

# WSB UNIVERSITY

## Non-EU Student Handbook

Everything you need in your first 60 days:  
paperwork, money, health, housing & study rules.



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# ✦ Introducing Handbook

**Introducing your WSB Arrival Handbook.** It turns a complex journey into a simple plan: **apply, arrive, settle, study.** Follow the timelines, tick the checklists, and use the QR links for visas, residence, PESEL, NFZ, banking, SIM, scholarships, and academic rules. Each step tells you **what, when, and what to bring.**

*Need help? The International Cooperation Office is one click or a short walk away. Always check the latest official updates - this guide points you to them.*





# ✦ Quick timeline

When?	What to do?
Before arrival	<ul style="list-style-type: none"> <li>• Apply for a Polish national visa D (if required).</li> <li>• Purchase private health insurance valid for your entire stay.</li> <li>• Arrange accommodation (rental contract or dorm booking).</li> </ul>
First 3–14 days in Poland	<ul style="list-style-type: none"> <li>• Report to the International Relations at WSB University.</li> <li>• Register your address (temporary residence) if you stay &gt; 30 days.</li> <li>• Receive (or apply for) a PESEL number.</li> <li>• Buy &amp; register a SIM card.</li> <li>• Open a bank account.</li> </ul>
Within 30–60 day	<ul style="list-style-type: none"> <li>• Switch to Polish public healthcare (NFZ) if you wish.</li> </ul>
During your studies	<ul style="list-style-type: none"> <li>• You may work without a work permit (visa/permit “studies” required).</li> <li>• Create a Trusted Profile (Profil Zaufany) for e-government services.</li> </ul>





# \* Visa Application

Our roadmap to Visa D: schedule early, gather the right evidence, meet formal requirements, and submit confidently - so your arrival in Poland stays on time and stress-free.



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Book an appointment through the Polish e-Consulate system.



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Prepare documents: admission letter, insurance, proof of funds, accommodation, photos, completed visa form.



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Submit the application online/in person at the Polish embassy / consulate.

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## Context

Visa D: book e-Consulate, prepare admission letter, passport, funds, accommodation & insurance; submit in person. Start early—processing may take weeks. Keep scans of all documents.

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**90/180**

days Schengen travel with a valid Polish D visa

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# ✦ Address registration & PESEL

Item	Details
Address registration	Required if you stay in Poland <b>longer than 30 days</b> . Bring your passport, visa (or residence card) and rental/dorm contract to the city/municipal office.
PESEL number	<ul style="list-style-type: none"> <li>• Automatically issued when you register an address for &gt; 30 days.</li> <li>• If you cannot register, apply for PESEL "for legitimate interest" (needed for NFZ, some banks, e-government).</li> </ul>





# ✦ Bank account

- ✦ Choose a bank that offers English on-line banking and **BLIK** mobile payments. These kind of bank accounts are popular in Poland and you can find them easily as an option in Santander Bank, ING Bank Śląski, mBank, etc.
- ✦ Bring passport, proof of address, confirmation of student status; PESEL helps but is not always mandatory.
- ✦ After account activation, you can create a **Trusted Profile** via your bank.

## ✦ SIM card & mobile internet

- ✦ Polish law requires **registration of every SIM**. Show your passport (or residence card) at any operator shop (Orange, Play, T-Mobile, Plus).
- ✦ Pre-paid starter packs are cheap (from ~5 PLN). Ask staff to complete registration on the spot.



# ✦ Health Insurance

Phase	Option
Before arrival	Buy private travel/medical insurance that meets visa requirements.
After arrival	<ul style="list-style-type: none"><li>• Sign a voluntary NFZ contract (public healthcare) – monthly premium ~ 510,80 PLN (price from August, 2025).</li><li>• Keep your private policy for extra coverage (personal accident / liability).</li></ul>







# ✦ Student rules & academic life

- Read the **WSB Study Regulations** (available in English).
- Your **student ID** gives you 50% public-transport and 37% rail discounts. Keep it valid!
- Use university platforms: **Virtual University** (grades, exams), **Moodle** (e-learning), **Microsoft 365** (student e-mail).
- Observe the Student Code of Ethics – plagiarism or exam cheating may lead to expulsion.

# ✦ Useful digital tools

Purpose	Tool	Note
Public transport	Jakdojade app	Route planner & ticket purchase
Mobile payments	BLIK (inside bank app)	Pay/withdraw without a card
Tickets & invoices	mPay, SkyCash	Bus/train tickets
E-government	mObywatel	Digital ID & EU Digital COVID Certificate
Language help	Polish ↔ English apps	e.g., DeepL, Google Translate

## ✦ University registration checklist

- ✓ Report to the International Office → collect welcome pack & temporary timetable.
- ✓ Collect your student ID card and login credentials.



# ✦ Frequently Asked Questions (Q & A)

When in doubt, don't guess pick the closest question, follow the next step, and ask us if anything is unclear.

Starting life in a new country can feel like juggling forms, deadlines, and acronyms you've never seen before. This Q&A turns that chaos into quick, plain-English answers to the questions students ask most in their first weeks. Each entry tells you what the rule means, what to do next, and which office or website actually solves the problem. We've added checklists, realistic timelines, and "bring with you" notes so you don't lose time to missing documents. If a policy can change, we say so and point you to the official page to confirm the latest version. Use the Q&A like a map: skim the bold keywords, follow the action steps, and save the links you'll need again. When you're stressed, remember: you don't have to know everything – just the next correct step. This Q&A gives you that step.

## Do I need a work permit during my degree?

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No, if you study full-time and hold a visa/residence permit "for studies". You do need a permit after graduation unless you switch your residence title.

## Can I travel in Schengen on my Polish visa?

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Yes, a national visa D or a residence card allows up to 90 days in other Schengen countries every 180 days.



## What if my passport expires?

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Renew it at your embassy in Poland before you apply for or pick up a residence card.

## How long does the residence-permit decision take?

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Statutory time is 60 days, but 4–6 months is typical. Apply early and keep the “IN STAMP” in your passport (it legalises stay while you wait).

## Where can I see a doctor in English?

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Large NFZ clinics in Katowice, Kraków and Dąbrowa Górnicza have English-speaking GPs.  
Private chains (Medicover, Lux Med) guarantee English service.

## Is public transport free with a student ID?

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No, but city-bus/tram tickets are 50 % cheaper; PKP trains – 37 %. Always carry your ELS.

## Can I open a Polish bank account without PESEL?

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Yes in most banks (e.g., Santander, Pekao, Citi Handlowy) if you show your passport and proof of address; however, PESEL enables online services and Profil Zaufany.

## I lost my SIM – do I lose my number?

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Go to any outlet of your operator with passport and PUK code (from starter pack) to issue a duplicate SIM.

## Do I have to attend orientation?

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Strongly recommended: you register for courses, meet programme directors, and receive mandatory safety training.

## Can I rent an apartment on a tourist visa?

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Legally yes, but landlords typically ask for proof of study; always sign a contract to register your address and avoid scam deposits.

## How do I sign a voluntary NFZ contract as a student?

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Go to the regional NFZ branch with your passport, PESEL (or other ID used by NFZ), student confirmation, and fill the contract form. Then pay the monthly premium via bank transfer. You'll be assigned (or can choose) a family doctor (GP).

## Emergency or accident – what's the number & will I pay?

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Call 112. Emergency care is provided first; billing depends on your insurance. Keep your policy number and insurer hotline saved in your phone.

## My visa will expire soon – what should I do?

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Apply early for a temporary residence permit (Karta Pobytu – studies) at the voivodeship office. If you submit on time, the entry-in-process stamp keeps your stay legal until a decision.

## Can I work during my studies?

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Yes – full-time students with a valid visa/permit for studies can work without a separate work permit. Always sign a contract and keep your status valid.



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Telephone number

[wsb.edu.pl/en](https://wsb.edu.pl/en)

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Email

# ✦ Contact Information