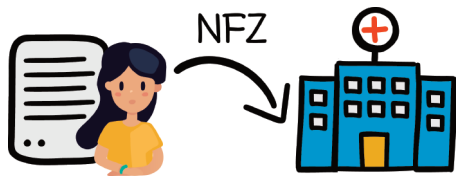


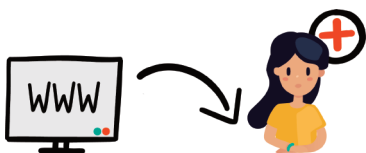
III. HEALTHCARE



If you are employed on the basis of an employment contract or a work-for-hire agreement, you have **HEALTH INSURANCE** under the **National Health Fund** (abbreviated: **NFZ**, **Narodowy Fundusz Zdrowia**), covering free treatment in public health centres and hospitals. A list of public health centres is available at the City Hall (civil department). Make sure to check which public health centre is the closest to your place of residence and schedule an appointment with a general practitioner. HEALTH IS THE MOST IMPORTANT ASSET, and you have the right to use your own insurance! If you have a PESEL number, the public medical centre should be able to find you in the IT system. For your first visit, please bring (just in case) **the monthly ZUS RMUA report** from your employer; it confirms that your employer pays the health contributions. It should not be a problem for your employer to print it out.

IMPORTANT!

Your health insurance also covers your spouse and children, but you must notify your employer about their name(s). **Public healthcare is available in Poland free of charge.**



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 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. The project is being implemented by the Pomeranian Voivodeship Office in Gdańsk.

IV. SAFETY and other life situations

In the event of a threat to your life and health, contact the Police or dial the European emergency number **112**.



In the event of crisis situations, issues with your employer, seeking legal assistance and other issues, contact non-governmental organisations - among others:

- >>> fundacijaparasol.org
- >>> cwii.org.pl
- >>> caritas.gda.pl/centrum-informacyjno-doradcze-dla-cudzoziemcow

You can also get help from social welfare centres: social workers are going to provide information, advice and guide you to the appropriate place. Additional information available at >>> ops.pl



Libraries are very friendly places in Pomerania; apart from the selection of books (ask about publications in your language), they serve as good sources of information on local institutions and cultural programmes, Polish language courses, etc.

All of the presented forms of assistance are available free of charge.

Additional useful information is also available at >>> fami.uw.gda.pl

Dear Foreigner!

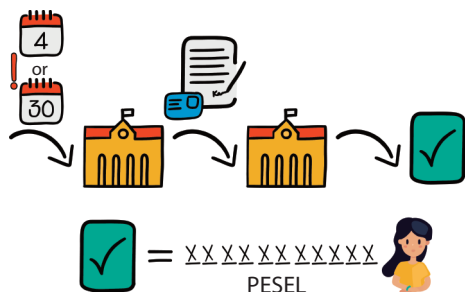
In order to live and function with ease in Poland, please take care of several key issues first - such as:

- I. **Citizen registration and PESEL number - p. 2**
- II. **Work - p. 2-3**
- III. **Healthcare - p. 4**
- IV. **Safety - p. 4**



- You can take care of these matters **INDEPENDENTLY** in public offices and public organisations, just like Polish citizens. Do not be afraid of visiting a City Hall, Labour Office or a public medical centre. Procedures are not particularly complicated, and the civil servants are open and ready to help you.
- Each public office in Pomerania, at the citizen service desk (also referred as the civil department, etc.) has an address list of important institutions and forms translated to Ukrainian, Russian and English.
- In Pomerania, just like across Poland, the Voivode is responsible for matters related to legalisation of stay and employment. All other issues, including civil matters, labour, education and culture are handled by local governments.
- It is important for all of us to make sure that you use the services you are legally entitled to and to know your vested rights and obligations - and to be sure that you can handle various matters on your own. Institutionally, we put forth the greatest possible effort to make it possible!

I. CITIZEN REGISTRATION is the first matter you should handle



CITIZEN REGISTRATION

The obligation to register **within 30 days** - applies to foreign nationals who are citizens of another European Union Member State (abbreviated: EU), citizens of European Free Trade Association Member States (abbreviated: EFTA) – Parties to the European Economic Area agreement or citizens of the Swiss Confederation.

Citizen not listed above who remains in the territory of the Republic of Poland (abbreviated: PL) is obliged to register in their place of permanent or temporary stay **at the latest until the 4th day**, counting from the day of arrival.

In order to register, visit the City Hall (civil department). Fill out the **registration form**, which is going to have to be signed by the owner of the house in which you live*. When returning to the office with signed form, bring **passport** and the **decision on granting approval for stay in Poland** (the so-called **residence permit**) and **rental agreement**. If you have arrived with family, register your spouse and children up to the age of 18.

*If you have a rental agreement, the owner's signature is not required.

The registration is going to be made for a period not exceeding the period indicated on the document confirming your legal stay in the Republic of Poland.

After registration, you **AUTOMATICALLY** receive your PESEL - a civil registration number used for personal identification and the prerequisite for using any services in Poland.

Please also make sure that you receive **a certificate on assignment of PESEL number****. Just like the **registration confirmation**, it is an appendix to the **application for stay** (the so-called **residence permit**).

**You are going to receive the certificate of assignment of PESEL number free of charge along with your PESEL number after registering. In the event that you are only registering and already have a PESEL number, but you wish to obtain the PESEL certificate, you are going to be charged with stamp duty of PLN 17.

II. WORK

is often the reason while foreign nationals from outside of the EU arrive to Pomerania.

Ideally, your work should match your aspirations and capabilities. You can find employment directly with Pomeranian employers through, among others:

- **district labour offices** (abbreviated: **Powiatowy Urząd Pracy - PUP**) - additional information available at >>> praca.gov.pl

If you are seeking employment, or if you wish to change your employer, head over to a labour office (**PUP**) - it is a place that is worth knowing! You are going to receive professional information and job placement, i.e., specific offers of Pomeranian companies, without intermediaries.

All PUP services are provided free of charge.

If you are a citizen of **Ukraine, Belarus, Georgia, Armenia or Moldova**, you have **simplified access to the Polish labour market**. This means, that the employer who wishes to hire you, registers a **declaration on commencing work** with the PUP. This declaration grants the right to work for 6 months within the period of 12 subsequent months, without the need to obtain a work permit. If you wish to continue working in Poland after the 6 months, and the employer is also willing to employ you for a longer time, submit an application for temporary residence and work permit to the Pomeranian Voivode.

Additional information available at:

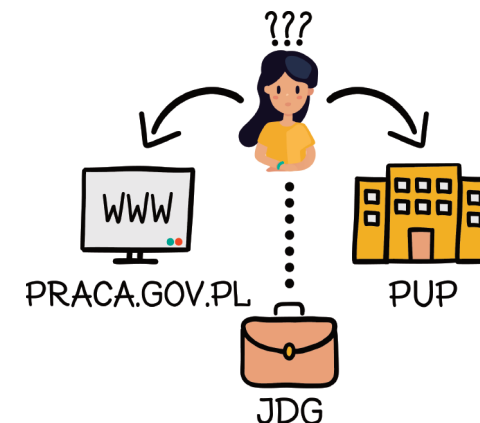
>>> <https://uwgdansk.bip.gov.pl/oddzial-ds-cudzoziemcow/zezwolenie-na-pobyt-czasowy-i-prace.html>

Are you interested in running your own business?

You can run your own business as **sole proprietorship** (abbreviated: **JDG - Jednoosobowa Działalność Gospodarcza**), or as a **company**. If you wish to start a sole proprietorship, visit the City Hall (civil department). You are going to receive an application for registration in Central Electronic Register and Information on Economic Activity (**form CEiDG-1**). Application instructions are provided in various languages, so you are going to be able to do it without any issues. Some offices offer the possibility to schedule visits on-line. You are going to have to confirm your identity at the office.

REMEMBER!

Bring your identity card, passport or another document confirming your identity, or, in the case of a foreign national with a residence status - **residence permit** along with an original or a certified copy of the **decision on granting approval for stay in Poland**.



IMPORTANT!

JDGs may only be carried out by select groups of foreign nationals, among others, persons holding:

- permanent residence permit,
- residence permit for long-term EU resident,
- temporary residence permits granted, among others, for carrying out scientific research or granted for reunification with family legally residing in Poland or in connection with higher education,
- refugee status,
- subsidiary protection,
- residence permits for humanitarian reasons or a permit for tolerated stay,
- temporary residence permit granted in connection with solemnisation of marriage with a citizen of the Republic of Poland,
- temporary protection in Poland,
- valid Pole's Card (*Karta Polaka*),
- Poland Business Harbour visa.

Regardless of your citizenship and domicile, you can register a **private limited company (spółka z ograniczoną odpowiedzialnością - sp. z o.o.)**. You can register the company through the electronic system:

>>> <https://ekrs.ms.gov.pl>