



# STUDENT BROCHURE

## Welcome to IFJ PAN!

To make the start of your journey smoother, the Student Council has gathered all the essential information you'll need under one roof!

## OUR MISSION

To represent and support the student community at IFJ PAN by fostering communication, organizing events, addressing student concerns, and building a vibrant, inclusive academic environment.

## US

We are the active Student Council of IFJ PAN. If you're facing any problems, feel free to contact us — we're here to help!

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## WHOM TO CONTACT




- International Student Representative: Dibakar Borah, [dibakar.borah@ifj.edu.pl](mailto:dibakar.borah@ifj.edu.pl), Office: 3215
- First-Year Representative: Sumesh Sureshkumar, [sumesh.sureshkumar@ifj.edu.pl](mailto:sumesh.sureshkumar@ifj.edu.pl), Office: 2218
- Second-Year Representative: Buddhadeb Dey, [buddhadeb.dey41@gmail.com](mailto:buddhadeb.dey41@gmail.com), Office: 4206 B






KISD PhD Student

# OVERVIEW




## PhD Scholarship

-  Scholarship is paid monthly at the end of the month.
-  Bring at least 1500 PLN for initial expenses + your first month rent.
-  Avoid currency exchange at the airport – use city exchange offices for better rates.




## Bank Account

-  Required: Passport with visa, Polish SIM, proof of accommodation.
-  Enrollment certificate — not mandatory but helpful.
-  Some banks like Bank Pekao, Santander don't require PESEL number for opening an account but later, when you have PESEL, you must add it to your account.



## Transportation

-  Avoid airport taxis — use Uber or Bolt, or ask your supervisor.
-  Use Google Maps for navigation.
-  Buy tickets via apps like **Jakdojade** or ticket machines.
  - Ticket Prices: 4 PLN (20 min), 6 PLN (60 min)




## PESEL Number

-  Required: Passport, proof of residence, enrollment certificate (optional).
-  Apply at: Galeria Bronowice - Punkt Obsługi Mieszkańców I.
-  PESEL issued within 20 minutes after submitting documents.



## Accommodation

-  AGH Dorms: Before coming here, ask KISD to provide a document confirming accommodation. It is an obligatory document for a VISA and other purposes.
-  If you are looking for other rentals, you may find them on OLX and Facebook. The landlords usually would like to meet in person or discuss via phone call. They don't prefer lending to non-EU students they have never met before.

## Health Insurance (NFZ/ZUS)

-  Required: Passport, proof of residence, contact number, PESEL, enrollment certificate (optional).
-  Apply at: Małopolski Oddział Wojewódzki Narodowego Funduszu Zdrowia w Krakowie, Wadowicka 8W, 30-415 Kraków.
-  Once you sign and contribute your monthly payment, you can have access to Polish Health care facilities.

## SIM Card

-  Make sure your home country SIM has international roaming enabled. Buy a Polish SIM card after arriving in Kraków.
-  Avoid buying SIMs at foreign airports where you have a layover.

## Arrival at Kraków Airport

Welcome to Kraków! Once you leave the plane, you will first go through passport control. If you're from outside the Schengen zone, have your documents ready.(accommodation confirmation, acceptance letter from the institute)

After that, you'll collect your luggage. Don't worry—signs are in both Polish and English.

If you need internet right away, you can connect to the "**free Kraków Airport Wi-Fi**" or buy a local SIM card at one of the kiosks(better to buy it from the outside, it's cheaper).


## Get to your accommodation

 By train: Direct connection to Kraków Główny (main station) in 20 min.

 By bus: Lines (check Google maps) go to different parts of the city.

 By taxi/ride apps: Bolt or Uber are cheaper than regular taxis.

## For those who are staying at AGH

 **Reception is open 24 hours, 7 days a week**, so don't worry if your flight is late at night, you can arrive anytime.



✓ Go straight to the reception desk.

✓ Provide your passport or ID card.

✓ Bring two passport-size photos (for your dormitory ID).

✓ After a long trip, it's best to unpack, take a rest, and prepare for the next day

# University Essentials

-  KISD Secretariat:
  - 📍 IFJ PAN, building No. 5, ground floor, room 5224 (Ground floor of the IFJ PAN towards the right of the entrance).
  - ☎ (+48) 12 662 8344
  - ✉ [kisd@ifj.edu.pl](mailto:kisd@ifj.edu.pl)
-  IFJ student council: [samorzad@ifj.edu.pl](mailto:samorzad@ifj.edu.pl)
- ☎ Emergency number: 112

 Visit the KISD secretariat office for preliminary paperwork.

- ✓ New PhD students are given a Clearance Slip by the KISD secretariat which needs signatures of various people in different offices around the building. Get all the necessary signatures as soon as possible.
- ✓ Get your student ID (Legitymacja Doktoranta) from the KISD Secretariat office.
- ✓ Attend the orientation by the IFJ PAN Student Council to get acquainted with the institute.

Don't worry, the institute is used to having international students. There will be plenty of people to help you!

- ⚠ Bring 2–3 photocopies of all essential documents from your home country, along with a passport-sized photo in various formats.
- ⚠ Always carry your PASSPORT when attending any official appointments or handling paperwork.
- ⚠ Keep extra copies of your important documents that you will collect from here — they can be a lifesaver in unexpected situations.



✈️ As an international student, you've already come a long way — now just a few more steps to get fully settled in!

## How to Get a Polish SIM Card

Main Operators:





- ✓ Orange Flex, Play, T-Mobile, Plus

Documents:

-  Valid passport with visa.
-  For Orange Flex, activate online via app (no in-person submission).

## How to Open a Bank Account

Documents Needed:



-  Passport with visa.
-  Polish mobile number.
-  Proof of accommodation (from dorm or rental).
-  Enrollment certificate (optional but helpful).

**Tip:** Go for banks such as Bank Pekao, Santander etc. which do not require Pesel documentation right away.

**Bank Pekao Location:** Bank Pekao, Królewska 65, 30-081 Kraków

## How to Get Your PESEL Number

Steps:

-  Visit: Galleria Bronowice - Punkt Obsługi Mieszkańców I (Galleria Bronowice – 1st Floor).
-  Collect the PESEL application form, fill it, and get the dorm manager's signature.
- ✓ Submit with residence proof. Get PESEL in 20 mins.
- ✓ Keep at least two photocopies of this document.

# How to Get Your Health Insurance

## Steps:

- 📍 Visit: Małopolski Oddział Wojewódzki Narodowego Funduszu Zdrowia w Krakowie, Wadowicka 8W, 30-415 Kraków.
- ✍️ Collect form, get dorm manager's signature.
- 🌐 Submit the photocopy of passport/residence card, student ID, and PESEL number.
- ✓ Fill in the contract application form.
- ✓ Sign the contract for voluntary health insurance.
- ✓ Receive confirmation of registration.
- 💳 Pay the monthly contribution of 55.80 PLN via bank transfer (ZUS) before the 20th day of every month.
- ⚠️ Opt for online payments and declarations but in case you opted for offline payments and declarations, keep the declarations safe for your Temporary Residence Card(TRC) application.

⚠️ Apply for TRC after 4 month of your arrival.

Wishing you a successful and smooth start to your PhD journey! 😊📖