



INFORMATION

SUPPORT FOR UNIVERSITY CANDIDATES



Vistula University
Vistula School of Hospitality
Vistula Group of Universities



vistula.edu.pl
vistulahospitality.edu.pl

INFORMATION SUPPORT FOR THE STUDENT



Dear Student,

We are very glad that you chose our educational institution. Therefore, we will be always ready to help solve any of your problems connected with the educational process and adaptation to the Polish environment. We will try to facilitate, as much as possible, your move to Poland, having provided the information below, which, undoubtedly, will make your stay more comfortable.

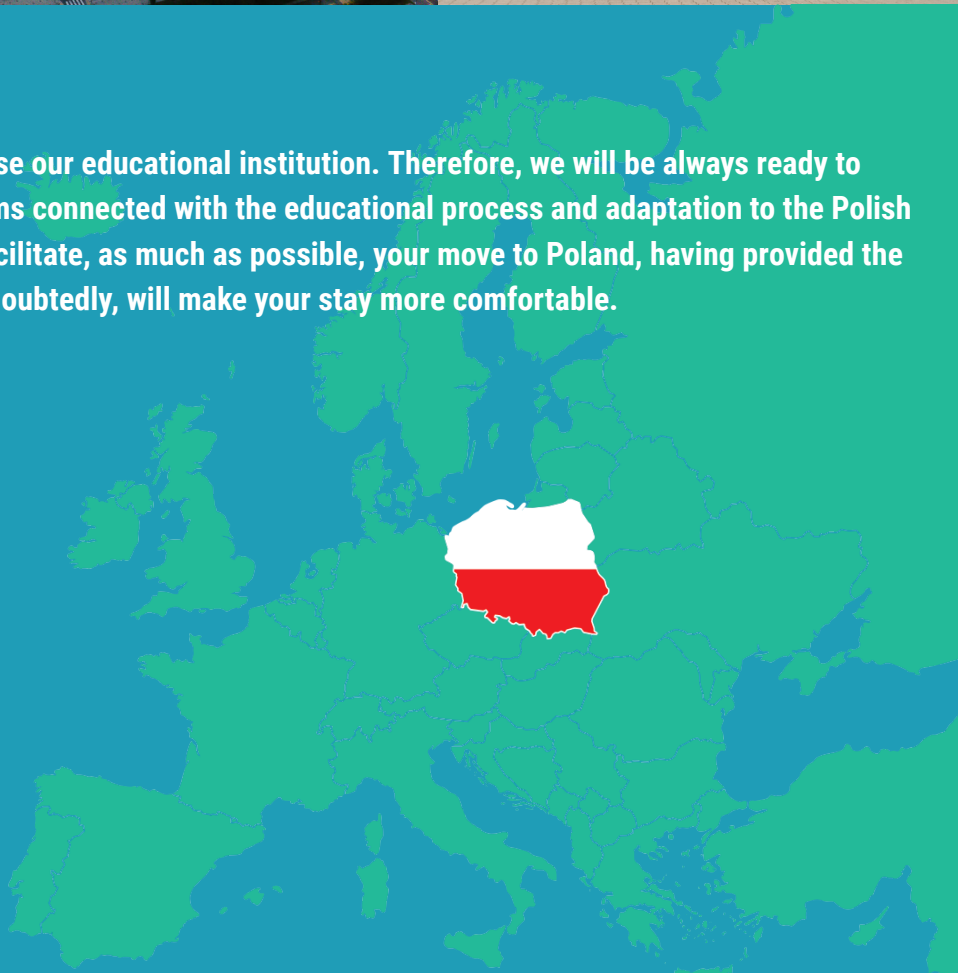


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THINGS TO PREPARE IN ADVANCE BEFORE ARRIVAL?



DOCUMENTS

- **Passport, with a Polish visa.** Please, don't forget to bring with yourself, the invitational letter from the university, and all related documents confirming that you are really being admitted to University.
- **Copy of your ID** (original is unnecessary: for example, the exportation of the inner passport in Ukraine is forbidden by law).
- **Insurance policy:** please, choose your insurance company, wisely; it is worth buying a policy, which will be valid during the whole school year; make sure that service „Assistance” is included. It will be very helpful, in the cases of accidents, or unexpected diseases.
- **Permission from both parents**, in order for the student to move to Warsaw (for minors).
- **Originals** of all documents required for enrolling at the university.



BELONGINGS

Despite moving to another country, in order to live there, it's unnecessary to bring with you a lot of things. All daily needs, such as tableware, linens, etc., you can buy cheaply upon arrival. You should bring the following:

- Small amount of clothes for the next 2 seasons (the price for clothes in Poland is not high: at the same time, you can easily find discounts, or buy in inexpensive stores);
- All electronic devices, which could come in handy (laptop, smartphone, tablet. chargers, etc.);
- Personal hygiene items;
- Standard medicine (keep in mind that in Poland, all drugs containing antibiotics, can be purchased only via a doctor's prescription);
- Cash (better in euros or dollars), and a credit card (better in euros).



ACCOMMODATION

Before arrival, arrange where you will live: it can be both in a dormitory or an apartment. Dormitories in Poland, generally, have all that is necessary for your daily needs: Internet, washing machines, kitchens, etc. Rooms can be for one, two, three, four, and five people. The average price of rents is 600-1,000 PLN + a deposit in the amount of a monthly rental fee (which is returned after you move out, under condition that room has not sustained any damage). We can offer you the contacts of some hostels, which co-operate with our university: studentdepot.com, ansabdorm.com, heychang.com, hosteluv.com.pl, bookistry.com. If you are interested in renting a room in one of these dormitories, write to us to at: accommodation@vistula.edu.pl or contact them directly. When renting an apartment, the paid rent is (average price: 1,500-2,000 PLN\one room, 1,800-2,500 PLN\ two rooms, utilities (100 PLN\monthly on average) + a deposit in the amount of a monthly rental fee (which is returned after you move out, under condition that the apartment has not sustained any damage), internet (up to 100 PLN\monthly). Housing can be studied on your own, or you can use an estate agent's services (the average price for their services is 50% of the monthly rental price of the apartment). The most useful sites for finding housing are: OLX, Gumtree, Otodom, and Gratka.



Types of urban transport in Warsaw are: metro, buses, trams, fast city trains (SKM).

The same tickets for all types of urban transport are used. There are a few types of tickets within the range on offer: temporary (20 and 75 mins), a short term ticket (1 or 3 days), and a long-term personalised ticket - Karta Miejska (30 or 90 days).

Also, tickets are divided into zones: zone 1, zone 1+2. Tickets of zone 1 cover an area of the city. Tickets of zone 1+2 cover an area of the city and suburbs.

Students in Poland after receiving student ID (usually it is issued after October the 15th), have the right to use urban transport with a 50% discount.



Make sure to download an application “Jakdojade.pl” it will make your movement inside Warsaw easier.

Ways to get to the university:

- From the airport - bus №148 to the metro station, Imielin, and from that point, there is only one metro station before the Stokłosy metro station.
- From the Central Railway Station - go to the nearby metro station, Centrum, and then direct to - Stokłosy.
- From the West Bus Station - bus № 136.



CELLULAR STARTER PACK

ACCORDING TO POLISH LAW, THE PURCHASE OF A STARTING PACKAGE REQUIRES ITS REGISTRATION AS A WAY TO PREVENT TERRORISM. THEREFORE, WHEN BUYING A CELLULAR STARTER PACK, YOU WILL NEED TO SHOW YOUR PASSPORT TO A MOBILE PHONE SALON CONSULTANT.



„SOLOwPlaynaKartę» Price: 25 PLN/30 days

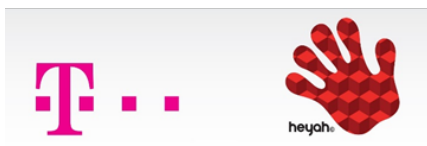
Included:

- Internet package: 10 GB.
- Unlimited calls inside Poland's cellular network.
- Unlimited SMS inside Poland's cellular network.

Activation of the starter pack by code: ***111*978*1#**

PLAY also offers a service for Ukrainians: - a pack for 25 PLN \ 30 days, which includes 1000 minutes for calls to Ukraine (Kyivstar and Vodafone operators).

Activation of package by code: ***111*969*1#**



HEYAH „Nolimit”

Prices for this popular operator will be provided for users already connected to this network. There is a discount of 50% for new clients, during the first month. One month's pack is given for free during the transition from another operator to Heyah.

In order to switch to „Nolimit” from other Heyah tariffs, you need to send by text „ACTYWACJA”, on the following number „469”. If the provided amount of internet is insufficient, you can activate additional packs:

Price	25 PLN
Up to	30 days
Minuts	∞
SMS	∞
MMS	∞
Internet	10Gb in Poland or 1,16Gb in other EU countries

Amount (Poland\EU)	Price	Activatin
1Gb / 0,32Gb	5 PLN	*140*298*3#
3Gb / 0,58Gb	9 PLN	*140*298*4#
5Gb / 0,77Gb	12 PLN	*140*298*5#

I NOSTRIFICATION

All students (except the citizens of Ukraine and Belarus) will have to complete this document during their first semester of study, confirming the level of your education received outside Poland, and that it is considered equivalent to the education received in Poland.

This document is produced at the Board of Trustees of Education (Kuratorium Oświaty) at: ul. Aleje Jerozolimskie 32 (opening hours: 8:00 - 16:00, Monday to Friday).

REQUIRED DOCUMENTS FOR NOSTRIFICATION

FILLED-IN APPLICATION FORM

A high school diploma with apostil / legalised high school diploma (or any other document confirming graduation abroad (certificate)

Certificate from the consulate of the country of residence in Poland (or from the Ministry of Education), confirming that your high school diploma gives you the right to study at universities in your country and / or abroad.

Additions to certificate.

Translation of the above - listed documents into Polish (certificates, addition to certificates, certificate from the Consulate/Ministry of education).

Copy of passport.

Other documents that may require the Board of Trustees of education.



LEGALISATION OF RESIDENCE IN POLAND

Residence card (Karta Pobytu) - this is a document that is issued to a foreigner, and confirms his identity. Based on this residence card, a foreigner has the right to reside in Poland, as well as be able to cross borders, without the need for a visa. In short, this is a document that confirms your legal presence in Poland, but with more opportunities than a visa. For example, a student may obtain a driver's licence, and be legally employed.



WHERE TO APPLY?

Documents must be submitted in person at the office of the Department of Foreign Affairs, at the address: Marszałkowska 3/5, pre-booked time, online calendar: <https://kolejka-wsc.mazowieckie.pl/rezerwacje/pol/login>
Opening hours: 10:00-17:30 (Monday), 8:00-15:00 (Tuesday-Friday).



WHAT DOCUMENTS ARE NEEDED:

- 3 copies of the completed application;
- 4 current, intact, color photographs, measuring 4.5 cm × 3.5 cm, taken over the past 6 months on a uniform light background, having a good sharpness, and clearly showing the eyes and face from the top of the head to the top of the shoulders, with the person occupying 70-80% of the photo;
- A valid travel document (passport) + 2 photocopies of all pages with marks;
- Insurance policy + copy;
- Proof of payment for consideration of the application (340 PLN);
- A certificate from the university dean that you are studying at Vistula + a certificate confirming your tuition fee (originals);
- A certificate (original) from a Polish bank, on the status of your personal account (the account must contain at least 12 thousand PLN).

During the submission of documents, you will have fingerprints, which will be stored in the database of the department for 6 years.

ATTENTION!

The department may require additional documents to be submitted, individually.

When submitting photocopies of the necessary documents, you must submit their originals for verification. Documents in a foreign language must be provided with a translation into Polish, made by a Polish sworn translator, and with his/her seal.

Due to the large number of people who want to acquire a residence card, we advise you to sign up for submitting documents, a couple of months before the planned filing date.

The time for consideration of the case is 3-6 months.

If you have applied for a card, and you still have a valid visa, you can travel outside of Poland before it ends.

TRANSLATION SERVICES

UKR - POL:

Europejski Centrum Tłumaczeń - ul. Nowogrodzka 31 III piętro lokal 310, +48 515 018 776, biuro@euro-tlumaczenia.pl

Verbo - ul. Żurawia 6/12 lokal 508a, 513 501 051, biuro@verbo-tlumaczenia.pl; biuro@verbo.com.pl

Salej - Al. Solidarności 113 lok. 29, 509788812, salej@post.pl

RUS - POL:

Venus - ul. Górczewska 62/64 lok. 14, +48 22 245 25 89, +800 904 331, biuro@venus-tlumaczenia.pl

Kaminska - ul. Rodziny Połanieckich 29 m. 13, 601 144 104, rosyjskiprzysiegly@wp.pl

MIW - ul. Marszałkowska 83, lok.57, 22 112 16 08, biuro@przysiegly-rosyjski-miw.pl

ENG - POL:

Londoner - ul.Chłodna 48, 022 826 29 49, londoner@londoner.com.pl

Tłumacz-In - ul. Marszałkowska 2 (domofon 11), +48 888 08 44 32, +48 505 704 067, warszawa.tlumacz@wp.pl

ABC - ul. Białostocka 22 lok. 41, +48 22 777 60 31, poczta@abctlumaczenia.pl



INSURANCE

You can sign a contract with NFZ - Narodowy Fundusz Zdrowia (National Health Insurance).

Website: <http://www.nfz-warszawa.pl/>

FOR SIGNING THE CONTRACT, YOU REQUIRE THE FOLLOWING DOCUMENTS:

1 copy of a valid student ID or certificate from the university stating that you are a student.
(Zaświadczenie O Przyjęciu Cudzoziemca Na Studia);

1 copy of the 1st page (with photo) of the passport;

Proof of residence (potwierdzenie meldunku).

It is also recommended to purchase an additional insurance package KL + NNW - od Kosztów Leczenia i Następstw Nieszczęśliwych Wypadków, as KL + NNW means insurance for medical expenses and insurance in case of accidents.

A website with additional offers from various insurance companies (is available only in Polish): <http://www.zdrowiedirect.pl/>

The most expensive, but the most convenient option, is to purchase insurance offered by private companies - LUXMED, PZU, Medcover, LIM or EnelMed, for instance, where you are entitled to any medical service covered by your insurance.

WEB SITES:

- 1) <http://www.luxmed.pl/en/>
- 2) <http://www.medicover.pl/insurance/>
- 3) <http://en.cmlim.pl/>
- 4) <http://enel.pl/ru/nocache.html> (available in English)



INSURANCE

WE RECOMMEND TO YOU THE FOLLOWING INSURANCE COMPANIES:

AXA Medical insurance for foreigners:

Insurance covers these costs:

- research required for diagnosis;
- providing necessary medical care;
- hospital stay;
- prescribed medication;
- dental treatment for acute toothache;
- transportation to a medical facility;
- Transportation from the medical facility to the place of residence (if justified for medical reasons).

INSURANCE SUM / LIMIT (Schengen zone) € 60 000
Help from a dentist € 200.

Help: Help Centre AXA Assistance, which remains at the disposal of customers 24 hours a day all year round. Employees communicate fluently in Polish, English, and Russian.

Gothaer:

- Medical expenses, treatment and surgery;
- expenses for transportation to a hospital or place of residence;
- expenses for diagnostic tests, as well as outpatient procedures;
- expenses for the purchase of medicines, dressings, and also auxiliary means and their repair (corsets, prostheses, crutches, glasses);
- expenses for dental treatment, in case of acute pain or inflammatory processes.

Costs additionally cover:

- Travel, meals, and accommodation (up to 7 days), of the accompanying person in the event of insured hospitalisation;
- transporting the body to the funeral site, the cost of the funeral or cremation in the territory of the Republic of Poland (without burial);
- Benefits associated with serious injury to health;
- Benefits associated with the death of the Insured.

WHAT ARE THE LIABILITY LIMITS?

Medical expenses insurance:

insurance amount to choose from: 10 000 euros, 20 000 euros, 30 000 euros, 40 000 euros.

Casualty insurance: insurance amount to choose from: 5000 zł, 10000 zł, 15000 zł, 20000 zł

Liability insurance: guarantee amount to choose from: 50 000 zł, 100 000 zł.

THE NEAREST INSURANCE OFFICES TO THE UNIVERSITY:

Al. Komisji Edukacji Narodowej 94 lok. U3
tel. 22 448 12 32/33, email: bok@bestpolisa.pl

Al. Komisji Edukacji Narodowej 90
tel. 22 33 00 300, email: kontakt@cuk.pl

Pasaż Ursynowski 7/U2
tel. 22 6481168, 6480307, 516105566
email: biuro@ekspert1bik.com.pl



I BANKS

We offer you a list of several banks, where the process of opening an account is the easiest:

- **Bank Millennium:**
The only mandatory document is a valid passport.
- **Raiffeisen Polbank:**
passport or visit card.
- **Idea Bank:**
passport or visit card.
- **ING Bank:**
passport or visit card.
- **Bank Pekao:**
passport or visit card.

Most banks have English-speaking employees and call centers, and branches are open until 19.00 pm during the week.

BANKS NEAREST TO THE UNIVERSITY:

Millennium Bank

Aleja Komisji Edukacji Narodowej 84

ING Bank

Aleja Komisji Edukacji Narodowej 94





Warsaw is a city where you can not only study and work hard, but also relax with pleasure (including free of charge). We present, for your attention, some types of active and passive recreation.

VETURILO - municipal bikes available all around the city. The first 20 minutes of use are free.

Register by clicking the „Register” button on www.veturilo.waw.pl, enter the required data, accept the time limit, and pay the min. 10 zł initial payment. Get an e-mail. To confirm your details, follow the link. One minute is enough, and you are ready - you can use city bikes 24 hours a day, 7 days a week. After registration, you will receive an SMS message, and an e-mail, along with a PIN code, which, together with your telephone number, is an identifier in the system.

Go to the terminal, click „Rental / Return” and follow the instructions on the screen. The bike you selected will be released automatically. If the bike is protected by a cable - unlock it using the lock code displayed on the terminal screen.

MUSEUMS

Once a week, part of the Warsaw museums package is completely free. You can simply plan your trip to get to the museum on the specified free day. In November, absolutely all the Warsaw museums can be visited for free. A list of places best to visit: The Royal Castle in Warsaw (Zamek Królewski w Warszawie), The Museum of Warsaw Uprising (Muzeum Powstania Warszawskiego), Frederick Chopin Museum (Muzeum Fryderyka Chopina), The National Museum in Warsaw (Muzeum Narodowe w Warszawie), The Caricature Museum (Muzeum Karykatury), The National Art Gallery „Zachęta” (Zachęta – Narodowa Galeria Sztuki), The Museum in Royal Łazienki Park (Muzeum Łazienki Królewskie w Warszawie), The Centre for Contemporary Art, Ujazdowski Castle (Centrum Sztuki Współczesnej Zamek Ujazdowski), The Pharmaceutical Museum (Muzeum Farmacji), Wilanów Palace (Muzeum Pałacu Króla Jana III w Wilanowie), The Sports and Tourism Museum (Muzeum Sportu i Turystyki), The Ethnographic Museum (Państwowe Muzeum Etnograficzne), The Museum of the Polish Army (Muzeum Wojska Polskiego), etc.

THEATRES:

A lot of modern art places, cinemas and theatres can be visited cheaply, or for free, by finding the appropriate cards (wejściówki) on this site: wejsciowki.pl. Big Theater - National Opera (Teatr Wielki - Opera Narodowa), National Theatre (Teatr Narodowy), Modern Theatre in Warsaw (Teatr Współczesny w Warszawie), Comedy Theatre (Teatr Komedia), Theatre “Capitol” (Teatr Capitol).

CINEMAS:

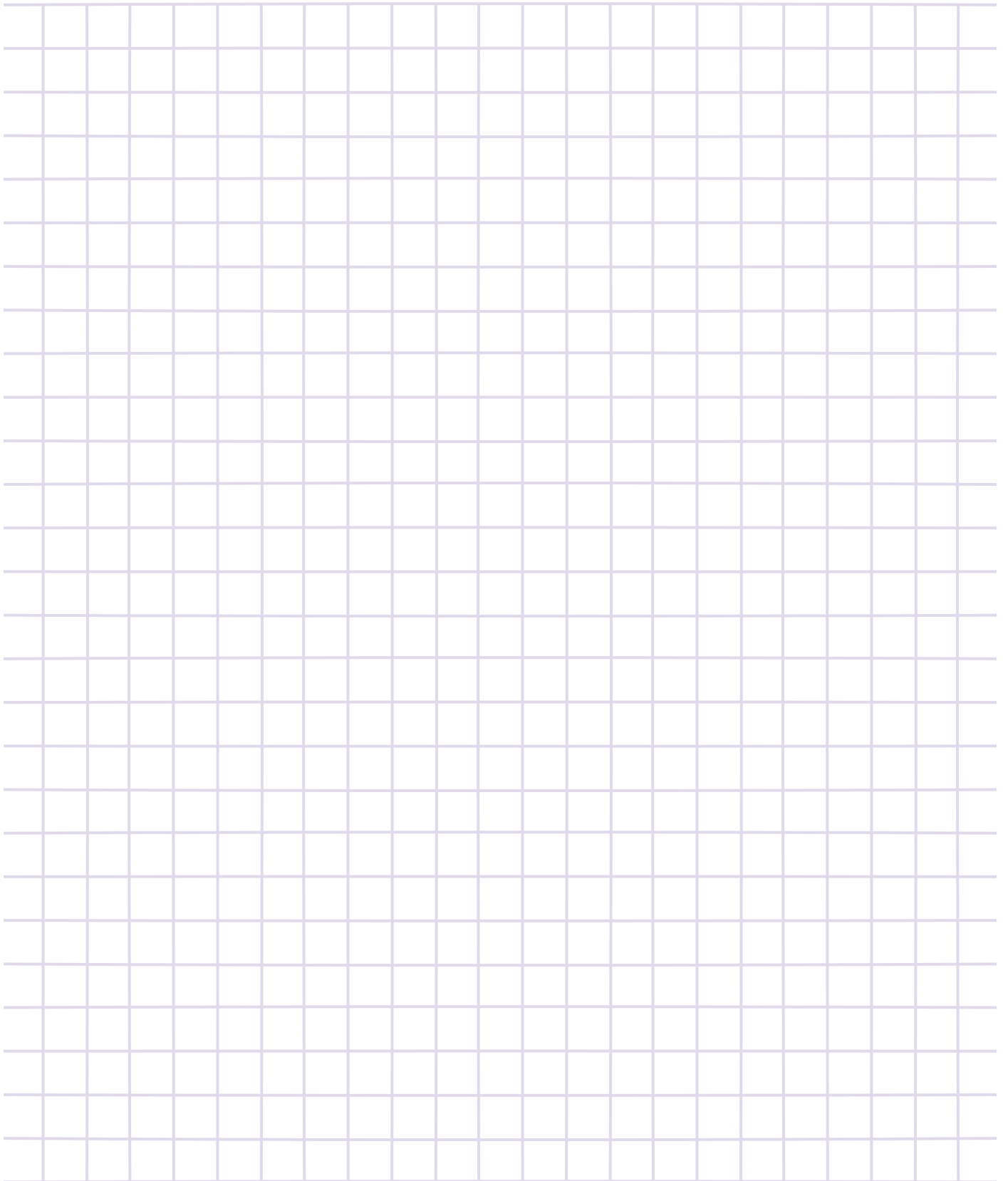
Generally, young people attend the “Multikino” and “Cinema City” cinemas located in the “Złote Tarasy”, “Wolapark”, and “Galeria Mokotów” shopping malls. If you are a connoisseur of cinema as an art, we advise you to visit film festivals, and the special showing days at the independent “Muranov”, “Cinema Moon” cinemas, etc.

OTHER:

If you want to look at Warsaw with a “sailor’s” eye, or just see this amazing city from the “aquatic” point of view, we advise you to take a boat ride, available from May to September. Details on www.ztm.waw.pl/?c=147&l=1

Want to go on the Wisła? Swimming/travelling in kayaks? kajakwstolicy.pl

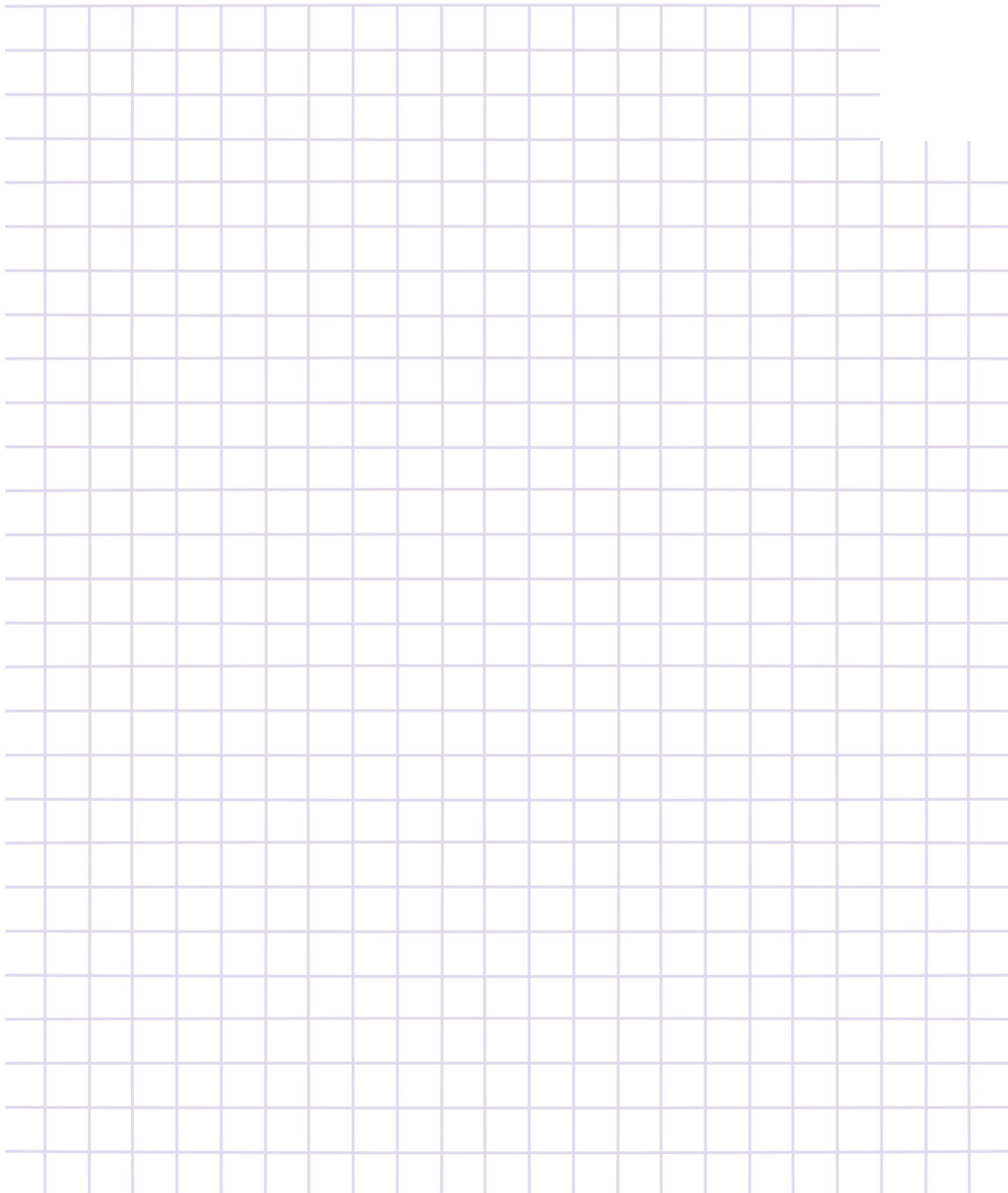
With the help of the unique website, waw4free.pl every day, you can find all types of cultural events and entertainments that will be to your liking.



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Stokłosy 3 street, 02-787 Warsaw
(150 m from metro station - Stokłosy)