

BEFORE ARRIVAL – IMPORTANT DOCUMENTS

- ▶ In order to cross the Polish border the citizens of the **European Union, Norway, Iceland, Liechtenstein and Switzerland** only need a valid **identification card (ID) or passport**. They can stay and work in Poland for the first three months only on the basis of the id card or passport.
- ▶ **Third country citizens** entering Poland have to be able to justify the purpose and conditions of their planned stay in Poland and have to provide the following documents in case of border control:
 - passport
 - health insurance document
 - proof of sufficient financial resources
 - **visas** and work permit if required
- ▶ *Third countries mean countries other than: the European Union member states, Iceland, Lichtenstein, Norway, Switzerland.*

YOU MAY ALSO NEED THE FOLLOWING:

- ▶ **Letter of invitation** or any other documents from the Jagiellonian University.
- ▶ **Biometric passport photos**, e.g. for your residence permit and various ID cards.
- ▶ **Certified copies** of your PhD diploma or any other certificates awarded for academic degrees (preferably with their sworn translations into English or Polish if they have been issued in your mother tongue. Their sworn translations into Polish can also be commissioned in Poland).
- ▶ **Proof of health insurance**: you must have health insurance for the entire duration of your stay in Poland. If you do not arrange a long-term health insurance while still in your home country, make sure you take out travel health insurance which is valid until your Polish health insurance comes into effect.
- ▶ **Proof of finances** or an explanation of how you intend to finance your stay in Poland, such as a scholarship or employment contract.
- ▶ If you intend to drive in Poland, bring your **International Driver's Licence**.
- ▶ **For any accompanying person, you might need:**
 - birth certificates,
 - marriage certificate.
- ▶ *Should these certificates prove needed, their sworn translations into Polish must be commissioned, which can also be done after your arrival in Poland.*

EMPLOYMENT CONTRACT

There are various types of **EMPLOYMENT CONTRACT** to be concluded with JU. The most popular are:

- ▶ **an employment contract** (*umowa o pracę*)
- ▶ **a civil law contract** (*umowa cywilno-prawna*), which can have the form of:
 - **a contract of mandate** (*umowa zlecenie*)
 - **a specific work contract** (*umowa o dzieło*)
- ▶ **an agreement on the admission of the foreigner to carry out research or development activities** (based on the guidelines of the amended Act on Foreigners)
- ▶ any other kind of contract, e.g. a scholarship contract.

If you are a non-EU citizen, your contract should include:

a written declaration of the scientific unit, stating that it undertakes to bear the costs related to the issuance and execution of the decision obliging the foreigner to return according to the Act on Foreigners (Article 151 (1) (1) (c): *a written declaration of the research unit, in which it undertakes to reimburse the costs of issuing and implementing the decision on obliging the foreigner to return, covered by the state budget before the expiry of six months from the date of expiry of the agreement on admitting the foreigner if the basis for issuing the decision obliging the foreigner to return is his illegal stay on the territory of the Republic of Poland.*