

ON ARRIVAL CHECKLIST

Before coming to Poland check what documents you need **in order to stay and work in Poland** (visa, residence and work permit for you and anyone accompanying you).

- Contact your hosting unit.
- Book your accommodation and sign a lease agreement.
- Sign your employment or civil law contract.
- Obtain information on potential taxation obligations and pension rights that may ensue your employment status.
- Set up your workplace (e-mail, internet access, USOS access, etc.).
- Register in the Municipality Office and obtain the PESEL number (together with your family members).
- If applicable, legalise your – and your family members’ – stay in the Voivodeship Office.
- Open a bank account (optional).
- Register your children at a nursery/kindergarten/school.