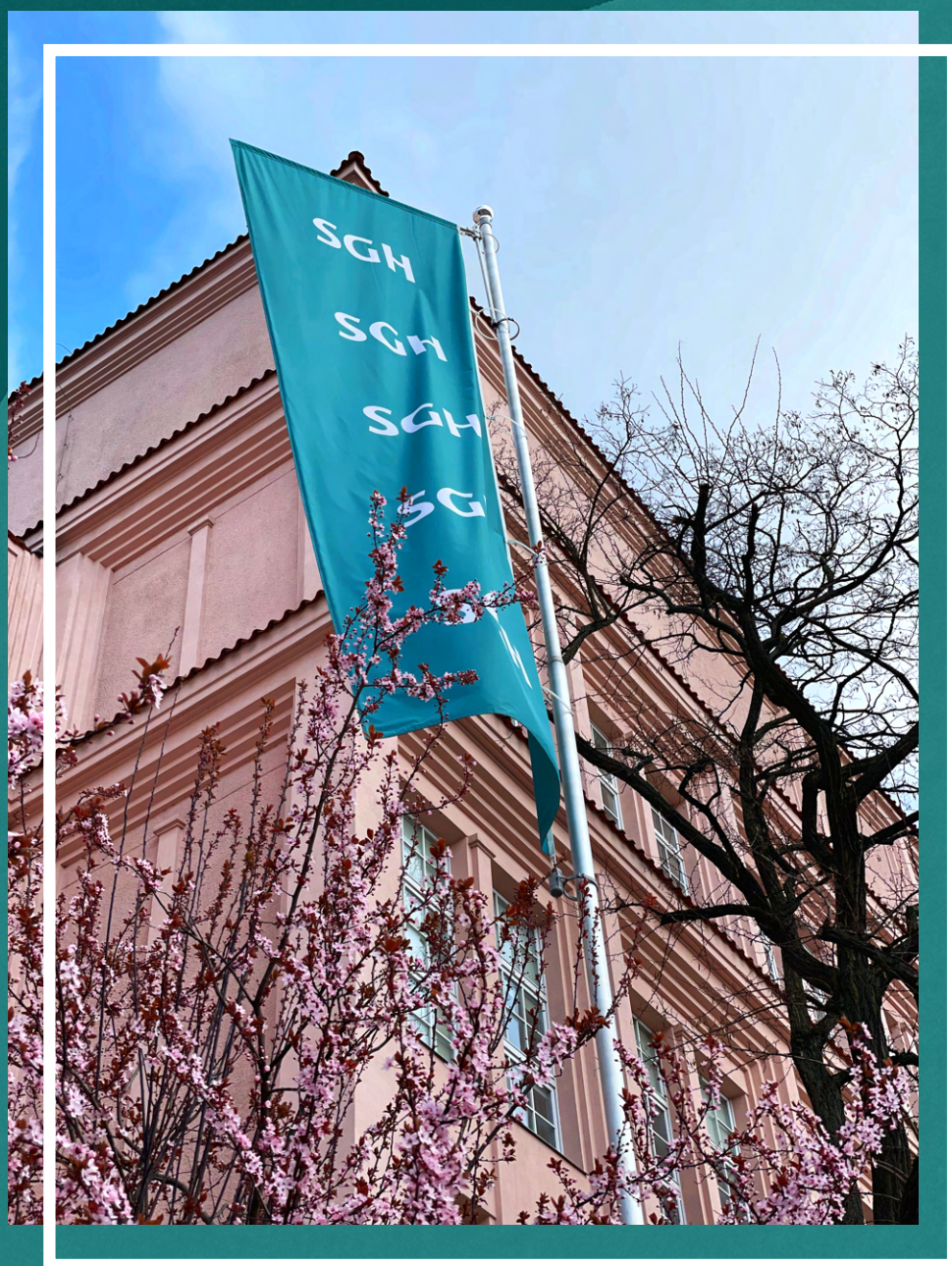


# INTERNATIONAL STUDENTS LIVING GUIDE



Here is all you need to know to be a SGHer!



# SGH

International Centre  
Incoming Student Office

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# WELCOME TO SGH!

Dear SGHer,

Welcome to SGH Warsaw School of Economics!

Your decision to join us marks the beginning of an exciting academic and cultural journey. Our school is a melting pot of diverse ideas and cultures, where intellectual curiosity is nurtured and lifelong friendships are forged.

Here at SGH Warsaw School of Economics, you'll find a rich curriculum and esteemed faculty, who are dedicated to cultivating an environment that encourages learning and growth. Beyond the classroom, our plethora of clubs and societies offer ample opportunities for you to explore new interests and meet like-minded individuals.

We recognise that studying abroad may present some challenges. Rest assured, our International Office is ready to offer guidance and support throughout your stay.

Remember, your time here is not only about academic growth but also about embracing new cultures and perspectives. Warsaw, steeped in history and bursting with modern vibrancy, is your new backdrop. Make the most of it.

We look forward to welcoming you to our community. Here's to an enriching and memorable experience at SGH Warsaw School of Economics.

Warm regards,

*SGH International Centre Team*

# WHAT YOU NEED TO KNOW ABOUT SGH!

## SGH Status

- The oldest university of economics and business with over 110 years (founded in 1906) of history, renowned for tradition and reputation, currently a public university.
- One of the most prestigious universities in Poland and the leading university of economics and business according to national rankings.

## SGH Campus

- 1 campus in Warsaw city center (M1 metro line station: Pole Mokotowskie)
- Main address: SGH Warsaw School of Economics, al. Niepodległości 162, 02-554 Warsaw, Poland

## Study System

- A 3-cycle system of full-time and part-time studies: 3-year Bachelor, 2-year Master, 4-year Doctoral studies; also postgraduate and executive studies, double and joint degree programs

## SGH Structure

- Non-faculty structure; all academic matters are managed accordingly by Undergraduate Studies Office and Graduate Studies Office (Dean's Office)

## Students & Faculty Staff

- ca. 8000 full-time BA and MA students, ca. 5000 part-time students, ca. 300 full-time PhD students, 5000 postgraduate and post-diploma students, ca. 500 international degree students, ca. 1000 of incoming and outgoing exchange students
- ca. 800 faculty staff

## Tuition Fees

- Apply to free-mover students (see information on our website: <https://www.sgh.waw.pl/en/free-movers>)
- None in case of exchange students (apart from administrative fees)

## Organization of Academic Year

- Each academic year comprises of 2 semesters, each 15 weeks of classes + 2 weeks of exam period.
- Fall semester - Orientation Week: last week of September, classes: October-January, exam period: late January/first half of February, exam re-sits: 2nd half of February
- Spring semester - Orientation Week: mid-February, classes: late February – mid-June, exam period: 2nd half of June, exam re-sits: mid-September

## International Cooperation

Erasmus Code: PL WARSZAW03; ca. 500 incoming students and 500 outgoing students participating in exchange programmes per academic year, ca. 300 partner universities worldwide, various exchange programs: Erasmus+ (KA171, KA131), bilateral agreements, EU Share, PIM, CEMS MIM, Swiss European Mobility Programme, governmental exchange programs, 11 Double Degree Programmes, 2 Erasmus Mundus Joint Master Degree Programmes, Polish-German Academic Forum

## Exams

- Exams are usually held at the end of the course or during exam session periods. Most exams are written; several courses include group projects and individual essays instead of formal written exams.
- It is possible to take early exams if overlaps between academic calendars occur or because of other unexpected or justified reasons.
- Evaluation methods for a course can be found in its syllabus available through the course browser on USOSweb

## ECTS System

- 1 ECTS credit point is equivalent to 30 hours of workload; 10 contact hours and 20 hours of individual work. The majority of courses are worth 3 ECTS

## Grading System

- SGH uses 2.0 (Fail) -5.0 (Very Good) grading scale with 3.0 as a pass, 4.0 is a good, average grade. Transcripts are issued in a month of the end of the re-take period and contain ECTS Grading Table. Transcripts are sent to the partner schools in late March/early April and in late July/early August in case of Fall and Spring semester respectively.



Parachute Hall, Building G (Main Building)

# WHO WE ARE & WHAT WE DO

## **The Incoming Student Office (ISO)**

Being part of SGH International Center, handles matters of incoming exchange students at SGH. The office provides administrative support and assistance on non-academic matters, which usually involve:

- information and counseling about exchange programmes at SGH,
- serving as a main contact and first information point for prospective, current and former incoming students,
- coordination of the entire recruitment process for exchange programmes (non-degree mobilities),
- handling dormitory placement,
- organization of Orientation Week,
- assistance during course registration.

If you have any questions about your exchange studies at SGH, do not hesitate to contact us !



## **Where we are**

- SGH Building A, Room 6 (ground floor), ul. Rakowiecka 24, 02-521 Warsaw, Poland
- Mail adress: SGH Warsaw School of Economics, al. Niepodległości 162, 02-554 Warsaw, Poland, Phone : +48 22 564 98 43, Email: [incoming@sgh.waw.pl](mailto:incoming@sgh.waw.pl)



## **Notice!**

all academic matters such as recognition of your study plan abroad, transcripts, Learning Agreements are managed by the Undergraduate or Graduate Studies Office relevant for your level of studies. The contact information of relevant Studies Office is provided below:

- Undergraduate Studies Office: Ms. Katarzyna Smolińska  
Responsible for: Exchange programmes  
phone: +48 22 564 98 56, e-mail: [katarzyna.smolinska@sgh.waw.pl](mailto:katarzyna.smolinska@sgh.waw.pl)
- Graduate Studies Office: Ms. Monika Rosińska  
Responsible for: Master's Degree in English: International Business, Finance and Accounting (Practical Profile), Double Degree students Incoming exchange students (Erasmus, CEMS, Transekonomik).  
phone: +48 22 564 99 44, e-mail: [monika.rosinska@sgh.waw.pl](mailto:monika.rosinska@sgh.waw.pl)

# HOW WE CONTACT IN SGH

## **SGH Email**

Once you are accepted for exchange programme at SGH, you will receive an automatic message with your logon credentials to SGH IT systems (such as UsosWeb, Microsoft 365). From then on you are required to set-up your SGH email, which must be used for any further communication with SGH. You yourself are obliged to become familiar with all the information sent to your SGH mailbox by SGH units.

- Detailed information about IT systems at SGH can be found in SGH IT GUIDE: <https://www.sgh.waw.pl/sites/sgh.waw.pl/files/2022-01/IT-guide-for-students.pdf> as well as on the following webpage: IT services | SGH | Szkoła Główna Handlowa w Warszawie

## **Notice!**

Once you have the SGH email, please use SGH email(@student.sgh.waw.pl) instead of private email service to contact us.



## **IT Related Issues**

If you have any IT or account related questions, please contact our IT Helpdesk.

Opening time:

Monday - Sunday 7.30 a.m. - 7.30 p.m.

Room 1 SGH Library building (ul. Rakowiecka 22)

telephone: +48 22 564 6464

email: [helpdesk@sgh.waw.pl](mailto:helpdesk@sgh.waw.pl) (from the university mailbox in the sgh.waw.pl domain)

email: [zwri@sgh.waw.pl](mailto:zwri@sgh.waw.pl) (outside the sgh.waw.pl domain)

# PREPARE YOUR STUDY PLAN

## **Process of Courses Schedule**

Once a year around April, SGH publishes its academic offer on the Virtual Dean' Office for the next academic year. However, as courses at SGH open on demand, the offer is then narrowed down (this specifically applies to elective courses) based on students' responses received during the first course registration stage, so called Preferences. Certain minimum number of registered students is required to open a course at SGH, and the Preferences stage serves to determine students' demand for particular courses.

- Preliminary course schedules are published 2 months after Preferences, and list courses that open in a semester (a course is cancelled only in exceptional cases).

Undergraduate schedules: <https://www.sgh.waw.pl/en/classes-schedules-undergraduate-studies>

Graduate schedules: <https://www.sgh.waw.pl/en/classes-schedules-graduate-studies>

This is the time when you should discuss your study plan with your coordinator and prepare "before mobility Learning Agreement". You still will be able to change your Learning Agreement afterwards, as there will be more (at least 2) course registration stages. Remember to finally reflect any future adjustments in during-mobility part of the Learning Agreement (so called: Exceptional Changes to Learning Agreement).

## **Important!**

Before course registration ends (5 first weeks of classes) make sure that your finalized Learning Agreement ("before mobility" and optionally "during-mobility" parts) constitutes identical study plan as your finalized course registration submitted by you on USOSweb (after all course registration stages).

If any discrepancies occur between the Learning Agreement and USOSweb course registration, the Learning Agreement will not be accepted by SGH Dean's Office, which makes your exchange semester at SGH invalid.



“LEARNING IS THE ONLY THING THE MIND NEVER EXHAUSTS, NEVER FEARS, AND NEVER REGRETS.”



— LEONARDO DA VINCI



# STUDIES IN ENGLISH

## ***Undergraduate Studies in English***

- Management
- International Economics
- Quantitative Methods in Economics and Information Systems
- Global Business, Finance and Governance
- + ca. 120 elective courses in English
- Courses in German: Polish-German Academic Forum with Johannes Gutenberg University Mainz

## ***Graduate Studies in English***

- International Business
- Finance and Accounting with ACCA qualification – restricted access for exchange students
- Advanced Analytics, Big Data – restricted access for exchange students
- Global Business, Finance and Governance
- CEMS MIM – courses available for exchange students except 2 core courses
- 3 executive MBA programmes (AMBA accredited) – not available for exchange students
- 2 Joint Degree Programmes by Erasmus: Mundus: European Master in Law in Economics, QEM-Models and Methods of Quantitative Economics – not available for exchange students
- + ca. 100 elective courses in English

*"Do you know SGH in one of the members of CIVICA Alliance?"*  
*Check more here: <https://www.sgh.waw.pl/en/sgh-civica-alliance>*

# COURSES REGISTRATION

## **Course Registration**

- By default, there are 3 stages of course registration for students on the USOSweb platform (<https://usosweb.sgh.waw.pl/>)
- For dates, details, and instructions of course selection, please check the website of respective Studies Office (Semester Declarations):  
Undergraduate:  
<https://www.sgh.waw.pl/en/semester-declarations-undergraduate-studies>  
Graduate:  
<https://www.sgh.waw.pl/en/semester-declarations-graduate-studies>

## **Required Workload**

- A minimum workload: 21 ECTS per semester (this specifically applies to Free-mover students); recommended workload: 30 ECTS per semester. You can browse the courses on USOSweb.
- Erasmus+ KA171 students are required to register for at least 30 ECTS.

## **NOTICE!**

Students are free to choose courses from all majors on their study level.

Master students cannot register for bachelor courses. Bachelor students can register for master courses only if they follow at least a 4-year bachelor programme at home university (proof and support letter from home coordinator required). Such registration is possible in USOS via “Applications” (email approval from SGH course instructor also required). The decision of applications is made by the dean’s office.

## **Tuition Fees**

- Exchange students – not applicable
- Free-mover students:  
EU/EEA citizens – 200 PLN/1 ECTS (courses in Polish)  
EU/EEA citizens – 250/1 ECTS (courses in English or other foreign languages) Non-EU/EEA citizens – 65 EUR/1 ECTS (courses in Polish)  
Non-EU/EEA citizens – 80 EUR/1 ECTS (courses in English or other foreign languages)  
Due date for the payment is around 6 weeks of the beginning of the semester

# LEGAL INFORMATION ABOUT ENTRY TO POLAND

## If You Are an EU/EEA Citizen

You may enter Poland with a valid passport/national ID.

There are no other formal requirements for stays not exceeding 3 months. However, as your exchange semester at SGH should last at least 4 months, once already in Poland, you are obliged to register your residence as an EU-national and you can obtain a PESEL number during the process of registering address (place of residence when in Poland; in Polish: meldunek). The later paragraph will explain how to register your address.

## If You Are a Third-country National

(Not from the EU, Switzerland, Norway, Iceland, or Liechtenstein)

you may enter Poland based on a valid passport as well as one of the following documents:

- Uniform short-stay Schengen visa (C)
- Polish long-stay national visa (D) - recommended option
- Residence permit or national long-stay visa both with annotation "student" issued by EU-member state other than Poland— additional registration required when in Poland with host university assistance, if student's stay exceeds 3-month period
- Polish residence permit

## If You Are a Holder of Residence Permits & VISAs From Other EU/EEA Member States

(Except for Denmark and Ireland who do not apply Directive 2016/801/EU, and thus are not subject to the provisions).

You need to complete the student mobility registration process. Please check the appendix for the process and required documents.

# BASIC VISA INFORMATION

## Types of VISA

Short-term Schengen C-type visa - allows to stay in the Schengen territory for up to 90 days in 180 days period. According to the purpose of the travel C category visa can be obtained in a form of: Single-entry visa, Double-entry visa and Multiple-entry visa.

- Long-term National D-type visa (recommended option) is for stays longer than 90 days and lasting up to 1 year during one or more visits within a half-year period calculated from the date of first entry. Its holder is entitled to travel around the Schengen area for up to 90 days in a half-year period.

## Required Documents

Refer to the Polish Consulate relevant for your place of residence for up-to-date visa requirements that may vary depending on the purpose of travel, type of a visa issued by the particular consulate etc.

The documents listed below are usually required for the visa application:

- Application form
- Valid passport
- Biometric photo
- Health insurance
- Visa fee
- Supporting documents confirm the purpose of your stay such as for e.g.:  
Letter of Acceptance issued by SGH
- Confirming of accommodation
- Proof of possessing sufficient financial funds to cover your stay in Poland, which include costs of the return ticket

## Important!

Extension of a visa is only possible in exceptional cases (such as emergency medical needs) after entering Poland. If you enter with the visa and decide to stay one more semester, you'll need to apply for Temporary Residence Permit, check the appendix for details.

## Information Related to VISAs and Legalisation of Your Stay

Polish e-Consulate

<https://secure.e-konsulat.gov.pl>

Polish Foreigner's Office

<https://udsc.gov.pl>

online registration forms (residence permits) <https://cudzoziemcy.gov.pl>

Ministry of Foreign Affairs Republic of Poland <https://www.msz.gov.pl>

# FIND YOUR ACCOMMODATION

## Sabinki Hall of Residence

- 50 places in twin rooms available for exchange students in dormitory Sabinki
- Priority have students from non-European universities and of CEMS MIM programme. The remaining places are assigned on first-come-first-served basis
- Accommodation fees: up to 3500 PLN/full one-semester rent + 1000 PLN of returnable deposit – all paid upfront. The rent is not returned if a student moves out from the dorm before the semester ends. (Up-to-date details concerning accommodation costs valid in a given semester are emailed to the students prior to the mobility start)

## Off-campus

Warsaw, being a big metropolitan city, offers numerous possibilities of off-campus accommodation available at various types of standard and wide range of prices, which should suit every student's budget and expectations. Generally, in Poland there are two kinds of rental contracts:

- Private agreements: informal contracts based on which landlords sub-rent an apartment,
- Official rental contracts: formal contracts covered by tenancy law, and thereby remain the safest and most recommended option

## Tips for House Hunters

- Learn about the average market prices for a flat of your interest
- Verify in detail a flat offer: check via Google Map if the apartment actually exists
- Never pay anything upfront for uninspected apartment
- Pay attention to every detail when viewing an apartment
- A standard rental period in Poland covers twelve months, and by the Polish law cannot be usually terminated earlier once signed. Make sure that that your rental contract covers the exact duration of your stay in Warsaw
- Finally, make sure you understand all of the tenancy documentation before you sign anything; if not ask for an English version



*"Do you know Varso Tower in Warsaw is the tallest building in Europe?"*

# ADDRESS REGISTRATION

## Registering Your Residence

After you arrive in Poland you need to register your temporary residence address (place of stay) in Poland (in Polish: zameldowanie or meldunek).

- If you are an EU/EFTA/Swiss citizen staying in Poland for more than 90 days, you must register your temporary residence address in Poland (in Polish: zameldowanie/meldunek) no later than on the 30th day of your arrival in Poland.
- Other foreigners are obliged to register their temporary residence address in Poland no later than on the 4th day of their stay in Poland, if it exceeds 30 days.

In order to register, you must visit any Warsaw City Council District Office (Urząd Miasta). Registration is free of charge, although getting an official confirmation of the registered address will cost you 17 PLN and is not given on the spot.

## Detailed Information

<https://warszawa19115.pl/-/temporary-residence-registration-of-foreigners-and-citizens-of-european-union-member-states-and-their-family-members> (Warsaw City Council)



**Gdansk,**  
**one of the most popular tourist destinations in Poland**

# HOW TO GET YOUR PESEL

## PESEL

A PESEL (Powszechny Elektroniczny System Ewidencji Ludności) number is a national identification number in Poland. It's used for a variety of services, such as opening a bank account and accessing medical services. If you don't have a PESEL, you'll be assigned one during the process of registering address.

## Required Documents

To register the address and obtain a PESEL number, the following documents are required:

- Passport
- Copy of the personal information page in your passport
- Temporary Residence Registration Form (Application form, Form for address registration/Zgłoszenie pobytu czasowego) (You can pick up the appropriate form and complete it at the district office.)
- You'll also need to provide proof of your address.
- Proof of the address (This could be a rental contract or, if you're living in the Sabinki dormitory, a document from the dormitory office.)

## Apply PESEL Step by Step

- Visit a district office in Warsaw. The nearest one to SGH is the Mokotów District Office m. St. Warszawy located at Rakowiecka 25/27, 02-517 Warszawa, Poland.
- Take a waiting number ticket. Alternatively, you can book your visit online at the following website: [Book Appointment](#).
- Submit all the required documents at the counter. Your PESEL number will be generated immediately after your application has been processed.

## Notice!

If you're in an exclusive situation where you need to apply for a PESEL number without an address, there's a different application form for this purpose.



## Note!

There is the explanation and sample of application form in the appendix

# HEALTHCARE & INSURANCE

## **Important!**

As an exchange student you must hold appropriate health insurance valid for the entire mobility period at SGH and are obliged to present its proof upon arrival at SGH at the latest.

## **If you are an EU/EFTA citizen**

You must provide at least a copy of a valid European Health Insurance Card (EHIC). Upon presenting the card you may access state-provided healthcare for free, or in some cases at a reduced cost, on the same basis as a resident of Poland. Generally, with EHIC you will receive services that are necessary according to the doctor's opinion, so that you do not have to return to your home country to undergo treatment. This usually includes free of charge emergency treatment and treatment in the case of sudden illnesses, as well as treatment of chronic and pre-existing medical conditions, but not scheduled for Exchange Students treatment being a purpose of your stay in Poland.

## **If you are a non-EU national**

You are strongly advised to take out an insurance plan with extended coverage, which includes civil liability, urgent earlier return, lost or stolen property, consultations with a general practitioner or specialists and dental care.

## **Notice!**



Before you receive treatment make sure that a given medical facility is contracted with the Polish National Health Fund ([www.nfz.gov.pl](http://www.nfz.gov.pl)), the only institution in Poland assuring public healthcare, and thus labelled with the below NFZ logo.

Terms and conditions of accessing state-run healthcare system in Poland on the basis of EHIC may vary depending on your home country, which issues EHIC. Refer to relevant institution responsible for issuing EHIC in your home country to learn to what extent free healthcare is covered with your EHIC in Poland.

## **Important!**

The EHIC is NOT equivalent to travel insurance. It does not cover any private medical healthcare and related costs, mountain rescue, treatment on cruises, repatriation, lost or stolen property and third-party liability. Hence, we highly recommend that you have both the EHIC and a valid private travel insurance policy.



## Join the Public Healthcare NFZ

- Also, as private insurance plan requires covering upfront all cost of treatment, reimbursed afterwards by your insurance company, we highly recommend applying (once already in Poland) for voluntary public health insurance at the Polish National Health Fund (NFZ: [www.nfz.gov.pl](http://www.nfz.gov.pl)), department at ul. Chałubińskiego, Warsaw.
- Monthly contribution for NFZ insurance amounts to only ca. 10 EUR and entitles its holder to access free public healthcare system on the same basis as Polish citizens. The insurance document is issued to you on the spot, after submitting all the documents and settling the required payment. For the application procedure following documents are required: an application form, a copy of your passport, a copy of your SGH student ID card, a copy of your decision on admission (Polish version and English version).

***There is an instruction to apply for NFZ for non -EU students in the appendix.***

### ***Information about NFZ:***

Jak ubezpieczyć się dobrowolnie / Załatw sprawę krok po kroku / Dla Pacjenta / Narodowy Fundusz Zdrowia (NFZ) – finansujemy zdrowie Polaków (information available only in Polish)

## Additional Insurance

Finally, it is also recommended to take out an additional insurance package called: KL+NNW by private insurance providers, which stands for insurance for medical expenses and personal accident insurance (insurance against personal injury including incapacity for employment, insurance against death resulting from an accident and insurance against disability resulting from an accident or sickness).

### ***Important!***

It is necessary to have health insurance for students in Poland. If there's any medical cost, SGH won't be responsible for that.

### ***Medical Services on Campus:***

The University also runs a medical facility, located on campus, where you can receive free of charge first-aid and routine treatment. Find the detailed information on How To See a Doctor chapter.

## Vaccinations

Compulsory vaccinations – none

Recommended vaccinations: diphtheria, tetanus and polio, viral Hepatitis A, measles, tick-borne encephalitis in case of visits in spring or summer terms.

# WORDS ABOUT STUDY WE USE IN SGH & POLAND

## E-SGH Platform

E-SGH, also referred to as NIEZBEDNIK, is an online learning platform utilised at SGH. It's a comprehensive resource for digital learning materials and a useful tool for professors to distribute course materials and conduct online examinations.

## Zero-term Exam

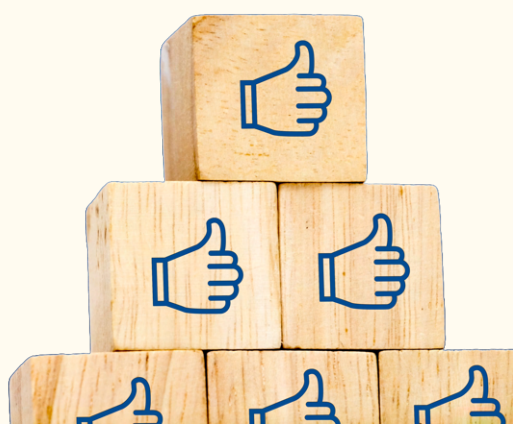
The Zero-term exam refers to an examination scheduled prior to the commencement of the standard exam term. It's worth noting that not every professor arranges for a Zero-term exam. Nonetheless, if a student passes this early examination, there is no requirement to participate in further exam dates within that term. As per SGH regulations, students are permitted to attempt the final examination twice.

## Study Cycles

In the context of the European education system, the 'First Cycle' of study aligns with the Bachelor's or undergraduate level in the United States system. Similarly, the 'Second Cycle' corresponds to the Master's or graduate level.

## Dziekanat

"Dziekanat" stands for "Dean's Office", serving as the undergraduate or graduate studies offices at SGH.



*"Follow us on Facebook for the latest information"*  
<https://www.facebook.com/SGHInternational/>

# HOW TO USE WI-FI, VPN, & PRINTERS IN SGH

## WI-FI

At SGH, students can access Wi-Fi using the following details:

- SSID: eduroam
- Username: Your student ID number (beginning with 2 letters) followed by @sgh.waw.pl
- Password: Your SGH login password, used for systems like USOSweb.

## Printers

On the SGH campus, there are numerous printers which can be accessed by placing your student ID card on the card reader.

Guidance on topping up your account balance and sending your files to the printers is available here: [Printing and Scanning – Central Printing System](#)

Additionally, there are a variety of external print shops across the city. In Polish, these are often called 'Xero' (meaning 'copy') or 'Druk' (meaning 'print').

## VPN

For certain web services at SGH, you'll need to use the SGH VPN. Detailed instructions on how to set up and use the VPN can be found on our website: [SGH VPN](#)

## ***If you have any IT related issues, please contact our IT support team.***

Information Technology and Infrastructure Centre

IT Support Team

Rakowiecka 22B, building B (Library), room 1

phone: 22 564 6464

e-mail: [helpdesk@sgh.waw.pl](mailto:helpdesk@sgh.waw.pl)



*"Do you know Polish last names change depending on gender?"*

*Male's last names end with ski and females' end with ska*

# GET AROUND WARSAW & POLAND!

## Transportation in Warsaw

Warsaw offers a range of public transportation options, including metros (Warsaw's metro system comprises two lines: M1 (Młociny-Kabaty, North-Southbound) and M2 (Bemowo — Bródno, West-Eastbound), buses, trams, and trains (KM, WKD, ZTM - these provide commute services within Warsaw and its surrounding areas, identified by starting with KM or S).

## Notice!

Sometimes there might be a sudden suspend of Metro, to check the status of public transportation, please check WTP's website, <https://www.wtp.waw.pl/en/>

## Tickets in Warsaw

- Tickets are categorised by Zones 1 and 2, and by duration of validity. With a validated ticket, unlimited journeys are permitted for its specified duration. Ensure to validate your ticket prior to using it. Further details on ticket zones can be found here: <https://www.wtp.waw.pl/wp-content/uploads/sites/2/2020/02/podmiejskie.png>
- When using the metro, your ticket is automatically validated when passing through the gates.
- A variety of ticket options are available for short-term needs, including 20 and 75 minutes, or 1 to 3 days. These can be purchased via dedicated apps or ticket machines. Long-term options, such as 1 to 3-month tickets, are also available and can be encoded on your student ID card.
- Two ticket prices are available: full price (normalny) and discounted (ulgowy). As a student, you're eligible for discounted tickets, but remember to always carry your student ID.
- More information on tickets and prices is available here: <https://www.wtp.waw.pl/ceny-i-rodzaje-biletow/>

### Plan Your Journey

To plan your journey, the 'jakdojade' app is recommended as it provides comprehensive public transport information. This app also allows ticket purchases, which will be a QR-code. To validate the ticket, simply scan the QR-code in metro stations or on buses.

### Notice!

In some cities in Poland, Google Maps cannot provide public transportation information.

### Intercity Traveling

For intercity travel, PKP Intercity is the official train operator, offering half-price tickets for students. Please always carry your student ID for ticket inspections.

### Notice!

If you're studying in Poland only Polish student cards are accepted, and if you're staying for the second semester, ensure your card is updated with the valid semester sticker. In case of PKP reduced fare applies in case of students under 26 years old. (Doctoral student under 35 year old) .

### Transport from Airport

For journeys to Chopin Airport, trains or buses are available. If departing from Modlin Airport, travel is slightly more complex. Options include coach services or a train to Modlin railway station, where a shuttle bus is available to the airport.



*"Do you know airport in Polish is lotnisko?"*

*The name of the national carrier of Poland, LOT Polish Airlines is also originated from lotnisko.*

# BANK, TELECOMS & POST OFFICE

## Bank & Money Exchange

Most of places in Poland accept credit cards, however there might be some chances that you'll still need cash.

- If you wish to exchange your money into a different currency, you can visit a 'Kantor' (currency exchange shop). Please note, the exchange rates can vary between different Kantors.
- The official currency in Poland is the Polish złoty (PLN). It's possible to open bank accounts not only in PLN, but also in a variety of commonly used currencies.
- To open a bank account, you'll typically need to provide documentation such as your passport, proof of your PESEL number, and a student card. Some banks may require additional documents.

## BLIK

BLIK is a mobile payment system in Poland that enables users to make immediate payments and cash withdrawals using their standard mobile banking app. This system supports online and in-store transactions, real-time transfers between bank accounts and ATMs, and card-free cash withdrawals from ATMs.

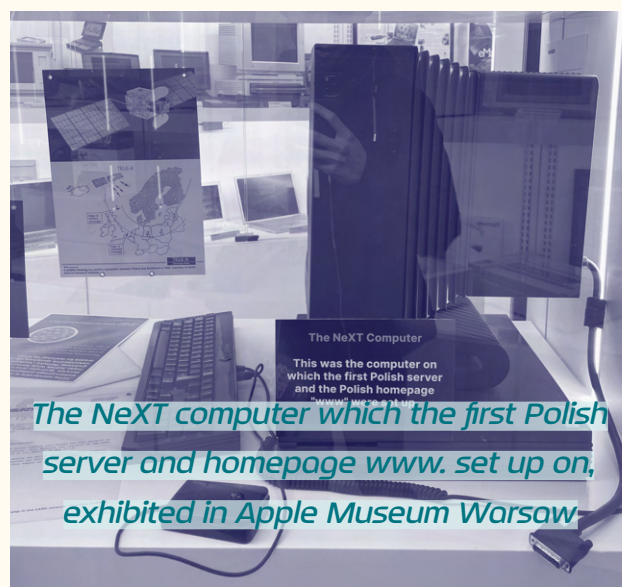
## Post Office

In Poland, you can send the letters and parcels through public (post office, in Polish: Poczta Polska) or private services. To check the information and the rate, please use their website.

<https://www.poczta-polska.pl>

## Telecoms

In Poland, both LTE and 5G mobile internet services are widely available. Many telecommunications companies offer not only traditional SIM cards but also e-SIMs. It's even possible to register for a mobile number and service online, without needing to visit a physical store. Typically, the monthly cost for mobile services without a contractual agreement ranges from 50 to 100 Polish złoty (PLN).



*The NeXT computer which the first Polish server and homepage [www.set.up.on](http://www.set.up.on), exhibited in Apple Museum Warsaw*

# WHEN YOU NEED TO SEE A DOCTOR!

## The Process of Doctor Appointments & Prescriptions

In Poland, it's possible to buy certain medicines over the counter, without a prescription. However, for some types of medication, a doctor's prescription is necessary.

The process for consulting a doctor and obtaining prescription medicine is as follows:

- Arrange a consultation with a doctor. This can be done through various means, including at a clinic or hospital, via telephone, video call or online chat.
- If the doctor determines that medication is required, they will provide you with a prescription. Nowadays, most doctors in Poland use e-prescriptions, known in Polish as 'E-recepta'. During the consultation, the doctor will ask for your personal details such as your phone number, address and PESEL number to generate this e-prescription. The e-prescription is a PDF document featuring a barcode, your personal information, and the details of the medication you are authorised to purchase.
- After your consultation, you can buy the prescribed medicines at a pharmacy, known in Polish as 'Apteka', using either the e-prescription or a traditional paper prescription.

## Medical Services on Campus

The University runs a medical facility, located on campus, where you can receive free of charge first-aid and routine treatment.

If you need psychological assistance, you may benefit at no cost from psychological health services provided by SGH, and on-campus. These services include counselling for issues related to stress, anxiety and emotional distress, attention related problems, cultural adaptation difficulties, relationship difficulties (school related, family related, or other), motivational issues, or other – difficult to cope on your own.

Please find out more on the following webpages or in the appendix:

Medical facility, Psychological assistance sections on the school's website

## Notice!

Please note that the cost for private medical consultation with a general practitioner, without insurance, typically ranges from 100 to 200 Polish złoty (PLN).

## A sample of e-recepta from GOV.PL

**@recepta**

10010172316993141033672942435380593264361040  
ID: 2.19.840.1.113993.3.4424.2.7.14997.2.1

Kod dostępu: **6500** Wystawiono: 28.02.2020

Pacjent: **Paweł Kowalski**  
Wystawca: lek. Nowak Agnieszka  
PWZ lekarza 1234567  
tel: +48322712745 (rejestracja)

Termin kontroli: 25 czerwca 2020 godz. 14:00

Recepta 1 z 1 0000000000000mm341785

**Larocaks 2,5 tabl. (2,5 mg), 28 szt.** R  
S

Data realizacji: od 30.04.2020  
1 op. po 28 szt.  
Dawkowanie: 1 x 1

Wejź na [pacjent.gov.pl](http://pacjent.gov.pl) i skorzystaj z Internetowego Konta Pacjenta

Oświadczam, że nie realizowałem/am wcześniej recepty o pozycjach: .....  
Jestem świadomy/a odpowiedzialności karnej za złożenie fałszywego oświadczenia.  
.....  
(data i podpis)

# STUDENT MOBILITY REGISTRATION

## *For students entry Poland with residence permits or VISAs from other EU/EEA member states*

### **Explanation**

Residence document or a visa both with annotation “student” by an EU-member state other than Poland (except for Denmark and Ireland who do not apply Directive 2016/801/EU, and thus are not subject to the provisions).

“Student mobility” registration gives the opportunity to stay on the territory of the EU countries for a period longer than the standard 90 days (within a period of 180 days), but not longer than 360 days, if the foreigner is covered by the program of student exchange or a bilateral agreement between two universities. Furthermore, the validity of the residence card or long-term visa should cover the entire period of the planned stay in a given country resulting from the agreement concluded between universities or the EU program.

### **Required Documents**

A foreigner who meets the above-mentioned conditions for student mobility, upon arrival in Poland, should immediately ask the host university to submit notification the Office for Foreigners about their intention to study in Poland as an exchange student. A foreigner cannot send such a notice themselves. The process is managed by the host university upon submitting by the student in due time a complete set of the below documents:

- Scan of the foreigner's residence card or long-term visa with the annotation "student"
- Health insurance policy covering the costs of treatment in Poland, e.g.: private insurance policy, voluntary health insurance by the Polish National Health Fund (NFZ)
- Statement by student on monthly accommodation costs when in Poland
- Documents proving possession of sufficient financial means to cover living expenses in Poland including travel costs back to the EU country that issued student's residence document.

Furthermore, these documents should be issued not earlier than one month before the date of submission of the notification by host university.



### **Documents Proving Possession of Sufficient Financial Means**

- Traveller check
- Certificate on the credit card limit by the bank that issued the credit card,
- Certificate of possession by a foreigner, or a person on whose maintenance this foreigner remains, cash in a bank or cooperative savings and credit union established in the territory of the Republic of Poland or another Member State of the European Union, a Member State of the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area or the Swiss Confederation
- Certificate of employment and the amount of earnings of a foreigner or a person on whom the foreigner remains dependent
- Proof of scholarship document

### **Foreigner's Monthly Budget**

According to the regulations, foreigner's monthly budget, after deducting accommodation costs, must exceed 776,00 Polish zloty for a single person. Also, it is required to prove that the costs of the return travel or transit can be covered, depending on the country from which he has come, according to the requirements below:

- 500 zloty (or equivalent amount in other currency), if a foreigner comes from a country that is not neighbouring the Republic of Poland, or
- 200 zloty (or equivalent amount in other currency), if a foreigner comes from a country neighbouring the Republic of Poland

### **Documents in Foreign Languages**

If any of the documents is submitted in a language other than Polish, it has to also be accompanied by sworn translation made by a sworn translator entered on the list of the Polish Ministry of Justice: Lista tłumaczy przysięgłych / Tłumacze przysięgli / Rejestry i ewidencje / Biuletyn Informacji Publicznej (ms.gov.pl) Useful link: Infografika\_mobilno\_\_\_en.pdf

# TEMPORARY RESIDENCE PERMIT

## Temporary Residence Permit for non-EU/EEA Nationals (Exceptional in Case of Exchange Students)

Foreigners may apply at Voivodeship Office relevant for the place of residence (for e.g. Mazovian Voivodeship Office), but once already in Poland if they intend to extend their stay in Poland beyond visa validity period. The residence card entitles its holder to work and run business in Poland without work permit provided that it was issued based on full-time studying.

### **Important!**

Extension of a visa on a basis of temporary residence permit is only possible in exceptional cases when new facts and special circumstances arise after entering Poland. Hence, all students – including those from visa-free countries of which nationals are exempted from getting a visa for stays in Poland shorter than 90 days – are highly recommended to obtain a visa for the whole period of their studies before they arrive in Poland. Note that a semester at SGH usually lasts around 18 weeks.

### **Useful Resources**

- Polish e-Consulate  
<https://secure.e-konsulat.gov.pl>
- Polish Foreigner's Office  
<https://udsc.gov.pl>
- online registration forms (residence permits)  
<https://cudzoziemcy.gov.pl>
- Ministry of Foreign Affairs Republic of Poland <https://www.msz.gov.pl>

***For relevant about applying temporary residence permit in Warsaw,  
please check the details here: <https://en.migrant.wsc.mazowieckie.pl>***

# APPLYING NFZ FOR NON-EU STUDENTS

## Documents required

- 2 Copies of application forms (NFZ branch provides them and the staff teach you how to fill in)
- Passport
- PESEL number certificate
- Student ID Card
- Confirming letter of you're the student from the university (in case you don't have a student ID card)
- Residence confirmation (Proof from the dorm, rental contract..etc)

## Step 1 NFZ Branch

1. Go to NFZ Branch, at Tytusa Chałubińskiego 8, on the ground floor (Next to Hotel Marriott).
2. They have an English service counter, pick up the number from the machine for English service.
3. Then they'll teach you how to fill in the form and sign the contract.

## Step 2 ZUS Branch

1. After NFZ Branch, you'll need to go to ZUS branch to submit ZZA form (register form) (Instruction and explanation as in the attachment).
2. They'll give you a paper with a bank account (sample as in the appendix), please remember to pay the contribution through the bank account monthly on time.
3. After the payment, you'll need to submit a declaration form (ZUS DRA) monthly, to declare that you've paid. It can be done online with ZUS PUE platform with the trusted profile.

## Trusted Profile

Trusted Profile can also be the bank online account from certain banks, such as Bank Polski, Bank Pekao, ING, BNP Paribas... etc)

- Instructions for activate ePayer function, and fill and submit ZUS DRA form through ZUS PUE. They're in Polish but translation is useful
- <https://www.zus.pl/documents/10182/24136/Obsługa+rozliczeń.pdf/056d364b-15d1-4d8a-a6ab-3cb180f81ba2>
- [https://www.zus.pl/portal/pomoc/index.html?aktywacja\\_p3atnika.html](https://www.zus.pl/portal/pomoc/index.html?aktywacja_p3atnika.html)

## IMPORTANT!

After the study is finished, please remember to go to NFZ branch again to terminate the contract.

## Instruction papers from ZUS branch

### IMPORTANT INFORMATIONS:

1. FROM TODAY YOU HAVE GOT 7 DAYS TO GO TO ZUS, TO MAKE A REGISTRATION THIS CONTRACT.
2. ZUS UL. SENATORSKA 6/8
3. IN ZUS SHOW THIS CONTRACT AND TAKE A FORM **ZUS ZZA**. FILL IT AND SEND US A SCAN AFTER REGISTRATION IN ZUS TO AN E-MAIL : [kancelaria@nfz-warszawa.pl](mailto:kancelaria@nfz-warszawa.pl)
4. **YOU WILL PAY TO THE ACCOUNT NUMBER FROM ZUS**. PLEASE SEND FIRST CONFIRMATION TO THE ADDRESS E-MAIL [kancelaria@nfz-warszawa.pl](mailto:kancelaria@nfz-warszawa.pl)
5. EVERY MONTH YOU HAVE TO PAY 55.80 FOR STUDENT
6. **EVERY MONTH YOU HAVE TO SEND TO ZUS A DECLARATION ZUS DRA.**
7. WHEN YOU WILL FINISH YOUR STUDY PLEASE COME TO US TO CLOSE THE CONTRACT.

### FOREIGN STUDENTS

You can conclude a voluntary health insurance contract if you are a student, a PhD programme participant studying in Poland, or a graduate undergoing compulsory internship/placement in Poland, and if you are not a national of a Member State of the European Union (EU) or a Member State of the European Free Trade Association (EFTA) but residing in the territory of the Republic of Poland.

#### 1) DOCUMENTS REQUIRED TO APPLY FOR VOLUNTARY HEALTH INSURANCE:

- 2 application forms for National Health Fund health insurance cover,
- Your passport, *(photocopy)*
- Your Student ID Card, *(photocopy)*
- An official letter from your university confirming that you are a current student, and
- A document confirming that you are resident in Poland. *(photocopy)*  
*(Contract)*

2) Within 7 days of signing the contract, you must submit the ZUS ZZA Insurance Registration Form to the Social Security Institution (ZUS) branch competent for where you live, where you will be given an individual account number to pay your health insurance contributions to the Social Security Institution (ZUS).

The voluntary health insurance rate is 55.80 zloty.

The voluntary health insurance contract is concluded for an indefinite term.

If you have completed your studies or if you are now subject to compulsory health insurance, you must terminate your current voluntary insurance cover contract at the National Health Fund.

## ZUS ZZA Form Instruction & Explanation for Non-EU Students Applying for NFZ

PLATNIK WYPEŁNIA POLA W WYZNACZONYCH KRATKACH KOMPUTEROWO, NA MASZYNIE LUB RĘCZNIE  
DUŻYMI DRUKOWANYMI LITERAMI, CZARNYM LUB NIEBIESKIM KOLOREM.

ZAKŁAD UBEZPIECZEŃ SPOŁECZNYCH	ZUS ZZA	strona: 1	ZGŁOSZENIE DO UBEZPIECZENIA ZDROWOTNEGO / ZGŁOSZENIE ZMIANY DANYCH
-----------------------------------	---------	-----------	-----------------------------------------------------------------------

**I. DANE ORGANIZACYJNE** New Application

➤  01. ZGŁOSZENIE DO UBEZPIECZENIA ZDROWOTNEGO (jeśli TAK, wpisać X)  02. ZGŁOSZENIE ZMIANY (wpisać - 1) / KOREKTY (wpisać - 2) DANYCH<sup>1)</sup> The parts with ➤ are required.

03. Data nadania (dd / mm / rrrr) ➤ **Date of Submit**

04. Nalepka „R”

**II. DANE IDENTYFIKACYJNE PŁATNIKA SKŁADEK** Payer's Info

01. Numer NIP (wpisać bez kresek)

02. Numer REGON

03. Numer PESEL<sup>2)</sup> ➤ **PESEL Number**

04. Rodzaj dokumentu: jeśli dowód osobisty, wpisać ➤ **2**  05. Seria i numer dokumentu ➤ **Passport Number**

06. Nazwa skrócona

07. Nazwisko ➤ **Last Name**

08. Imię pierwsze ➤ **First Name**  09. Data urodzenia (dd / mm / rrrr) ➤ **Birth Date**

**III. DANE IDENTYFIKACYJNE OSOBY ZGŁASZANEJ DO UBEZPIECZENIA** Insured Person's Info

01. Numer PESEL<sup>2)</sup> ➤ **PESEL Number**

02. Rodzaj dokumentu (wypełnić jak pole II.04)  04. Seria i numer dokumentu

05. Nazwisko ➤ **Last Name**

06. Imię pierwsze ➤ **First Name**  07. Data urodzenia (dd / mm / rrrr) ➤ **Birth Date**

**IV. DANE EWIDENCYJNE OSOBY ZGŁASZANEJ DO UBEZPIECZENIA**

01. Imię drugie

02. Nazwisko rodowe

03. Obywatelstwo ➤ **Nationality**  04. Płeć (wpisać: K - kobieta, M - mężczyzna) ➤ **Sex**,  K=Female, M=Male

**V. KOD TYTUŁU UBEZPIECZENIA I KOD WYKONYWANEGO ZAWODU**

Insurance Type Code

01. Kod tytułu ubezpieczenia<sup>3)</sup>  24  10   02. Kod wykonywanego zawodu<sup>4)</sup>

**VI. DANE O OBOWIĄZKOWYM UBEZPIECZENIU ZDROWOTNYM**

01. Data powstania obowiązku ubezpieczenia (dd / mm / rrrr)  02. Kod oddziału NFZ

**VII. DANE O DOBROWOLNYM UBEZPIECZENIU ZDROWOTNYM**

01. Data rozpoczęcia ubezpieczenia (dd / mm / rrrr) ➤ **Insurance Start Date**  02. Kod oddziału NFZ ➤ **07R** (NFZ Warsaw Branch Code)

**VIII. ADRES ZAMELDOWANIA NA STAŁE MIEJSCE POBYTU** Registered Address (Same as on your PESEL certificate)

01. Kod pocztowy ➤ **Post Code**  02. Miejscowość ➤ **City**

03. Gmina / Dzielnica ➤ **District**

04. Ulica ➤ **Street**

05. Numer domu ➤ **House Number**  06. Numer lokalu ➤ **Flat Number**

07. Numer telefonu ➤ **Phone Number**  08. Symbol państwa - zagraniczny kod pocztowy (wypełnić w przypadku, gdy adres jest inny niż polski)

PLATNIK WYPELNIĄ POLA W WYZNACZONYCH KRATKACH KOMPUTEROWO, NA MASZYNE LUB RĘCZNIE  
DUŻYMI DRUKOWANYMI LITERAMI, CZARNYM LUB NIEBIESKIM KOLOREM.

ZAKŁAD UBEZPIECZEŃ SPOŁECZNYCH	ZUS	ZZA	strona: 2	ZGŁOSZENIE DO UBEZPIECZENIA ZDROWOTNEGO / ZGŁOSZENIE ZMIANY DANYCH
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**IX. ADRES ZAMIESZKANIA** (wpisać, jeśli adres zamieszkania jest inny niż adres zameldowania na stałe miejsce pobytu)

01. Kod pocztowy	02. Miejscowość	Residence Address (Leave it blank if it's the same as registered address)
03. Gmina / Dzielnica		
04. Ulica		
05. Numer domu	06. Numer lokalu	
07. Numer telefonu		08. Symbol państwa - zagraniczny kod pocztowy (wypełnić w przypadku, gdy adres jest inny niż polski)

**X. ADRES DO KORESPONDENCJI** (wpisać, jeśli adres do korespondencji jest inny niż adres zameldowania na stałe miejsce pobytu lub adres zamieszkania)

01. Kod pocztowy	02. Miejscowość	Correspondence Address (Leave it blank if it's the same as registered address)
03. Ulica		
04. Numer domu	05. Numer lokalu	
06. Skrytka pocztowa	07. Numer telefonu	08. Symbol państwa - zagraniczny kod pocztowy (wypełnić w przypadku, gdy adres jest inny niż polski)
09. Adres poczty elektronicznej		

**XI. OŚWIADCZENIE PŁATNIKA SKŁADEK**

01. Data wypełnienia (dd / mm / rrrr)

➤ **Date of Submit**

Oświadczam, że dane zawarte w formularzu są zgodne ze stanem prawnym i faktycznym. Jestem świadomy(-ma) odpowiedzialności karnej za zeznanie nieprawdy lub zatajenie prawdy.

02. Podpis płatnika składek lub osoby upoważnionej

➤ **Singature**

03. Pieczęćka płatnika składek

**XII. OŚWIADCZENIE OSOBY ZGŁASZANEJ / ZGŁOSZONEJ DO UBEZPIECZENIA**

Oświadczam, że dane zawarte w formularzu są zgodne ze stanem prawnym i faktycznym. Jestem świadomy(-ma) odpowiedzialności karnej za zeznanie nieprawdy lub zatajenie prawdy.

01. Podpis osoby zgłaszanej / zgłoszonej do ubezpieczenia

➤ **Singature**

**XIII. ADNOTACJE ZUS**

Form Source: ZUS Website <https://www.zus.pl/documents/10182/18428/zza.pdf>  
Edited by Ken Chen in SGH Warsaw School of Economics

<sup>1)</sup> W przypadku zmiany danych identyfikacyjnych należy wypełnić formularz ZUS ZIUA.

<sup>2)</sup> Numer PESEL podaje się, o ile został nadany.

<sup>3)</sup> Dla określonego kodu tytułu ubezpieczenia należy wypełnić formularz ZUS ZAA.

<sup>4)</sup> Należy wpisać, kod wykonywanego zawodu. Kod zawodu stanowi sześciocyfrowy numer określony w załączniku do rozporządzenia w sprawie klasyfikacji zawodów i specjalności na potrzeby rynku pracy oraz zakresu jej stosowania.

# SGH Calendar

The rector of SGH might announce changes through email.

The organisation of the academic year 2023/2024 at the SGH Warsaw School of Economics

	Date	Day of the week
Orientation Days	27-29 September 2023	Wednesday – Friday
Classes in the winter semester in the academic year 2023/2024	30 September 2023 – 28 January 2024	Saturday – Sunday
Day off (All Saints' Day)	1 November 2023	Wednesday
Days off (National Independence Day)	11-12 November 2023	Saturday – Sunday
Days off (Christmas, New Year, Epiphany)	23 December 2023 – 7 January 2024	Saturday – Sunday
Winter examination session, 1st date	29 January 2024 – 11 February 2024	Monday – Sunday
Winter break	12-16 February 2024	Monday – Friday
Winter examination session, 2nd date	17-23 February 2024	Saturday – Friday
Classes in the summer semester in the academic year 2023/2024	24 February 2024 – 9 June 2024	Saturday – Sunday
Days off (Easter)	29 March 2024 – 2 April 2024	Friday – Tuesday
Days off (Public Holiday, Flag Day, 3rd of May National Holiday)	1-3 May 2024	Wednesday – Friday
Days off (Pentecost)	18-19 May 2024	Saturday – Sunday
Day off (Corpus Christi)	30 May 2024	Thursday
Summer examination session, 1st date	10-23 June 2024	Monday – Sunday
Summer examination session, 2nd date	18-24 September 2024	Wednesday – Tuesday

# CAMPUS MAP



SGH Room Naming Rule:

The alphabet means the building.

Usually the first digit is the floor.

I.E. G212 is Building G, 2nd Floor, Room 212





# Where to find help in SGH?

Emergency :  
 112: General  
 999: Ambulance  
 998: Fire Brigade  
 997: Police  
 986: Municipal Police

List of Diplomatic  
 Missions (Embassies):  
<https://www.gov.pl/attachment/3b045717-53f2-4d17-9e9b-8f80d2a8bd5d>



## Academic Related

(Such as courses, change personal data, pick up student card and proof of student status)

**Please check the office hours before your visit!**

**(SGH website – Student - Undergraduate/Graduate Dean’s Office - Student’s Service)**

Undergraduate:

Ms. Katarzyna Smolińska

phone: +48 22 564 98 56

e-mail: [katarzyna.smolinska@sgh.waw.pl](mailto:katarzyna.smolinska@sgh.waw.pl)

Building G (Main Building, Ground Floor), Room 5

Graduate:

Ms. Monika Rosińska

phone: +48 22 564 99 44

e-mail: [monika.rosinska@sgh.waw.pl](mailto:monika.rosinska@sgh.waw.pl)

counter: 8, Building G (Main Building, Ground Floor) Room 47



## IT Related

(Such as Account Log in and Microsoft 365)

**Please check the office hour before your visit!**  
**(SGH Website – Student – IT Services)**

### IT HELPDESK

SGH Library building (Ground Floor), Room1

phone: +48 22 564 6464

email: helpdesk@sgh.waw.pl (from the university mailbox in the sgh.waw.pl domain)

email: zwri@sgh.waw.pl (outside the sgh.waw.pl domain)



## Medical Related

### **On Campus Medical Facility**

The on campus medical facility offers free emergency aid to students, PhD students and academics.

Building G (Main Building, Ground Floor) room 7a

phone: 22 564 99 99

DOCTOR'S SERVICE (Registration: Call Center: +48 22 535 91 91)

Monday, Wednesday, Thursday: 8:00

-12:00, Tuesday: 8:30 – 12:30

NURSE'S SERVICE (Without registration)

Monday, Wednesday, Thursday: 12:00 - 19:00

Tuesday: 12:30 – 19:30

Friday, Saturday: 9:00 – 19:00

Sunday: 9:00 – 18:00

### **SGH partnered hospital**

Central Clinical Hospital of the Ministry of Internal Affairs and Administration  
 ul. Sandomierska 5/7 in Warsaw (near building M, between ul. Narbutta and ul. Melsztyńska)

From Monday to Friday between 07:00 a.m. and 7:00 p.m.

### **Psychological Assistance**

Please contact our psychologist Adam Rudzki

psychologicalhelp@sgh.waw.pl.

Publisher:

**SGH**

**International Centre  
Incoming Student Office**

Contributors:

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