

To do list – new PhD students at IFPAN coming from overseas

Dear friends! the PhD schools are a new framework and we're all on a learning curve. Please bear with us if some inefficiencies or backtracking occurs. We will strive to do our best and to make everything work for you.

This is an evolving document – it will be updated as new matters or details become apparent.

Let me know about things not mentioned so that they can be added, to help future PhD students.

Information and documents can be found at http://www.ifpan.edu.pl/t_en_szkola.html

Administrative details once you arrive...

- Contact and visit your Supervisor

On the FIRST WORKDAY

- Visit the PhD office at room 216, 2nd floor, Building 1 with your supervisor.
 - bring your MsC diploma (or equivalent), ID documents. The office will need to keep a copy of your diploma, passport and visa pages (if applicable) in your personnel file.
 - Take and sign the student oath.
- After verifying your documents, and signing the needed declarations, you'll be written into the register. This sets your **date of commencement**.
 - congratulations, you are now officially a PhD student :)
- Fill out the social security form ZUS ZUA and take it to the Human Resources office (Room 115, 1st floor, Building 1). Doubtful matters can be explained there or at the PhD office. Once it is in the system you will have health insurance, and registering this data is also needed for you to be covered in case you have an accident at work or something.
- It is useful to get from us an official document that you are a PhD student: “*Zaświadczenie o przyjęciu cudzoziemca na kształcenie w szkole doktorskiej*”. This is useful in lieu of the student ID before it is produced and for other things like the residence permit. It is helpful for setting up a bank account, at the health insurance office, etc.

Other matters to do right away

- Occupational health & safety induction
 - Go to the OHS officer (Room 101, 1st floor, Building 2).
 - You'll get materials to read. There are some online but they are a little out of date.
 - Your supervisor needs to fill out a hazards sheet.
 - Medical check-up - This is organised with the workplace medical service (Room 2, ground floor, Building 2), but starts from getting a referral for it from the OHS officer (Room 101, 1st floor, Building 2). See the separate pdf instructions for details. The check-up takes place in the Falck Medical Centre, ul. Marynarska 13, a private clinic in the neighbourhood.
 - Pass the simple OHS test.
- Various forms to fill out, sign, submit at the PhD office:
 - Email and phone book data form
 - Personal information enquiry
 - Personal data form for making a student ID
 - Declaration by the supervisor
 - Sign information clauses for personal data processing

- Acceptance of institute regulations
- Acceptance of intellectual property regulations
- Go to the inaugurations if you are here by that time. The student oath may be taken ceremonially there.
- Get a Polish bank account.

A bank that we have found to be friendly and to impose few administrative barriers is a local branch of the biggest Polish bank

PKO BP, Branch 35 in Warsaw
ul. Rzymowskiego 31
02-697 Warszawa

It is open 9:00 – 19:00

- Provide the PhD office with your bank details (there is a form) so we can pay you.
- Get your student ID from the PhD office.

It is broadly useful. For example it doubles as a public transport card. You can record long-term tickets onto it, e.g. a 3 month ticket which should cost around 140 PLN.

Getting the card takes a few days after you submit your details

- Check/ensure that your email account at the domain @ifpan.edu.pl is working.
→ please check this account regularly because official emails will tend to go there.
- Sign scholarship agreement(s), if being paid from a grant.
- Public Health Insurance: (UPDATE) At the moment it appears that you do need to do anything additional once your ZUS ZUA (pink) form has been accepted by the Human Resources office. Students in the PhD School are automatically covered. Apparently, unlike in previous years you need not pay anything out of your pocket. Some information in English can be found at: http://www.migrant.info.pl/Health_insurance.html
→ *However, recently some doubt has been cast on our interpretation again. I will contact you if it has to change.*

Other administrative moves

- It is important to start to apply for a temporary residence permit as soon as possible after arriving. This is because the procedures can take many months. The permit/card (rather than just the visa) is needed for various things, e.g. to be paid some scholarship top-ups if applicable. The place to go is

Mazowiecki Urząd Wojewódzki
Department of Foreigners
ul. Marszałkowska 3/5, 00-624 Warszawa

Information about documents needed can be found on the website

<https://www.mazowieckie.pl/en/for-foreigners-1/residence/1374,Residence-permits.html>

Collecting the needed documents can take some time. One of the needed things are ZUS RCA, RZA and/or RMUA forms, which are feedback from the social security agency that your social security contributions are being paid. These documents become available only after a few weeks, at which point you can go get them from the Human Resources office. Other documents include a statement from the Institute that you are a PhD student and for how long, what your scholarship payment is, proof of payments at the place where you live, an extract from your bank account, and others (this is not a full list, please see the website) To submit the application you have to first register online to get an appointment. Available appointments can be several weeks ahead. It is helpful to go to the appointment with a

Polish speaking colleague. You can apply for a permit for up to 3 years, but the official decides in the end (i.e. after X months) how long the resultant permit will be.

- You should also register your place of residence with the municipal government (*zameldowanie*) and get a PESEL number – a personal ID. For example it is needed to complete a tax return, and helpful for the residence permit. To register, you should go to the local government office – preferably with a Polish speaking colleague. The office (if you live in our Mokotów district) is located at:

Urząd Dzielnicy Mokotów
ul. Rakowiecka 25/27
02-517 Warszawa

You need an appropriate proof of residence from the place you are staying long-term. If it is a student college like *Sokrates* on ul. Smyczkowa, they readily provide this “*druk do zameldowania*”.

- There may be tax forms to fill out in the first half of the calendar year, if you have revenue beyond the bare doctoral and/or scientific scholarships. The procedure depends on whether you are considered a Polish resident for tax purposes (more than 182 days in the calendar year in Poland) or not (182 or less days).
 - Non tax resident (typically applies in your first calendar year here): The form IFT-1 will be filled out with your aid, which details the default tax that was withheld from your salary. You should be able to get it back with the tax return that you will need to fill out in your previous country of residence.
 - Tax resident (typically subsequent years): A PIT form needs to be filled out, and submitted to the Polish tax office. If the too much tax was withheld by default, you will get a refund.
 - *details on tax procedures will be updated.*

Startup actions in your PhD studies

- Plan which lectures you intend to attend in the 1st semester.
- Consider whether you intend to attend a Polish and/or English language course.
- Within **7 days** of your date of commencement:
 - Bring your your draft 1st year curriculum implementation schedule to the PhD office, after consulting with your Supervisor. Then arrange a meeting with the Specialisation Head – to discuss and approve or rectify.
- Within **3 months** of your date of commencement:
 - Get your supervisor(s) officially nominated by the Scientific Council (Organising this is more a job for the supervisors, but keep an eye on them)
- Start to learn some Polish (should be easy, right? ;-)

Best of luck!

Piotr Deuar



Head of the Physics Specialisation
Warsaw PhD School of Natural and Biomedical Sciences

last edit: 8 Nov 2019