



POLISH NATIONAL AGENCY
FOR ACADEMIC EXCHANGE

WELCOME CENTER SCRIPT

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BEFORE ARRIVAL

Students - Recruitments

How many intakes do you have in a year?

There are always two intakes at our University:

- First one is for winter semester, the intake usually opens at the end of March/beginning of April and closes at the end of August. The semester for this intake starts in October.
- Second intake is for summer semester, the intake usually opens in November and closes at the end of January. The semester for this intake starts in February.

Are there any specific requirements or documents needed for application at the University?

All candidates should have English at level at least B2 (no certificate is required, as there is always interview held)

For candidates for BSc studies:

- Scan of international passport
- Scan of High school/Secondary school certificate together with transcript of grades both with sworn translation (if document are not issued in English or Polish)
- Medical certificate stating that there are no contradictions for candidate to study abroad
- The registration fee payment confirmation

For MSc studies:

- Scan of international passport
- Scan of Bachelor degree Diploma together with transcript of grades both of them with sworn translation (if document are not issued in English or Polish)
- Medical certificate stating that there are no contradictions for candidate to study abroad
- The registration fee payment confirmation

Before accepting potential candidate recruitment team is making sure that the School/University from which the candidate has graduated is recognized in Poland and if the requirements are met. Each country has different rules to follow, more information can be found on website:

<https://kwalifikator.nawa.gov.pl/>

Each foreign candidate is also obliged to either apostille or authenticate and legalize their documents (Diploma and Transcript).

What is authentication, apostille and legalisation, do I have to do them all, where can I get them done?

- Authentication and Legalisation:

Candidates from the country that are not part of the Hague convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents has to authenticate their Certificates at the ministry of education and foreign affairs of the issuing country e.g. Nigeria, Angola, Bangladesh

Authentication has to be done before the Legalisation at the Ministry of Foreign Affairs of Ministry of Education of the country where the Diploma was issued. After that the authenticated document has to be Legalised at the Embassy of Poland.

There is no need to make an additional appointment for Legalisation procedure, as this can be done during Visa appointment.

Based on that, at the stage of application, the University requires scan of Authenticated document, Legalised documents should be delivered in Original upon arrival to Poland.

- Apostille

Candidates from the country that are part of the Hague convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents has to apostille their Certificates e.g Turkey, Morocco, India

Apostille should be done before the candidate applied for studies, as it is required on application level, the apostille is issued during a personal visit to the Legalization Department of the Ministry of Foreign Affairs.

Complete of Original Apostilles documents should be delivered to the International Cooperation Office upon arrival to Poland.

- It is important to remember that candidates should not leave Apostilles/Apostilled Original Documents at the Embassy during visa appointment.

What qualities or qualifications are you looking for in prospective candidates?

Important qualities of a good candidate for studies at The International University of Logistics and Transport are: willingness to learn, communication, self-motivation, and culture fit, a positive attitude towards study, a passion for the logistics and transport market, an ability to think and work independently, ambition and confidence.

Are there specific academic prerequisites or GPA requirements?

Requirements varies depending on the educational system of each country:

Turkey

For Bachelor studies candidates:

- Candidates have to be a holder of Lise Diplomasi or Teknik Lise Diplomasi or Meslek Lise Diplomasi
- Both Diploma and Transcript of grades should be translated to English or Polish by sworn translator
- Both Diploma and Transcript of grades have to be apostilled.

For Master studies candidates:

- Candidates have to be a holder of Lisans Diplomasi (Bachelor Degree) or Yüksek Lisans Diplomasi (Master Degree)
- Candidate should be a holder of records not lower than D (Pass/Geçer)/ CC(Satisfactory)
- Candidate's University should be recognized, it can be checked via website:
<https://www.yok.gov.tr/universiteler/universitelerimiz>
- Both Diploma and Transcript of records should be translated to English or Polish by sworn translator
Please note that some Universities issue the Diploma and Transcript in English, so in this case there is no need for sworn translation
- Both Diploma and Transcript of records have to be apostilled.

Morocco

For Bachelor studies candidates:

- Candidates have to be a holder of Attestation du Baccalauréat - Baccalauréat d'Enseignement Technologique et Professionnel (BETP)
- Both Diploma and Transcript of grades should be translated to English or Polish by sworn translator
- Both Diploma and Transcript of grades have to be apostilled.
- Candidate should be a holder of records not lower than 10

For Master studies candidates:

- Candidates have to be a holder of Licence d'Études Fondamentales or Licence Professionnelle
- Candidate's University should be recognized, it can be checked via website:
 - Private Universities: <https://web.archive.org/web/20220926204325/http://www.enssup.gov.ma/en/enseignement-superieur-public-universitaires>
 - Public Universities: <https://web.archive.org/web/20220923122656/https://www.enssup.gov.ma/en/publications/liste-des-universites-et-etablissements-prives-autorisees>
- Both Diploma and Transcript of records should be translated to English or Polish by sworn translator
Please note that some Universities issue the Diploma and Transcript in English, so in this case there is no need for sworn translation
- Both Diploma and Transcript of records have to be apostilled.
- Candidate should be a holder of records not lower than 10

Nigeria

For Bachelor studies candidates:

- Candidates have to be a holder of West African Senior School Certificate(issued by West African Examination Council (WAEC)) or Senior School Certificate (issued by National Examination Council (NECO));
- If the Diploma is not issued in English, it should be translated to English or Polish by a sworn translator (in most cases the Diploma is already issued in English);
- The Diploma has to be authenticated by the Ministry of Education or Ministry of Foreign Affairs in Nigeria, then it has to be Legalised at the Embassy of Poland.
Please note that the authentication should be done at the stage of application, then Legalisation can be done during visa appointment. Legalisation cannot be obtained without Authentication.
- Candidate should be a holder of 5 credits from the certificate with English included

For Master studies candidates:

- Candidates have to be a holder of Bachelor's degree with specific field (the most common titles are Bachelor of Arts and Bachelor of Science)
- Candidate's University should be recognized, it can be checked via website:
 - <http://nuc.edu.ng/>
 - If the Diploma and Transcript of records are not issued in English, it should be translated to English or Polish by a sworn translator (in most cases the Diploma is already issued in English);
 - The Diploma and Transcript of records has to be authenticated by the Ministry of Education or Ministry of Foreign Affairs in Nigeria, then it has to be Legalised at the Embassy of Poland.
Please note that the authentication should be done at the stage of application, then Legalisation can be done during visa appointment. Legalisation cannot be obtained without Authentication.

- Candidates for studies have to be a holder of average 3.0 CGPA or higher to be eligible to apply for studies.

Zimbabwe

For Bachelor studies candidates:

- Candidates have to be a holder of Zimbabwe General Certificate of Education in Ordinary Level (O Level) and Zimbabwe General Certificate of Education in Advanced Level (A Level);
- If the Certificates are not issued in English, they should be translated to English or Polish by a sworn translator (in most cases the Certificates are already issued in English);
- The Certificates have to be authenticated by the Ministry of Education or Ministry of Foreign Affairs in Zimbabwe, then they have to be Legalised at the Embassy of Poland.
Please note that the authentication should be done at the stage of application, then Legalisation can be done during visa appointment. Legalisation cannot be obtained without Authentication.
- Candidate should be a holder of 5 credits from the certificate with English included, on the A-level certificate there have to be minimum 2 passes including English.

For Master studies candidates:

- Candidates have to be a holder of Bachelor with Honours with at least Lower Second Division level or Master or Master of Philosophy;
- Candidate's University should be recognized, it can be checked via website:
 - <https://www.zimche.ac.zw/registered-heis/>
- If the Diploma and Transcript of records are not issued in English, it should be translated to English or Polish by a sworn translator (in most cases the Diploma is already issued in English);
- The Diploma and Transcript of records has to be authenticated by the Ministry of Education or Ministry of Foreign Affairs in Nigeria, then it has to be Legalised at the Embassy of Poland.
 - Please note that the authentication should be done at the stage of application, then Legalisation can be done during visa appointment. Legalisation cannot be obtained without Authentication.
- Candidates for studies have to be a holder of average 3.0 CGPA or higher to be eligible to apply for studies.

For more information regarding other countries please visit website:

<https://kwalifikator.nawa.gov.pl/>

Will there be an interview as part of the admission process?

Yes, there will be an interview to check the English level and overall fit of each candidate during the recruitment process.

How or where will the interview be conducted?

The interview is usually held on Skype, if there is a need in can also be done via WhatsApp, if the candidate is already in Poland it can also be done face to face at the University.

How long from the date of application can applicants expect to hear back on the status of their application?

The recruitment team shall response to candidate as soon as it is possible, most of the time it is within next working day.

What type of payments and on which stage of application should be done?

There are two types of payment:

- The registration fee, which should be paid at the first stage of submitting the required documents. (non-refundable)
- The tuition fee payment, which should be paid after the positive result of Skype interview and receiving conditional letter of acceptance.

All the exact amounts of fees can be found in the next point.

What are the tuition fees and other associated cost?

Language of instruction	Program	Degree	Currency	Stationary form				
				monthly ¹	for 1 academic semester		for 1 academic year	
					without discount	with 2% discount ²	without discount	with 5% discount ³
ENGLISH	Logistics	Bachelor, Engineering, Master	PLN	1 100	5 500	5 390	11000	10450
			EUR	250	1 250	1 225	2 500	2 375
			USD	340	1 700	1 666	3 400	3 230

¹ The amount of the monthly tuition is the same every month, regardless of the number of conducted classes. The student agrees to pay tuition fees in advance in 10 equal instalments by the 10th day of each month from October to July, but the last part of the payment must be paid before June 30th of that academic year.

² 2% discount is valid for one-time payment for the semester. Payment for the semester must be made within 10 days from the date of the beginning of the semester.

³ 5% discount is valid for one-time payment for the academic year. Payment for the year must be made in advance by October 10th of the academic year.

Language of instruction	Program	Degree	Currency
Registration fee for study in English	400	PLN	When submitting documents
	100	EUR	
	120	USD	
Student ID duplicate	25	PLN	When you apply for a duplicate
Issue of the diploma with two copies	60	PLN	Before the date given by the University
Copy of the diploma in a foreign language	40	PLN	When you apply for a copy

How should the tuition be paid?

Tuition fee is to be paid to one of our bank accounts. Depending in which currency the payment will be done, those are the account numbers:

Santander Bank Polska S.A.:

SWIFT: WBKPPLPP

Account in EURO: (€) PL 50 1090 2398 0000 0001 1580 8146

Account in USD: (\$) PL 38 1090 2398 0000 0001 1580 8168

Account in PLN: (PLN) PL 82 1090 2398 0000 0001 1527 4070

Address: Międzynarodowa Wyższa Szkoła Logistyki i Transportu we Wrocławiu,
ul. Sołtysowicka 19 b, 51-168 Wrocław, Polska

Payment purpose should contain the name of the candidate, as well as the form of payment, for example: John Smith, academic year's 2023/2024 fee.

Banks may charge a fee for an international money transfer or payment in a bank, so when you pay, you should indicate that the transfer should be made in the amount specified on the website.

What is the expected timeline for the entire recruitment process?

If all requirements are met and candidate provides all required documents, next step is to check the documents by the recruitment team, once the documents are checked and accepted, next step is interview, during which the English as well as the overall profile of the candidate is checked. After positive interview candidates is obliged to pay for the tuition fee, depending on when the money reaches Universities' bank account the recruitment team is issuing the Acceptance documents for Visa purpose. If all steps go smoothly the whole process (not counting the time for visa process) should not take longer than 2 weeks.

Can a candidate improve their chances towards the next intake if they are not selected in the current recruitment, if yes how?

Yes, candidates can always improve their chances towards the next intake if they are not selected in the current recruitment by improving on the cause of their rejection.

If the candidate has been rejected on basis of English level, the candidate should try to improve the level of English, the University is offering one semester of English preparatory course (depending on the country from which candidate is applying as not all of them can get visa for English preparatory course). If there are reasons connected to school documents, for example not having apostilles on time, or no authentication has been done, the candidate should do it for next intake.

If there are any other reasons of the candidate being rejected the recruitment team is always trying to help.

Are there scholarships, grants or financial aid options available for incoming students?

There are 4 types of scholarships available to students:

1. Rector Scholarship – may be awarded to a student who has achieved outstanding results in science, scientific or artistic achievements or sporting achievements in competition at least at national level.
2. Social Scholarship – may be awarded to a student in a difficult financial situation.
Only foreign students who have permanent residence card or Pole's Card (Karta Polaka) are eligible to apply for the social scholarship.
3. Allowance Scholarship – may be awarded to a student who has difficult and sudden hard life situation.
4. Scholarship for students with disabilities – may be awarded to a student who has disability and has the certificate of disability, which is issued by polish doctor.

All information about the requirements, documents as well as deadlines can be received from the scholarship specialist - Karolina Stępień under email address: kstepien@misl.com.pl or in the room 8, ground floor.

What is the university's track record regarding post-graduation employment and further education?

According to the source: Career Tracking of Graduates, 97% of students and graduates of the IULT in Wrocław are professionally active, as many as 86% of them find employment at specialist positions in companies from the Transport-Forwarding-Logistics industry.

11% find a job outside the transport, forwarding and logistics sector.

What are the Dual Studies which University has in its offer?

Dual studies, conducted at the International University of Logistics and Transport in Wrocław, combine theoretical classes with practical classes carried out as part of paid internships taking place in partner companies.

Dual studies are carried out in the following specialties:

- Logistics – first level, Bachelor's studies
- Logistics – first level, Engineering studies
- Transport – first level, Bachelor's studies

Students carry out a study program in line with their chosen field of study at the IULT in Wrocław. After completing the second semester, students may apply to continue their studies in a chosen field of study in a dual system. 60 people, qualified for dual studies will participate in classes taking place at the University (from Monday to Wednesday) and in an internship at a partner company (from Thursday to Friday). Regardless of the field and type of studies, students may try to continue their internship at a partner company during the holiday months, but this depends only on the organizational capabilities of a partner company

How the process of recruitment for Dual Studies looks like?

The recruitment process is held in accordance with the adopted statute and covers several stages. The first stage is to submit a set of documents (CV, cover letter, card of achievements for completed semesters of study), then people who pass the initial qualification must apply for an interview, during which the knowledge of Polish (in the case of foreigners) or English (if it is spoken in a partner company). During the recruitment process for dual studies, students can choose a company where they would like to have an internship. The selection committee consisting of a representative of a partner company decides whether a student will be assigned to a company. The list of accepted people will be posted on the website and bulletin board at the IULT in Wrocław.

More information can be found:

<https://www.mwslit.com/fields-of-studies/dual-studies>

Visa

Are there any changes or updates to the visa application due to recent regulations?

The newest changes in regards visa regulations can be found here:

<https://www.gov.pl/web/udsc-en/changes-in-migration-law>

Does the university provide assistance or guidance in the visa application process?

The University assists all students within the visa process in regards to all required documents needed for applying for student visa. It means that the recruitment team makes sure that all documents are ready and up to date before visa appointment. The team also makes sure that if there is a need, the Original documents are also send.

What set of documents does the University issue for the visa purpose?

The University issues the set of requirement documents for the visa purpose, which includes: Conditional letter of acceptance, Letter of acceptance, Accommodation certificate, Zaświadczenie.

What documents will the embassy ask for?

Depending on the country where candidate applies for visa, the required documents might be different. All information can be found on the Ministry of Foreign Affairs website: <https://www.gov.pl/web/dyplomacja/polskie-przedstawicielstwa-na-swiecie>

Are there designated staff or offices to help student with visa-related issues?

Yes, the person working in Welcome Centre is there to help with all kind of visa-related issues.

What is the recommended timeline for applying for a student visa before the start of the academic year?

The Candidate should start looking for an appointment after making payment of tuition fee to the University. Whole visa process may take up to one month, not counting the time needed for booking visa appointment.

For October intake the best option is to start looking for an appointment in June/July.

For March intake the best option is to start looking for an appointment in December (this intake is shorter than October one, so sooner the appointment is booked the better for whole process).

It is important that candidate is not looking for an appointment without Conditional acceptance from the University, as this may cause the issue where Acceptance documents won't be issued on time.

What steps can be taken if a student's visa application is rejected?

All candidates for studies who got visa rejection can appeal against this decision.

Is there an appeal process and what kind of assistance does the university provide in such situation?

Based on the reason of visa rejection, candidates should make a proper changes in regards the refusal reason. The University is able to provide additional support documents too.

All candidates applying for visa should make sure that once they go for visa appointment they should take the whole set of Acceptance documents (Letter of acceptance, Accommodation certificate,

Zaświadczenie) + Conditional letter of acceptance, as well as required proof of Insurance (depending on country from where the candidate applies the amount may be different), copies of School/University documents (diplomas with apostille or authentication).

Weather and climate in Poland

What is the average temperature in Poland?

Weather in Poland is mild and pleasant most of the time, but it can get unpredictable at times. Thanks to its location on the Globe Poland has four seasons:

- Summer time gets warm with temperatures reaching 25 Celsius degrees on an average day, but you can also experience hot days nowadays with around 30/35 Celsius degrees. The temperature drops down in the evenings.
- During Winter you may experience snow and temperatures below 0 Celsius degrees, especially at night, when sometimes the temperature drops to -20 Celsius degrees.
- Spring and Autumn time in Poland is a mix of Summer and Winter so you can get both sunny, warm days as well as cold, rainy and windy ones.

What kind of clothing may be needed in Poland?

As weather changes depending on the season, it is good to take both summer clothes, as well as a warm winter jacket together with hat, scarf and gloves.

Are there time changes in Poland?

Time in Poland is given by Central European Time (CET; UTC+01:00). Daylight saving time, which moves an hour ahead, is observed from the last Sunday in March (02:00 CET) to the last Sunday in October (03:00 CEST). This is shared with several other EU member states.

Does Poland experience earthquakes?

Earthquakes in Poland are a rare phenomenon. Most often they are caused by rock bursts in coal or copper mines. Natural ones appear in the Carpathian Mountains, Sudetes, or in the Trans-European Suture Zone. Sometimes events from other countries are felt in Poland.

Does Poland experience hurricanes?

Generally, hurricanes don't occur in Poland.

Dormitories

Are students provided a place in the dormitory?

Yes, all international students are granted a place in a dormitory. At the moment University does not have its own dormitory, but it cooperates with few public and private dormitories in Wrocław.

What are the prices of the dorms?

Prices in public dormitories start at around 600 PLN per month for a place in a triple/double room, the most expensive options may reach 1000 PLN in a single room.

Rooms in private dormitories start at around 2000 PLN. Most of the options in private dormitories include a private bathroom, where some of them even have a private kitchen annex.

How to apply for a place in a dormitory?

Place in the dormitory is assigned to candidates by a representative of the recruitment team from the International Cooperation Office at the University. Depending on the budget and arrival date of the candidate the best option is provided.

Is the contract with the dormitory signed at the University?

No, each student signs the contract with the manager of the chosen dormitory.

How to pay for the dormitory?

The payment methods may be different for each dormitory, so once the dormitory is chosen, the manager of the dormitory informs students about payment methods.

What should be done in case of resignation from the dormitory?

In case of resignation from the place in the dormitory, the student has to contact the manager of the dormitory to receive the information about the formalities needed to be completed.

Study Buddy

Is there a Study Buddy Programme at the University?

Yes, students can join Study Buddy programme, where those who are open-minded and like meeting new people are willing to share some of their time and experience with international colleagues. Anyone who is interested in this programme should contact International Cooperation Office.

Standard questions

Is the airport transfer provided by the University?

University does not provide transfers from the airport, but if there is a need the assistance of student (Study Buddy) can be organised.

Is Wroclaw an international students friendly city?

Yes, Wroclaw is an international students friendly city, especially thanks to multicultural environment. Only at our University there are over 50% of foreign students from countries like: Turkey, Morocco, Nigeria, Ukraine, Belarus, Azerbaijan etc.

Is public transport good in Wroclaw? Can the student reach the University by bus or tram?

Yes, public transport works really well in Wroclaw. There are both buses and trams, directly to our University you can take buses number 119, 116 and A, not that far away also buses number 128 and N. The best app to check good connections is "Jakdojade".

Does the University have two intakes?

Yes, the University has winter and summer intakes.

Is there a need for a candidate to speak Polish at the beginning of studies?

No, for students planning to study in English there is no requirement to speak or know Polish. During studies all foreign students will have obligatory Polish classes to learn at least the basics of this language.

How much money do students need for living in Poland?

Depending on personal situation, lifestyle and habits the cost of living may vary. In practice, 2000-2500PLN per month is a minimum in order to cover the cost of accommodation, paying for public transport, and even going out occasionally. This amount should cover the costs of rent, food, clothing, public transport, study materials, telephone and other expenses – not counting the tuition fee (this would be another 1100PLN per month).

What kind of privileges do students have in Poland?

In Poland students have 51% discount on travelling with PKP (railway) and public transport in all cities. In many pubs, beauty shops, gyms or restaurants there are discounts available or "happy hours" where after showing a student card a student receives a discount.

Why is Poland good for study?

Those are the main reason of Poland being good country to study at:

- high level of education
- low prices
- study programmes in English or Polish.
- obtaining a diploma that is recognized in all European countries

Can a holder of a Bachelor degree from a different country apply for Master studies?

Yes, it is possible. If the candidate is already a holder of bachelor's degree, it allows the candidate to apply for Master studies (of course if all requirements are met). The major does not necessarily have to be the same.

What kind of driver's licence can foreign students use?

EU citizens can drive a car in Poland just with their driving licence from their country.

Non EU citizens have to apply for an international driving license (IDL) before arrival.

AFTER ARRIVAL

Pesel

What specific purpose does the PESEL number serve in Poland?

According to the provisions that came into force on 1st January 2018, every foreigner residing in Poland will be assigned a PESEL number. This does not apply only to those who plan short-term stays not requiring registration of residence, if such a stay in the territory of the Republic of Poland does not exceed 30 days.

What can student use a PESEL number for?

This number is very useful for managing certain formalities such as opening a bank account, registering for a doctor or submitting your annual tax declaration.

Where can student get a PESEL number?

The application for a PESEL number can be found in one of the Wrocław City Office:

- COM I (Inhabitant Service Centre no. 1), ul. Zapolskiej 4, counters 3–15, 8:00 a.m. – 3:15 p.m.
- COM II, Plac Nowy Targ 1–8, counters 1–8, 8:00 a.m. – 3:15 p.m.
- COM IV, Al. Kromera 44, counters 3–5, 8:00 a.m. – 3:15 p.m.

What documents or process are involved in obtaining a PESEL number?

The student needs to bring documents confirming identity and other data included in the application form (passport, etc.). In addition, the application should state the legal basis, from which the obligation to obtain a PESEL number results.

Attach a photocopy of the document that confirms identity and data entered in the form. The application can be submitted in person or by the representative on the student's behalf.

The application can be submitted from Monday till Friday from 8:00 a.m. till 5:15 p.m.:

- COM I (Inhabitant Service Centre no. 1), ul. Zapolskiej 4, counters 3–15
- COM II, Plac Nowy Targ 1–8, counters 1–8, 8:00 a.m. – 3:15 p.m.
- COM IV, Al. Kromera 44, counters 3–5.

How much does it cost?

It's free of charge.

How long does it take to get PESEL number?

The official immediately accepts your application. If there are grounds for assigning the PESEL no. – a student receives notice of assignment of the PESEL Number.

Does PESEL number have an expiry date?

No. PESEL number is given to you once and even if you will leave Poland for one semester when you go for Erasmus for example, you will still use the same after coming back.

Insurance

Do students need to pay for an insurance ?

Yes. International students in most cases have private insurance which was required for the visa application. But this insurance covers mostly only accidents and do not cover general practitioner's consultation. For a general medical care insurance (Voluntary Health Insurance for Students from Foreign Countries) you have to apply in the NFZ department.

What kind of insurance can student get ?

Healthcare in Poland is available for students from EU/EEA countries but they should hold valid medical insurance in the national insurance system of their country. They should have:

- a valid international passport,
- doctoral student identity card or student identity card
- valid European Health Insurance Card (Europejska Karta Ubezpieczenia Zdrowotnego)

It entitles to medical care free of charge in Poland.

Students from non-EU/EEA countries should buy their own international medical insurance prior to their arrival in Poland. Otherwise they are required to sign a voluntary health insurance agreement with the National Health Fund (Narodowy Fundusz Zdrowia – NFZ) and pay their own insurance fees (the cost is about 15EUR/month). Then students are entitled to free medical care.

*Please note: When applying for a Polish visa, citizens of non-EU countries should take out health insurance that will be valid in all Member States (or in countries to which the visa applies) for the duration of the planned stay or transit. The minimum insurance amount is EUR 30,000. The insurance policy may be issued by any foreign or domestic insurance company, and the original document and its photocopy should be produced when applying for the visa.

Students can also buy Euro26 Card which provides you with an insurance in case of accident and also gives you student's discounts. The Euro26 Card is valid in whole Europe.

Nostrification

What is nostrification?

The process of recognition of elementary, secondary and higher education diplomas. This is a consent of relevant state Authorities to the legitimacy of the documents on the territory of Poland. The decision on the recognition and equivalence of foreign documents of education in Poland is made by the institution called "Kuratorium Oświaty" (Education Superintendent).

Which documents do not require to have nostrification?

The nostrification procedure is obligated for all documents except those issued in the following countries:

- certificates issued in countries with which Poland has signed bilateral agreements concerning the recognition of education (Belarus, China, Ukraine);
- EU countries, EEA, EFTA, OECD (Austria, Australia, Belgium, Canada, Chile, Colombia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Lithuania, Luxembourg, Mexico, the Netherlands, New Zealand, **Norway**, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, the United Kingdom and the United States).
- IB diplomas (International Baccalaureate) issued by International Baccalaureate Organization in Geneva
- EB diplomas (European Baccalaureate) issued by European Schools

What are required documents for nostrification?

All the required documents (which are mentioned below) should be delivered to The Education Office in Warsaw in order to get the recognition of the foreign school graduation certificate by the Polish Ministry of Education:

- completed application form.
- high school diploma with the apostille or legalization made by Polish consul/Ministry of Higher Education.
- transcript of grades obtained during the final exams which enables completing school.
- Eligibility Statement - a certificate from school of the home country or from Ministry of higher Education, confirming the right to continue education at the next level.
- other documents requested by the Warsaw education office (e.g. information concerning curriculum - its content).
- translation of all documents into Polish (high school diploma, its supplement, eligibility statement, form of curriculum content).
- copy of your passport.

Procedures at the University

What should be done upon the arrival of the candidate to Poland?

All students are obliged to submit all original documents at the International Cooperation Office as soon as they arrive in Wrocław.

What documents should be submitted?

- Original High school/Bachelor diploma with translations and apostille or authentication and legalisation
- Transcript of records with translations and apostille or authentication and legalisation
- Original Medical certificate
- Passport

What other formalities have to be done?

Students have to sign the agreement on tuition fees payments, as well as declarations and vow.

What happens to those documents?

Once all original documents are collected and all forms are signed the International Cooperation Office worker passes them to the Dean's Office where the folder with them is kept for the whole period of studies.

When the student ID card is given to new students?

The student ID card is issued during the first week of studies. It can be collected from the Dean's Office.

What else should be done during the first few weeks?

All students have to attend Orientation Day, during which students are familiarized with all departments.

Students have to log in to their Virtual dean's office where all needed information like schedule, grades, notifications are visible.

Instructions on how to log in to the E-learning platform and their university email will be given as well.

What are the useful contact details for new students?

Dean's Office:

- room 9, ground floor
- email: dziekanat@misl.com.pl
- opening hours: Monday to Thursday, 8:00-14:00
on Fridays it's closed

E-learning:

- email: elarning@misl.com.pl

IT Department (in case there is a problem with email, Virtual dean's office):

- -email: informatycy@misl.com.pl

Student payment department:

- room 3, ground floor
- email: rozliczenia@misl.com.pl
- opening hours: Monday to Friday, 8:00-14:00

Library:

- room 312, third floor
- email: biblioteka@misl.com.pl

If there is any issue related to studies, where to go?

The Dean's Office is the place where all students should go if they face any kind of problem during studies.

Where can students get Student certificate?

The Dean's Office is responsible for issuing this document.

An email with a request should be sent to email: dziekanat@msl.com.pl The email should include the purpose of the certificate i.e. for residence permit.

The Dean's Office informs when the document is ready to collect.

Where can students get Payment confirmation?

Payment confirmation is issued by the Student payment department.

An email with a request should be sent to email: rozliczenia@msl.com.pl

Information when it is ready to collect will be given via email.

Bank account:

While selecting a bank to open an account in, students need to consider how long it will take to set up the account, bank charges, and availability of ATM units.

Most banks offer online banking and other services for clients. However, their accessibility, quality, and reliability are the most important criteria when choosing a bank.

There are around 600 different banks in Poland, including private and public institutions. Banks in Poland are not that expensive - the average monthly fee is around 15-20PLN, which is under €5.

One thing to ensure is that the bank you open an account in accepts non-residents, as not all of them do so. You also need to check if the bank allows you to use multiple currencies as, unlike most European countries that use the Euro, Poland uses the Polish Zloty as its official currency.

When trying to open an account with a traditional bank, read online reviews and forums to avoid long wait times and other administrative obstacles. Find out whether the bank offers online banking and if it has ATMs where you plan to be. If you use other banks' ATMs to withdraw cash, you may be charged a small fee.

The most popular banks among students are:

Bank PeKao, mBank, ING, PKO BP, Millenium Bank, Nest Bank.

SIM Card

Where can I buy SIM card?

SIM cards can be bought at many places: shops, newsagents, petrol stations, tobacconists or the stores of the network operators. Managing your account online by web browser may require some Polish language skills, as no English homepage is available (except Lyca Mobile which has website in English).

Residence card:

When, where and how do I submit my residence card application?

A foreigner planning to stay in Poland for more than 3 months may apply for a temporary residence permit. A temporary residence permit is issued for the maximum of 3 years. The period of validity of the permit may be shorter, however, if the basis for applying for this permit indicates that a shorter stay is justified.

A foreigner can apply at:

- the Provincial Office of Lower Silesia in Wrocław
Section of Civic Matters and Foreigners
Pl. Powstańców Warszawy 1

The application can be submitted in person or by mail to the address:

- Dolnośląski Urząd Wojewódzki we Wrocławiu
Wydział Spraw Obywatelskich i Cudzoziemców
pl. Powstańców Warszawy 1
50-153 Wrocław

What documents and information are required to apply for a residence card?

- Filled out application and its 2 copies. Before filling out the application, familiarize yourself with the, **instruction in the application**. Application for permission for temporary residence.
- Four photos:
 - a. Not destroyed, colour, sharp;
 - b. Size 35 mm x 45mm;
 - c. Made no earlier than within 6 days before the day of submitting the application;
 - d. Depicting the face of a foreigner from the top of the head to the upper part of shoulders so that the face is visible within 70-80% of the photo, on the uniform background;
 - e. Depicting the person looking straight ahead, with eyes open, not covered by hair, with natural expression and mouth closed, and showing natural skin colour;
 - f. Depicting eyes of the foreigner, especially the pupils and the sight line of the foreigner should be parallel to the upper edge of the photo;

Caution: Foreigner using head covers according to the rules of his religion may add a photo to the application depicting him in the head cover on condition that the face is visible. In such a case a declaration of the foreigner will be needed that he belongs to a certain religious commune. Declaration of belonging to religious commune.

- Photocopy of a valid travel document (original for inspection). In particularly justified cases, when a foreigner does not have a valid travel document and is unable to obtain it, he may present another document confirming his identity (e.g. residence card)
- Confirmation of stamp duty payment

ATTENTION: Submission of the above documents is necessary to initiate proceedings. In the case of submitting an application without any of the above documents, the Party of proceedings will be requested to supplement the formal defects in the application. The procedure can be initiated only after completing the missing documents by the indicated date and their positive verification by the Office.

MOREOVER, TO MAKE A POSITIVE DECISION ON ACCOUNT OF THE STUDIES, ENCLOSING THE FOLLOWING DOCUMENTS WILL BE ALSO NECESSARY:

- Certificate from the unit conducting the studies on acceptance for the course or on the continuation of studies or on acceptance for the preparatory course,
- Proof of payment of the tuition fee if the foreigner undertakes or continues paid studies or proof of exemption from the tuition fee,
- Documents confirming the possession of health insurance within the meaning of the provisions of the Act of 27 August 2004 on healthcare benefits financed from public funds or confirmation of coverage by the insurer of treatment costs on the territory of the Republic of Poland (e.g. appropriate certificate from Social Insurance Institution, insurance policy),
- Documents confirming that sufficient funds are available to cover maintenance and return travel to the country of origin or residence, or the cost of transit to a third country, for example:
 - a. traveller's cheque,

- b. certificate on the limit on the credit card issued by the bank that issued the credit card, issued not earlier than one month before the date of submitting the application for temporary residence permit,
- c. certificate of having means of payment in a bank or cooperative savings and credit union established in the territory of the Republic of Poland issued not earlier than one month before the date of submitting an application for a temporary residence permit,
- d. document confirming the granting of a national or foreign scholarship,
- e. certificate of employment and amount of salaries, issued not earlier than one month before the date of submitting the application for a temporary residence permit.

How long does it typically take to process a residence card application?

The time it takes to apply for a residence permit in Poland can vary depending on the type of permit the student is applying for, as well as the specific circumstances of the application. In general, it can take anywhere from a few weeks to several months to process an application. It is recommended to check the official website of the Polish Ministry of Interior for the most up-to-date information on the application process and processing times.

Students will learn from a text message whether the residence card is ready to collect (if the phone number was given during the submitting of the application) or from the information obtained from the Portal Przybysz website (if you have registered your case there).

Is there assistance provided by the university to help students with the residence card application?

Not, however the university issues to students all the documents, which may be needed to obtain a residence card, such as :

- Confirmation of student status (there should be an email sent do Dean's Office via email: dziekanat@msl.com.pl, once it is ready the information will be sent via email and collection will be from room 9)
- Confirmation of payment for studies (there should be an email sent do Payment Department via email: rozliczenia@msl.com.pl, once it is ready the information will be sent via email and collection will be from room 3).

Can the student travel outside the country while residence card application is being processed?

While waiting for the results of your application for temporary residence permit applicants cannot leave the territory of Poland.

How early should the student start the renewal process before current residence card expires?

The application for renewal for a residence card should be admitted, at least 30 days before the expiry of the validity of current and valid residence card. The application for replacement of the residence card should be submitted within 14 days from the occurrence of the causes for the exchange of the document.

Work and internship

Can international students work part-time/full-time during their studies and are there restrictions on the type of work they can do?

Yes, international students can work in Poland with a student visa or a residence permit.

International students can work part-time during studies (20 hours a week) and full-time during semester breaks.

Students on a student visa can do most kinds of work, but they must not:

- be self-employed;
- be engaged in business activities;
- work in a position that would fill a full-time permanent vacancy;
- work as a professional sportsperson including a sports coach, paid or unpaid, as defined by the Home

Does the university help student with getting a job or internship?

Yes, the Career Office helps students to choose a career path, they are engaged in career counselling, collecting job offers, information about professions, employers and the situation on the labour market.

The Career Office is responsible for the job fairs organization, during which, students are able to meet potential employers, many study visits at the logistics companies are arranged as well.

How many hours of internship should the student do during the studies?

Bachelor/Engineer students should do 720h of internship during whole period of studies.

Master students should do 360h of internship during whole period of studies.

Who should the student contact in case of any questions related to internship ?

In case of any question related to internship, students should contact the Rector's representative for the internship Mr. Jacek Kaliński, at his office – room 04, or via email: jacek_kalinski@wp.pl.

Resignation from studies/Dean's leave

Who should be contacted if student wants to resign from studies?

In case where student wants to resign from studies the Dean's Office should be contacted. The students will be informed what formalities have to be done.

What should be done to get a Dean's leave?

Student should fulfil and submit the proper application form at the Dean's office. Once the decision is taken, the student is informed in virtual dean's office if it's accepted or not.

WROCLAW AND ITS SURROUNDINGS

Where to eat/buy in Wroclaw

Where is the best place to eat good food for reasonable price?

We can recommend the following places:

- Milk bar "Miś"
ul. Kuźnicza 48
<https://www.facebook.com/people/Bar-Mleczny-Mi%C5%9B/100057359983983/>
- Milk bar "Mewa"
ul. Drobnera 4
<https://bar-mleczny-mewa.business.site/>
- Cegielnia
ul. Świdnicka 5
<https://pl-pl.facebook.com/CEGIELNIABISTRO/>
- Bar Witek
ul. Wita Stwosza 40/1a
https://www.facebook.com/BarWitekWroclaw/?locale=pl_PL
- Bar Karmazyn
ul. Piaskowa 17
<https://bar-karmazyn.pl/>
- Lepione
ul. Kuźnicza 42
<https://www.facebook.com/LepioneSmakiUlubione/>
- Bar Setka
ul. Kazimierza Wielkiego 50
<http://setkapolska.pl/menu/wroclaw/>
- Vega Bar
ul. Rynek 27a
<https://barvega.pl/>

Where is the best place to go for grocery shopping?

The best places for grocery shopping are:

- Lidl
- Biedronka
- Kaufland
- Żabka
- Aldi
- Auchan

What are the best shopping malls in Wroclaw?

There are many shopping malls in Wroclaw. Among the most popular are:

- Wroclavia
ul. Sucha 1 (close to the Bus Station)
- Magnolia
ul. Legnicka 58
- Pasaż Grunwaldzki
Plac Grunwaldzki 22
- Shopping centre Korona
ul. Bolesława Krzywoustego 126

The biggest employers of TFL sector

What are the biggest Employers in the Transport, Forwarding and Logistics industry in Wroclaw?

- LOTOS KOLEJ SP.ZO.O.
<https://www.lotoskolej.pl/>
- PEKAES GROUP
<https://pekaes.geodis.pl/>
- DHL EXEL SUPPLY CHAIN POLAND
<https://www.dhl.com/pl-en/home/supply-chain/about-us.html>
- RABEN GROUP
<https://polska.raben-group.com/en>
- VGL GROUP
<https://www.vgl-group.com/en/>
- HEGELMANN
<https://www.hegelmann.com/>
- DSV GROUP
<https://www.dsv.com/>
- DB SCHENKER
<https://www.dbschenker.com/>
- RHENUS LOGISTICS
<https://www.rhenus.group/>
- COLIAN LOGISTIC
<https://www.colianlogistic.pl/en/>

Cultural places in Lower Silesian

What are the most important places in Lower Silesia related to Polish culture and history?

Lower Silesia is one of the richest regions in Poland in terms of tourist attractions. To visit is not only Wrocław but also other beautiful cities, lakes, castles, many mountain ranges, fortresses and palaces.

The greatest attractions of Lower Silesia include:

- Wrocław with its historic sites and attractions
- Leaning Tower and Castle in Ząbkowice Śląskie
<https://dolnyslask.travel/krzywa-wieza/>
- Topacz Castle
<https://dolnyslask.travel/zamek-topacz/>
- Church of Peace in Świdnica
<https://kosciolpokoju.pl/>
- Książ Castle
<https://www.ksiaz.walbrzych.pl/en/>
- Stołowe Mountains National Park
https://www.pnsg.com.pl/index_gb.html
- Kłodzko Underground Tourist Route
<https://www.um.klodzko.pl/en/for-tourists/monuments-of-klodzko/klodzko-s-underground-tourist-trail.html>
- Szklarki Waterfall
<https://its-poland.com/attraction/szklarki-waterfall>
- Sky Walk Path in the Clouds
<https://www.visitskywalk.today/en/>
- Bolesławiec – the town of pottery
<https://dolnyslask.travel/boleslawiec-ceramics/?lang=en>
- Czocho Castle
<https://zamekczocho.com/en/>
- Vang Church in Karpacz
<https://www.karpacz.pl/wang-church-en/at>
- Kliczków Castle
<https://kliczkow.com.pl/en/homepage/>
- Czarna Góra Resort
<https://czarnagora.pl/english-speakers/>

- Walim Adits
<https://dolnyslask.travel/centrum-turystyki-i-kultury-w-walimiu/?lang=en>
- Osówka Underground Town
<https://www.osowka.eu/>
- Wojsławice Arboretum
<https://arboretumwojslawice.pl/arboretum-plan-english-version/>
- Lake Bielawskie
-
- Złoty Stok Gold Mine
<https://kopalniazlota.pl/en/homepage/>
- Museum of Papermaking in Duszniki-Zdrój
<https://muzeumpapiernictwa.pl/en/>
- Barycz Valley
<https://dolnyslask.travel/the-barycz-river-valley/?lang=en>
- Mietkowskie Lake
<https://kortas.blog/2012/07/09/mietkow-lake-jeziro-mietkowskie/>
- Piast Castle in Legnica
<https://medievalheritage.eu/pl/strona-glowna/zabytki/polska/legnica-zamek/>
- Milicz Ponds
<https://dolnyslask.travel/stawy-milickie-2/?lang=en>
- Colorful lakes – Rudawski Park Krajobrazowy
<https://bornglobals.com/en/2017/05/colorful-lakelets-poland/>
- Narrow Gauge Railway in Krosnice
<https://dolnyslask.travel/narrow-gauge-railway-in-krosnice/?lang=en>

Offices in Wrocław

What can be done in Provincial Office?

Foreign students can apply for residence and work permit there.

What can be done in Municipal Office?

Foreign students can apply for PESEL number and drivers licence there.

Where to find Municipal Office in Wrocław?

- COM I (Inhabitant Service Centre no. 1), ul. Zapolskiej 4, counters 3–15, 8:00 a.m. – 3:15 p.m.
- COM II, Plac Nowy Targ 1–8, counters 1–8, 8:00 a.m. – 3:15 p.m.
- COM IV, Al. Kromera 44, counters 3–5, 8:00 a.m. – 3:15 p.m.

Where to find Provincial Office?

Lower Silesian Region - Regional Authority - plac Powstańców Warszawy 1, 50-153 Wrocław

Where foreign students can apply for passport?

Foreigners whose passport expired or got lost/destroyed should apply for a new one in the closes Embassy of their country.

The list of foreign Embassies can be found on the website:

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