



**University
of Technology and Arts**
in Applied Sciences in Warsaw

ARRIVAL GUIDE

for new students of UTA



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1. BEFORE THE ARRIVAL

Make sure you have all the following:

- **Passport with valid Polish visa.** Don't forget to check your visa exact starting date!

- **Your invitation and accommodation letters from the University** and all the documents confirming your admission.

- **Health Insurance.** Choose your insurance company wisely. Make sure that the validity of your policy covers the duration of the first year of studies and covers at least EUR 30,000 for Schengen Area.

- If you are still a **minor** (you are less than 18 years old), make sure you bring a permission to move to Warsaw from your legal guardians.

- Original admission documents required to enrol in the University, as you need to submit them within 2 days of arrival.



2. LIST OF ENROLMENT DOCUMENTS

To be submitted upon the arrival to the Admission office

Straight after your arrival visit our **Admission Office** to conclude your enrolment and receive dormitory keys. Here is the list of the documents that you must have with you during your first visit:

- Original High School diploma
- Original transcript of grades
- Apostille/Legalization for the original diploma
- Apostille/Legalization for the original transcript
- Eligibility certificate (Original) (Does not apply to Turkey and Ukraine)
- Form of curriculum content (Original) (Does not apply to Turkey and Ukraine)
- Sworn translation of all documents into Polish or English language
- Copy of passport



3. ACCOMMODATION

Make sure you have your accommodation secured before arrival. Otherwise, search in housing websites like OLX, Facebook, Otodom may take you quite some time. UTA offers their students affordable places at Student

Apartments and cooperates with a private dormitory. For more information, please contact: accommodation@wseiz.pl

International candidates admitted to the first year of studies at UTA may apply for a place in the UTA Student Apartments ([link: https://wseiz.pl/en/student-dormitory/](https://wseiz.pl/en/student-dormitory/)). UTA offers several dormitories in which students can be accommodated, depending on location and standard.

Additional places are also available at the private dormitory: Hotel Wilanów ([link: https://wseiz.pl/en/student-dormitory/kubickiego-3/](https://wseiz.pl/en/student-dormitory/kubickiego-3/)).



4. HOW TO CHECK IN TO UTA'S STUDENT DORMITORY?

The registration takes place during working hours at the International Cooperation Office (Monday to Friday from 08:00 to 14:00, room number 6, at the University campus, 12 Olszewska Street).

In order to register and receive the room keys, a student should present:

- the original of the identity card or passport
- a confirmation of the deposit payment together with the fee for the first month of residence and for additional days of residence.
- *** applies only to underage candidates: the original of the agreement for renting a place in the dormitory signed by the legal guardian (the contract will be sent to all underage candidates after sending a request to email: accommodation@wseiz.pl).





In the case of an earlier check-in an additional fee of 50 PLN per night for a double room and 60 PLN per night for a single room will be charged.

The accommodation agreement is valid for the whole academic year, from October to July. For participants of preparatory language courses, it is possible to register in August or September. You can check in from the 1st of each month.

Residents of Hotel Wilanów dormitory shall contact: info@studyandstayin.eu to arrange check in.



5. ESTIMATED MONTHLY EXPENSES IN WARSAW

-  Rent (student dormitory) **from 225**
-  Public transportation **15 EUR**
-  Health insurance **12 EUR**
-  Phone, internet, TV subscription **30 EUR**
-  Groceries **220 EUR**
-  Entertainment **100 EUR**

6. GETTING AROUND

→ SIM card

You can buy a SIM card at any kiosk or directly from the operator. To register a prepaid phone, please contact the same operator from which it was purchased. You must have an ID card or a foreign passport with you.

Many phones have now virtual sim card option, so you can connect straight away after landing in Poland.

→ TAXI apps

There are multiple mobile applications allowing you to hail a cab such as Uber, Bolt or FreeNow.

→ Finding an address

The first number of the address, after the street name, refers to the building number, and the second number after the slash symbol (/) refers to the apartment/office number.



7. PUBLIC TRANSPORTATION IN WARSAW

In Warsaw, there is a well-developed, dynamically operating public transport system (Warszawski Transport Publiczny) – WTP. You can travel quickly and easily by bus, tram and metro.

→ Public transport tickets:

You can buy tickets at vending machines (at stops and in means of transport), at kiosks. With a student discount, a twenty-minute ticket costs PLN 1.70.

Note: the discount is available only upon presentation of a valid student ID!

During the first journey the ticket should be validated immediately after boarding the vehicle. When travelling by metro, you should validate the ticket at the entrance gate before entering the platform, or in the validating machine available next to the lift.

The most advantageous option is to buy long-term tickets, i.e. 30-day or 90-day tickets, and obtain a “Young Warsawian” card at any WTP point.

You can also code the tickets on your student ID.

Detailed information is available at: <https://www.wtp.waw.pl/>



8. FORMALITIES AFTER ARRIVAL

During the Orientation Day after your arrival, UTA Team will provide you with the guideline about the formalities that you should complete in Poland:

- Getting local Health Insurance
- Obtaining a PESEL number
- Getting Bank account
- Applying for Temporary Residence Card

9. HEALTH INSURANCE

→ NFZ

We encourage you to sign a voluntary health insurance contract with the National Health Fund (NFZ). If you want to sign the contract, visit a branch of the National Health Fund and the Social Security Institution (ZUS) in Warsaw.

There you will fill in a questionnaire 'about the health insurance in the NFZ'. Be sure to bring your passport (residence card), confirmation that you are studying at WSEiZ, and your student's ID card.

Contributions are paid to the ZUS account. For foreign students the fee is 55,80 PLN per month. A student/citizen of Non-EU/EEA country, who signed a health insurance agreement with the National Health Fund (NFZ) and pays contributions timely, is entitled to use medical care services at all medical points in Poland which have an agreement with NFZ for providing aid.

NFZ
Narodowy Fundusz Zdrowia

→ Private health insurance

You can also insure yourself in private insurance companies. You can choose arbitrary services packages, depending on your needs and financial capability.

You can also choose to purchase subscription from private medical centres such as Luxmed, Medcover, but please remember to carefully evaluate service included in the package.



10. TEMPORARY RESIDENCE CARD

A Residence Card (Karta Pobytu) is a document that is issued to a foreigner and confirms their identity, as well as legal status in the territory of Poland. Your TRC will be issued based on your student status, but will also allow you to work part time.

For instance, once you receive a TRC as a student, you may be also legally employed. Based on this residence card, a foreigner has the right to reside in Poland, as well as cross borders without the need to be issued a consecutive visa.

Note! A temporary residence permit shall not be extended (the act does not provide for a procedure of the extension of a temporary residence permit). If a foreigner wants to stay in Poland, they must apply for a new permit.



CONTACT



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Polish - English - Ukrainian - Russian - Turkish



See our website →





www.akademiata.pl/en