

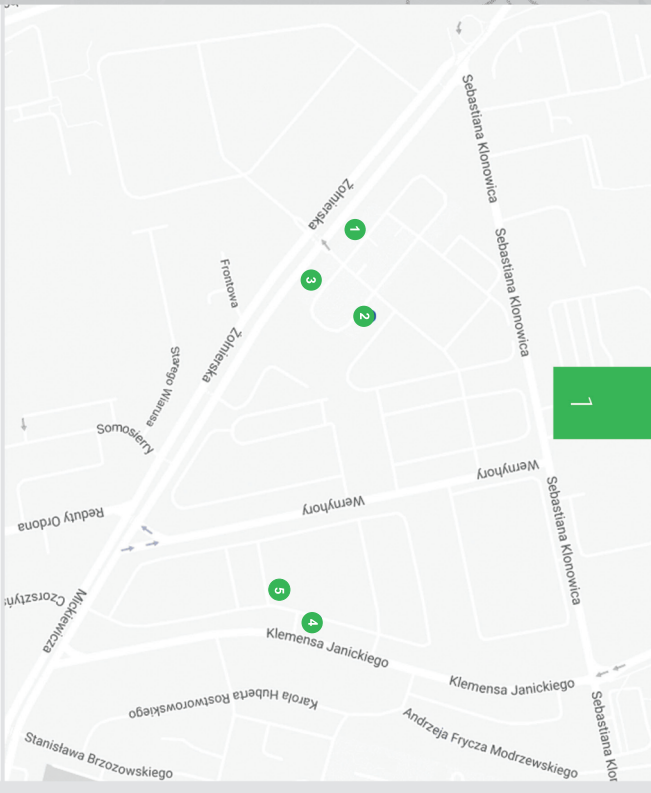
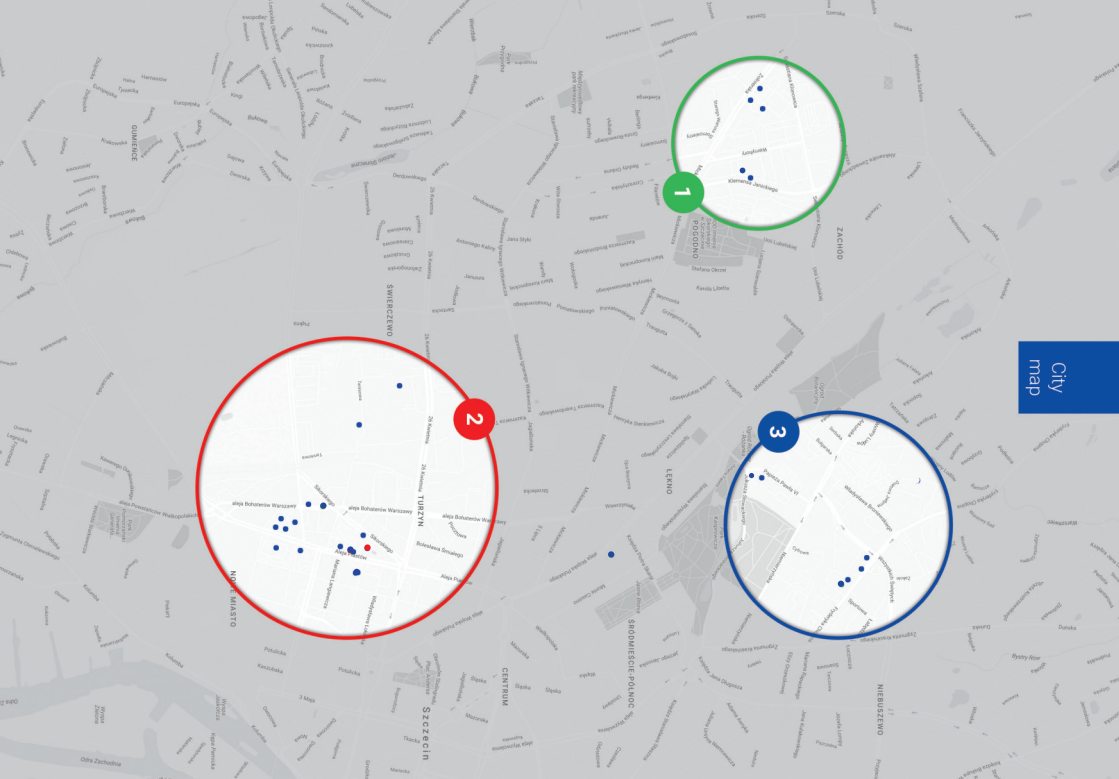


FIRST DAYS

**AT WPUT IN SZCZECIN - WHAT AND WHERE?
INFORMATION FOR INCOMING STUDENTS**



West Pomeranian University of Technology
in Szczecin



- 1 **Faculty of Civil Engineering and Architecture**
ul. Zolnierska 50
- 2 **Faculty of Economics**
ul. Zolnierska 47
- 3 **Faculty of Computer Science and Information Technology**
ul. Zolnierska 49
- 4 **Faculty of Economics**
ul. Janickiego 31
- 5 **Faculty of Biotechnology and Animal Husbandry**
ul. Janickiego 32

FIRST DAYS AT WPUT IN SZCZECIN - WHAT AND WHERE?

SUMMARY:

<p>Dormitory check-in / formalities</p> <p>1</p>	<p>WHAT?</p> <p>Check-in upon arrival Fill in registration documents Get information about payments</p> <p>WHERE?</p> <p>Student house (reception and the dormitory administration office)</p>
<p>Confirm your arrival (if applicable)</p> <p>2</p>	<p>WHAT?</p> <p>Get a signature on the arrival / confirmation of arrival form (if your university requires it) and get it sent to your home university</p> <p>WHERE?</p> <p>International Mobility Office</p>
<p>Get informed and integrated (central information meeting)</p> <p>3</p>	<p>WHAT?</p> <p>Attend the central information meeting held by International Mobility Office Attend the cultural lecture Register and attend the cultural workshop (voluntary participation)</p> <p>WHERE?</p> <p>Details sent by Erasmus office before your arrival (e-mail)</p>
<p>Get informed about your learning agreement and your weekly schedule (faculty meeting)</p> <p>4</p>	<p>WHAT?</p> <p>Attend the faculty information meeting Confirm or change your Learning Agreement Get informed about your classes schedule</p> <p>WHERE?</p> <p>Information sent by Faculty Coordinator (e-mail)</p>
<p>Visit Dean's Office, register in e-Dziekanat system get your student ID</p> <p>5</p>	<p>WHAT?</p> <p>Get login and password to e-Dziekanat system Register in the system and get access to information about payments (including regular student house payments) Pay 22 zł for your student ID</p> <p>WHERE?</p> <p>Your Dean's Office</p>
<p>Register your stay in West Pomeranian Province Office (EU citizens staying longer than 3 months)</p> <p>6</p>	<p>WHAT?</p> <p>Register your stay longer than 3 months = submit an application for registration of EU citizen's residence</p> <p>WHERE?</p> <p>Zachodniopomorski Urząd Wojewódzki (West Pomeranian Province Office)</p>
<p>GOOD TO KNOW</p> <p>In case of emergency Formalities PL – EN Glossary</p> <p>7</p>	<p>Get familiar with:</p> <ul style="list-style-type: none"> Emergency telephone numbers Addresses of medical centres Basic Polish terms useful when dealing with formalities at the university / local public institutions

1 DORMITORY CHECK IN / FORMALITIES

Before you arrive make sure that you inform the International Mobility Office about your arrival date and time.

After arrival in Szczecin go to the student house you are assigned to (the address was sent to your individual e-mail address a few weeks before).

At the reception you will be given keys to your room.

You don't pay anything at the moment of check in – to pay the regular monthly rent you will need an individual bank account that will be generated by your relevant Deans Office (see below in step 5).

Upon check-in you will be given documents to fill in:

- **Personal data form** (kwestionariusz),
- **Document necessary to register your stay at City Office**, so called "ZGŁOSZENIE POBYTU CZASOWEGO/TEMPORARY RESIDENCE REGISTRATION FORM"

Additionally, you will receive:

Extract from student house regulations in English,

Declaration of covering costs in the amount of 120 zł in case you do not tidy your room.

The following (working) day visit the local student house office (so called administracja DS, each student house has its own on the premises), working hours Mondays to Fridays from 8:00 – 15:00.

Bring the above documents and additionally:

- **2 photos** – one is necessary for the student house ID (Karta Mieszkańca), the other for the Student House files,
- **your ID or passport.**

PAYMENTS:

Arrivals in September/February Student house will inform you about the payment for these months, they will also give you the relevant bank account number

Full months The individual bank account number and payments will be generated by e-Dziekanat system, you will receive your ID and password at your Dean's Office. The rent has to be paid by the 20th day of each month.

Stick to your individual bank account number, do not transfer your payments to your mates' accounts!

NOT SATISFIED WITH YOUR ROOM, WOULD LIKE TO CHANGE?

Contact the relevant Student House office.

International Mobility Office does not distribute rooms.

Contact to Student Houses:

Students house no 4 address: ul. Szwoleżerów 1/2, 71-062 Szczecin, e-mail: ds4@zut.edu.pl

Students house no 5 address: al. Piastów 24, 71-064 Szczecin, e-mail: ds5@zut.edu.pl

Students house ANDROMEDA address: ul. Chopina 59, 71-450 Szczecin, e-mail: andromeda@zut.edu.pl

Students house AMICUS address: ul. Chopina 55, 71-450 Szczecin, e-mail: amicus@zut.edu.pl

Students house ARKONA address: ul. Chopina 61, 71-450 Szczecin, e-mail: arkona@zut.edu.pl

Please note:

If you arrive within the academic year (last days of September – 30 June), registration in the City Office is done automatically by the Student House on the basis of the temporary residence registration form.

If you arrive during holiday period, you have to register in the City Office yourself:

Urząd Miasta Szczecin
Wydział Spraw Obywatelskich
Plac Armii Krajowej 1

Working hours: Mo – Fr, 7:30 – 15:30

www.szczecin.pl



2 CONFIRM YOUR ARRIVAL (IF APPLICABLE)

Since it is not required by all institutions, make sure your home university requires it (e.g. you were given arrival form by them)

To confirm your arrival, visit the International Mobility Office:

ul. Pułaskiego 10, 70-322 Szczecin
room 16 (ground floor on the left)

Visiting hours: Mo – Fr, 8:00 – 14:00

3 GET INFORMED AND INTEGRATED (CENTRAL INFORMATION MEETING, CULTURAL LECTURE AND WORKSHOPS)

Before your arrival Erasmus office informs you about the details of central information meeting and cultural lecture.

At the meeting EU citizens staying in Poland longer than 3 months are given **confirmation of enrolment** in Polish (zaświadczenie o przyjęciu na studia) necessary to register your stay at West Pomeranian Province Office (Zachodniopomorski Urząd Wojewódzki) – see below step 6.

The confirmation are usually handed out to your Polish buddies who will help you with the procedure.

You are expected to attend the central cultural lecture.

You will also receive an invitation to cultural workshop by e-mail. Participation is voluntary and the workshop is arranged according to participant interest – International Mobility Office will keep you informed.

4 GET INFORMED ABOUT YOUR LEARNING AGREEMENT AND YOUR WEEKLY SCHEDULE (FACULTY MEETING)

Your Faculty Coordinator should inform you about a faculty meeting before or in the first days after your arrival (e-mail before your arrival is the most common).

During this meeting you will be given your class schedule.

If necessary, changes to your Learning Agreement will be suggested and discussed.

Finally, you should be taken and introduced to the relevant Dean's Office (Dziekanat).

Please note:

Attending language courses (Polish and other languages) is possible only if they are included in your Learning Agreement.

Please note:

International Mobility Office does not sign Learning Agreements.

5 VISIT DEAN'S OFFICE AND REGISTER IN e-DZIEKANAT SYSTEM GET YOUR STUDENT ID (legitymacja studencka)

Upon visit to our relevant Dean's Office (Dziekanat) you will be given a login (identyfikator) and password (hasło) to e-Dziekanat system available at <https://edziekanat.zut.edu.pl/WU/>

Some faculties (e.g. Faculty of Computer Science and IT) will give you faculty password and generate your individual faculty e-mail account necessary to participate in some classes.

e-Dziekanat

The system will allow you to check your payments (e.g. student ID payment or student house rents) and generate the numbers of individual bank accounts.

Please note:

Some functions of e-Dziekanat system are available in English, but fully operational version is in Polish, e.g. information on your payments is available only in Polish at the moment.

Enter the system and choose TWOJE DANE FINANSOWE (your financial data) on the left. You will see the list of current payments, including student ID payment (legitymacja studencka) in the amount of 22 zł as well as student house payments with bank accounts numbers assigned to each payment.

STUDENT ID (legitymacja studencka)

You will receive your student ID after paying 17 zł – visit your relevant Dean's Office after the payment has been made, issuing the ID takes usually up to one week.

With student ID you are entitled to discounts on public transport in the town (50% discount), trains (49% discount) as well as cultural services (e.g. museum entry).

6 REGISTER YOUR STAY IN WEST POMERANIAN PROVINCE OFFICE (EU CITIZENS STAYING LONGER THAN 3 MONTHS)

EU citizens

An EU citizen does not need a visa as s/he can enter Poland with his/her ID document (a valid travel document e.g. passport, or another document certifying his/her identity and citizenship).

For stays exceeding 3 months, an **EU citizen will have to register their residence** at the local province office (Zachodniopomorski Urząd Wojewódzki).

To register your stay, you will need the following documents:

- **an application for registering the residence** (wniosek o zarejestrowanie pobytu)
- **copy of the travel document** (passport or other ID document- original for inspection)
- **document confirming valid health insurance (EHIC)**
- **official letter of acceptance** from the Polish university (zaświadczenie o zarejestrowaniu na studia handed out at central meeting)
- **declaration confirming sufficient financial resources** to cover the subsistence costs in Poland (Evidence confirming the possession of sufficient financial means may be in particular:
 - 1) credit card;
 - 2) certificate of having means of payment in a bank or other financial institution, confirmed by the stamp and signature of an authorized employee of that bank or this institution, issued at the latest one month before submitting the application for registration of residence).

Please note the form (wniosek o zarejestrowaniu pobytu) is in Polish, English and French

– however, **it has to be filled in Polish** – it is highly advisable that your student buddy should help you with it and accompany you to the local province office:

Zachodniopomorski Urząd Wojewódzki w Szczecinie

Wydział Spraw Obywatelskich i Cudzoziemców

ul. Wały Chrobrego 4, room 93 (ground floor)

www.szczecin.uw.gov.pl (enter DLA CUDZOZIEMCÓW in horizontal menu and then English version)

Visiting hours: Mo 10:18 – 18.00

Tue – Fr 8:00 – 15:00

Please note:

Registering your stay is free of charge.

Please bear in mind that EU/EEA citizens failing to register stays longer than 3 month might be fined.

For stays up to 3 months no legalisation of stay is necessary.

Non-EU citizens with a Polish visa

If you have a Polish visa, you don't have to register your stay

If you are non-EU citizen, you should have a Polish national visa (type multi D) for study purposes covering the whole period of study at WPUT.

If your visa does not cover the whole period of stay, contact the International Mobility office to get instructions concerning extending your visa or getting temporary residence permit.

More information about the legalization of foreigners stay in Poland you will find

www.udsc.gov.pl/cudzoziemcy

8 GOOD TO KNOW!

IN CASE OF EMERGENCY

Telephone numbers:

112	general emergency
997	Police services
998	Firefighting services
999	Medical services

Medical centres:

- SP ZOZ Szkół Wyższych, ul. Bohaterów Warszawy 51, tel. 91 449 45 34
- Lux Med Sp. z o.o. Centrum Medyczne Medycyna Rodzinna, ul. Mickiewicza 128 A, tel. 91 487 44 81
- NZOZ Przychodnia Medycyny Rodzinnej, ul. Kadłubka 10-11, tel. 91 422 84 45
- WOMP-ZCLiP, ul. Bolesława Śmiałego 33, tel. 91 434 91 00, 91 434 91 02

REPORT RACISM: www.reportracism.pl

FORMALITIES GLOSSARY

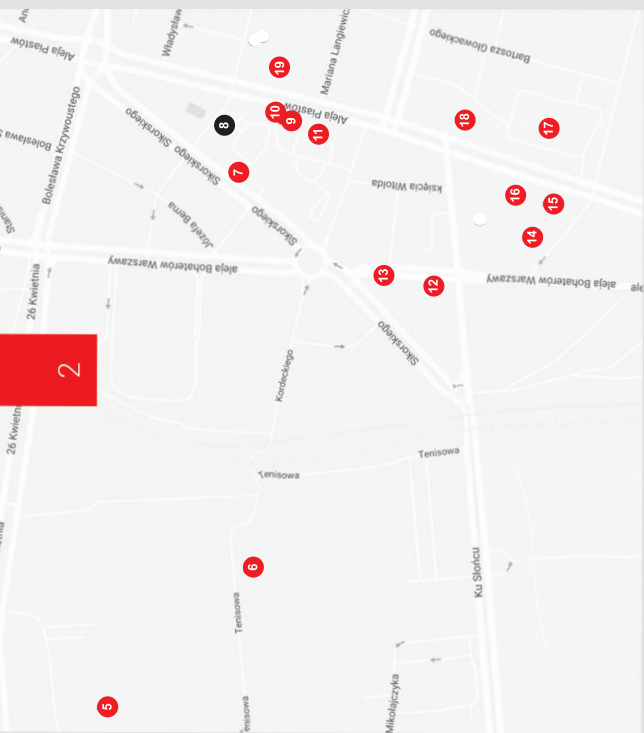
Polish	English
Dom Studenta (DS), akademik	Student house, dormitory
Administracja DS	Student house office
Karta mieszkańca DS	Student house ID
regulamin	regulations
Wydział (at a university)	Faculty
Dziekanat	Dean's office
Legitymacja studencka	Student ID
oświadczenie	declaration
potwierdzenie	confirmation
Login, identyfikator (for e-systems)	Login
opłata	payment

hasło
Urząd Miasta (Szczecin)
Wniosek o ...
zarejestrowanie pobytu
(Zachodniopomorski) Urząd Wojewódzki
Komisariat policji
Przepraszam, gdzie jest ...?
Gdzie mogę znaleźć...?
Jaki jest adres... ?
Potrzebuję...
Potrzebuję pomocy

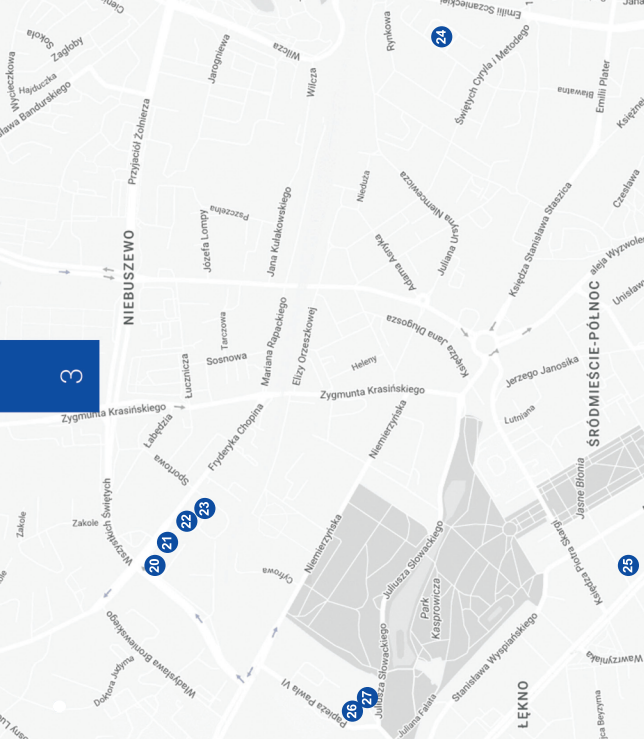
password
(Szczecin) City office
Application for ...
Registration of residence
(West Pomeranian) Province Office
Police station
Excuse me, where is ...?
Where can I find...?
What is the address of...?
I need ...
Potrzebuję pomocy

NOTE

[illegible]



- 5** Faculty of Electrical Engineering
26 Kwietnia 10
- 6** Sports centre
ul. Tenisowa 33
- 7** Faculty of Electrical Engineering
ul. gen. Władysława Sikorskiego 37
- 8** Faculty of Chemical Technology and Engineering
International Mobility Office/Erasmus Office
ul. Puławskiego 10
- 9** Rectorate (central administrative services)
al. Piastów 17
- 10** Rectorate (central administrative services)
al. Piastów 18
- 11** Faculty of Mechanical Engineering and Mechatronics
al. Piastów 19
- 12** Dormitory nr 1
al. Bohaterów Warszawy 55
- 13** Medical centre
ul. Bohaterów Warszawy 51
- 14** Dormitory nr 4
al. Szwolężerów 1/2
- 15** Dormitory nr 3
al. Piastów 26
- 16** Dormitory nr 5
al. Piastów 24
- 17** Faculty of Maritime Technology and Transport
al. Piastów 41
- 18** Faculty of Chemical Technology and Engineering
al. Piastów 42
- 19** Language centre
al. Piastów 48



- 20** Dormitory „Arkona”
ul. Chopina 61
- 21** Dormitory „Andromeda”
ul. Chopina 59
- 22** Dormitory „Amicus”
ul. Chopina 55
- 23** Medical centre
ul. Chopina 55
- 24** Faculty of Food Sciences and Fisheries
ul. Kazimierza Królówicza 4
- 25** Medical centre
al. Wojska Polskiego 97
- 26** Faculty of Environmental Management and Agriculture / Faculty of Food Sciences and Fisheries
ul. Jana Pawła VI 3
- 27** Faculty of Environmental Management and Agriculture /
ul. Juliusza Słowackiego 17



Erasmus+

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