

Your First Steps in Poland

Handout for Expats



Your First Steps in Poland

Before Coming to Poland, You Should

- Make sure that you have flight tickets and hotel booked, and you don't have unanswered questions
- Get in touch with the English-speaking rental agent a few days before your coming to Poland to communicate your preferences and wishes about the apartment, inform the rental agent that you are from Luxoft and inform a rental agent about your date of arrival
- Make sure that you know in which office, with which manager and at which project you will work in Poland (ask your recruiter/ manager)
- **Prepare a notarized child travel consent form for your spouse (it will be required when receiving visas and crossing the border by your family) – you can ask a notary in your country for this form***

*** Please remember that during COVID-19 pandemic situation possibilities to travel with family members are limited. Before your relocation, please contact with Luxoft Visa Specialist to define whether you can travel with your family.**

Rental Agents Recommended by LUXOFT

Krakow

- Agata Milej:
biuro@milszydom.com
+48 601 551 551

Wroclaw

- Angelika Łukasz
a.lukasz@perfectplace.pl
+48 666 066 626
- Magdalena Motyl-Belyaev:
m.motyl@perfectplace.pl
+48 728 760 939

Gdansk/ Gdynia (Tricity)

- Jadwiga Reppel:
biuro@reppel.pl
+48 503 096 588

Warsaw

- Mariusz Obierak:
m.obierak@nieruchomoscifilar.pl,
m.sawicki@nieruchomoscifilar.pl,
+48 604 953 029

Please be informed that Employee should cover the cost of the rental service usually himself / herself. The cost of such service is usually between 50-70% of the month payment.

Employee can also try to find an apartment himself / herself at the following web sites:

- <https://www.olx.pl/>
- <https://www.gumtree.pl/>
- <https://www.otodom.pl/>

It is worth also note that with the first payment for apartment, it is required to pay deposit, which is usually the same as monthly payment for the apartment.

Registration Number:
121272822

Address:
ul. Bora Komorowskiego 25,
Quattro Business Park Five
31-476 Krakow

Numbers:
T: +48 12 445 8800 ext. 852 3500
F: +48 12 445 8801

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Luxoft Office Locations

Krakow

- Krakow Business Park: ul. Krakowska 280, 32-800 Zabierzów (HQ, <https://goo.gl/maps/vDh2f>)
- Buma Five: al. Bora-Komorowskiego 25, 31-476 Kraków (<https://goo.gl/maps/J2X4A3x18An>)

Wroclaw

- Silver Tower: pl. Konstytucji 3 Maja 3, 50-048 Wrocław (<https://goo.gl/maps/lchuv>)

Gdansk

- Alchemia Building: al. Grunwaldzka 415, 80-309 Gdańsk (<https://goo.gl/maps/QMa2TRJft4t>)

Warsaw

- Warsaw Spire: pl. Europejski 1, 36 piętro, 00-844 Warszawa (<https://goo.gl/maps/iSAF8ivaAdq>)

Please Take the Following Documents with You...

1. **Passport with a work visa** (type D)
2. **Work permit** (*Zezwolenie*)
3. **Birth certificates of all family members including you*** (if they travel along with you)
4. **Marriage certificate*** (if your spouse travels along with you)
5. **All available diplomas**** in IT or related fields (cybernetic, mathematics, electronics, and others) **with supplements**
6. **Workbook, contracts with other companies** (or reference letters)
7. **If you are traveling by car** and going to use your car in Poland, you need to take all car related documents: purchase agreement, car registration license, car insurance (Green Card), etc.
8. **If you plan to use payment cards** of Ukrainian/ Russian banks in Poland, inform your bank in advance to avoid blocking of your cards (also you can find the list of Ukrainian/Russian banks which are cooperating with Polish ones, e.g. Unicredit Bank, Kredobank SA, Inter-Risk Ukraina, Idea Bank)

Please note:

*We recommend obtaining duplicates of children's birth certificates and marriage certificate in the country of origin if you travel to **Wroclaw** due to the need to pass the original certificates to the Polish authorities within legalization process.

All the documents in foreign languages (like birth certificates, marriage certificates, diplomas and reference letters), should be translated into Polish language by sworn translator in Poland. The cost of translations is usually high, in average **up to 1500 PLN for the whole family.

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After Coming to Poland There Are a Few Steps You Have to Take at the Railway/Airport/Bus Station

1. **Order a taxi. Please find some contacts below or use Uber Taxi.**

Warsaw:

iTaxi 737 737 737

Optitaxi +48 608 300 500

Gdansk:

HALLO TAXI: +48 58 19 666

iTaxi 737 737 737

Wroclaw:

RYBATAXI 713 067 067

WICAR 725 717 171

Krakow:

Eko Taxi Kraków 12 644 22 22

iTaxi 737 737 737

2. **Settle down in the hostel, hotel or apartment** (you may ask the executor of your relocation to book the accommodation for the first days of your stay in Poland)
3. **Buy a SIM card** (you can find it in every shop or kiosk)

Note: Your SIM card should be registered in the operator's office. For this purpose, you need to have your international passport with you

Here is the list of the main mobile operators in Poland:

- T-Mobile (www.t-mobile.pl)
- Orange (www.orange.pl)
- Plus GSM (www.plus.pl)
- Play (www.playmobile.pl)

4. **After arriving to your hostel/hotel/apartment you should get in touch with the realtor again to confirm your choice of apartment and to schedule an appointment if needed**
5. **Open a bank account for transferring salaries and relocation bonus at any bank you like or choose one of partner banks** (e.g., Pekao bank)

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Your Car in Poland

If you are coming to Poland by own car

- You should pass **custom clearance procedure** and **register your car** in Poland. It is better to start the procedure **in the very beginning** of your stay in Poland (e.g., after 3 months). To avoid paying customs duties and taxes you may apply for **exemption from customs duty** within **12 months** since the date of your relocation (1st working day in Poland) but not later.
- **Be careful!** If you do not declare anything while crossing the border by your own car, it means that you declare **temporary admission of your car up to 6 months**. If you do not pass the custom clearance procedure and do not register your car in Poland until this time (up to 6 months of your stay in Poland), **you should export your car outside the EU before this time and later enter EU again if needed**. For more info, please contact the local Relocation Specialist or private lawyer.
- Within the first **6 months** of living in Poland, you should exchange **your driver's license** to a Polish one, but **the exchange is possible only after obtaining Residence Card/Blue Card**. For more information, please contact your local Relocation Specialist.

Legalization Process in Poland

The 1st day

- Signing the contract
- Onboarding trainings & instructions
- Medical examination
- Opening the bank account
- Buying a SIM card

First 1–2 weeks

- Finding an apartment
- Temporary registration
- Getting PESEL number
- Including family into ZUS (Social Insurance System)

First 1–3 months

- Translation of documents (diplomas & appendixes, workbooks, birth certificates, marriage certificate)
- Filling in application forms
- Validation of application forms and all required documents at 1:1 meeting with Relocation Specialist
- Reservation of the application date
- Submitting the documents for Residence Permit

Legalization in Poland

After coming to Poland it is better for you to start the process of Polish Residence Card / European Union Blue Card obtaining as soon as possible.

The **Polish Residence Card** and **European Union Blue Card** based on work in Poland are single permits allowing both living and working in Poland for a period up to 3 years. Both residence cards are renewable. If a foreigner has a residence card, it is no longer necessary to obtain Schengen / National visa. A residence card gives a possibility to a foreigner to travel around Schengen area up to 90 days per 6 months.

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EU Blue Card has significant advantages for a foreigner in comparison with the Polish Residence Card so if a foreigner fulfills the requirements of EU Blue Card it is recommended to apply for the UE Blue Card.

To obtain EU Blue Card you need to meet certain basic **requirements**:

- Have completed at least a **3-year course of study at a higher education institution or have 5 years** of professional experience in the field that is compatible with your profession
- Your employment contract is valid for **at least 12 months**
- With a minimum monthly salary PLN **8493 gross**

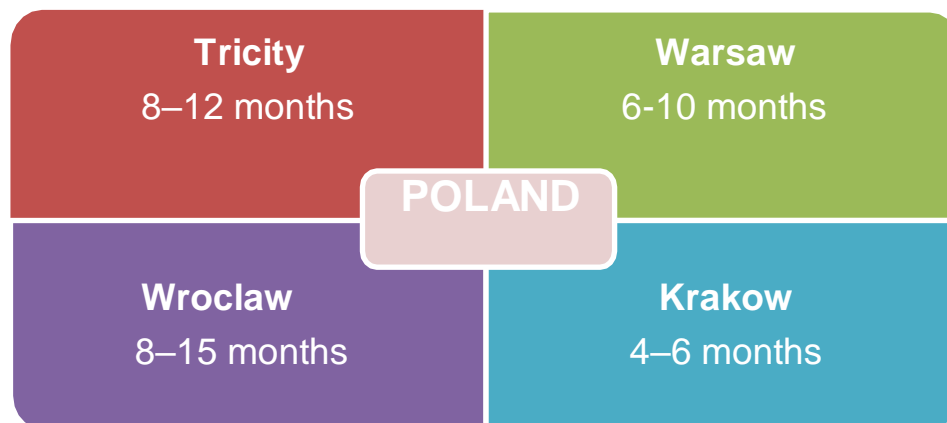
European Blue Card gives a Non-EU specialists several **advantages**:

- Free access to labor market for spouses
- Access to free higher education in Poland for all family members (children – only up to 18 y.o.)
- Permanent residence perspective in EU countries
- 3 months validity period after termination of the working contract

Useful tips

- We strongly recommend submitting the documents for residence card just after signing contract for specified/ unspecified period of time
- The documents of your spouse and children can be submitted at the same time with your documents or any time after your submission
- Usually, reservation of the appointment at Immigration Office is needed in order to apply for the residence card
- There are different time frames for residence card obtaining in different cities in Poland

Time Frames for Residence Card Obtaining



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Legalization Support Provided by Luxoft Poland

Registration in Poland

- Instructions on Registration under specified address & PESEL number obtaining

Residence permit obtaining

- Onboarding presentation & Instructions
- Validation of prepared application forms and documents at 1:1 meeting
- Delivery service for missing documents*
- Translation service at Interviews in Immigration Office

*Temporary unavailable service due to Covid-19 situation. Documents are sent by post.

Residence permit change

- Proof Instructions

Work permit obtaining / prolongation

Emergency Numbers in Poland

- **112 – European emergency telephone number**
- 991 – emergency energy service
- 992 – emergency gas service
- 997 – police
- 998 – firefighting service
- 999 – ambulance

Other numbers for services performing the function of emergency numbers locally:

- 986 – city guards (not available in all locations)
- +48 601 100 100 – rescue by the water
- +48 601 100 300 – rescue in mountains

More Info about Living in Poland

- Web site of the main Immigration Office www.udsc.gov.pl

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EMPLOYEE's TO DO LIST

Timeline	Action	Responsible side -> Place	Checkbox
First day	Signing the contract	HR Admin & Employee -> LUXOFT	
	Opening the bank account	Employee -> e.g. Millennium Bank	
	Buying SIM card (it is necessary to have passport)	Employee -> e.g. Plus, Orange, T-Mobile, Play	
	HR & Relocation trainings	Employee -> LUXOFT	
First 1-2 weeks	Finding and apartment & signing rental agreement	Employee -> e.g. Perfect Place	
	Temporary registration	Employee -> City Office	
	Getting PESEL number (polish identity number)	Employee -> City Office	
	Translation the documents for Blue Card	Employee -> Translation agency via Reception Desk	
First 1-3 months	Filling in application forms	Employee	
	Validation of application forms & documents at 1:1 meeting with Relocation Specialist	Employee -> Relocation Specialist, LUXOFT	
	Reservation the date of applying	Employee -> Immigration Office	
	Applying for Residence Permit	Employee -> Immigration Office	
First 4-6 months	Letter from Inspector	Immigration Office -> Employee	
First 9-12 months	Getting Residence Permit & Residence Card	Immigration Office -> Employee	

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FAMILY's TO DO LIST

Timeline	Action	Responsible side -> Place	Checkbox
Before relocation	Family invitation	Employee -> Family	
	Family relocation request	Employee -> BTD Specialist (who organized the trip for Employee)	
First 1-2 weeks	Temporary registration of the family	Employee, Family -> City Office	
	Including family into ZUS (Social Security System)	Employee -> Service Desk, HR Request	
	Translation of the documents	Employee -> Translation agency via Luxoft Reception Desk	
	Only in Wroclaw: Marriage certificate registration	Employee -> Civil Status Office	
First 1-3 months	Filling in application forms	Employee, Family	
	Validation of application forms & documents at 1:1 meeting with Relocation Specialist	Employee -> Relocation Specialist, LUXOFT	
	Reservation the date of applying	Employee, Family -> Immigration Office	
	Applying for Residence Permit	Employee, Family -> Immigration Office	
First 4-6 months	Letter from Inspector	Immigration Office -> Employee, Family	
First 9-12 months	Getting Residence Permits & Residence Cards	Immigration Office -> Employee, Family	

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Useful Contacts

Relocation Specialists in Poland

Krakow

- Dzedziana Dorota: dorota.dziedzina@dxc.com · | +48 735 933 265

Wroclaw

- Mariia Lisova: mariia.lisova@dxc.com | +48 668 898 707

Warsaw/Gdańsk

- Tetiana Skalska: tatiana.skalska@dxc.com · | +48 735 933 464

Team Lead

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