay in Poland and entitles you to cross the Polish border several times with a valid passport (travel document). The residence card is issued after about a month from the submission of proof of payment and confirmation of registration or a statement expressing consent to the issuance of the residence card without stating the address of residence.



## f. Other documents issued to foreigners

### **Polish travel document for a foreigner >>>**

A document issued to a foreigner who does not have a valid travel document (passport). The condition for its issue is the possession of a permanent residence permit, the EU long-term residency, complementary protection, or a permit to stay for humanitarian reasons. The Polish travel document is issued for a period of 1 year and during that time entitles to cross the border.

### **Polish foreigner's identity card >>>**

A document issued to a person who does not hold any citizenship and who stays in Poland without a passport. The document is issued for a period of 1 year and during that time it confirms the identity of the holder. It does not confirm citizenship and does not entitle to cross the border.

### **Temporary Polish travel document for a foreigner >>>**

Issued on application to a foreigner who does not have a passport and has no possibility to obtain a new passport but intends to leave the territory of Poland or has been obliged to leave it. The document is valid for 7 days.

### **Registration and PESEL number >>>**

These are formalities which do not prevent legal stay and work in Poland, but having a registration and PESEL number will definitely facilitate your life and work in our country.

Confirmation of fulfilment of the registration obligation may constitute evidence of your residence in Poland in the course of e.g. proceedings for granting a temporary residence and work permit or may constitute a basis for including your address in the residence card.

Registration enables you to obtain the PESEL number automatically.

**PESEL** is an eleven-digit number which serves to identify a person. It makes it much easier to apply for insurance, set up a bank account and also helps in contacts with hospitals and clinics.

You can apply for a PESEL number at the same time as you apply for registration. If you cannot register and want to get a PESEL number, fill in the PESEL application form, attach a photocopy of your passport or identity card (or another document, confirming identity and citizenship).

## IMPORTANT!

If you want to receive the PESEL number without registration, in your application enter the actual legal basis from which the obligation to have a PESEL number results. If you are staying in Poland for more than 30 days you have to register for a fixed period or permanently. If you are registered permanently in any place (e.g. your country of origin), a so-called temporary registration is sufficient in Poland. If you have a permanent residence permit and want to settle down in Poland, you have to register for a permanent stay.

### You can check in:

- **electronically** - you must fill in the correct form on the website: >>>

<https://www.gov.pl/web/gov/zamelduj-sie-na-pobyt-staly-lub-czasowy-dluzszy-niz-3-miesiace>.

The online application must be signed with a secure electronic signature or a Trusted Profile



- **personally at the municipal office** - you have to fill in the application form "application for temporary stay" and attach an identity document (passport or ID card or other document proving your identity and nationality). The application must include a written confirmation from the owner of the property or other entity that you reside in the property. When you apply, you will be asked to show the original document confirming your title to the property (e.g. the land register). If for some reason you cannot get the

landlord's signature on the application and provide the original proof of the property ownership, apply to the office for an administrative decision to register.

## IMPORTANT!

Reporting in Poland is not a privilege, but an obligation.

## 1.3. Where to go when you need help

Depending on what kind of help you need, you can benefit from various types of support - both from institutions and NGOs. Here you will find some of them.

### a. Pomeranian Voivodeship Office in Gdańsk

#### **Pomeranian Voivodeship Office in Gdańsk**

General telephone: +48 (58) 307 76 95, fax +48 (58) 307 73 17

>>> e-mail: [zok@gdansk.uw.gov.pl](mailto:zok@gdansk.uw.gov.pl)

Department for Civil Affairs and Foreigners

ul. Okopowa 21/27 (entrance from Rzeźnicka Street), 80-810 Gdańsk

Phone no. to the Department of Civil Affairs and Foreigners:

Phone no. +48 (58) 307 73 34, +48 (58) 301 15 33, fax +48 (58) 301 17 33

#### **General information of the Department for Legalization of Foreigners' Stay**

Phone no. +48 (58) 30 77 466

>>> e-mail: [cudzoziemcy.pobyt@gdansk.uw.gov.pl](mailto:cudzoziemcy.pobyt@gdansk.uw.gov.pl)

>>> [www.gdansk.uw.gov.pl](http://www.gdansk.uw.gov.pl)

Office hours: Monday: 7.45-15.45, Tuesday: 7.45-18.00, Wednesday: 7.45-15.45,

Thursday: 7.45-15.45, Friday: 7.45-15.45

Access map >>> <https://goo.gl/maps/PDBh7GsjW1hsMS5e7>

You can check how to get to the public transport office at

>>> [www.jakdojade.pl/gdansk](http://www.jakdojade.pl/gdansk)

#### **General information of the Department for Legalization of Foreigners' Employment in Gdynia**

ul. Legionów 130

Phone no. +48 (58) 558 67 11

Office hours: Monday: 8.00-15.00, Tuesday: 11.00-18.00, Wednesday: 8.00-15.00

Thursday: 8.00-15.00, Friday: 8.00-15.00

Access map: >>> <https://goo.gl/maps/qAk9Tm4mGGtLKAZT9>

You can check how to get to the public transport office at

>>> [www.jakdojade.pl/gdynia](http://www.jakdojade.pl/gdynia)

#### **Branch in Słupsk**

ul. Jana Pawła II 1, 76-200 Słupsk

Phone no. +48 (59) 846 84 75, fax +48 (59) 842 26 27

>>> e-mail: [cudzoziemcy.slupsk@gdansk.uw.gov.pl](mailto:cudzoziemcy.slupsk@gdansk.uw.gov.pl)

Office hours: from Monday to Friday from 7.45 am to 3.45 pm.

Access map >>> <https://goo.gl/maps/zzP53mzoqwBrKMLm8>

You can check how to get to the public transport office at

>>> [www.jakdojade.pl/slupsk](http://www.jakdojade.pl/slupsk)

## b. Non-governmental organisations

● **Caritas Archdiocese Gdansk** is a church charity organization of the Gdansk Archdiocese established in 1990. Through its mission, Caritas also carries out public benefit activities.

Throughout the period from April 2019 until May 2021, Caritas was managing information and advisory points for foreign nationals. Each point provided advisory services and assistance in matters related to the legalisation of stay, administration and law, applicable labour laws, inclusion advising and assistance, healthcare, psychological care and social care, childcare and family reunions.

The information and advisory points functioned in 6 cities in the Pomeranian Voivodship (Gdansk, Gdynia, Słupsk, Kurtus, Kościerzyna, Starogard Gdański). Each point was managed by persons acting as specialists for advisory services and inclusion assistance. The additionally employed specialists included: a lawyer, an interpreter, a psychologist, a person providing childcare. Additional tasks included advisory services related to professional consultancy and sworn translator.

These activities were carried out under the project "Assistance for Non-European Union Citizens in Pomeranian Voivodship in the period from 2018 to 2020," co-financed under the Asylum, Migration and Integration Fund.

Caritas has been operating an Information and Advisory Centre for Foreigners providing services related to residence issues, support of specialists (interpreter, lawyer, psychologist) and, if necessary - material and food assistance.

Al. Niepodległości 778, 81-805 Sopot, Phone no. +48 533 327 342

>>> e-mail: [cudzoziemcy@caritas.gda.pl](mailto:cudzoziemcy@caritas.gda.pl)

>>> [www.facebook.com/punkty.informacyjne.cudzoziemcy](https://www.facebook.com/punkty.informacyjne.cudzoziemcy)

>>> <https://www.caritas.gda.pl/centrum-informacyjno-doradcze-dla-cudzoziemcow/>

● **Parasol Local Development Foundation** is an organisation with over a decade of experience. Currently, Parasol is an organisation which supports social, educational and professional activation. Inclusive measures for foreign nationals from Ukraine, Belarus, India and Georgia, among others, are an important area of their operation.

Because of that, foreign nationals who live in Bytów, Kościerzyna and Kurtus Districts have access to language courses, professional and legal advice, as well as residence advice. Polish language course for school children, children day-care centre and social activity animation through competitions for informal groups for adults (Act Locally Programme, Social Accumulator Fund) started in 2021.

office: ul. Podzamcze 34, 84-342 Bytów

Monday-Friday: 8.00-16.00, Phone no. +48 (59) 721 24 77

>>> e-mail: [doradztwo@fundacjaparasol.org](mailto:doradztwo@fundacjaparasol.org)

>>> <https://pl-pl.facebook.com/fundacjaparasol/>

>>> <https://fundacjaparasol.org/>



● **Immigrants Support Centre** is a non-governmental organisation which supports new residents of the Tricity in understanding Polish procedures concerning legalization of work and stay, advises how to look for a job and how to employ foreigners, conducts pro bono cases of people experiencing discrimination, teaches Polish language, organizes integration events. The consultations are free of charge. The Centre has its seat in Gdańsk and 3 information points in Tczew, Kwidzyn and Pruszcz Gdański.

#### **Immigrants Support Centre in Gdańsk**

ul. Gdyńskich Kosynierów 11, lok. 1  
80-866 Gdańsk  
Phone no. 512 949 109  
>>> e-mail: [centrum@cwii.org.pl](mailto:centrum@cwii.org.pl)  
Monday: 12.00-20.00  
Tuesday, Wednesday, Thursday: 12.00-18.00  
Second Saturday of the month: 10.00-16.00

#### **Migrant Info Point in Tczew**

Tczew Cycling Couriers  
ul. Krótka 9/10  
83-110 Tczew  
Phone no. 882 574 538  
>>> e-mail: [doradca.tczew@cwii.org.pl](mailto:doradca.tczew@cwii.org.pl)  
Monday-Friday: 10.00-18.00

#### **Migrant Info Point in Kwidzyn**

District Family Assistance Centre  
ul. Hallera 5  
82-500 Kwidzyn  
Phone no. 882 574 531  
>>> e-mail: [doradca.kwidzyn@cwii.org.pl](mailto:doradca.kwidzyn@cwii.org.pl)  
Monday-Thursday: 13.00-19.00  
Friday: 13.00-17.00

#### **Migrant Info Point in Pruszcz Gdański**

Building of the District Family Assistance Centre  
ul. Raciborskiego 2a  
83-000 Pruszcz Gdański  
Phone no. 882 574 525  
>>> e-mail: [doradca.pruszczgda@cwii.org.pl](mailto:doradca.pruszczgda@cwii.org.pl)  
Wednesday-Friday: 10.00-18.00

## c. Office for Foreigners in Warsaw

The Office for Foreigners conducts administrative proceedings in the field of international protection, providing social assistance and medical care during the proceedings, taking into account the specific needs of applicants, especially minors. It strives to guarantee high quality procedures to foreigners wishing to stay in Poland. Here you can get knowledge and support in obtaining a refugee status or international protection, and here appeals against administrative decisions are sent.

### **Office for Foreigners Helpdesk**

ul. Taborowa 33, 02-699 Warszawa

### **Refugee proceedings - First instance**

#### **Department of Refugee Proceedings**

ul. Taborowa 33

02-699 Warszawa

Phone no. +48 (22) 60 175 75

fax +48 (22) 60 151 23

>>> e-mail: [dpu.udsc@udsc.gov.pl](mailto:dpu.udsc@udsc.gov.pl)

### **Appeals - 2nd instance**

#### **Stay Legalisation Office**

ul. Taborowa 33

02-699 Warszawa

Phone no. +48 (22) 60 175 75

fax +48 (22) 60 174 19

>>> e-mail: [legalizacjapobytu@udsc.gov.pl](mailto:legalizacjapobytu@udsc.gov.pl)

### **List of foreigners**

#### **Stay Legalisation Office**

ul. Taborowa 16

02-699 Warszawa

Phone no. +48 (22) 60 175 75

fax +48 (22) 60 156 58

>>> e-mail: [wykaz@udsc.gov.pl](mailto:wykaz@udsc.gov.pl)

You will find a lot of reliable information concerning formalities, procedures, legal status and the most important issues on the national website of the Office for Foreigners:

>>> <https://udsc.gov.pl/>

**In particular, information for foreigners from outside the European Union can be found here:**

>>> <http://udsc.gov.pl/cudzoziemcy/obywatele-panstw-trzecich/>

## 1.4. Polish as a Foreign Language certificate

Polish as a Foreign Language certificate is a state document confirming their knowledge of Polish. The exam may be taken by persons who wish to document their proficiency in Polish. The test used to be taken most often by foreign nationals who studied or worked in Poland, but recently there is an increasing number of applications from persons who wish to certify their proficiency in Polish when applying for:

- Polish citizenship granted through **recognition as a Polish citizen** pursuant to Article 30, item 1 of the Act on Polish Citizenship of 2 April 2009 (Journal of Laws of 2020, item 347),
- **on granting residence permit for EU long-term resident.**

which is confirmed by one of the documents listed below:

- **Polish Language Certificate** - i.e., an official confirmation of proficiency in Polish, mentioned in Article 11a of the Act of 7 October 1999 on the Polish Language (Journal of Laws of 2021, item 672) at B1 level at minimum,
- **a diploma received from a school finished in the Republic of Poland** within the meaning of Article 2 item 2 of the Act of 14 December 2016 - Education Law (Journal of Laws of 2021, item 1082) or a university within the meaning of the Act of 20 July 2018 - Higher Education With Curriculum in Polish Law,
- **a diploma received from a school or university with curriculum in Polish finished abroad**, equivalent to a school or a university within the meaning of, accordingly, Article 2, item 2 of the Act of 14 December 2016 - Education Law or Act of 20 July 2018 - Higher Education and Science Law.
  - ✗ The obligations to submit a document certifying fluency in Polish under the procedure for recognising as a Polish national **does not apply to a minor** in accordance with Article 30 item 2 of the Act on Polish Citizenship.
  - ✗ This regulation does not apply to a minor foreign national who has not attained 16 years of age until the day of submitting an application on granting residence permit for EU long-term resident.

### When to take the exam?

The terms of examination sessions are defined by the State Commission for the Certification of Proficiency in Polish as a Foreign Language and published at

>>> <https://certyfikatpolski.pl/terminy-egzaminow/>

The exam may be taken only on these dates.

### Where to take the exam?

The list of examination centres in Poland is published at

>>> <https://certyfikatpolski.pl/archiwum/lista-podmiotow-uprawnionych-do-organizowania-egzaminow-certyfikatowych-z-jezyka-polskiego-jako-obcego/>

## What is the exam like ???

The certified exam on Polish as a foreign language is always taken on **two days** - typically on Saturday and Sunday.

The exam consists of 5 sections

- 1 Listening
- 2 Reading comprehensions
- 3 Grammar
- 4 Writing
- 5 Spoken exam



## How to register for the exam ???

Information regarding the exam registration opening dates is published by each centre on its website. The registration typically opens **two months** before the scheduled exam term.

## What is the price of the exam and the certificate ???

The exam fee is determined individually by each centre; however, the fee cannot exceed:

- a. **EUR 90** for the following levels: A1, A2, B1 i B2 (exam adjusted to the requirements of children and younger people),
- b. **EUR 120** for the following levels: B1 i A2 (exam adjusted to the requirements of adults),
- c. **EUR 150** for the following levels: B1 i B2 (exam adjusted to the requirements of adults),
- d. **EUR 180** for the following levels: C1 i C2 (exam adjusted to the requirements of adults).

The certificate fee is **EUR 20**.



## When will I receive the certificate ???

The certificates on the national Polish exam are typically received within **1-2 months** after announcement of the results. The time limit may be extended.

### Issuing a certificate without the exam

Pursuant to the Act on the Polish Language, persons who meet specific conditions may obtain the certificate confirming their proficiency in Polish without the need to pass the exam. These conditions are defined in Article 11 a.

Examples of language tests are available here:

>>> <https://certyfikatpolski.pl/o-egzaminie/przykladowe-testy-zbiory-zadan/>

## What is the exam like?

The certified exam on Polish as a foreign language is always taken on two days - typically on Saturday and Sunday.

The exam consists of 5 sections.

- Listening,
- Reading comprehensions,
- Grammar,
- Writing,
- Spoken exam.

Examples of language tests are available here:

>>> <https://certyfikatpolski.pl/o-egzaminie/przykladowe-testy-zbiory-zadan/>

### **How to register for the exam?**

Information regarding the exam registration opening dates is published by each centre on its website. The registration typically opens two months before the scheduled exam term.

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The exam fee is determined individually by each centre; however, the fee cannot exceed:

- a. EUR 90 for the following levels: A1, A2, B1 i B2  
(exam adjusted to the requirements of children and younger people),
- b. EUR 120 for the following levels: B1 i A2  
(exam adjusted to the requirements of adults),
- c. EUR 150 for the following levels: B1 i B2  
(exam adjusted to the requirements of adults),
- d. EUR 180 for the following levels: C1 i C2  
(exam adjusted to the requirements of adults).

The certificate fee is EUR 20.

### **What score is required to pass the exam?**

The score required for passing the B1 level is 50% for **every** part of the exam.

The score required for passing the B2 level is 60% for **every** part of the exam.

Information on the remaining exam levels is published at >>> [www.certyfikatpolski.pl](http://www.certyfikatpolski.pl)

### **When will I receive the certificate?**

The certificates on the national Polish exam are typically received within 1-2 months after announcement of the results. The time limit may be extended.

### **Issuing a certificate without the exam**

Pursuant to the *Act on the Polish Language*, persons who meet specific conditions may obtain the certificate confirming their proficiency in Polish without the need to pass the exam. These conditions are defined in Article 11 a.

## 1.5. Legalisation of stay and the epidemiological situation in Poland



Due to the COVID-19 epidemic, the current regulations allow you to legally stay in Poland if you want to pursue your current purpose of stay. You may also leave Poland due to the spread of the SARS-CoV-2 virus.

If the period of validity of your work permit, seasonal work permit, declaration of employment, national visa or temporary residence permit ends during the period of an epidemic emergency or state of epidemic, your document will be extended on the basis of the regulations until the 30th day following the cancellation of the state that was last in force.

### IMPORTANT!

You do not have to complete any formalities, your legal stay will be extended under the current legislation.

### IMPORTANT!

You will be able to leave Poland without the risk of your stay becoming illegal.

**The current regulations allow foreigners to perform work under conditions other than those set out in the following documents:**

- permits for temporary residence and work,
- temporary residence permits for the purpose of highly qualified employment,
- work permits,
- seasonal work permits,
- declarations of employment to a foreigner entered in the register of declarations,
- permits for temporary residence for the purpose of work in connection with a transfer within a company,
- temporary residence permits for the mobility of a long-term manager, specialist or trainee within a corporate transfer,
- documents attached to notifications on the intention of foreigners to use the short-time mobility of a manager, specialist or an intern as part of an corporate transfer without the need to obtain new permits, change them or enter new statements in the register. This will be possible if your employer takes advantage of the anti-crisis act's solutions allowing for the modification of working conditions, in particular through the reduction of working time and salaries.

## **The deadlines for submitting applications have also been extended for:**

- granting of residence permits,
- visa extensions,
- extension of stay under visa-free travel,
- when the deadline for submission would fall during an emergency or epidemic situation.

These applications can be submitted by the 30th day following the last day of cancellation.

## **Extension of deadlines for leaving the territory of the Republic of Poland >>>**

If the date of leaving Poland would fall within the period of an epidemic emergency or state of epidemic, the deadline for leaving Poland shall by law be extended until the 30th day following the date on which the last of these conditions was cancelled.

## **Extension of the periods for voluntary return laid down in decisions obliging a foreigner to return >>>**

By law, the deadline for voluntary return set out in the decision on obliging a foreigner to return, the end of which would fall within the period of an epidemic emergency or state of epidemics, has been extended until the 30th day following the day on which that last state was cancelled.

## **IMPORTANT!**

In view of the dynamic epidemiological situation, it is worth following the site: >>>  
<https://udsc.gov.pl/epidemia-koronawirusa-specjalne-rozwiazania-dla-cudzoziemcow/>  
where current information and regulations concerning foreigners are posted.



## 2. Conditions of legal employment

Legal employment is very important. You will be entitled to work in Poland if:

- you are a legal resident and you have a work permit, unless one is not required,
- you have a temporary residence and work permit (indicating your employer),
- you hold a temporary residence permit for the purpose of carrying out work in a profession demanding high or specialist qualifications.

### IMPORTANT!

If you work illegally, you risk being fined a minimum of PLN 1000. You may also be required to return to your country.



## IMPORTANT!

You will be banned from entering the entire Schengen area for a period of 6 months to 5 years from the decision making you leave. The entry ban can be lifted at your request after at least half the time of the ban expires. Your data will be entered in the Register of foreigners, whose residence on the territory of Poland is undesirable.

## 2.1. Legal employment

Legal employment is your guarantee of a permanent, monthly payment. It also ensures that contributions are collected in your individual pension account, the right to free health care, paid sick leave and compensation and rehabilitation in the event of an accident at work. It gives you a sense of security.

### a. The concept of legal employment

**Legal employment is employment compliant with the valid Polish legal regulations, i.e. on the basis of an appropriate permit and an appropriate stay entitlement. Legal employment in Poland usually takes place on the basis of one of 3 types of contracts:**

- **contract of employment (umowa o pracę)** - regulated by the Labour Code. It can be concluded for a fixed period (for a trial period, for a replacement) or for an indefinite period. Under this contract you are entitled to holiday leave and sick leave. It is included in your seniority,
- **contract of mandate (umowa-zlecenie)** - regulated by the Civil Code. With this contract you are less entitled as than an employee (e.g. you are not entitled to holiday leave or paid sick leave). This type of contract is usually signed for a fixed period. It is included in your seniority. It provides the employee with health insurance (it includes so-called health contribution if the employee does not pay the contribution on a different basis),
- **contract for a specific task (umowa o dzieło)** - regulated by the Civil Code. On the basis of this contract you undertake to perform a specific work for which you receive remuneration. It is concluded only for the time needed to complete the work. It is not included in your seniority. No compulsory health contribution is paid = you have no health insurance. Make sure you pay the policy and insurance yourself.



## Contract of employment

governed by the Labour Code

signed for a specified or unspecified period

paid leave

health insurance

counts towards seniority



## Contract of mandate

governed by the Civil Code

signed for a specified period

no paid leave

health insurance

counts towards security



## Contract for a particular work

governed by the Civil Code

signed for a specified period

no paid leave

no health insurance

does not count towards seniority



## b. Documents required for legal employment

### Work permit >>>

Permits are issued for a specific employer and a specific foreigner (employee). It contains the working conditions, i.e. the remuneration, working time or number of working hours, specific work position and for what period it is issued.

The permit entitles the foreigner to take up legal employment in Poland if the person has a basis for residence enabling him or her to perform work in accordance with the legal regulations.



## IMPORTANT!

Work is only legal if you do the work that is indicated in the permit. This means that if you are to work on different conditions from those indicated in the permit (including a different job), your employer must obtain a new permit.

The permit is valid for the period for which it is issued and the expiry date is stated on the document.

Remember that you need a work permit when you take up employment both under contracts of employment or civil law contracts.

The employer applies for the work permit (type A, B, C, D and E) to the competent voivod or, in the case of a temporary residence and work permit, the foreigner already legally residing on the territory of Poland - to the voivod appropriate for the foreigner's stay. For the seasonal work permit (type S) the employer applies to the competent starost (district labour office).

## c. Types of work permits that can be obtained (or extended) by authorised bodies of the Pomeranian Voivodeship

- **Type A** - is granted to foreigners who would perform work in the territory of Poland on the basis of an agreement with an entity whose seat or place of residence, or a branch, plant or other form of organised activity is located in the territory of Poland,
- **Type B** - is granted to foreigners who would perform work consisting in performing a function in the management board of a legal person entered in the register of entrepreneurs or being a capital company in organisation either in connection with managing the affairs of a limited partnership or a limited joint-stock partnership as a general partner, or in connection with granting him/her a power of attorney for a period exceeding 6 months in total during 12 subsequent months,
- **Type C** - is granted to foreigners who would perform work for a foreign employer and would be delegated into the territory of Poland for a period exceeding 30 days in a calendar year to a branch or plant of the foreign entity or an affiliated entity,
- **Type D** - is granted to foreigners who would perform work for a foreign employer who does not have a branch, plant or other form of organised activity in the territory of Poland and would be delegated to the territory of Poland in order to provide a temporary and occasional service (export service),
- **Type E** - is granted to foreigners who would perform work for a foreign employer and would be delegated into the territory of Poland for a period exceeding 30 days within 6 subsequent months for a purpose different than that indicated in type B, C and D permits.

### Declaration of employment of a foreign national >>>

An employer may employ a foreigner without a work permit on the basis of a Declaration of employment of a foreign national.

This possibility concerns only citizens of one of the 6 countries:



It allows performing work in Poland for 6 months in 12 consecutive months without the need to obtain a work permit, to the extent that no seasonal work permit is issued.

## IMPORTANT!

The condition for using the simplified declaration procedure for the employer is an entry in the register of declarations in a district labour office and for the foreigner - to have a document confirming the stay entitlement in the Republic of Poland (the stay entitlements are described in Chapter 1 of this guide), entitling him/her to perform work in the territory of Poland.

### **Seasonal work permit >>>**

- **Type S** - can be granted to a foreigner who would work in agriculture, forestry, hunting and fishing or catering and accommodation. When an employer applies for a permit for nationals of 6 countries (covered by the declaration system), it is not necessary to obtain information from a starost about the impossibility of satisfying the human resource needs. This only applies to work in sectors considered to be seasonal.

This type of a permit entitles the holder to work for 9 months in a calendar year. Upon the foreigner's arrival, the employer is obliged to inform the district labour office and provide the foreigner's address of residence. Only after the obligation is complete, the office will issue a seasonal work permit entitling the foreigner to work.

## IMPORTANT!

In subsequent years of cooperation with the same foreigner, an employer may apply for the so-called multi-seasonal entry (up to 3 years).

## IMPORTANT!

You may work while waiting for a seasonal work permit, i.e. after your employer has informed the office about your arrival. However, work must be carried out under the conditions set out in the entry certificate issued by the office.



## Temporary residence and work permit >>>

A foreigner may also work in Poland on the basis of a temporary residence and work permit (the so-called single permit). You apply for such a permit to the voivode if you are already legally residing on the territory of Poland if the work you are doing is to be performed for more than 3 months. This type of permit allows you to obtain a work and residence permit within one administrative procedure, without the need to obtain separate permits.

### The following documents are also considered residence permits:

- a temporary residence permit for the purpose of highly qualified employment,
- permit for temporary residence for the purpose of conducting business activity in the scope in which it concerns a foreigner performing functions in the management board of a legal person, a general partner or a proxy.

## d. Procedures for obtaining work permits

### Documents required:

Your employer must apply for a permit to perform work as a foreigner on the territory of the Republic of Poland or an application for renewal of a permit to perform work as a foreigner, with the necessary attachments.

### Fees:

- work permit type A - 100 PLN,
- work permit type B - 100 PLN,
- work permit type C - 100 PLN,
- work permit type D - 200 PLN,
- work permit type E - 100 PLN.

If you want to extend your work permit, the fee is half the amount mentioned above.

### You pay the fee to the account number:

07 1010 1140 0169 1322 3100 0000

- Pomeranian Voivodeship Office, 80-810 Gdańsk, ul. Okopowa 21/27

The time limit for dealing with the case: 1 month

You can use the application generators below. You can also download applications from our website or directly at the point in Gdynia or Słupsk.

### Here you will find the applications on the Internet:

>>> <https://generator.gdansk.uw.gov.pl/wnioski>

Here you will find the application generator for issuing a temporary residence and work permit:

>>> <https://generator.gdansk.uw.gov.pl/wnioski/zezwozenie-praca>

Here you will find the application generator for a temporary residence and work permit:

>>> <https://generator.gdansk.uw.gov.pl/wnioski/zezwozenie-pobyt-czasowy>

## 2.2. Where to go when you want to obtain a work permit

### a. Pomeranian Voivodeship Office in Gdańsk

You can apply for work permits:

- **in the Department for Legalization of Foreigners' Employment in Gdynia**  
ul. Legionów 130 (room no. 109, first floor), Phone no. +48 (58) 558 67 11

Office hours:

Monday:	8.00-15.00
Tuesday:	11.00-18.00
Wednesday:	8.00-15.00
Thursday:	8.00-15.00
Friday:	8.00-15.00

Access map >>> <https://goo.gl/maps/qAk9Tm4mGGtLKAZT9>

You can check how to get there with public transport office at

>>> [www.jakdojade.pl/gdynia](http://www.jakdojade.pl/gdynia)

- **in the Local Branch in Słupsk (room 417, 4th floor), ul. Jana Pawła II 1**  
**76-200 Słupsk**  
**Phone no. +48 (59) 846 84 75, fax +48 (59) 842 26 27**  
>>> e-mail: [cudzoziemcy.slupsk@gdansk.uw.gov.pl](mailto:cudzoziemcy.slupsk@gdansk.uw.gov.pl)

Office hours:

from Monday to Friday from 7.45 am to 3.45 pm.

Access map >>> <https://goo.gl/maps/zzP53mzoqwBrKMLm8>

You can check how to get there with public transport office at

>>> [www.jakdojade.pl/slupsk](http://www.jakdojade.pl/slupsk)

- **Foreigners' Employment Legalisation Office**

General information:

Phone no. +48 (58) 55 86 711, Phone no. +48 (58) 55 86 713

Telephone answering services:

Monday, Wednesday and Friday, 8:00 pmto 12:00am.

Customer service:

- **Foreigners' Employment Legalisation Office**

Gdynia, ul. Legionów 130, 1st floor, room 109





Address for correspondence:  
Pomorski Urząd Wojewódzki  
ul. Okopowa 21/27, 80-810 Gdańsk  
>>> e-mail: [cudzoziemcy.zatrudnienie@gdansk.uw.gov.pl](mailto:cudzoziemcy.zatrudnienie@gdansk.uw.gov.pl)

Customer hours:  
Monday: 9:00-14:00  
Tuesday: 11:00-18:00  
Wednesday: 9:00-14:00  
Thursday: 9:00-14:00  
Friday: 9:00-14:00

## **b. Non-governmental organisations**

For information on the possible support provided by selected NGOs, see pages 24-25 of this guide.

## 2.3. Working without a permit

There are many situations in which taking up employment in Poland does not require a special permit. It is possible if you have any of the following **statuses or documents, as a foreigner**:

- refugee status in Poland,
- complementary protection in Poland,
- permanent residence permit,
- a valid Polish Card,
- EU long-term residence permit,
- consent for tolerated stay in Poland,
- a temporary residence permit in Poland granted on the basis of a marriage to a Polish citizen or a foreigner with a refugee status,
- complementary protection,
- permanent residence permit or EU long-term residence permit, tolerated stay or temporary protection granted in Poland.

### **You do not need a permit if you want to:**

- guide training sessions,
- take part in professional apprenticeship,
- carry out functions in programmes implemented under EU activities or other international assistance programmes,
- teach foreign languages in nurseries, schools, institutions, centres, teacher training institutes or colleges,
- you are a full-time student in Poland studying in Poland on the basis of a visa or a temporary residence permit issued for studies,
- you are a graduate of a Polish secondary school, full-time university studies or full-time doctoral studies at Polish universities, scientific and research institutes,
- you are a victim of human trafficking, provided that you meet certain conditions,
- you work up to 30 days per calendar year as a scientist or artist.

## 2.4. Combating the human trafficking and forced labour

### What is human trafficking? >>>

Trafficking in human is a serious crime which is characterised by a high degree of organisation and transnationality. It strikes fundamental human rights: the right to life, freedom, personal and family security and the prohibition of discrimination and humiliating or inhuman treatment. Women and children are most often the victims.

### NOTE!

You are a victim of human trafficking or forced labour - you are protected by law, regardless of whether you are in Poland legally or not. Please know that the activities of the Polish state and its competent institutions are focused on detecting a crime, capturing its perpetrators and punishing them, and providing protection and all necessary assistance to its victims.

Human trafficking is to enslave a person using a wide range of criminal methods. They end up using a person regardless of her age, gender or nationality.

### IMPORTANT!

A perpetrator taking action to exploit other people even with their consent, is an essential element for classifying an act as the crime of human trafficking.



**In the Polish law, the perpetrator's activities indicated in Article 115 par. 22 of the Polish Penal Code, such as:**

- **recruiting** (incitement, enlisting, dragging),
- **transport** (movement, transport by means of communication),
- **delivery** (placement in another location),
- **transfer** (entrustment, providing for disposal),
- **storage** (keeping in one place, keeping hidden),
- **retaining a person** (detention of a transferred person).

**Whereas, at the same time:**

- using violence or an illegal threat,
- abduction,
- using deception, misrepresentation or the use of error or inability to understand the action taken,
- abusing the relationship of dependence, critical position or a state of helplessness,
- the granting or acceptance of a financial or personal advantage or a promise thereof to a person having the care or supervision of another person with a view to its use, even with his consent, in particular:
  - ✓ in prostitution, pornography or other forms of sexual exploitation,
  - ✓ in forced labour or services, mendicancy, slavery or other forms of exploitation that degrade human dignity,
  - ✓ in order to obtain cells, tissues or organs in violation of the law,
- if the behaviour of the offender involves a minor, it always constitutes trafficking in human beings, even if the methods or means mentioned above have not been used.

## **IMPORTANT!**

**Additional circumstances that may indicate human trafficking for forced labour >>>**

- **If you have worked in conditions that are not in accordance with the Polish Labour Code, i.e. not in accordance with the general rules according to which:**
  - ✓ you performed work without a signed contract or the contract of employment you were presented to sign was written in a language you do not know,
  - ✓ despite working, you do not receive the agreed remuneration or you are paid less than the agreed amount,
  - ✓ you do a different job than you were supposed to do,
  - ✓ the accommodation provided by the employer did not meet basic standards of comfort and hygiene,
  - ✓ you have been subjected to intimidation, physical violence, forced labour,

- ✓ the working time exceeded 8 hours per day and on average 40 hours in an average five-day working week in the adopted settlement period not exceeding 4 months,
- ✓ the weekly working time, including overtime, exceeded 48 hours on average in the adopted pay period,
- ✓ you were not entitled to at least 11 hours of uninterrupted rest every day,

**you may have become a victim of human trafficking. Remember that your agreement to the terms and conditions of employment does not exclude your employer's liability for illegal activity.**

## IMPORTANT!

Victims of human trafficking are most often exploited >>>

- for forced labour in sex business,
- for mendicancy or domestic slavery,
- in order to obtain from them and then trade the organs,
- criminal exploitation, credit fraud, social benefits.

## IMPORTANT!

The impunity of victims of human trafficking >>>

Victims of human trafficking are protected by law and are entitled to medical, psychological, legal and social assistance in order to be assimilated as soon as possible.

**At the Beginning - legalization of stay >>>**

- **Anyone who is a victim of human trafficking or forced labour is entitled to a number of rights, among other things:**

- 1. the possibility of confirming the legality of the stay**, when they are staying on the territory of the Republic of Poland illegally (within the so-called reflection period),
- 2. the possibility of obtaining a temporary residence permit** with, among others, the right to work,
- 3. the possibility for a victim of human trafficking to obtain a permanent residence permit** under special conditions after only 1 year of residence on the basis of a temporary residence permit for victims of human trafficking,
- 4. the impunity of the victims of human trafficking.**



**According to the law, it is necessary to refrain from prosecuting or sanctioning the victims of human trafficking in case of:**

- ✓ granting a victim of human trafficking the status of an injured party in preparatory proceedings in respect of acts under Article 189 a par. 1 of the Polish Penal Code,
- ✓ committing a prohibited act under the influence of physical or mental coercion, which they were compelled to commit as a direct consequence of becoming victims of human trafficking.

In recent years, the phenomenon of human trafficking has been receiving increasing attention from state and local government institutions. Since 2015, Pomeranian Voivodeship Team for Combating Human Trafficking operates in the Pomeranian Voivodeship. He is an advisory and opinion-forming body of the Pomeranian Voivode. The task of the Team is to carry out prevention activities, support and reintegration of victims of human trafficking and to stimulate the activity of local governments, foundations and associations in this field.

**If you have information or are a victim of human trafficking - the following authorities will provide you help:**

- **Pomeranian Voivodeship Team for Combating Human Trafficking**  
Phone no. +48 (58) 30 77 156



- **Immigrant Support Centre – CWII (Centrum Wsparcia Imigrantów i Imigrantek)**  
Address: ul. Gdyńskich Kosynierów 11 lok. 1, 80-866 Gdańsk  
Phone no. 512 949 109  
>>> e-mail: [centrum@cwii.org.pl](mailto:centrum@cwii.org.pl)

- **Crisis Intervention Centre - OIK (Ośrodek Interwencji Kryzysowej)**  
Address: ul. Ks. Gustkowicza 13, 80-543 Gdańsk  
Phone no. +48 (58) 511 01 21, +48 (58) 511 01 22  
>>> e-mail: [goik@mopr.gda.pl](mailto:goik@mopr.gda.pl)

- **The "La Strada" Foundation against Human Trafficking and Slavery**  
helpline: +48 (22) 628 99 99  
Phone no. +48 (22) 628 01 20  
>>> e-mail: [strada@strada.org.pl](mailto:strada@strada.org.pl)

- **Police, Phone no. 997**
- **Border Guard, Phone no. (+48) 800 422 322**
- **emergency number - 112**

**More information is available at the following websites:**

>>> <http://fami.uw.gda.pl/> >>> <https://handelludzmi.eu/> >>> <https://www.strada.org.pl/>  
>>> <http://cwii.org.pl/> >>> <http://oik.org.pl/>

### 3. What is important when you live and work in Poland

You already know what to do and where to go if you want to make your stay legal. It is also extremely important to feel safe and what you feel save when you have a place to live, medical aid and you know where to seek help in emergency. Your loved ones can work or study, and you spend your free time together actively, relaxing or sightseeing our country. We will help you and tell you what is important when you are looking for a place to live, when you want to leave, when you are sick or when you are looking for a school for your children.





## 3.1. Dwelling

In Poland you can rent a flat:



- directly from the owner



- with the help of a real estate agency (intermediary)



- by the owner's proxy

You can rent a room, flat or house - depending on your needs. No matter where you are looking for a flat, you need to remember a few important things.

- find out if the advert price includes all the costs you have to pay monthly. Usually it is only the cost of rent,
- in addition, you will have to pay extra rent, a fee for so-called utilities, that is, electricity, gas and water,
- you normally have to pay other charges, such as internet, telephone, cable TV,
- often the owner will ask for a deposit to protect his interests.

### IMPORTANT!

Check the estimated monthly expenses, how much does the water cost, how much you will pay for waste disposal, gas and electricity. Find out what rules apply in the place where you want to live - night-time silence, sorting of waste, timetable for waste collection and where to seek help if you have problems.

If you choose to use an estate agency, ask who will pay for their services - you or the person you rent from.

## IMPORTANT!

Make sure that the person who rents you the flat is the owner.

## IMPORTANT!

Whether you are renting a flat, a house or a room, you should sign a tenancy agreement.

### **They must be included in the agreement:**

- owner details,
- landlord's details (yours),
- rental period,
- the rent,
- the deposit,
- how and when you have to pay your rent,
- who pays for the utilities,
- address of the premises you rent,
- what is included in the premises (how many rooms, kitchen, bathroom, basement, parking space etc.),
- what is on the premises' equipment - absolutely check the condition of the equipment, furniture and furnishings. Write down all remarks so that you do not have any problems with recovering the deposit,
- conditions for termination,
- prerequisites for the return of the deposit paid.

## IMPORTANT!

If you do not understand the content of the agreement, do not sign it. Seek advice to make sure you make the right decision

If you decide to rent an apartment without a contract, which we strongly advise against, set out all the details we have written about above. It is good if you have a witness to the arrangements, because in case of problems you have a chance to refer to an oral agreement. Sometimes employers offer housing for their employees - you can agree to such a solution, but remember that you do not have to.

If you want to use this form of accommodation, check the following:



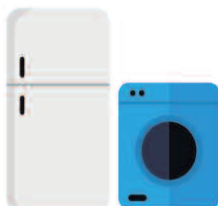
- accommodation conditions



- how many people will live together



- how do the kitchen, the bathroom, and the laundry room look like



- are the premises equipped and how



- what is the cost of such a rental and what it includes, would your employer require a deposit



- would your employer deduct the rent from your salary

## IMPORTANT!

Check the conditions before you enter the premises proposed by your employer, and sign a contract.

**One of the best methods of searching for a flat is, of course, the Internet - you can search on social networking sites, forums, services sample sites:**

>>> <https://www.domiporta.pl/> >>> <https://www.otodom.pl/>  
>>> <https://www.gumtree.pl/>  
>>> <https://www.morizon.pl/> >>> <https://gratka.pl/>  
>>> <https://ogloszenia.trojmiasto.pl/>



## 3.2. Education

**In the Polish education system, compulsory schooling and compulsory education are separated:**

- compulsory schooling (i.e. obligation to attend an 8-year primary school) applies to children and young people aged 7-15 years,
- compulsory education refers to young people between the 15 and 18 and can be carried out in either school or out-of-school form (e.g. through vocational training with the employer).

**Children's facilities for children aged 0-3 years:**

- crèches,
- children clubs.

The crèche is optional. Crèches are not part of the education system.

**Children's facilities for children aged 3-6 years:**

- nurseries,
- pre-school establishments in primary schools,
- pre-school education teams,
- pre-school points,
- non-public nurseries,
- private nurseries.

**Pre-school education** is optional for children aged 3-5 and compulsory for 6-year-olds (one-year pre-school education). Every 3, 4 and 5-year-old is entitled to a place in a nursery in the municipality where he or she lives, if his or her parents decide to take advantage of the nursery care. There is an enrolment system in force, which municipalities usually inform about on their websites. You can also use a non-public or private nursery. Children aged 7 start compulsory education in the first year of primary school.

The next stage is an 8-year primary school for children aged between 7 and 15.

**Learning in an 8-year primary school is divided into two stages:**

- grades 1-3 (early childhood education),
- grades 4-8 (teaching by subject).

At the end of grade 8 of the primary school, a nationwide external examination is conducted.

**High schools (secondary schools):**

- 4-year high school,
- 5 year technical secondary schools,
- 3-year vocational school (1st level),
- 2-year vocational school (2<sup>nd</sup> level).



## Nurseries



optional for children

3-5 year



optional for children

6-year-olds



There is an enrolment system in force

You can also use a non-public or private nursery.

## 8-year primary school



nationwide external examination is conducted

7-15 years



grades 1-3

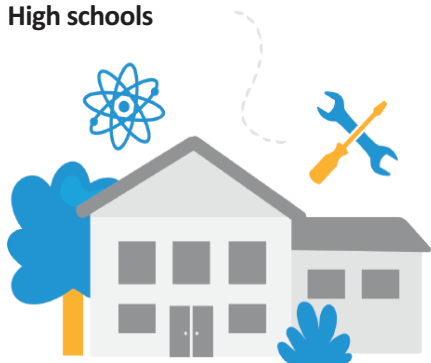
grades 4-8



There is an enrolment system in force



## High schools



4-year

high school

5 year

technical secondary schools

3-year

vocational school (1st level)

2-year

vocational school (2<sup>nd</sup> level)

Students at a lower secondary vocational school and technical secondary schools may, during or after their studies, take examinations to confirm their qualifications in the profession and obtain a diploma confirming their professional qualifications.

Students of general secondary schools and technical secondary schools can take the external “matura” exam after graduation. They get the “matura” certificate and are eligible for admission to higher education. Students from a 2<sup>nd</sup> level vocational school will also have this possibility.

At the age of 18, learning is voluntary. You can choose academic or professional universities.

Both types of higher education institutions provide first - and second-cycle programmes and long-cycle programmes, while only academic institutions provide third-cycle programmes (doctoral programmes) and are authorised to confer the title of a doctor.

## IMPORTANT!

Non-public and private education is paid (crèches, nurseries, primary and secondary schools, studies) and there are no fees in public education (primary and secondary schools, state universities) or the tuition fees are low (nurseries, crèches).



## IMPORTANT!

The headmaster may qualify a student coming from abroad for the appropriate class or for the relevant semester, taking into account, inter alia, the age of the pupil, the opinion of the parent or the pupil himself/herself when he/she is of age.

## IMPORTANT!

All children coming to Poland from abroad between the ages of 7-18 can benefit from education in public schools as the Polish children.

### Children's facilities:

- students who do not know or have poor knowledge of the Polish language are entitled to additional Polish language classes of 2 hours a week for two years as the minimum or as long as needed,
- assistance of a foreign child's assistant for 2 years,
- additional compensatory classes, if needed. The total weekly amount of these extra-curricular activities is 5 hours per week. You can take additional compensatory classes in school subjects for 12 months.

## IMPORTANT!

If you have come to a big city with your family, there are more schools to choose from than in small towns. Before deciding which school to choose, you can contact the Board of Education or the schools you are interested in, to find out, for example, which schools have preparatory classes for foreign children or experience of working with children from your home country.

The Board of Education in Gdańsk has detailed information on education and schooling and a list of all nurseries, schools and educational institutions in the Pomeranian Voivodeship.

>>> <https://www.kuratorium.gda.pl/wykaz-szkol-i-placowek>

The Headquarters of the Board of Education is located in Gdańsk, while its field offices are located in Słupsk, Kościerzyna and Tczew.





### Board of Education in Gdańsk

Area of activity - the city of Gdańsk, Gdynia, Sopot, districts: Gdańsk, Wejherowo, Puck, Nowodworski

80-853 Gdańsk, ul. Wały Jagiellońskie 24

Phone no. +48 (58) 322 29 00, Phone no. +48 (58) 322 29 25

>>> e-mail: [kuratorium@kuratorium.gda.pl](mailto:kuratorium@kuratorium.gda.pl)

### Branch in Słupsk

Area of activity - the city of Słupsk and districts: słupski, bytowski, lęborski

ul. Jana Pawła II 1; 76-200 Słupsk

Phone no. +48 (59) 842 39 81

Phone no./fax +48 (59) 842 83 56

>>> e-mail: [slupsk@kuratorium.gda.pl](mailto:slupsk@kuratorium.gda.pl)

### Branch in Kościerzyna

Area of activity - districts: chojnicki, człuchowski, kartuski, kościerski

ul. Sikorskiego 1 C; 83-400 Kościerzyna

Phone no. +48 (58) 694 09 80/81

fax +48 (58) 686 20 14 or +48 (58) 694 09 89

>>> e-mail: [koscierzyna@kuratorium.gda.pl](mailto:koscierzyna@kuratorium.gda.pl)

### Branch in Tczew

Area of activity - districts: kwidzyński, malborski, tczewski, starogardzki, sztumski

83-110 Tczew 17a, Gdańska Street

Dormitory of the Complex of Economic Schools in Tczew

>>> e-mail: [tczew@kuratorium.gda.pl](mailto:tczew@kuratorium.gda.pl)



### 3.3. Health

In Poland, you can be treated using public (free) health care or private (paid) health care. People who have health insurance from the National Health Fund are entitled to free health care in Poland.

#### a. When do you get a health insurance?

- if you are an employee and you are employed under a contract of employment and/or mandate,
- your spouse - if you are an employee - is entitled to health insurance. This does not happen automatically. You must report your spouse for insurance with your employer. If your spouse takes up employment, you must report this to your employer so that the insurance does not overlap,
- the children of the employee are entitled to insurance - each child up to 18 years of age and over 18 years of age up to 24 years of age only if they are in education. A child over the age of 18 must be reported to your employer to be covered by the insurance.

If you have a PESEL number, then the information about your health insurance will be recorded in the EWUŚ system. If you do not have a PESEL number or if you have to confirm your entitlement you should ask your employer to print out the ZUS RMUA form. If you in-

sure yourself, the confirmation of your entitlement to free treatment will be a copy of the contract with the National Health Fund and a copy of the ZUS ZZA form. A pupil or student must additionally present their identity card.

## **IMPORTANT!**

You can insure yourself voluntarily. Remember that it makes sense if you do not have the insurance within your employment contract.

### **b. Where and how to insure yourself?**

Instructions on how to insure yourself voluntarily and a list of necessary documents can be found here:

>>> <http://www.nfz.gov.pl/dla-pacjenta/zalatw-sprawe-krok-po-kroku/jak-ubezpieczyc-sie-dobrowolnie>

Other important and relevant information is available at

>>> [www.nfz.gov.pl/kontakt/telefoniczna-informacja-pacjenta](http://www.nfz.gov.pl/kontakt/telefoniczna-informacja-pacjenta) or at  
>>> [www.nfz-gdansk.pl](http://www.nfz-gdansk.pl)

If you want to do your business stationary, choose one of the following locations:

#### **Pomeranian Voivodeship Branch of the National Health Fund**

ul. Marynarki Polskiej 148  
80-865 Gdańsk  
>>> e-mail: [pow@nfz-gdansk.pl](mailto:pow@nfz-gdansk.pl)  
ul. Podwale Staromiejskie 69  
80-844 Gdańsk  
>>> e-mail: [pow@nfz-gdansk.pl](mailto:pow@nfz-gdansk.pl)

#### **Branch in Słupsk**

ul. Poniatowskiego 4  
76-200 Słupsk  
>>> e-mail: [slupsk@nfz-gdansk.pl](mailto:slupsk@nfz-gdansk.pl)

### **c. Rights of the insured person**

If you have health insurance, you have the right to use the help of an internist, specialists or the right to buy cheaper medicines and stay in hospital.

**If you have the health insurance you are entitled to:**

- internist assistance - this is your GP, and you can contact them if you have health problems, if you need a prescription or a referral to a specialist,

- night and holiday care, hospital care, hospital emergency department,
- partial financing of medicines, or prescriptions for reimbursed drugs,
- rehabilitation,
- entitlement to diagnostic tests for which you will receive a referral from a doctor who has a contract with the National Health Fund. The doctor will give you the address where the prescribed tests are carried out,
- visits at a specialist doctor ordered by your GP. The specialist should have a contract with the National Health Fund.

## **IMPORTANT!**

Before your first visit, you should go to the clinic of your choice - preferably close to where you live, fill in and submit a declaration of choice for the primary care doctor, community nurse and, for women, also a declaration of choice for the community midwife.

**Without a referral, you will receive treatment from the following specialists:**

- psychiatrists,
- oncologist,
- dentists,
- gynecologist.

**You are entitled to free treatment without a referral if you are:**

- a tuberculosis patient,
- infected with HIV,
- dependent on alcohol, drugs, psychotropic drugs, fortreatment and addiction therapy.

### **Sudden illness >>>**

Clinics are usually open from 7.00 to 19.00, Monday to Friday. However, if you or your relative falls seriously ill at night, at the weekend or on a day off, you can get free help at night and holiday health care facilities.

## **IMPORTANT!**

If your life or the lives of your loved ones are in danger call an ambulance, 999 or **112**.



## IMPORTANT!

In Poland, every child is subject to compulsory preventive vaccinations, regardless of whether he or she is insured or not. All vaccinations are free of charge.

You can use the patient's telephone information by calling 800 190 590 - this is one number for the whole Poland. Here you will get information about night and holiday medical care, the nearest SOR and the pharmacy where you will find your medicine

You will find out about the shortest waiting times for your specialist doctor. You can also visit >>> <https://terminyleczenia.nfz.gov.pl/>.

### **d. Private health care**

If you do not have permanent insurance, you can buy a permanent subscription at a private establishment or use private offices on an ad hoc basis when you need them. There are many private companies on the Polish market that provide private health services. The easiest way to find them is the Internet.

To find a specialist, you can visit the website:  
>>> <https://www.znanylekarz.pl/> or >>> <https://zip.nfz.gov.pl/GSL/>.

It is worth checking the prices, because they can vary considerably for doctors of the same specialities.

## e. Health and coronavirus

How can we protect ourselves from infection?



wash your hands often. Use soapy water and an alcohol-based disinfectant



wear a mask



keep a safe distance from people who cough and sneeze



If you have a fever, cough or difficulty breathing, contact your doctor



do not touch your eyes, nose or mouth



if you feel unwell, stay home



when you cough or sneeze, cover your nose and mouth with the inside of your elbow or a tissue

If you see any symptoms of coronavirus (fever, coughing, loss of taste, loss of smell, etc.) call your general practitioner (internist) immediately. During the visit or telephone advise you will be instructed on the next steps.

**If you have had contact with an infected person:**

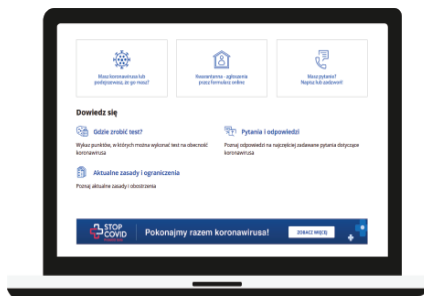
- specify the type of contact (close or incidental),
- observe how you feel.

## IMPORTANT!

Report suspected COVID-19 infection or contact with an infected person to your employer and the people you have had contact with.

What else should you do?

**If contact was close, then:**



contact a sanitary and epidemiological station

- fill in and send the application form

[www.gov.pl/koronawirus](http://www.gov.pl/koronawirus)

stay home until you receive the decision to on the quarantine,



this information will be given to you by telephone, by automatic notification about quarantine,

install the mandatory Home Quarantine application upon notification.





## Do you want an answer on the subject of coronavirus?

Questions and answers and a 24-hour chat with a consultant are available at the address:  
>>> [www.gov.pl/web/koronawirus/pytania-i-odpowiedzi](http://www.gov.pl/web/koronawirus/pytania-i-odpowiedzi)

**If you have any further questions on quarantine, call the health inspection:  
a 24-hour hotline: +48 (22) 25 00 115.**

You can also contact the nearest sanitary and epidemiological station.

- |  |                          |
|--|--------------------------|
| 1. WSSE Gdańsk, ul. Dębinki                  | 80-211 Gdańsk            |
| 2. PSSE Bytów, ul. Sikorskiego               | 77-150 Bytów             |
| 3. PSSE Chojnice, ul. Piłsudskiego 39        | 89-620 Chojnice          |
| 4. PSSE Człuchów, ul. Sobieskiego 4          | 77-300 Człuchów          |
| 5. PSSE Gdańsk, ul. Wałowa 27                | 80-858 Gdańsk            |
| 6. PSSE Gdynia, ul. Staromiejska 50          | 81-356 Gdynia            |
| 7. PSSE Kartuzy, ul. Sambora 30              | 83-300 Kartuzy           |
| 8. PSSE Kościerzyna, ul. Wodna 15            | 83-400 Kościerzyna       |
| 9. PSSE Kwidzyn, ul. Chopina 40              | 82-500 Kwidzyn           |
| 10. PSSE Lębork, ul. Gdańska 63              | 84-300 Lębork            |
| 11. PSSE Malbork, ul. Słowackiego 64         | 82-200 Malbork           |
| 12. PSSE Nowy Dwór Gdański, ul. Dworcowa 14  | 82-100 Nowy Dwór Gdański |
| 13. PSSE Pruszcz Gdański, ul. Grunwaldzka 25 | 83-000 Pruszcz Gdański   |
| 14. PSSE Puck, ul. Wojska Polskiego 16       | 84-100 Puck              |
| 15. PSSE Słupsk, ul. Piotra Skargi 8         | 76-200 Słupsk            |
| 16. PSSE Sopot, ul. Kościuszki 23            | 81-704 Sopot             |
| 17. PSSE Starogard Gdański, ul. Kanałowa 5   | 83-200 Starogard Gdański |
| 18. PSSE Tczew, ul. Obr. Westerplatte 10     | 83-110 Tczew             |
| 19. PSSE Wejherowo, ul. Obr. Helu 3          | 84-200 Wejherowo         |
| 20. GSSE Gdynia, ul. Kontenerowa 69          | 81-100 Gdynia            |



## 3.4. Social care

Foreigners residing and staying in Poland on the basis of a permanent residence permit or a long-term EU residence permit are entitled to social assistance benefits on the same principles as Polish citizens, including family benefits.

### You can apply for:

- Cash benefits, including a permanent benefit, a periodic benefit and a special purpose benefit,
- Benefits in kind, such as protected housing, crisis intervention, shelter, social work, credited ticket,
- Within the social assistance provided to a foreigner, you are entitled to accommodation in one of the centres for foreigners applying for the refugee status, run by the Office for Foreigners. Apart from accommodation, a foreigner is provided with all-day board, pocket money for minor personal expenses, learning the Polish language and didactic aids for children who attend school.
- You may submit an application for the Office for Foreigners to get a monthly cash equivalent to cover the costs of your stay on the territory of Poland. In such a situation, you are obliged to maintain and reside outside the centre on your own.
- During the refugee procedure a foreigner is covered by social assistance provided by the Office for Foreigners. The assistance is provided to the foreigner from the moment the foreigner reports to one of two reception centres (in Biała Podlaska and Podkowa Leśna - Dębak). A foreigner is entitled to social assistance for the whole duration of the refugee procedure up to 2 months after receiving the final decision or up to 14 days after receiving the decision on cancelling of the procedure - no changes here.
- The persons entitled to social assistance benefits are also persons with refugee status and beneficiaries of complementary protection. Those foreigners have the right to benefit from the full range of social assistance benefits on the same principles as Polish citizens. The condition of granting aid to them is the residence address and stay in territory of Poland. Such foreigners are entitled to family benefits if they live with family members on the territory of the Republic of Poland.
- A foreigner who has been granted a refugee status and a foreigner under complementary protection are both entitled to benefit from the Individual Integration Programme (IIP). This programme is aimed at supporting the integration process of a foreigner in Poland. Assistance is provided upon the foreigner's application submitted to a starost via a district family assistance centre within 60 days from the date the protection was granted.

- The foreigners staying in Poland on the basis of a permit to stay for humanitarian reasons or a permit for tolerated stay are entitled to social assistance benefits only in the form of a shelter, a meal, necessary clothing and an intentional benefit. They are not entitled to receive e.g. the permanent benefit, family benefits (family benefit and supplements to the family benefit, one-off birth grant and care services: nursing allowance, carer's allowance and special carer's allowance).
- **The foreigners staying in Poland illegally have no right to social assistance and no right to family benefits.**

The benefits described above are available both to foreigners who have been granted the refugee status or complementary protection in Poland and who have got a permanent residence permit, a long-term EU residence permit or any of the temporary residence permits. Foreigners who have obtained a permit to stay in Poland for humanitarian reasons or a permit for tolerated stay are entitled to social assistance benefits only in the form of shelter, a meal, necessary clothing and an intentional benefit.



Social assistance in Poland is provided by Social Care Centres. They are located in every municipality. People who have children are entitled to additional benefits for these children.

For detailed information, contact the municipality office or the social care centre in the municipality where you live. You can apply for payment of the benefit in the same place.

### What benefits you can count on?

- **family allowance** - (the amount depends on family income),
- **500+** - the amount of PLN 500 per month is available for all children in a family up to 18 years old regardless of income,
- **Good start** - this is the amount of PLN 300 for each child attending school, once a year, paid before the beginning of the school year.

The Social Care Centres also run support programmes for families, people with addictions and prevention programmes. If you are looking for legal aid, you can get free consultations here. If you are unemployed and want to make a difference in your life, if you have no money to support your family, or if you have problems caring for your children, then the Social Care Centre is the right place for you to go.

### Pursuant to the provisions of the Act on State Aid in Bringing up Children, the following foreigners are entitled to the parental benefit:

- a) to which the provisions on the coordination of social security schemes apply,
- b) if it results from bilateral international agreements on social security signed by the Republic of Poland,
- c) staying on the territory of the Republic of Poland on the basis of a temporary residence permit granted in relation to circumstances referred to in Article 127 of the Act of 12 December 2013 on Foreigners, if they reside with family members on the territory of the Republic of Poland,
- d) holding a residence card with the entry "access to the labour market" if they reside with their children in the territory of the Republic of Poland, with the exception of third-country nationals who have been authorised to work in the territory of a Member State for a period not exceeding six months, third-country nationals admitted for the purpose of study or seasonal work and third-country nationals who are authorised to work on the basis of a visa,
- e) staying in the territory of the Republic of Poland:
  - under a temporary residence permit referred to in Article 139a(1) or Article 139o(1) of the Act of 12 December 2013 on foreigners, or

- in connection with the use of short-term mobility of a managerial staff member, specialist or employee undergoing a traineeship as part of an intra-company transfer under the conditions specified in Article 139n(1) of the Act on Foreigners of 12 December 2013
  - if they live with their children in the territory of the Republic of Poland, with the exception of foreigners who have been allowed to stay and work for a period not exceeding nine months, unless provisions on the coordination of social security systems or bilateral international agreements on social security state otherwise,
- f) staying in the territory of the Republic of Poland:
- on the basis of a temporary residence permit referred to in Article 151 or Article 151b of the Act on Foreigners of 12 December 2013,
  - on the basis of a national visa for the purpose of carrying out scientific research or development work,
  - in connection with the use of short-term mobility of a researcher under the conditions specified in Article 156b(1) of the Act on Foreigners of 12 December 2013,
  - except for foreigners who have been allowed to stay in the territory of the Republic of Poland for a period not exceeding six months, unless provisions on the coordination of social security systems or bilateral international agreements on social security provide otherwise.





Pursuant to Article 1(3) of the Act on State Aid in Bringing up Children, the right to a parental allowance vested in the above mentioned persons if they reside on the territory of the Republic of Poland for the period during which they are to receive the parental allowance, unless the provisions on the coordination of social security systems or bilateral international agreements on social security provide otherwise.

In the same legal situation as foreigners who physically hold a residence card with the annotation "access to the labour market", there are foreigners who, although do not have such annotation on the card, have the right to work in Poland, by law, on the basis of specific provisions or on the basis of a work permit granted on the basis of specific provisions (as a rule, pursuant to Article 244(1)(11) of the Act on Foreigners, the annotation "access to the labour market" is included in the residence card issued to a foreigner - in the case of a permit granted to a foreigner who is authorised to perform work in the territory of the Republic of Poland or is exempt from the obligation to have a work permit).

Therefore, the parental allowance, taking into account the reservations/exceptions indicated in Article 1(2)(2)(d) of the Act on State Aid in Bringing up Children (i.e. excluding third-country nationals who have been authorised to work on the territory of the Member State for a period not exceeding six months, third-country nationals admitted to university studies or seasonal work and third-country nationals, who can work on the basis of a visa), can be granted to foreigners who, on their residence cards (regardless of the type/name of the residence title), do not have the annotation "access to the labour market", but have the right to access the Polish labour market on the basis of the granted work permit (separate from the residence card itself) or foreigners enjoying access to the Polish labour market on the basis of separate regulations, exempt from the obligation to have a work permit by law.









## 3.5. Leisure time

Pomerania is one of the most beautiful and interesting regions in Poland. You will find here the Baltic Sea, hills, forests and hundreds of rivers and lakes. The Pomeranian Voivodeship is also famous for its interesting monuments, places of natural and cultural interest, many cycling, canoeing and hiking trails.

You can spend your free time here in many ways. Active, contemplating in silence, culturally, resting, with children and without them, learning about history and cooking. It is only up to you how you will spend your free time in the Pomeranian region. The most important thing is to get familiar with your new, small homeland. We can assure you that you will fall in love with Pomerania.

### a. Recommended places

#### >>> Culturally >>>

The heart and capital of the Pomeranian region is Gdańsk. A multicultural city, interesting in many ways. You can see monuments, museums, galleries. When visiting Gdansk, you should go to the Old Town with Długa Street and the Neptune Fountain, enter the Artus Court, see the famous "Crane" gate on the Motława River, visit St. Mary's Basilica, St. Brigit Church with its splendid Amber Altar, Bishops' Hill and Moltawa moat with well-preserved bastions, the Museum of Amber, the granaries on the Ołowianka River and the ship "Sołdek" moored there. You can visit some of the attractions by buying one combined ticket - check the National Maritime Museum website >>> [www.nmm.pl](http://www.nmm.pl).

If you are interested in art, you should definitely visit the National Museum in Gdańsk, with its six branches - details can be found at >>> [www.mng.gda.pl](http://www.mng.gda.pl).

Gdańsk, Gdynia and Sopot form the Tricity. The Tricity is connected by a network of roads and urban railways. The Tricity agglomeration is covered by a common (also electronic) metropolitan ticket. Cities complement each other and offer many opportunities in every area of life.

#### Be sure to buy tickets for one of the shows or concerts:

- Shakespeare Theatre >>> [www.teatrszekspirowski.pl](http://www.teatrszekspirowski.pl)
- Wybrzeże Theatre >>> [www.teatrwybrzeze.pl](http://www.teatrwybrzeze.pl)
- Miniature Theatre >>> [www.teatrminiatura.pl](http://www.teatrminiatura.pl)
- Musical Theatre >>> [www.muzyczny.org/pl/](http://www.muzyczny.org/pl/)
- Witold Gombrowicz City Theater in Gdynia >>> [www.teatrgombrowicza.art.pl](http://www.teatrgombrowicza.art.pl)
- Gdynia Główna Theatre >>> [www.teatrgdyniaglowna.pl](http://www.teatrgdyniaglowna.pl)
- Atelier Theatre >>> [www.teatratelier.pl](http://www.teatratelier.pl)
- Polish Baltic Philharmonic >>> [www.filharmonia.gda.pl](http://www.filharmonia.gda.pl)
- Polish Sinfonia Baltica Philharmonic >>> [www.filharmonia.sinfoniabaltica.pl](http://www.filharmonia.sinfoniabaltica.pl)
- Baltic Opera >>> [www.operabaltycka.pl](http://www.operabaltycka.pl)

In Gdynia you can visit the beautiful sailing ship "Dar Pomorza" - you can buy your ticket on the website of the National Maritime Museum.

If you are interested in cinema and independent cinema visit the Gdynia Film Centre, Klub Żak or one of the film discussion clubs: DKF Miłość Blondynki, DKF Kurort, Klub Filmowy, KlubHoryzont, Gdynia Cultural Centre, as well as Łaźnia 2 Centre for Contemporary Art and Kino Port.

Culture is also the customs, traditions and dialects of Kashubians or Koceties. You can learn about their traditions at the Centre for Education and Regional Promotion in Szymbark >>> [www.cepr.pl](http://www.cepr.pl) or at the oldest Polish open-air museum in Wdzydze Kiszewskie >>> [www.muzeum-wdzydze.gda.pl](http://www.muzeum-wdzydze.gda.pl).

For art lovers we also recommend numerous art galleries in the Tricity or Słupsk. We cannot forget the extraordinary annual event in Gdańsk. St Dominic's Fair, as it is referred to, has been held annually in August on the Main Market Square since 1260. It is a commercial and cultural event, the third largest in Europe. Stalls, stands, performances, music, cafés and attractions for everyone - you can't miss it.



## >>> Historically >>>

There is only one step from culture to history, and in fact these are interdependent and overlapping areas. Pomerania is full of historical places to visit.

The Teutonic Knights Castle in Malbork is on the UNESCO World Heritage List. It is the largest Gothic castle in the world. It is a triple defence complex: High Castle (monastery), Middle Castle (seat of the Grand Master and Grand Commander, political and administrative centre of the monastic state) and Pre-castle (extensive economic background). The castle was the capital of the Teutonic state for 150 years. The complex is worth visiting on the third weekend of July, when the siege of Malbork is staged. Details are available at

>>> [www.zamek.malbork.pl](http://www.zamek.malbork.pl).

Pomerania is famous for many Teutonic castles - in Gniew >>> [www.zamek-gniew.pl](http://www.zamek-gniew.pl), Sztum, Bytów or Kwidzyn >>> [www.zamek.kwidzyn.pl](http://www.zamek.kwidzyn.pl).

**The history of Poland is also the one less distant from the Second World War - here we recommend in particular:**

- Westerplatte, >>> [www.muzeum1939.pl](http://www.muzeum1939.pl)
- the Second World War Museum in Gdańsk >>> [www.bunkryustka.pl](http://www.bunkryustka.pl)
- Bunkers by Blücher in Ustka >>> [www.helmuzeum.pl](http://www.helmuzeum.pl)
- fortifications and museum on Hel >>> [www.muzeummw.pl](http://www.muzeummw.pl)
- Naval Museum from ORP "Błyskawica" >>> [www.muzeummw.pl](http://www.muzeummw.pl)
- Stutthof Museum in Sztutowo, former Nazi concentration camp >>> [www.stutthof.org](http://www.stutthof.org)

You can not consider yourself familiar either with Pomerania or Poland without knowing the nearest history, that is, the time of the return to true freedom after the communist era. Solidarity and the Gdańsk Shipyard are symbols of democratic change throughout Eastern Europe. It was in Poland that the 'wind of renewal' which brought freedom and independence to many countries of the so-called Eastern bloc began to blow.

- European Solidarity Centre >>> [www.ecs.gda.pl](http://www.ecs.gda.pl),
- The monument to the Fallen Shipyard Workers.

Gdańsk is one of the oldest Polish cities. Starting from the Artus Court, through sightseeing the Crane or granaries on Ołowianka to St. Mary's Basilica, it is an extremely interesting city. You cannot miss the charming St. Mary's Street, it is worth resting in Oliwa Park. Everyone will find here a place to contemplate or rest. It is also worth remembering about Baltic gold - amber - the most interesting specimens can be found in the Amber Museum

>>> [www.muzeumgdansk.pl/oddzialy-muzeum/muzeum-bursztynu](http://www.muzeumgdansk.pl/oddzialy-muzeum/muzeum-bursztynu).

If you want to know more about the history of the Amber Trail, be sure to visit the Trade Factoria in Pruszcz Gdański >>> <https://faktoria-pruszcz.pl/>.

## >>> **Actively** >>>

If you are not a fan of sunbathing and you prefer active recreation, Pomerania gives you great opportunities. The sea and the multitude of lakes and rivers is a guarantee of exciting swimming, sailing, surfing, canoeing, diving and fishing.

Sailing enthusiasts are probably easiest to meet in one of the Tricity marinas or those located in smaller towns along the entire coastline of the Gulf of Gdansk and the open Baltic Sea, or the Vistula Lagoon with the Vistula Spit, which is also worth visiting.

Paradise for kite-surfers in Pomerania is Rewa with its famous promontory, but also Chałupy or other places on the Hel Peninsula - from Władysławowo to Hel. Here you will also find plenty of centres and schools for surfing and windsurfing, or you can try your hand at SUP.

The Pomeranian Voivodeship is also a real paradise for canoeists, offering hundreds of kilometres of water routes along dozens of rivers and countless lakes stunning with their beauty and diversity of landscape. Depending on how much time you have and how much skill and experience you have, you can go for a few days' rafting or a few hours' trip. The most famous rivers are the Brda, Wda, Słupia, Łupawa, Łeba, Reda, Wierzyca, Radunia, Szkarpa, Motława and of course Wisła. Renting water equipment on practically every river should not be a problem. Most of the routes are equipped with tourist infrastructure (shelters, bonfires, campsites) and for those counting on greater convenience - a wide range of hotel and catering services. When planning a rafting trip, it is good to find out in advance about possible difficulties on the river and take care of the logistics of the trip - plan accommodation, meals, possible collection of people and equipment. Most important information should be provided by the organizer of the rafting or canoe rental.

If water is not your element, over 2 thousand kilometres of cycling routes await you in the voivodeship. From sea routes, through forests, hills and meadows - you will surely find something for yourself.

You will find a selection of many cycling routes and guides to download at >>> <https://pomorskie.travel/>.



The Pomeranian Voivodeship organises a huge number of sports events open to everyone every year: the most popular and at the same time the simplest form of sports activity is running. You have the opportunity to test yourself in various types of running - from short city routes of several kilometres to forest, mountain, half-marathon, marathon and ultra-marathon runs or obstacle runs. If a single discipline is not satisfactory for you, you may like to take part in one of the many triathlons organised in Pomerania (e.g. in Gdynia, Gdańsk, Malbork and Charzykowy). A large group of people among the competitors are foreigners, often taking the podium. The competition takes place at different distances, often there are also accompanying events for children.

For the active ones we also recommend rope parks (Łeba, Kolibki, Władysławowo, Szymbark, Malbork, Hel, Słupsk etc.), shooting ranges, go-kart tracks and paintball.

In winter you can find interesting skiing spots - in Wieżyca, Trzepów, on Łysa Góra in Sopot, in Przywidz and Koszałkowo. For lovers of cross-country skiing there are much more possibilities - provided, of course, that the winter is snowy enough.

If you prefer sports, then in Pomerania you will find both golf courses and football pitches, places to play basketball and volleyball as well as tennis. Pomerania is, as some people say, "a sea of possibilities".

### >>> **With children** >>>

There are many places in our region where children will certainly not get bored. We recommend some of them:

- **ZOO in Gdańsk** >>> [www.zoo.gda.pl](http://www.zoo.gda.pl)
- **Aquapark in Reda** >>> [www.aquaparkreda.pl](http://www.aquaparkreda.pl)
- **Aquapark in Sopot** >>> [www.aquaparksopot.pl](http://www.aquaparksopot.pl)
- **Experiment Science Centre in Gdynia** >>> [www.experyment.gdynia.pl](http://www.experyment.gdynia.pl)
- **Hewelian Centre in Gdańsk** >>> [www.hevelianum.pl](http://www.hevelianum.pl)
- **Dinosaurs Park in Łeba and Malbork** >>> [www.lebapark.pl](http://www.lebapark.pl)
- **Kashubian Park of Miniatures and Kashubian Giants Park** >>> [www.kaszubskiparkminiatur.pl](http://www.kaszubskiparkminiatur.pl)
- **Aquarium in Gdynia** >>> [www.parkgigantow.pl](http://www.parkgigantow.pl)
- **Fokarium on Hel** >>> [www.akwarium.gdynia.pl](http://www.akwarium.gdynia.pl)
- **Water Safari Zoo and Charlotte Valley Fairytale Zoo** >>> [www.fokarium.pl](http://www.fokarium.pl)
- **Kolibki Adventure Park** >>> [www.dolinacharlotty.pl](http://www.dolinacharlotty.pl)
- **Medieval settlement in Sławutów** >>> [www.adventurepark.pl](http://www.adventurepark.pl)
- **Kościerzyna Railway Museum** >>> [www.slawutowo.pl](http://www.slawutowo.pl)
- **Labyrinths in Bliziny** >>> [www.muzeumkolejnictwa.com.pl](http://www.muzeumkolejnictwa.com.pl)
- >>> [www.swiatlabiryntow.pl](http://www.swiatlabiryntow.pl)



### >>> Entertaining >>>

If you are looking for entertainment, remember about theatres, cinemas, philharmonic, ballet. The Forest Opera in Sopot, where you will listen to a concert or watch a cabaret, should be on your list. In the Baltic cities you will also find many clubs, discos and nice restaurants, cafés and catering facilities. Sports enthusiasts should definitely visit the Energa stadium in Gdansk.

>>> [www.stadionenerga.pl](http://www.stadionenerga.pl) to watch a football match or the Olivia Hall

>>> [www.stoczniowiec.org.pl](http://www.stoczniowiec.org.pl), where you can enjoy hockey, fast and figure skating and volleyball. The speedway stadium awaits speedway fans >>> [www.wybrzeczgdansk.pl](http://www.wybrzeczgdansk.pl).



## >>> Naturally >>>

The greatest asset of the Pomeranian Voivodeship is its nature. The Baltic Sea with its golden sand, coastal cliffs and dunes, lakes and rivers. The Tuchola Forest National Park with its unique glacial and post-glacial vegetation has been included in the UNESCO list. In the Slovinski National Park you will find moving dunes and lakes periodically flooded by salt water. In the voivodeship there are over 130 reservations and 9 landscape parks where nature and its beauty will be at your fingertips (Tuchola Landscape Park, Itawa Lake District Lands-





cape Park, Zaborski Landscape Park, Tricity Landscape Park, Kashubian Landscape Park, Wdzydze Landscape Park, Seaside Landscape Park, Słupia Valley Landscape Park, Vistula Spit Landscape Park).

An absolute necessity is to visit the Orłowski Cliff and the pier in Sopot and the beaches: you will find the most beautiful ones in Ustka, Łeba, Władysławowo, Jastarnia, Krynica Morska, Sopot, Gdynia Orłowo and Redłowo, Sobieszewska Island, Hel, Katy Rybackie and Stegna...the list is impressively long, as the Pomeranian beaches are kilometres of beautiful, wide and sandy.



## b. Important dates and holidays

### Important dates and holidays

Living in Poland, it is worth knowing when we Poles have holidays. Some holidays are also days off from work, although not always. It is also worth knowing when we change time, start holidays or the school year. As you are going to live with us we want you to feel good in Pomerania.

**1 January**

New Year's Eve, holiday



**6 January**

Epiphany, holiday

**21 January**

Grandmother Day

**22 January**

Grandfather Day

**Last Sunday in March**

change of time from winter to summer\*



**Winter holidays**

They last two weeks, usually from mid-January to late March, there are no fixed dates

**Easter**

Moveable feast, free Easter Monday



**8 March**



Women's Day

**1 May**

Labour Day, holiday

**3 May**

May 3rd Constitution Day, holiday

**Whitsun**

Movable holiday, 7 weeks after Easter



**26 May**

Mother's Day

**1 June**



Children's Day

**23 June**

Father's Day



**Holidays for children in learning**

July and August, for students also September

**15 August**

Assumption of the Blessed Virgin Mary, holiday

**1 September**

Beginning of the school year

**Last Sunday in October**

Change of time from summer to winter\*



**1 November**

All Saints, holiday

**11 November**

Independence Day, holiday



**6 December**

Mikołajki

**24 December**

Christmas Eve

**25 and 26 December**

Christmas holidays



**31 December**

New Year's Eve, or goodbye to the old and welcome to the New Year

\* scheduled cancellation of time change from 2022

## c. Transport

### >>> Buses, trolleybuses, trams in the Tricity and around >>>

The Pomeranian Voivodeship offers a wide network of connections. The Tricity offers communication by various means of transport. You can choose between buses, trams (in Gdansk), trolley buses (in Gdynia), water trams. Night bus lines are marked with a separate set of numbers.

Timetables, routes and ticket prices in Gdańsk and partly in Sopot can be found

>>> <https://ztm.gda.pl/> or >>> <https://ztm.trojmiasto.pl/>

You can find timetables, routes and ticket prices in Gdynia and partly in Sopot at

>>> <https://zkmgdynia.pl/> or >>> <https://zkmgdynia.trojmiasto.pl/>

You can also use the website >>> <https://komunikacja.trojmiasto.pl> - here you will find tabs containing information for the cities and specific means of transport, as well as links to companies offering transport services in the Tricity area.

## IMPORTANT!

The city of Sopot does not have its own transport infrastructure and uses the city transport of Gdańsk and Gdynia. Depending on whether you travel with ZTM Gdańsk or ZKM Gdynia, you buy a ticket from a given carrier. Applies to Sopot-Gdańsk and Sopot-Gdynia routes.

The so-called metropolitan ticket is also valid in the metropolitan area. Depending on the type of ticket purchased, you can freely use SKM, regional transport network, public transport in Gdynia, Gdańsk, Sopot or Wejherowo. You can check the network diagram, prices and ticket types at >>> [www.mzkg.org](http://www.mzkg.org).

When planning a trip, it may be useful to use the website >>> [www.jakdojade.pl](http://www.jakdojade.pl), where you can choose a specific city of the Pomeranian Voivodeship to plan your trip.

From Tricity, especially Gdynia, you can get to many seaside towns (and not only) by bus - see >>> [www.pksgdynia.pl](http://www.pksgdynia.pl).

You can get to Kashubia by bus from Gdańsk - see >>> [www.pks.gdansk.pl](http://www.pks.gdansk.pl).

**Not only the Tricity offers public transport - such services are also offered by:**

- Słupsk >>> [www.mzk.slupsk.pl/pl](http://www.mzk.slupsk.pl/pl),
- Malbork >>> [www.mzk.malbork.pl/?id=3](http://www.mzk.malbork.pl/?id=3),
- Ustka >>> [www.ustka.pl](http://www.ustka.pl) in the City - Public Transport tab.

### >>> The Fast City Rail (SKM) and the Pomeranian Metropolitan Rail (PKM) >>>

PKP SKM Sp. z o.o. is a railway carrier specialising in agglomeration transport in the Pomeranian region.

Travelling by SKM train is a very good alternative to the crowded streets of the city and avoiding traffic jams during rush hours - especially if you intend to travel on the

**Gdańsk - Sopot - Gdynia - Rumia - Reda - Wejherowo - Lęborkroute.** The network of connections is very extensive, which gives great flexibility in moving around. Timetables and ticket information can be found on the company website >>> [www.skm.pkp.pl](http://www.skm.pkp.pl).

The Pomeranian Metropolitan Railway makes the regional rail transport more efficient. Gdańsk and Gdynia are connected with the Gdańsk airport, Kartuzy and Koscierzyna.

Full information about the network, timetables and stops can be found at >>> [www.pkm-sa.pl](http://www.pkm-sa.pl).

### >>> **Long-distance road connections** >>>

Further journeys between the cities of the region are provided by carriers of PKS - PKS Gdańsk >>> [www.pks.gdansk.pl](http://www.pks.gdansk.pl), PKS Gdynia - [www.pksgdynia.pl](http://www.pksgdynia.pl), PKS Słupsk >>> [www.pks.slupsk.pl](http://www.pks.slupsk.pl) etc. The majority of connections can be found at >>> [www.busportal.pl](http://www.busportal.pl).

Long-distance courses are also provided by private carriers, e.g.

Flixbus >>> [www.flixbus.pl](http://www.flixbus.pl) or PKS Polonus >>> [www.pkspolonus.pl](http://www.pkspolonus.pl).

You can find the connection search engine at >>> [www.e-podroznik.pl](http://www.e-podroznik.pl) or

>>> [www.busradar.pl](http://www.busradar.pl).

### >>> **Railway connections** >>>

Train journeys are made not only by the Fast City Rail but also by the Polish State Railways. An extensive and affordable network of railway connections will take you and your family safely and quickly to any place in Poland and Europe. You can plan your journey using the websites >>> <https://pkp.trojmiasto.pl> or na >>> [www.intercity.pl/pl](http://www.intercity.pl/pl).

Here you can check timetables, buy a ticket, learn how to travel with your child, pet or bike.

With PKP (Polish State Railways) you can travel to Warsaw or from Gdynia to Wrocław in less than 3 hours and to Krakow in less than 5 hours by pendolino. The journey will be fast and comfortable.

### >>> **Domestic and international maritime connections** >>>

Another attraction of the Pomeranian Voivodeship is water connections - water trams run in the summer season:

- from Gdańsk to Hel, Westerplatte and Sopot,
- from Sopot to Hel,
- from Gdynia to Hel, to Westerplatte, Jastarnia and Baltiysk (the westernmost city of the Russian Federation in the Kaliningrad region, on the Vistula Spit),
- From Krynica Morska to Frombork.

You can check the list of available connections, timetables and prices at

>>> [www.zegluga.pl](http://www.zegluga.pl).

Sightseeing and cruises offered by private entrepreneurs during the summer in most sea-side ports - from Ustka to Hel and Krynica Morska, can probably be attractive too.

There is also great interest in maritime connections to Sweden. You can sail to Karlskrona from Gdynia by choosing a Swedish carrier >>> [www.stenaline.pl](http://www.stenaline.pl).

With the Polish operator >>> [www.polferries.pl](http://www.polferries.pl) you can go on a trip to Nynäshamn near Stockholm.

On the tour operators' websites you can book a ticket, check the travelling conditions and the timetable.

### >>> Domestic and international air services >>>

The Lech Walesa International Airport in Gdansk offers convenient connections both domestic and international. The number of carriers - from PLL Lot to low-cost carriers such as WizzAir, Norwegian or Ryanair - as well as destinations (especially numerous destinations to the United Kingdom and Norway) gives great opportunities to explore the world. All necessary information such as flight schedules, the possibility of buying tickets or planning a route can be found on the airport's website >>> [www.airport.gdansk.pl](http://www.airport.gdansk.pl).

In the Carriers tab you will find links to websites of companies offering air services from Gdańsk.





## 3.6. Where to seek help

You will find support for legalisation of residence and employment and other life issues in the places described in detail in the previous sections of this guide. If you feel threatened, someone or you are hurt, do not hesitate to ask for help.

### a. Important emergency calls

If you are a victim of theft, beating, threats or other harm, please report it to the police. If you do not know the language, an interpreter will be provided.

If you are a victim or witness of human trafficking or slave labour - see the list of institutions on page 47.

**112 is the European emergency number.** If you are in danger, make the call as a must - health, life, beatings, theft or fire.



Police

997



Ambulance

999



Fire brigade

998



Gas  
emergency

992



Energy  
emergency

991

### b. Safety on water

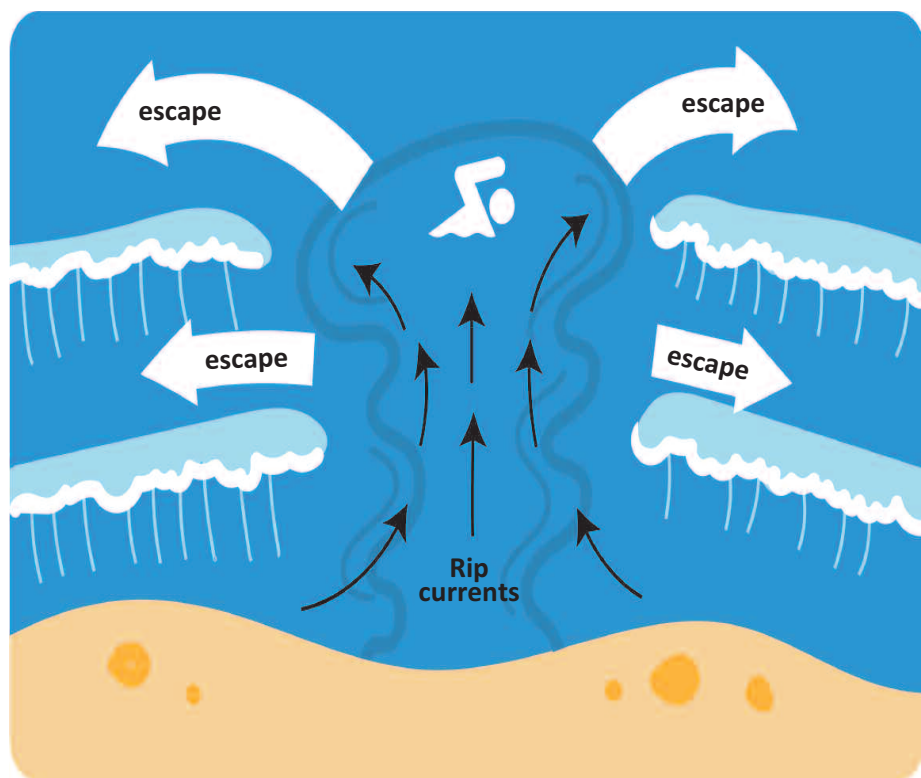
In order to fully enjoy the beauty of being by the water, it is important to observe basic safety rules and to be aware of some dangers. Apart from such obvious rules as staying sober, being careful in unfamiliar places, swimming in designated places watched by lifeguards or watching over bathing children, the following section describes two dangers, which are not commonly known. One of them, called rip currents, occurs mainly in the coastal zone of the open sea, the other - whitewater - occurs mainly on rivers, most often on the so-called rapids, i.e. places where water piles up.



## >>> Rip currents >>>

Rip currents (often simply called a rip) - localised and sometimes strong currents in the coastal area, towards the open sea, associated with breaking waves in the impact zone and with variable characteristics of the coastal area (breakwaters, ditches). Rip currents usually expand after the passage of the impact zone - where the waves break. These currents lift and pull the swimmer towards the open sea.

**One of the mechanism for the formation of rip currents: storm surges pass through the shallows, where the current turns around and narrows, flowing seaward to form a torrent of water.**



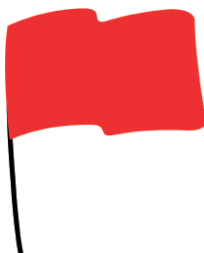
Normally, a swimmer in the impact zone who finds himself in a rip current should try to stay afloat. Do not try to swim perpendicularly to the shore, as the force of the current may be greater than you, making you lose strength to fight the elements. It is better to stay calm and try to swim along the shoreline, until eventually, at a point where you are out of the zone of the surf and current - you will be able to swim to land.



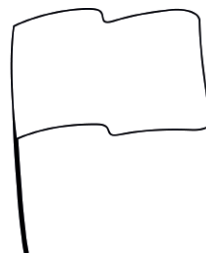
**The bottom at the breakwater tends to have a steep slope and is deeper, there can be eddies and currents so avoid bathing near such areas - especially in the open sea.**

Rip currents may occur especially in the open sea - in the case of the Pomeranian Voivodship this will mainly be the coastline from Łędowo near Ustka to Hel and from Gdansk - especially Westerplatte, Stogi and Wyspa Sobieszewska to Krynica Morska, i.e. to the end of the Polish-Russian border on the Vistula Spit. Of course, this does not mean that in the Bay of Gdańsk area one can afford to ignore the water. Here, too, it is worth keeping a healthy respect, but the phenomenon described above should not occur here.

### What do the flags by the sea mean?



**Red flag**  
swimming  
not allowed

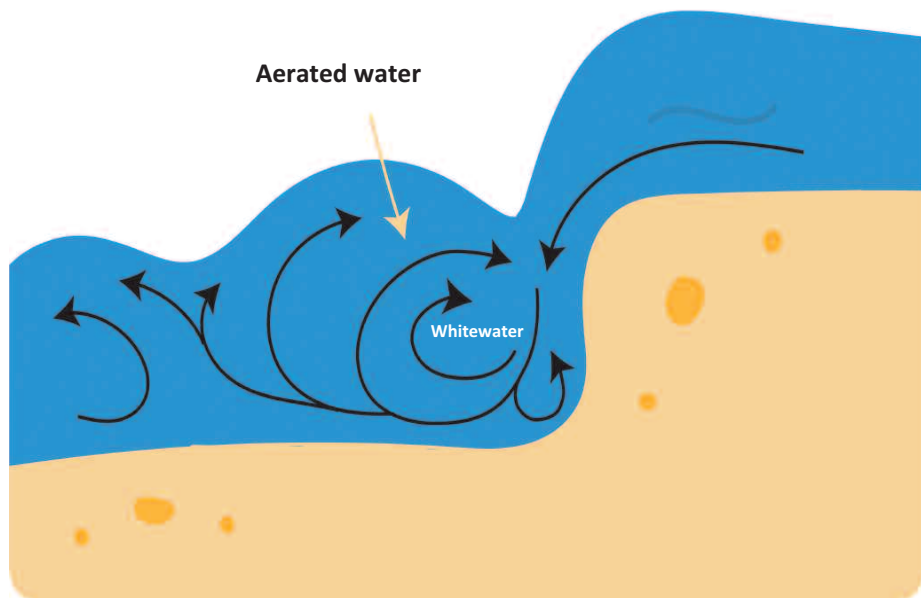


**White flag**  
swimming allowed

**Lack of a flag usually indicates that the bathing site is not guarded by lifeguards**

## >>> Whitewater >>>

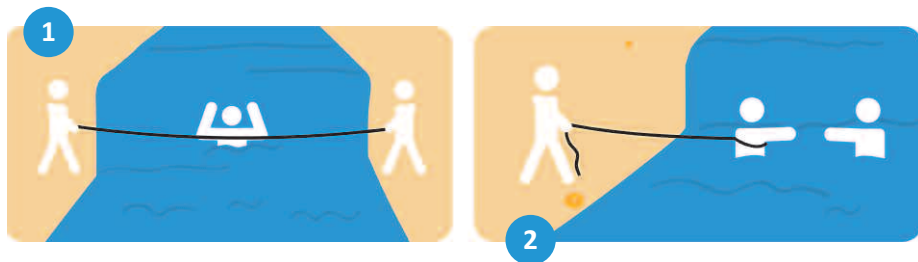
Whitewater is usually formed where the river bottom changes suddenly. The water mass flowing over the rapid is usually highly aerated and forms a rolling horizontal cylinder. Sometimes whitewater is harmless - especially when formed naturally - but deep circulating whitewater behind artificial rapids is really dangerous.



Natural rapids are irregular, they often do not take the whole width of the river and the water flows over them in different ways, which usually makes them easier to cross e.g. in a canoe. Artificial thresholds usually divide the whole river bed and their regular shape generates whitewater at the whole width of the river, which is much more dangerous. The water flows away at the bottom and then returns near the surface towards the rapid, creating an eddy current with horizontal circulation. In addition, it is highly aerated, which reduces its density and thus makes it much more difficult to swim (both in a canoe, a kayak or a boat).

**The safety rule should be not to swim over artificial obstacles, thresholds, weirs.** This applies to swimming in a kayak or a boat, and especially to swimming in a raft. Sometimes it is possible to make a reconnaissance from land, but in such places it is recommended to move the equipment along the bank avoiding the dangerous place - especially if you are inexperienced or swimming with a child. When hiring water equipment, ask if there are any dangerous places along the route.

1. Rescuing a drowning person with a rope.
2. Rescuing a drowning person using a rope. One person who can jump into the water to rescue a drowning person attached to a rope. At the other end of the rope there is another person who can pull out the person who has jumped into the water.



There are several ways of rescuing people trapped in whitewater, e.g. using a throw line, a rope stretched across the current, a boat chain, a passed branch, a paddle or canoe, or the ropemethod. It is worth remembering, however, that the success of a rescue operation depends on the time, conditions prevailing, the equipment available and the level of experience of the rescuers, so it is worth taking care not to lead to dangerous situations: avoid swimming in such places and do not bathe in their immediate vicinity. On lowland rivers, dangerous rapids are relatively rare.

**Water rescue number 601 100 100.**

### c. When you lose your documents

If you lose or your documents go to the nearest police station first. It is important that no one uses your documents. The police will issue a certificate of loss of documents, which you need to take to your country's embassy or consulate to get a new document or a replacement document.

### d. Driving licence

If you have a driving licence issued by a European Union country or another country that has signed the Convention on Road Traffic (list can be found at [www.zielonalinia.gov.pl/upload/powroty/po-konwencja-wiedenska.pdf](http://www.zielonalinia.gov.pl/upload/powroty/po-konwencja-wiedenska.pdf)), you do NOT have to exchange your driving licence to a Polish one. There are several driving licence categories in Poland and the most popular one is category B, which entitles **you to drive passenger cars up to 3.5 tonnes**. **If your driving licence was issued in a country which is not on the list, you must have an international driving licence in addition to the driving licence issued in your country of origin and pass the theoretical part of the Polish driving licence examination** (it is possible to take the examination in a language different than Polish).

## Documents do you need to submit:

- completed application (you will find it on the website of the municipality/district office where you live),
- passport or other identification document,
- proof of the fee for issuing a driving licence,
- photocopy of your driving licence,
- 1 photograph,
- translation of the driving licence certified by a sworn translator or the competent consul of the Republic of Poland,
- photocopy of your residence card, visa or other document confirming your right to stay in Poland or a certificate that you have been studying for at least six months.

You can find the amount of the fee and the account number to be paid and the address of the relevant authority on the internet - on the district website.

At >>> [www.obywatel.gov.pl](http://www.obywatel.gov.pl) you will find information on how to make an identity card, passport, driving licence or European Health Insurance Card, how much it costs, which documents to fill in and where to register.

If you do not have access to the Internet, you can use the telephone "Citizen Information". - **222 500 134** (government telephone information system - number of the Pomeranian Voivodeship Office in Gdańsk) and **222 500 115** (government telephone information system - central number).

## e. Fine

For breaking the Polish law, the police are entitled to impose fine, i.e. a financial penalty. This applies above all to violations of the principles of the Highway Code.

### The fine can take three forms:

- **cash** - you get a receipt after paying the penalty directly to the police officer (it can only be applied to a person temporarily staying in Poland or not having a permanent place of residence or stay),
- **credit** - the fine is issued with acknowledgement of receipt, you pay for it later,
- **you get it when you are not there and you have committed an offence e.g. you have not paid for parking.**

You can refuse to accept the fine, and then the case needs to be considered by a court. If you do not pay your ticket in time, the case will be taken to court too.



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## f. Useful contacts/links

- The information and services you need to arrange in the office, their description and procedures can be found at >>> [www.obywatel.gov.pl](http://www.obywatel.gov.pl)
- **Office for Foreigners** - website available in Polish, English and Russian >>> [www.udsc.gov.pl](http://www.udsc.gov.pl)
- **Border Guard** >>> [www.strazgraniczna.pl](http://www.strazgraniczna.pl)
- **State Labour Inspectorate** - advice and information on labour law and the legality of employment, health and safety at work. Addresses and phone numbers of district labour inspectorates (in each voivodship city) and local branches >>> [www.pip.gov.pl](http://www.pip.gov.pl)
- **Pomeranian Voivodeship Office in Gdańsk** >>> [www.gdansk.uw.gov.pl](http://www.gdansk.uw.gov.pl)
- **Pomeranian local government portal** >>> <https://pomorskie.eu/>
- **Polish Migration Forum** >>> [www.forummigracyjne.org](http://www.forummigracyjne.org)
- Information on work and stay of foreigners in Poland from the **International Migration Organization** (in Russian and Ukrainian) >>> [www.migrant.info.pl](http://www.migrant.info.pl), helpline +48 (22) 490 20 44 (Monday to Friday from 9.00 to 17.00)
- **The tourist service of Pomeranian Voivodeship** >>> <https://pomorskie.travel/>
- **National Health Fund** >>> [www.nfz.gov.pl](http://www.nfz.gov.pl)
- **The Association for Legal Intervention** >>> [www.interwencjaprawna.pl](http://www.interwencjaprawna.pl)  
free counselling for foreigners, helpline +48 (22) 629 56 91  
Phone no. +48 (22) 621 51 65
- **Helsinki Foundation for Human Rights** >>> [www.hfhr.pl](http://www.hfhr.pl), legal aid for migrants,  
Phone no. +48 (22) 556 44 66
- **“Ocalenie” Foundation** >>> [www.ocalenie.org.pl](http://www.ocalenie.org.pl), Phone no. +48 (22) 828 04 50
- **Halina Nieć Legal Aid Centre** >>> [www.pomocprawna.org](http://www.pomocprawna.org)  
free counselling for foreigners: Phone no. +48 (12) 633 72 23  
>>> email: [porady@pomocprawna.org](mailto:porady@pomocprawna.org)
- **Caritas Archdiocese Gdansk** >>> [www.caritas.gda.pl](http://www.caritas.gda.pl)
- **The Immigrants Support Centre** >>> [www.cwii.org.pl](http://www.cwii.org.pl)
- **Parasol Local Development Foundation** >>> <https://fundacjaparasol.org/>
- **Port Integracja in Pomerania** >>> <https://www.facebook.com/pages/category/Local-Service/PORT-Integracja-na-Pomorzu-103511604852752/>
- **Academy of Polish Language** >>> <http://ajp.gdansk.pl/>
- **Polessa. Polish Language Centre** >>> <https://polessa.pl/>
- **The "La Strada" Foundation against Human Trafficking and Slavery** >>> [www.strada.org.pl](http://www.strada.org.pl)
- **Crisis Intervention Centre - OIK** >>> [www.oik.org.pl](http://www.oik.org.pl)
- **The Anti-Trafficking Portal** >>> [www.handelludzmi.eu](http://www.handelludzmi.eu)
- **Website dedicated to the project “Assistance for Non-European Union Citizens in Pomeranian Voivodeship in the period from 2018 to 2020”** >>> [www.fami.uw.gda.pl](http://www.fami.uw.gda.pl)

## 4. Asylum, Migration and Integration Fund

The aim of the Asylum, Migration and Integration Fund (FAMI) is to contribute to the effective management of migration flows and to the implementation, strengthening and development of common policies on asylum, complementary protection and temporary protection and of common immigration policy, in full respect of the rights and principles enshrined in the Charter of Fundamental Rights of the European Union.

The use of FAMI in Poland is the responsibility of the Department of Border Policy and International Funds of the Ministry of Interior and Administration, which acts as the Responsible Authority.

Some of the tasks were delegated to the European Project Service Centre of the Ministry of Interior and Administration as a Delegated Body >>> <https://copemswia.gov.pl/>, including preparation of agreements with beneficiaries, supervision over the implementation of projects, transfer of funds, settlements and controls. The fund's resources are granted in the framework of open and closed competitions (notice of competitions and their results are published at the address >>> [www.fundusze.mswia.gov.pl](http://www.fundusze.mswia.gov.pl)) and without a competition in the case of co-financing for public institutions having a legal monopoly in a given area.

## 5. Project “Assistance for Non-European Union Citizens in Pomeranian Voivodeship in the period from 2018 to 2020” co-financed by the Programme of the National Asylum, Migration and Integration Fund and the state budget

The project aims at providing comprehensive support to foreigners from outside the European Union (including those of Polish origin) - especially in terms of providing advice and assistance in matters of legalisation of stay, administrative and legal, employee rights, advice and integration assistance, health, psychological and social care, childcare, professio-



nal activation, acquisition of language skills and adaptation and integration with Polish society. An important element of the project is also the development and updating of a coherent integration strategy in the voivodeship and the provision of specialist training for the coalition members - employees of various institutions involved in the project: teachers, representatives of social welfare centres, district labour offices and other institutions and organisations. The project is being carried out between December 2018 and August 2021. Beneficiary: Pomeranian Voivode.

The value of the whole project is: **PLN 2,801,334**, including the contribution of the Asylum, Migration and Integration Fund of **PLN 2,101,000** and a contribution from the state budget of **PLN 700,334**.

The project consists in the implementation of the following undertakings:

- **Workshop and networking meetings for coalition members** - activities designed for representatives of social welfare centres, District Labour Offices and cooperating institutions, e.g. the Police, the Board of Education and representatives of schools, NGOs and other coalition members. The subject matter of the trainings concerns various aspects of work with foreigners, e.g. creation of organisational structures, methodology of work with foreigners, cultural and religious differences. The meetings also serve the purpose of exchanging experiences in the scope of systemic solutions of working with foreigners, creating and strengthening cooperation and providing current information to the coalition members about their tasks.
- **Organisation of a seminar for coalition members** - the action aims at better use of social assistance structures and other institutions and organisations for the integration of foreigners, as well as support for specific cooperation between them aimed at helping to integrate third-country nationals.
- **Information and advisory points** - the points operate in Gdańsk, Gdynia, Słupsk, Chojnice, Kartuzy and Starogard Gdański and provide free assistance for foreigners. Each point provides advice and assistance on legalisation of stay, administrative and legal issues, employee rights, advice and integration assistance, health, psychological and social care, childcare and family reunion. Each point is run by specialists in integration advice and assistance. The other specialists employed are: a lawyer, an interpreter, a psychologist, a child care provider.
- **Polish as a foreign language for adults** - are conducted at different levels of education. The level of Polish language teaching is adjusted to the reported needs of foreigners (A1, A2, B1). Classes take place in the place of the largest concentration of foreigners - most of the courses take place in the Tricity agglomeration, the remaining ones - adequately to the identified needs, including in a remote form. Planned number of courses during the whole project: 32.

- **Methodological courses for teachers of Polish as a foreign language** - the aim of this activity is to equip teachers with knowledge, competences and skills that enable them to independently carry out educational activities with foreign students who have no or little knowledge of Polish. Planned number of courses during the whole project: 12.
- **Adaptation courses** - are aimed at involving third-country nationals living in the Pomeranian Voivodeship in the active life of local communities, broadening their knowledge of the culture, tradition, law and history of the host country. The courses take place in various localities in the entire Pomeranian Voivodeship.
- Polish as a foreign language for children - **the action is aimed at schools where there are many students who do not speak Polish and the pool of extra hours allocated to schools is too small. Lessons are conducted by teachers from a given school.**
- **Compensatory classes for children** - the classes allow foreign students to catch up with school, help with specialist vocabulary and support in doing their homework and mastering school material. Compensatory classes are distributed in a similar way to Polish language lessons, i.e. at schools with the largest number of foreign children and where there is little possibility of implementing such support.
- **Classes on Polish tradition, history and culture** - the classes combine knowledge about Polish tradition, history, culture, art, customs, holidays, and the situation of Poland as a member of the EU and NATO. List of schools covered by the support under the task: the same as in action learning Polish as a foreign language for children.
- **Hiring a Ukrainian language assistant** - in selected schools teaching foreigners in Gdańsk. Language assistants support the teacher during classes and help foreign pupils to better adapt in class. They also provide support for the parents of these children.
- **Vocational counselling and translation** - under this measure, foreigners may use the support of a vocational counsellor and sworn translators at information and advice points.
- **The publication of the guide for foreigners and other information and promotional activities** - an important supplement to the activities listed above is the publication of this guide. In addition, other activities promoting the project and its activities are planned - running a website and publishing educational and information materials.

The project is carried out by the Pomeranian Voivodship Office in Gdańsk

More information about the project can be found at:  
[www.fami.uw.gda.pl](http://www.fami.uw.gda.pl)

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