Welcome to the University of Warsaw
With more than 200 years of history, the University of Warsaw (UW) is the largest university in Poland and a leading research centre in the country. The UW community comprises:

<table>
<thead>
<tr>
<th>Count</th>
<th>Description</th>
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<tbody>
<tr>
<td>40,500</td>
<td>students (bachelor’s and master’s)</td>
</tr>
<tr>
<td>3,041</td>
<td>doctoral students</td>
</tr>
<tr>
<td>3,800</td>
<td>academic teachers</td>
</tr>
<tr>
<td>24</td>
<td>faculties</td>
</tr>
<tr>
<td>30</td>
<td>academic and research centres</td>
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</table>

In **2019** the University of Warsaw was granted research university status for 2020-2026. The University of Warsaw receives 10% extra as a state subsidy. This boosts the development of five priority research areas and the execution of 70 measures specified in the application.

Since **2016**, the University of Warsaw has had the right to use the title ‘**HR Excellence in Research**’ awarded by the European Commission. The award confirms that the university fulfils the requirements of the European Charter for Researchers.

The university works together with **800 international partners**, from over **100 countries**.

**MIM UW values**

- Impact
- Innovation
- Research
- Growth
- Commitment
- Teamwork
At the Faculty of Mathematics, Informatics and Mechanics (MIM UW) we are especially proud of the high quality of our research. It is confirmed by external assessments, such as Category A+ (the highest) or KNOW (status: National Leader of Research Centres).

Research conducted at MIM UW addresses wide spectrum of issues: from classical mathematical theories to the interdisciplinary research for innovative solutions to the world’s most daunting challenges.

250 employees and PhD students in collaboration with leading research institutes around the world explore algebraic topology, work on new molecular diagnostics methods and develop algorithms for cryptographic protection.

Our employees are winners of prestigious ERC grants, interdisciplinary research projects NCN Symfonia and many others.
Orientation

We want your orientation to be as smooth as possible. To support you, we have written this guide to help with the first steps.

It covers a variety of topics, from basic information about the University of Warsaw and our faculty (MIM UW) to your personal check list to complete upon arrival and during your first days in Poland.

If you need some information that you do not find in the guide, the website dedicated to foreign students, PhD students and employees may be useful.

You can find it here: http://welcome.uw.edu.pl/

Prior to arrival

Before you start employment at the University of Warsaw, the central HR office of the University needs to collect all the required papers in order to be able to sign a contract. You will receive necessary information and instructions from our faculty HR officer (kadry@mimuw.edu.pl). Contact them and follow their instructions.
Fill in the questionnaire with your personal data. You will receive it via email from our faculty HR officer. After completing the questionnaire, please email it back.

Send a scan or copy of your ID or passport, together with a proof of degree (PhD, MD or equivalent). This will speed up the process and make it easier to hire you.

Bring original documents:
✓ ID;
✓ Proof of degree;
✓ Previous job certificate (if applicable). You will get additional 1% of salary for each year of employment.
✓ One headshot photo for the file.
✓ If you do not want to pay taxes in Poland and you plan on staying less than 180 days, a certificate of your tax residence will be required.
Upon arrival

We recommend that you come to Warsaw at least 1-2 weeks before you start working at the faculty.

Typically, you will be asked to check in personally on arrival at the faculty HR office (Banacha 2 str., 1st floor, room 2260).

This is a checklist that should be completed during your first days in Poland

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Apply for a PESEL number</td>
<td></td>
</tr>
<tr>
<td>Set up a bank account</td>
<td></td>
</tr>
<tr>
<td>Plan 1 day for an obligatory medical examination</td>
<td></td>
</tr>
<tr>
<td>Plan 1h for an obligatory occupational health and security training (OHS)</td>
<td></td>
</tr>
<tr>
<td>Plan about 0.5h for signing all the application forms, statements, regulations etc. so we can have your contract ready for you</td>
<td></td>
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<tr>
<td>Have your diplomas and certificates translated to Polish by an approved translator</td>
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**PESEL number**

**PESEL** (Polish: *Powszechny Elektroniczny System Ewidencji Ludności*, Universal Electronic System for Registration of the Population) is the national identification number in Poland. It consists of 11 digits that are unique for every registered person. It looks like this:

YYMMDDPPPPK

- **YY** – last two digits of a year person was born
- **MM** – month
- **DD** – day
- **PPPP** – random number, but the last digit indicates person’s gender (odd number for male, even for female)
- **K** – checksum

Since 2018 every foreigner in Poland should have PESEL number and is obliged to register his/her address at the appropriate district office (where s/he lives). The registration procedure already includes assigning unique PESEL number to a person, so technically every international student and worker in Poland should have a PESEL. Obviously, not everyone has it, but, if you consider staying in Poland for a longer period, you should think about going through the whole procedure.

**Log in to USOSweb**

To log in to the system, a PESEL number and a password must be provided as an ID. Foreigners give an "artificial" PESEL instead of the real PESEL number.

This is created automatically after entering personal data into the system.
Although you can use your card without any problems in Poland, it would be more beneficial for you to create a Polish bank account. Using a foreign account for your reimbursement will result in additional costs due to currency conversion charges.

Opening a bank in Poland is easy and quick. You do not need to make any appointments and the basic account is free of charge.

You do, however, need to provide a bank with all the required documents. To make the whole process easy and smooth it is best to call the bank directly, explain your status (resident/non-resident) and ask about required documents. Other useful questions are:

- Is a PESEL number is required?
- Is there an online banking system available in English?
- Will all the branches have an English-speaking consultant?
- What other banking services can you use?

The required documents may vary from bank to bank. That is why it is best either to look for the information on their website or call the helpline.

Below you will find a list of the banks closest to the MIM UW. Many postdocs open accounts there and have had positive experiences

- Oddział Banku Millenium, ul. Grójecka 59/63
- ING Bank Śląski, ul. Grójecka 81/87
- PKO Bank Polski SA, ul. Grójecka 65a
Medical examination

Plan one day for an obligatory medical examination in the Medical Centre on 10A Waryńskiego street or Krakowskie Przedmieście 24/26 (the doctors and nurses speak English).

Bring your ID (driving license, passport, etc.) to confirm your identity and the referrals prepared by the Faculty staff.

If you let us know the day of your arrival to Warsaw, we will be happy to arrange a medical appointment for you.

After the medical examination you will be given a certificate which is required for your file. Please, bring it to the HR office.

OHS training

Before starting work at the University of Warsaw, you are required to complete the occupational health and security training. The procedure is very simple:

1. You receive the OHS training form from your faculty representative.

2. You deliver the form to the OHS Inspectorate at 8 Oboźna Street, room 1 (Main Campus) and have it stamped there (this has to be completed before your 1st day of employment).

3. You deliver the form to the faculty, where you are employed and, after the training, you receive a signature from the trainer, confirming that you have completed the OHS training.

4. The stamped form should be submitted along with the other documents to the Office for Human Resources.
You can activate your account in the eduroam wireless network by logging in at https://logowanie.uw.edu.pl.

**NOTE: Before logging in to eduroam for the first time, please change your password!**

WiFi network name: eduroam

Login: PESEL@uw.edu.pl (e.g. 44051401458@uw.edu.pl)


Detailed parameters of the eduroam network:

- Security type: 802.1x
- EAP protocol type: PEAP
- Authentication: WPA2-Enterprise (WPA2)
- Authentication method (password transfer): MSCHAPv2
- Data encryption: AES (CCMP)

IT Service Department tel: 22 55 20 544 or m.bassa@mimuw.edu.pl
Your Polish tax obligation is determined by your status of residence. If your residence is within the Republic of Poland, you are taxed on your total income, regardless of where the income was earned (unlimited tax obligation in Poland). If your residence is elsewhere, you are taxed solely on income earned in Poland (limited tax obligation in Poland).

An individual is defined as resident of Poland if at least one of the conditions stated below is fulfilled:

- the individual has close personal or economic relations with Poland (centre of vital interests),
- the individual stays within the territory of Poland for more than 183 days in the given fiscal year.

The deadline for filing an annual tax return is **30 April** of the year following the reference tax year. In order to submit your tax declaration, your employer has to provide you with the PIT-11 form before the end of February. This includes information on PAYE (pay as you earn) tax that has already been deducted.

The annual tax declaration can be submitted to the tax authorities in three ways:
1. on-line via the e-pit (https://www.podatki.gov.pl/pit/twoj-e-pit/) official government system or using the e-declaration tool (https://www.podatki.gov.pl/e-deklaracje/) of the Ministry of Finance,
2. on paper submitted in person to the relevant Tax Office for your place of residence (address),
3. if you are currently outside of Poland, you can also file your tax declaration to a Polish consulate.

Please note that the **forms** and on-line systems are in the Polish language.

There are various PIT forms marked with different numbers, but the most common form is **PIT-37** for employees not running their own business.

You can find detailed information about different types of taxes **here**

https://www.euraxess.pl/poland/information-assistance/taxation

Remember that you have to submit your annual tax declaration every year. If you are wondering how to do it, click **here**

In Poland, there is public and private medical care. If you are working in Poland, you are obliged to have health insurance.

Guest lecturers employed within the framework of the Integrated Development Programme have an employment contract, which means that their employer will obtain the insurance for them and, as a result, they will be able to use free public health care services provided by the NFZ (National Health Fund). This means that every month their employer will pay a contribution to the NFZ on their behalf. Immediate family members of the insured person may also benefit from free medical assistance after proper registration in NFZ.

**When you need to see a doctor**
If you need to see a doctor, you should register at the clinic (it is best to choose the one which is nearest to your place of residence or work). Make sure that the clinic is financed by NFZ or has an agreement with NFZ; a clinic should have an NFZ sign in front of the entrance. Remember that not all doctors speak English, so you may not be able to make an appointment for the next day. It is useful to take a Polish speaker with you as not all clinic employees speak English.
Accommodation

There are plenty of possibilities to rent a place within or outside the city of Warsaw. Firstly, you should decide whether you would like to look for it by yourself, or hire a real estate agency. Remember that agencies tend to take an equivalent of monthly rent for their services. When you know what are you looking for, you can start to search. Just type phrase like “flat for rent Warsaw” in your web browser and begin your selection.

The most popular services;
✓ OLX.pl
✓ Gumtree.pl
✓ Gratka.pl
✓ Otodom.pl

Once you find a flat, remember to sign a contract with the landlord. Make sure you know all the costs (for example additional costs for electricity or water) and be aware when and where you should make the payments. Also, check if there is an Internet connection in the flat that you can use. It is also a good idea to ask a Polish speaker to help you with the contract.

If you prefer to search for your own accommodation, bear in mind that most flats are rented for at least one year and most rooms are rented for at least one semester. It would be best to find a person renting their room or flat for a shorter period. You can find such offers on Facebook groups about accommodation. You can write your own post there and explain the situation.
Useful links

- Health insurance: [http://welcome.uw.edu.pl/guest-lecturers/health-insurance/](http://welcome.uw.edu.pl/guest-lecturers/health-insurance/)

## Contact details

<table>
<thead>
<tr>
<th>If you need help with...</th>
<th>Contact</th>
<th>Via phone</th>
<th>Via e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR inquiries</td>
<td>Ewa Puchalska-Farah</td>
<td>(+48) 22-55-44-001</td>
<td><a href="mailto:e.puchalska@mimuw.edu.pl">e.puchalska@mimuw.edu.pl</a>, <a href="mailto:kadry@mimuw.edu.pl">kadry@mimuw.edu.pl</a></td>
</tr>
<tr>
<td>Domestic and international trips &amp; conferences</td>
<td>Magdalena Szwaranowicz</td>
<td>(+48) 22-55-44-205</td>
<td><a href="mailto:mszwaranowicz@mimuw.edu.pl">mszwaranowicz@mimuw.edu.pl</a></td>
</tr>
<tr>
<td>University e-mail</td>
<td>Michał Bassa</td>
<td>(+48) 22-55-44-391</td>
<td><a href="mailto:m.bassa@mimuw.edu.pl">m.bassa@mimuw.edu.pl</a></td>
</tr>
<tr>
<td>Electronic Employee Card (ELP)</td>
<td>Secretary office of the institute of Mathematics, Informatics, Applied Mathematics</td>
<td>(+48) 22-55-44-481 (+48) 22-55-44-484 (+48) 22-55-44-211</td>
<td><a href="mailto:imat@mimuw.edu.pl">imat@mimuw.edu.pl</a>, <a href="mailto:iinf@mimuw.edu.pl">iinf@mimuw.edu.pl</a>, <a href="mailto:imsm@mimuw.edu.pl">imsm@mimuw.edu.pl</a></td>
</tr>
<tr>
<td>Welcome Point Ochota Campus</td>
<td>Ewelina Radzewicz, Team Member, Olga Mędrzejewska, Team Member</td>
<td>(+48) 22 55 24 119 (+48) 22 55 24 118</td>
<td><a href="mailto:ewelina.radzewicz@adm.uw.edu.pl">ewelina.radzewicz@adm.uw.edu.pl</a>, <a href="mailto:olga.medrzejewska@adm.uw.edu.pl">olga.medrzejewska@adm.uw.edu.pl</a></td>
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But frankly, anyone you ask will be happy to assist you 😊
Thank you for joining us!