

FIRST STEPS IN POLAND

Guidebook for foreigners
applying for international
protection



The guidebook was drawn up with respect to the project
First steps in Poland II – practical guidebook for foreigners applying for refugee status in Poland
co-funded by the European Fund to the benefit of Refugees as well as by the national budget

FIRST STEPS IN POLAND



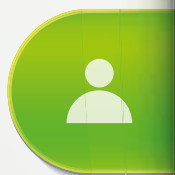
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Information about Poland



02

Proceedings concerning international protection



03

Social help



04

The decision concerning international protection

THE HEREBY GUIDE CONTAINS INFORMATION CONCERNING YOUR FURTHER STAY IN POLAND.

It has been divided into 4 sections:

1. Information about Poland

(here you shall find the most important information about Poland, its history, climate, cuisine and traditions)

2. Proceedings concerning international protection

(this section provides information about the subsequent stages of refugee procedure from the moment of submitting the application till obtaining the final decision, as well as matters you should pay attention to)

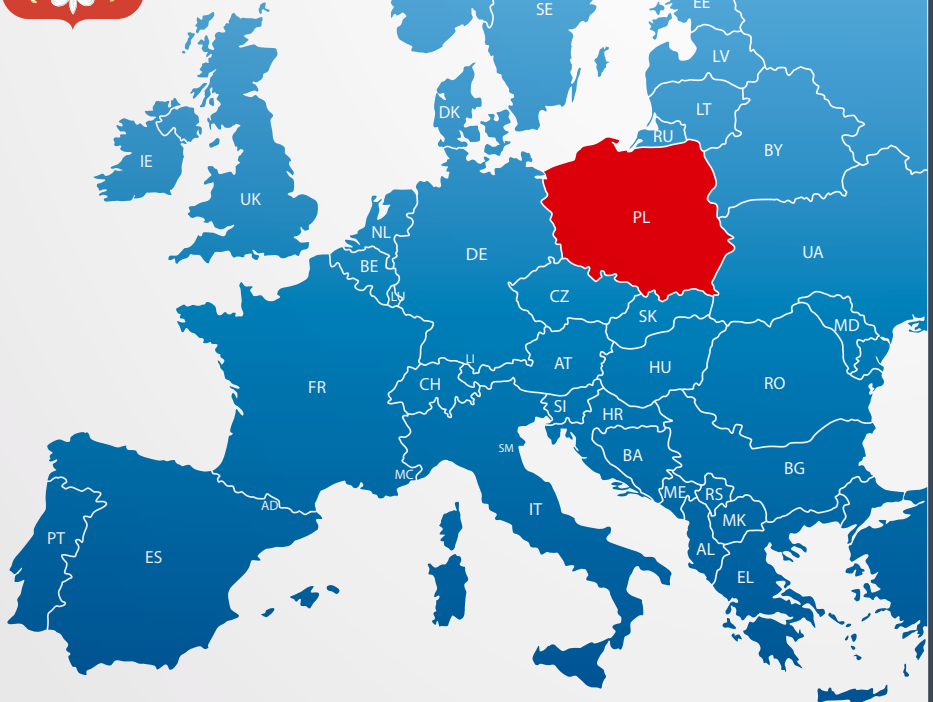
3. Social help

(this section contains information about the possible social assistance that you're entitled to as an individual seeking international protection, as well as instructions for fulfilling particular formalities)

4. The decision concerning international protection

(here you shall find what should be done after receiving the relevant decision)

INFORMATION ABOUT POLAND



The Republic of Poland – it is located in Central Europe between the Baltic Sea in the North and the Karpаты and Sudety Mountains in the South, in the basin of Poland's largest rivers: Wisla and Odra. The total land surface is 312 679 km² which places Poland on the 70th position in the world and 9th in Europe. It has a population of 38,5 million residents which makes it 34th in the world and 6th in the European Union. Poland borders with Germany in the West, the Czech Republic and Slovakia in the South, Ukraine and Belarus in the East, Lithuania in the North-East and the Russian zone called the Kaliningrad Oblast in the North.

THE PRESENT TIMES

Political system

Poland is a democratic republic whose citizens elect the President and members of Parliament (the Sejm and the Senate) in general elections. The elections of the members of Parliament and the Senators of the Senat take place every 4 years. The President is elected every 5 years. The executive authority is exercised by the President and the Council of Ministers (the Government ruled by the Prime Minister). The Prime Minister comes from a party that wins the parliamentary elections. The Government's turn of office, similarly to the Parliament, is 4 years.



Currency

The Polish currency is 1 PLN (zł = zloty) = 100 gr. Poland still isn't a member of the Euro zone.

National structure

Over 93% of residents declares Polish nationality. The most numerous national minorities are the Germans, Ukrainians, Belarussians and Russians. The most numerous ethnical minorities include first of all the Roms.

Religions in Poland

The largest religious community are the Catholics – about 87% of the population.



However, practising Catholics constitute about a half of all believers, the rest often claims to be "believers but not practitioners". Despite the above, the percentage of practicing believers places Poland second, after Malta, in Europe.

Polish Constitution guarantees freedom of choice in terms of religion and conscience. Everyone has the same rights and may freely practice their beliefs regardless of the religion and ideas. Apart from churches, there are also many Orthodox churches, synagogues and other temples. The history of multicultural and multireligious co-existence reaches the beginnings of the Polish state.

Economy

The minimal remuneration in Poland in 2015 is 1750 PLN gross, whereas in the first year of employment 1400 PLN gross. The unemployment rate at the end of December 2014 was 11,5%. In terms of the GDP amount (gross domestic product), Poland takes the 8th place in the European Union and the 21st place in the world.



LIST OF THE MOST SIGNIFICANT HISTORICAL EVENTS OF POLAND

966 – the Baptism of Poland and the symbolical date of founding the Polish State

1364 – founding of the Krakow University, one of Europe's first universities

XVI Century called the Golden Age – a period of Polish history during the reigns of the Jagiellons (Zygmunt Stary and Zygmunt August). During this time, Poland was one of Europe's most powerful countries.

1569 – Union of Lublin, founding of the Commonwealth of Both Nations (Poland and Lithuania united)

1597 – transfer of capital city from Cracow to Warsaw (King Zygmunt III Waza)

1772 – I partition of Poland, subsequently parts of Poland had been occupied by Prussia, Austria and Russia.

1791 – enactment of the Constitution of 3 May – the first constitution in Europe and second in the world

1793 – II partition of Poland, further Polish territories occupied by Prussia and Russia

1795 – III partition of Poland and total liquidation of the Republic of Poland – for over 120 years it had disappeared from the map of Europe

1815 – Congress of Vienna, foundation of the Kingdom of Poland dependent on Russia

1914 – 1918 – World War I



11 XI 1918 – the restoration of Polish independence

1 IX 1939 – Nazi Germany attack Poland, beginning of World War II

17 IX 1939 – Union of Soviet Socialist Republics attack eastern Poland

1 VIII 1944 – the outbreak of the Warsaw Uprising

8 V 1945 – end of World War II for Europe

19 I 1947 – falsified elections which result in the communist parties taking over authority in Poland.

VIII 1980 – in many Polish cities outbreaks of strikes against the socialist authorities, foundation of opposition movement “Solidarność” led by Lech Wałęsa

13 XII 1981 – imposition of martial law

6 II 1989 – commencement of the sessions of the Round Table which gave rise to the democratic changes in Poland.

4 VI 1989 – first free parliamentary elections in Poland after World War II

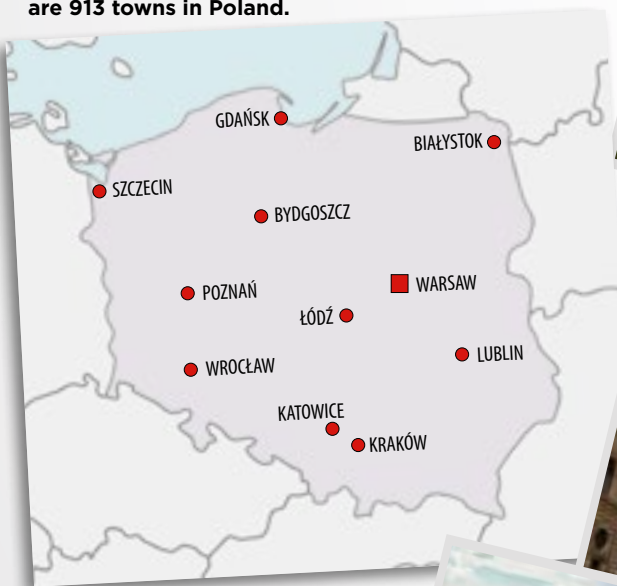
12 III 1999 – Poland’s accession to NATO

1 V 2004 – Poland becomes a EU memberstate



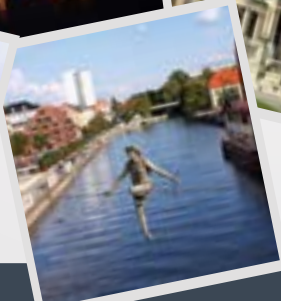
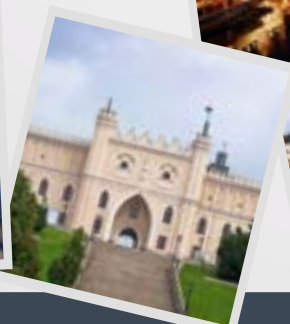
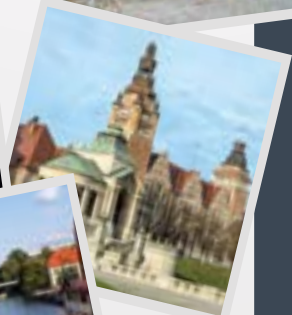
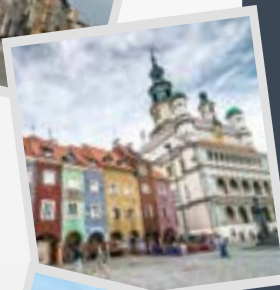
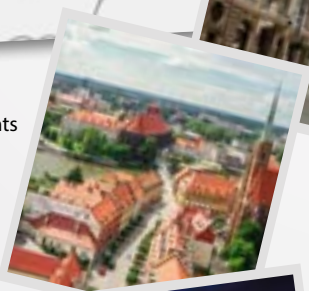
TOWNS IN POLAND

According to the reports from 2014 r. there are 913 towns in Poland.



The largest are:

1. Warszawa (Warsaw) 1,729,119 residents
2. Krakow (Cracow) 759,800 residents
3. Lodz 708,554 residents
4. Wroclaw 633,105 residents
5. Poznan 546,829 residents
6. Gdansk 461,935 residents
7. Szczecin 408,105 residents
8. Bydgoszcz 358,614 residents
9. Lublin 343,144 residents
10. Katowice 303,314 residents



CLIMATE/SEASONS

Poland is located in the temperate climate zone which is various in terms of weather changes. In the summer, temperatures usually vary between 18°C and 30°C,

depending on the region. In winter, temperatures are 0°C to below -5°C. The average annual temperature varies from over 9°C to about 6°C.

WE PRESENTLY DISTINGUISH 4 SEASONS IN POLAND:

Spring

Begins on 21 March.



Summer

Begins on 22 June.



Autumn

Begins on 23 September.



Winter

Begins on 22 December.

dedicated to this purpose, which is otherwise punishable with fines. More and more attention is paid to waste segregation, so collecting rubbish and throwing it away in specially marked containers divided in terms of the material type.

HEALTH

Due to the expensive medical treatment of diseases caused by smoking tobacco products, Poland, similarly to other EU member states, has adopted a strict tobacco policy. Smoking and drinking alcohol is not allowed in public places, such as bus stops or on the street. Most restaurants and clubs also do not allow smoking and alcohol drinking. Work places have started to eliminate smoking rooms – the only places in buildings where smoking was allowed.



LEISURE TIME

Poles are rather considered a nation fond of celebrating and attached to tradition and keeping up traditions. We usually spend Christmas or Easter at home, with the closest family. Although it is becoming more frequent to take advantage of the few holidays and together with the family go to the sea or in winter visit the mountains or even go for an exotic trip. In Poland all weekends and holidays are non-working days, all institutions are closed. During



weekends, Poles like to go to the mall and do a lot of shopping and in summer they like to organize grills and invite friends and family.

PUNCTUALITY

Although, Poles aren't too popular in terms of their punctuality, being late – especially at work, is perceived as improper or even regarded as an example of bad behavior. If someone is late for a scheduled meeting at the office or in the hospital, he may not be accepted and will have to make a new arrangement. At work, you may receive a warning and a smaller remuneration. Being constantly late may be the cause of redundancy. According to the idiom "time is money", punctuality is also important in private life.

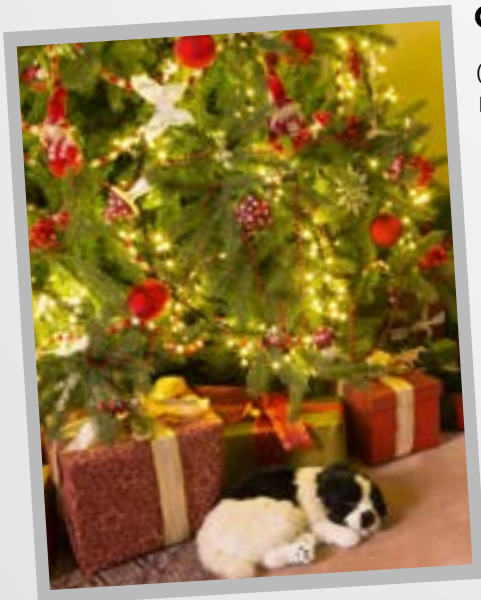


MOST IMPORTANT POLISH HOLIDAYS

EASTER

March–April (between 21 March and 25 April).

Easter is the oldest and the most important Christian celebration, commemorating the Resurrection of Jesus Christ. It is a moveable feast, it is celebrated every first Sunday after the first spring full moon (between 21 March and 25 April). The week before Easter, during which the Church and the believers commemorate the most significant Christian events, is called the Holy Week.



CHRISTMAS

(24-26 December)

Is a special time in the Polish tradition.

It is the most beautiful holiday of the year, spent mainly with family members and which is associated with the most rituals and beliefs. Christmas is accompanied with magical atmosphere and tradition that has been cultivated for centuries. During this amazing time of the year, almost every Polish home is quipped with a Christmas tree, wafers, presents and carols sang all together.

Other feasts:

1 January – New Year

6 January – Three Kings Day

1 May – Labor Day

2 May – Polish National Flag Day

3 May – 3 May Constitution Day

May/June –The Descent of the Holy Spirit (Pentecost)

May/June – Corpus Christi

15 August – Assumption of the Blessed Virgin Mary

1 November – All Saints Day

11 November – National Independence Day



It is important to remember that during these days all state institutions, large shopping malls as well as most of network shops are closed.

POLISH CUISINE

Polish cuisine includes many meat dishes prepared in different ways. Most popular dishes are: bigos (meat and cabbage stew) kotlet schabowy (breaded pork chop), pierogi (dumplings stuffed with various fillings) or golabki (cabbage leaves filled with mixture of meat and rice). Polish cuisine is famous for its tasty bread and cold cuts. The basic ingredients used in the traditional Polish cuisine are: potatoes, sauerkraut, beetroots, cucumbers,

RECIPE FOR *KLUSKI LENIWE* (NOODLES WITH QUARK)

Ingredients for about 3-4 portions:

INGREDIENTS:

500g quark (semi-fat), 3 eggs, salt, 1 glass of wheat flour

PREPARATION:

1. Separate the egg yellow from the egg white.
2. Grate the cheese with the egg yellow.
3. Mix the egg white with a bit of salt until the mixture becomes a firm froth. Mix it delicately further with cheese and the egg yellow mixture.
4. At the end add the flour and knead the dough. (The dough will be slightly sticky. If required, add a bit more flour. The trick is to add as little flour as possible, which makes the noodles more spongy).
5. The dough should best be divided in two. Place the one half on the desk top sprinkled with flour and form a roller. Flatten the roller slightly. (You may additionally make small cuts with a knife to form a grid). Cut the roller in slanting pieces. Prepare the other half similarly.
6. Cook in portions in salted water. When the noodles emerge, take them out using a slotted spoon.
7. Serve coated with melted butter and sprinkled with sugar (best brown sugar).
8. You can also sprinkle them with cinnamon.

wheat, mushrooms, different kinds of meat.

A typical Polish feast usually includes a shot of vodka, which is said to facilitate digestion.

Polish cuisine has borrowed a lot of dishes from the neighbors; we also use many recipes of for e.g. Jewish cuisine. The Polish menu is constantly enriched with new tastes, even exotic. Apart from restaurants serving Polish specials, there are also many restaurants that specialize in Asian, Italian, French or American cuisine.

RECIPE FOR TRADITIONAL *PIEROGI* DOUGH

The indicated quantities should be enough to prepare about 50 pieces of pierogi. Making the dough takes about 20 minutes.

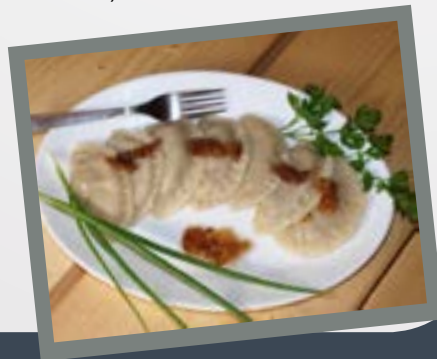
INGREDIENTS:

300 g wheat flour, 250 ml hot water, 1/4 spoon of salt

PREPARATION:

Place the indicated quantity of flour in the bowl, add the salt. Next, keep pouring warm water in the bowl and mix it using a spoon. Once the flour with the water mix into a firm substance, you can proceed with kneading the dough with your hands.

Pierogi can be stuffed with various fillings, such as: cheese, cooked potatoes and fried onion – the so called pierogi ruskie, but the filling may also include fruit, vegetables (lentils, spinach, broad bean, cabbage with mushrooms) or minced meat.



RECIPE FOR THE BROTH SOUP



INGREDIENTS:

meat:

- a piece of minced beef – roast beef (the amount of beef depends on how strong its taste should be felt in the broth, 200 to 300 grams should be ok.)
- 1 kilogram of chicken portion for the broth (+ possibly a few chicken wings)

vegetables

- one large carrot (if you add too many carrots, the soup will be sweeter)
- one parsley (root)
- one piece of celeriac
- one small leek
- a small piece of savoy cabbage
- 1 onion with skin (in order to obtain a better color)

spices

- two/three bay leaves
- five grains of allspice
- five grains of black pepper
- salt

If available, add a few small dried mushrooms (but it's not necessary)

Parsley top

PREPARATION:

A properly prepared home-made broth soup has to be boiled for a very long time. Don't allow for the broth to boil too violently – it should boil slightly. This guarantees it will be clear.

1. Add the prepared meat into the pot filled with cold water and start the cooking.
2. Once the water with the meat starts to boil, you will notice the so called skimmings on the surface, you can collect it with a small sieve. In that moment, you should reduce the flame so that the broth boils delicately.
3. After getting rid of the skimmings, add all the necessary vegetables into the pot, all rinsed and peeled before. Do not peel off all layers of the onion skin, remove only the dirty layers.
4. After the vegetables, add the necessary spices and control the temperature so that the soup keeps boiling delicately.
5. Boil for about three hours.
6. After boiling, you can pour the broth soup through a metal sieve into a smaller pot, this way getting rid of any small impurities. From the rest select the ingredients you'd like to leave for consumption (for e.g. the carrot).
7. If the broth soup is too watery, keep boiling it without the lid for the excess water to evaporate.
8. If the broth is too strong, you may dilute it.
9. The broth soup should be served with thin egg pasta, a piece of cooked carrot and sprinkled with cut parsley top.

COMMUNICATION

MOBILE TELEPHONE OPERATORS

The following list contains the popular mobile telephone companies, whose websites provide information about the present prices for mobile services:

- T-Mobile Polska www.t-mobile.pl
- Orange Polska www.orange.pl
- Plus www.plus.pl
- Play www.play.pl

Others:

- Lycamobile www.lycamobile.pl/
- Klucz Telekomunikacja Sp. z o.o. www.klucz.net
- Nju Mobile www.njumobile.pl
- Red Bull Mobile www.redbullmobile.pl/
- Heyah www.heyah.pl/
- MTV Mobile www.mtvmobile.pl/
- Virgin Mobile Polska Sp. z o.o. www.virginmobile.pl

You will find more information about the available mobile telephone companies on: <http://super-sim.pl/sieci-komorkowe-w-Polsce>.

INTERNET

In many places in towns (coffee houses, shopping malls, railway stations, cinemas, etc.) and in certain institutions the wifi internet connection is free. You should ask the staff working in the place you're at, if there's a possibility to use their wifi connection and if so, request the relevant password.



TRANSPORT

PUBLIC TRANSPORT

The Polish public transport has been organized in various transport means:

- large buses and mini buses (in certain towns there are large buses available, as well as private smaller buses),
- railway,
- trams, trolley buses,
- subway only in Warsaw.

Important: travelling with the WKD (Warszawska Kolej Dojazdowa – Warsaw railway) on the route Otrębusy-Warszawa, is free of charge for individuals seeking refugee status. While travelling, use the valid temporary identification certificate.

In case of travelling with any other transport means you need to buy tickets.

The following individuals are entitled to discounts or do not need to buy tickets: children, elderly individuals or the disabled. The scope of exemptions and discounts depends on particular carrier companies. It is therefore advised to ask for information whether a discount is foreseen at the ticket point.

For travelling with public transport means in most of Polish towns there are single-ride or time-limit tickets available, for e.g. 20-minute or 40-minute tickets. Moreover, there are also daily, monthly or quarterly tickets available.

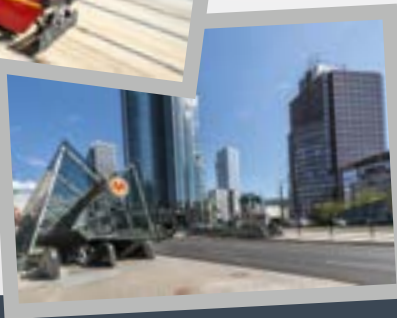
Tickets can be purchased in newspaper shops, in some grocery shops and often at bus drivers, but in this case you should have the proper amount of money prepared.

In some towns, such as in Warsaw, tickets can be purchased in special machines located at bus stops, in the subway and sometimes in buses and trams. These machines return change, so you don't have to prepare a particular amount of money. You can pay with coins, notes or pay cards.

Inter-city railway tickets can be purchased in ticket offices located in the railway stations or in the train at the conductor, but in this case an additional amount is charged and tickets are more expensive. Tickets for inter-city bus connections can be purchased at the bus driver or in the ticket office. Sometimes you can also purchase tickets online.

It is not enough to buy a ticket, you should also valid it in validator located inside the vehicle. Controllers, in Polish commonly called „kanary”, unexpectedly check whether commuters have a valid, punched ticket while travelling with public transport means. Commuters without valid or punched tickets are charged with large fines. Travelling without a valid ticket in Warsaw costs over 200 PLN.

Airplanes – the largest Polish cities have airports and there's a network of air connections between them.



CAR TRANSPORT

Driver's licence

If you have a valid driver's license issued abroad, after 6 months in Poland you should replace it.

In case of having a driver's licenses issued in countries which are not:

- signatories of the Convention on traffic, signed in Geneva on 19 September 1949 (on international drivers licenses) ,
- signatories of the Konwencji o ruchu drogowym, podpisanej w Wiedniu dnia 8 listopada 1968 r. (Convention on traffic, signed in Vienna on 8 November 1968, on international driver's licenses),
- EU member states, the Swiss Confederation or the European Free Trade Association (EFTA)
- the page of the agreement on the European Economic Area,

It is required to pass the theoretical exam in Poland!

In the case of replacing the foreign driver's license, the original document has to be left in the relevant office.

Replacement of a foreign driver's license costs 100.50 PLN and takes 30 days.

More details concerning the process of replacing the driver's license or other relevant documents available at -->Department of Transport--> Town Hall or the Poviastarosty (Pol. Starostwo Powiatowe).

If you are a car driver, you need to have the following with you:

- valid identification document,
- driver's license complying with the car type,
- vehicle registration card,
- valid vehicle technical inspection,
- Civil liability car insurance.

If you don't have these documents, the Police may take your car documents and take your car to a car pund.



Moreover:

- The driver and the passengers are required to fasten their safety belts,
- Children up to 12 years of age, with height below 150cm are required to travel in specially certified child restraints,
- Drinking under the influence of alcohol is prohibited. The acceptable alcohol level in Poland is respectively maximum 0,10 mg/dm³ , alcohol blood level maximum 0,2 per mille,
- It is required to have the passing lights on throughout the year,
- Driving speed should comply with the relevant traffic regulations and limitations (indicated by traffic signs).

In Poland there are roadside inspections conducted by the relevant organs!

There are traffic safety cameras located next to the roads, which control the driving speed.

Municipal road order is controlled by the police, municipal police and the Main Inspectorate of Road Transport.

In the case of non-compliance with the regulations, large fines are charged.

Driver's license or vehicle registration card may be taken or you may even be subject to imprisonment!

Be aware that no refund is possible of the costs associated with the paid fines charged for breaking the regulations, including the lack of a valid ticket or commuting with an invalid ticket.



TAXI

You can also use the services of taxi drivers. In certain countries this form of transport is very popular and cheap.



In Poland taxis are however much more expensive than public transport means. If you decide to take a taxi, **you need to know the following:**

- Check whether there's a TAXI sign on the car
- There should be information about the price/1 km provided on the window screen of the taxi
- In Warsaw prices per 1 km differ depending on the company, average prices fluctuate between 1.60 PLN and 2.40 PLN
- If you order a taxi by telephone, the price will be lower than if you take one from the taxi stand
- Ask the taxi driver about the estimated cost of the ride
- Avoid taxis with the sign „przewóz osób” (transportation of passengers)– these aren't officially registered companies
- If you need to take a taxi at the airport, choose one from the taxi stand
- You should beware of people offering passengers in the airport arrival hall transport with taxis parked outside the taxi stand

Remember that:

THE ENTRY FEE is 8,00 PLN (a rate assumed by most of the taxi companies)

There are 4 TARIFFS, each offering a different rate per 1 km:

Tariff 2 = Tariff 1 x 1,5

Tariff 3 = Tariff 1 x 2

Tariff 4 = Tariff 1 x 3

TARIFF 1 working days 6:00 a.m. – 10:00 p.m.

TARIFF 2 working days 10:00 p.m. – 6:00 a.m.,
Sundays and Holidays 24h

TARIFF 3 transport outside the borders of the I zone tariff without the possibility of the taxi receiving an order for the return ride, on working days 6:00 a.m. – 10:00 p.m.

TARIFF 4 transport outside the borders of the I zone tariff without the possibility of the taxi receiving an order for the return ride, on working days 10:00 p.m. – 6:00 a.m.,
Sundays and Holidays 24h

The following website contains telephone numbers to various taxi companies in Warsaw: <http://grupy.3mam.net/taxi/>



REFUND OF TICKET COSTS

In reasonable and justified cases you may apply for the refund of the incurred costs for public transport means (not taxis).

If you have spent the money on public transport:

- a) in order to participate in the proceedings concerning international protection,
 - b) in order to appear at the medical examination or protective vaccination,
 - c) in other specifically justified cases,
- you are entitled to apply for the refund of the transport costs.

For this purpose you need to:

Collect the transport tickets associated with the aforementioned cases.

If you went to the physician or to the hospital to get examined

Attach the copy of the referral

If you went to an enquiry, to register a child

Attach the copy of the summit, xerox of the visa or certificate of birth

Return these documents to a staff member of the facility you stay at.

The staff member shall ask you to sign the applications form for the refund and the receipt confirming collecting the money.

SCHEME OF PROCEDURE FOR GRANTING INTERNATIONAL PROTECTION

Proceedings concerning international protection are initiated upon personal applications. The application may include underage children and the spouse, provided that the spouses express their consent in writing. The application is submitted by means of the border patrol at the border, at the airport or at the border patrol facility located on Taborowa Street 33.

The border patrol immediately hands over your application – within 48 hours from the moment of its submission at latest – to the Head of the Office for Foreigners

During the examination of your application, you have the possibility to personally give testimonies during the status interview, as also submit evidence confirming your reasons for applying for international protection. Your case may be represented by an attorney at law, you may also contact the representative of the United Nations High Commissioner for Foreigners and with organizations that provide legal assistance.

Proceedings concerning assigning the status of a refugee end with issuing one of the following decisions by the Head of the Office for Foreigners

1. Decision on granting the status of a refugee.

2. Decision on refusal of granting the refugee status and granting subsidiary protection.

3. Decision on refusal of granting refugee status and refusal to grant subsidiary protection

You may appeal against the decision issued by the Head of the Office for Foreigners, except for the decision concerning the refugee status, to the granting. The appeal is submitted by the agency of the Head of the Office within 14 days from the moment of delivering the decision or its announcement. The indicated time period shall be limited to 5 days if the refusal of granting the refugee status was issued due to an unfounded application.

You may appeal against the decision issued by the Refugee Council within 30 days from the moment of delivering the decision, to the Voivodship Administrative Court (Pol. Wojewódzki Sąd Administracyjny) (ul. Jasna 2/4, 00-013 Warszawa).

INTERVIEW AND DECISION ISSUING

The status interview is a very important moment in refugee proceedings. The purpose of the interview is to clear the facts relevant to resolve your case. After the interview, you shall receive a copy of the interview protocol.

You will not be interviewed, if:

- Issuing the decision on granting the refugee status is possible on the basis of the collected evidence,
- In the course of the proceedings you are not capable of participating in the interview or you are not able to be present at the interview due to health conditions or for psychological reasons.

1. It is a rule that any individual that submits an application for international protection has to be interviewed (interrogated) without the participation of other individuals, whose presence the submitter of the applications has not consented to. The conversation is conducted by an adequately trained employee of the Department for Refugee Proceedings of the Office for Foreigners. The purpose of the conversation is to clear facts relevant to resolve your case.

2. Be aware that by applying for international protection, you shall be under specific protection. **Any information provided by you during the proceedings, including the status interview, is confidential and specifically protected by the Polish law. The Refugee Office also does not pass this information on to the authorities, public institutions and other implied entities that commit harassment or that seriously harm**

those conducting such activity on the territory of your country.

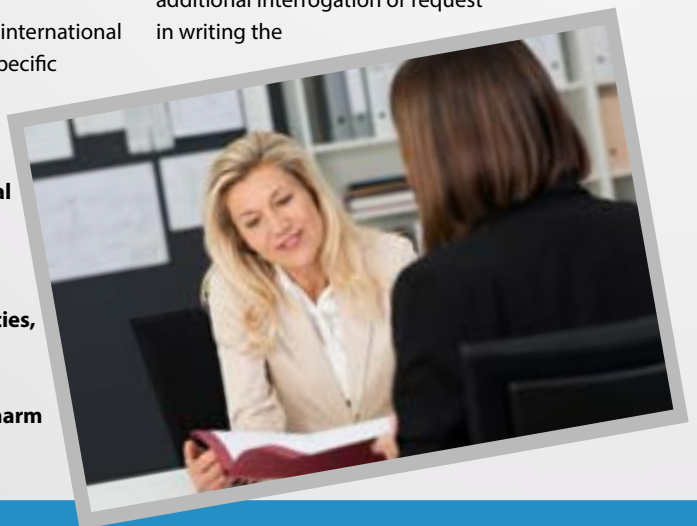
3. During the interview, you have the obligation to provide any information necessary to consider your application.

It is advantageous for you to provide detailed answers to the asked questions. You also have the obligation to provide any evidence (for e.g. documents, certificates, videos etc.) which confirm the information you provide in the application for the refugee status.

4. Information that you provide during the interview and the available evidence are very important for your case. It is entirely taken into consideration with respect to the issued decision. **Hiding of information and evidence is unfavorable for you and may result in issuing a negative decision in your case.**

5. If new, significant circumstances arise or new evidence appear in the case, you should contact the Department for Refugee Proceedings as fast as possible.

You may also submit an application for an additional interrogation or request in writing the



interview of a witness to your case – in such a case, you should provide their name and surname, place of residence and indicate which circumstance they are to confirm.

New information, evidence and applications can be submitted in writing.

- To the postal address: ul. Koszykowa 16, 00-564 Warszawa or ul. Taborowa 33 or
- Send by fax using the number: 22 601 51 23 or
- Personally deliver it to the Department for Refugee Proceedings (ul. Taborowa 33, Warszawa).

6. After considering the application for international protection you will obtain a decision. It issued in writing and delivered to the address provided by you as the present place of residence. After receiving the decision, you have the obligation to comply with it. Each decision contains information provided in the language you speak, explaining the result of the proceedings, information concerning appeal and the Procedure of granting international protection (here you will learn about the further stages of the procedure from the moment of submitting the application till issuing the final decision, as well as what you should pay attention to).

DISCONTINUANCE OF PROCEEDINGS CONCERNING INTERNATIONAL PROTECTION

In the case when:

- You submit a declaration about the withdrawal of the application,
- You do not appear in the reception facility within 2 days from the moment of submitting the application or upon your release from the guarded facility or refugee custody, if you do not indicate another address of your residence in the application,
- You leave the refugee facility for a period exceeding 7 days without justified reasons,
- You leave the territory of Poland,
- You do not appear at the interrogation and prove within 7 days from the moment of the set interrogation date that the lack of fulfillment of this duty was caused by circumstances for which you are not responsible,

- You have been released from the guarded facility or custody for exclusion purposes and without the consent of the Head of the Office leave the place of residence or location of residence indicated in the decision issued by him, and you do not appear in the agreed time at the organ indicated in the issued decision.

The Head of the Office will issue the decision to discontinue the proceedings, if the discontinuance of the case is not in conflict with the social interest. Upon your application submitted within 9 months from the moment of issuing the decision on the discontinuance of the proceeding, the decision on the discontinuance shall be waived and the proceedings will be initiated again (actions undertaken in the course of the discontinued proceedings shall remain in force).

The Head of the Office will issue a decision to discontinue the proceedings if the discontinuance of the case is not in conflict with the social interest. Upon your application submitted within 2 years from the moment of issuing the decision on the discontinuance of the proceeding, the decision on the discontinuance shall be waived and the proceedings will be initiated again (actions undertaken in the course of the discontinued proceedings shall remain in force). Moreover, the proceedings shall be discontinued in the case of stating that the application is **unacceptable**, thus situations when:

- You have the status of a refugee in another country,
- You could be accepted by a country which is not a member state if it's regarded as the country of first asylum with respect to you,
- You have received the final decision refusing international protection and you submit another application based on the same assumptions,
- You consent to your spouse submitting an application for international protection on your behalf, and afterwards you submit a separate application in the event when there are no circumstances justifying the submission of such application by you.

THE „DUBLIN” PROCEDURE

Everyone above 14 years of age who submits an application for international protection on the territory of Poland, according to the provisions of the domestic law and provisions of the Council regulation (WE) no 2725/2000 dated 11 December 2000 (the Eurodac regulation) **has to undergo dactyloscopy, in other words, the collection of the fingerprint impressions.**

Fingerprint impressions are sent to the central unit in Luxemburg for the purpose of its registration and checking whether you haven't previously applied for international protection or whether you haven't previously stayed in one of the EU member states.

Dactyloscopy is a condition necessary to initiate proceedings concerning international protection. If you do not undergo this procedure, your application shall not be considered.

If you have submitted your first application for international protection in Poland, according to the legal regulations

of Dublin, Poland is the country responsible for considering your application as it is the first country being the member of the Dublin regulation you have accessed. This means that in the case of you leaving Poland and submitting an application for international protection in another EU member state, you shall be sent back to Poland.

In the case of a circumstance justifying Poland's application for taking you over or repeated accepting you, submitted to another country being a party to the Dublin regulation, it is your interest to immediately provide the necessary information to the Department of the Dublin Proceedings of the Department for Refugee Proceedings of the Refugee Office.

Remember that through the submission of the application for international protection in Poland, you are obliged to remain within the territory of Poland until the proceedings end with a final decision.

SOCIAL ASSISTANCE

The forms of social assistance for foreigners applying for international protection

Accommodation in the centre for refugees applying for international protection.

Financial benefit for covering the costs of staying within the territory of Poland (thus a cash consideration outside the facility).

Regardless of whether you stay in one of the centres for foreigners or whether you use the assistance outside the facility, you are entitled to:

Free access to medical care.

Free Polish lessons organized in the facility.

Assistance in obtaining access to free education (concerns individuals under 18 years of age).

Assistance in the organization of a voluntary return to the country of origin.

Assistance in the organization of the transfer to another country responsible for the examination of the application for international protection (Dublin III).

ACCOMMODATION

RECEPTION FACILITIES (Biała Podlaska and Dębak):

After being registered in the reception center, you will receive room space where you can leave your personal belongings. Remember to always pay particular attention to things of significant value to you.

On the first day you will receive **packed food**, from the second day on you will receive catering in the cafeteria (breakfast, dinner and supper). Meals given out at the canteen are adequate to religious and cultural norms. You will receive the following in the facility:

- a towel,
- cutlery,
- dishes,
- a set of bedclothes.

When leaving the facility, you need to account for these objects.

In the centers there are kitchens available with ovens and spaces for meals preparation. There are toilets and bathrooms on each floor. In the facilities there are also laundries equipped with washing machines and dryers, entertainment rooms and lecture rooms for studying Polish, as well as rooms for praying.

TRANSFER TO ANOTHER FACILITY

You will be transferred to another center when:

- all necessary medical examination is performed (questionnaire, X-rays, blood examination),
- an interview shall be conducted by the employees of the Department for Refugee Proceedings in cases for granting international protection.

You do not have influence on the selection of the facility you will transferred to. An exception to this is the case when your **closest family – brother, sister, spouse, children, parents** stay in another facility.

For the remaining cases, the Department for Social Assistance will decide about the facility selection.

A similar principle is relevant in the case of the possible transfer from one residential facility to another. Decisions in these matters are made by the Department of Social Assistance, after considering all circumstances. Below you will find the present locations of the facilities.



CENTERS FOR ASYLUM SEEKERS IN POLAND



1. Grupa near Grudziądz
ul. Libeckiego 1
86-134 Dragacz

2. Czerwony Bór
Czerwony Bór 24/1
18-400 Łomża

3. "Budowlani" Inn
ul. Armii Wojska Polskiego 7
15-102 Białystok

4. Grotniki
ul. Ustronie 29
95-073 Grotniki

5. Dębak – Reception Center
Podkowa Leśna-Dębak
05-805 Otrębusy

6. Service Team for Foriegners living out of the
center of the Department for Social Assistance
ul. Taborowa 33
02-699 Warszawa

7. Warszawa – Targówek
ul. Księżnej Anny 24
03-866 Warszawa

8. Linin
05-530 Góra Kalwaria

9. Hotel Polonia
al. Kościuszki 29
21-400 Łuków

10. Bezwola 107
21-310 Wołyń

11. Biała Podlaska – Reception Center
ul. Dokudowska 19
21-500 Biała Podlaska

12. Kolonia Horbów
Horbów 26A
21-512 Zalesie

LEAVING THE CENTER

All centers run by the Refugee Office are open. You are thus allowed to leave the facility between 6:00 a.m. and 11:00 p.m.

You need to be back at the facility before 11:00 p.m.

- In case of leaving the facility for more than **2 days**, you will be crossed out from the list of the facility residents and you will lose the social benefits and medical care. If, after the lapse of this time, you will request to return to the facility, you will not be admitted, but referred to the refugee facility Dębak

in Podkowa Leśna where you will have to submit an application for resumed social assistance.

When leaving the facility, you are obliged to:

- Leave the identity card with the security staff.
- Have a valid temporary identity certificate for foreigners with you, which confirms your legal stay in Poland. The temporary identity certificate is an identity document which should be presented upon the order of a policeman, a border guard officer or other authorized organs.

A detailed list of rights and duties written in the language you speak will be provided during your admittance to the refugee facility.



FOOD

Meals are given out at the cafeteria with respect to the religious and cultural norms.

In order to receive a meal at the cafeteria, you first need to collect a coupon for food given out by the facility staff Monday to Friday in particular hours. On Friday coupons for Friday, Saturday and Sunday meals are given out. Coupons need to be collected personally upon presentation of the identity card.

- **Children are not allowed to collect coupons!**

- **You are not allowed to take meals out from the cafeteria!**
- **Meals will not be given out to unattended children !**

If you are a vegetarian, you should report it to the facility staff. If your health condition requires specially prepared meals, you should **contact the physician** who will fill out a certificate specifying the type of diet you should comply with. The certificate should be presented to the facility staff to order the proper food.



MEDICAL EXAMINATION

Before admission to the facility, you are obliged to undergo medical examination

– for this purpose you should appear at the physician's office. Medical examination is carried out in order to check your health condition. This medical examination includes the following medical procedures:

- Early detection, diagnosis and referral to treatment of tuberculosis (X-ray of the chest),
- Early detection, diagnosis and referral to treatment of infectious, venereal and parasitic diseases (blood test).

If you do not undergo this medical examination, you shall not obtain full social assistance in the facility and outside the facility (you will receive ½ of the cash consideration).

The results of the medical tests are confidential. Only you and the medical staff will have access to them. The facility staff are not entitled thereto.

Medical documents concerning the initial test will be passed on to the facility to which you will be transferred from the reception facility.



MEDICAL CARE

In the course of the procedure concerning international protection, you will have the basic medical care guaranteed which is similar to the free medical care for Polish citizens. Treatment that exceeds the basic medical service package has to be paid for individually, this concerns both Polish citizens, as foreigners.

The basic medical care is performed in medical points located in the facilities. Consulting and treatment in medical facilities and hospitals is performed upon referral of a doctor employed in the facility and is free of charge.

TRANSLATION OF MEDICAL DOCUMENTATION FREE OF CHARGE!!

If you have a medical documentation, significant in your opinion, written in a foreign language, you need to have it translated. For this purpose deliver it together with your written request for translation to a facility staff member who will further deliver it for translation free of charge.

- In case you feel ill, appear at the medical care unit where you will receive the adequate assistance and free medication.
- If your health condition requires consultation or specialist treatment you will receive a referral from the facility doctor to the proper specialist doctor.
- You should exclusively visit the medical facility or hospital indicated on the referral with respect to the date and hour of the arranged visit.

TRANSLATION DURING THE VISIT AT THE DOCTOR

The Office does not provide translations during visits at the doctor.

If you do not have the possibility to have someone who can help you communicate with the physician, ask the facility staff to contact a non-governmental organization which employees voluntary workers who assist in translations in the Warsaw hospitals.

- If you appear at the medical facility or hospital without a referral or at a medical facility other than the one indicated in the referral, **you will need to bear the treatment costs yourself.**
- **Please report to the medical office at the facility with the prescription and documents that you received from the specialist doctor. At this office you shall receive medication free of charge.**
- **In case of dental care**, you should also first receive a referral from the doctor at the facility, next appear at the medical facility indicated in the referral.



If you suddenly fall ill when you're outside the facility, report to the nearest medical facility. In sudden cases the treatment costs will be reimbursed. You should appear at the **specialist doctor visits in the indicated time. Otherwise, you shall not be admitted.**

During night hours, in the case of health or life risk, inform the security staff and ask them to call the ambulance. When you're ill, you need medical consultation, report to the physician employed at the facility.

The doctor will examine you.

The doctor will indicate the type of treatment.

The doctor will prescribe medication (free).

Remember to always adhere to the doctor recommendations.

The doctor will fill out a referral or indicate further tests.

Pay attention to the indicated date of the visit at the doctor, you can enter it into your agenda. If you predict any possible problems, such as transport – ask the center staff to help you solve it.

- **In Poland, the waiting period for a visit at a specialist doctor's office is quite long, so you need to be patient and appear at the indicated time!!!**
- **Check whether the medical documentation concerning your health has been delivered to the physician at your facility. This physician will supervise your treatment.**
- **Remember that the basic medical care is free of charge for you and your family.**
- **Report to the physician at your facility with the prescription received from the specialist doctor.**

RIGHTS AND DUTIES

DUTIES OF A FACILITY RESIDENT

Your duties are:

- Looking after your children and never leaving them unattended,
- Keeping your room and other common facility rooms clean and tidy which includes taking the garbage out to the container and not leaving them in bathrooms and kitchens,
- Looking after the things you receive at the facility (bedclothes, dishes etc.), which you have to return before leaving the facility,
- Following the rules concerning the night curfew which is 10.00 p.m. – 6.00 a.m.

PROHIBITIONS WITHIN THE FACILITY

You aren't allowed to:

- Smoke cigarettes outside the places dedicated for this purpose,
- Possess or drink alcohol and alcoholic beverages, as well as narcotic substances within the facility,
- Use violence towards family members and other individuals according to the Polish law you are subject to criminal liability,
- Disturb other facility residents,
- Have individuals overnight who aren't center residents.



THE RIGHTS OF THE CENTER RESIDENTS

You have the right to:

- Remain within the rooms and space intended for general use (playground, community room, TV rooms, laundry and drying room),
- Use the things given out by the security staff (balls, badminton, skipping rope, hula-hoop, iron, ironing board and other),
- Obtain basic information on refugee procedures and reliable information concerning social assistance, in the language you speak,
- Obtain information on voluntary returns,
- Obtain current communication letters concerning international protection and social assistance,
- Submit an application concerning the scope of the assistance and application for cash consideration for the covering of costs connected with the stay in Poland to the Department of Social Assistance, for this purpose use the application templates available at the facility staff or download the application form from the Office for Foreigners website: <http://udsc.gov.pl/uchodzcy-2/pomoc-socjalna/wnioski-do-pobrania/>
- Obtain support from the psychologist employed at the facility.
- Participate in classes and meetings organized within the facility by the staff and non-governmental organizations.



EDUCATION

In Poland, all children, including foreigners, at the age of 6 -18 are legally obliged to attend school. The decision concerning acceptance to a school is made by its Principal. Whereas, if a child qualified for school does not attend any school, its parents are subject to legal liabilities, such as:

- Court-appointed social officer,
- In certain cases, termination of parental rights.

The center staff will help you to sign your children to the nearest school. The children will have guaranteed school books and accessories. Parents shall provide their children voluntary insurance at school individually.

Children who attend school receive a cash equivalent as substitution for food (read below).

It is recommended that before starting school, children should attend Polish classes in the facility in order to be prepared to study in Polish in the basic scope.

We recommend that parents order dinners for their children at the school cafeteria (it is a cost of a few hundred PLN per month, which you may cover using the equivalent substituting food).

Many schools conduct additional Polish classes and compensatory classes for foreign children. Ask the Principal or teacher of the school, Your child attends, which additional classes are organized at the particular school. If there are trips and entertainment days out organized at school, for which you have to pay, you can turn to the Head of the Department of Social Assistance for additional financial support. The decision concerning the additional financing depends on the current financial possibilities of the Office.



POLISH

You may participate in free Polish classes organized within the facility. Classes are divided in groups. Separate classes are organized for children. In certain towns, there is a possibility to attend Polish

classes organized by non-governmental organizations. Ask the center staff whether there's a possibility to attend the free Polish classes in your town.



CASH EQUIVALENT

If you reside at the facility with a child:

- 1) under 6 years of age,
- 2) who is a student of a primary, junior high or senior high school. In order to obtain the equivalent, you have to deliver a certificate confirming that your child has been allowed to attend a school, within a specified time frame.

Your child is entitled to receive a cash equivalent as substitution for food only, if it attends school. If the child skips classes without justification, the payment of the equivalent shall be terminated.

- You will receive the money until the 15th of each month,
- You will receive 9 PLN per each day of the month,
- You need to have the temporary identity certificate and your identity card with you when collecting the equivalent.

The cash equivalent can be collected by any grown-up being the family member, on behalf of the child.

BIRTH OF A CHILD

If a child is born:

Ask for information at the hospital where the birth report has been sent – the address of the Registry Office. YOU WILL RECEIVE INFORMATION IN WRITING CONTAINING THE ADDRESS OF THE Registry Office.

Collect the birth report from the hospital, as well as all other documents: hospital discharge summary report etc.

Give the facility staff the original copy of the marriage certificate for its certified translation to Polish, collect the translated document (it may take a few days). Otherwise, the child will not have the father's surname, only the mother's and according to the Polish law, the biological father shall have no parental rights with respect to the child.

If the father intends to acknowledge the child in a later time, he will have to submit a declaration concerning the child acknowledgement to the Head of the Registry Office. The child shall be acknowledged, if within 3 months from the moment of the father's declaration, the mother will confirm his declaration. If the mother exceeds this time frame, the child acknowledgement may only take place in court.

The child's father may always acknowledge the child before its birth, before the Head of the Registry Office. The marriage certificate may be submitted a few days before the birth. BEFORE THE BIRTH, CHECK WHETHER YOU HAVE A VALID TEMPORARY IDENTITY CERTIFICATE – ITS ISSUING TAKES ABOUT 1 MONTH.

Go to the Registry Office with a VALID temporary identity certificate for foreigners, translation of the marriage certificate and birth report. These documents will allow to obtain an abridged copy of the birth certificate.

IF YOU ARE STILL RESIDING AT THE REFUGEE FACILITY, give the child's birth certificate to the facility staff and IF YOU RECEIVE A CASH CONSIDERATION AND YOU RESIDE OUTSIDE THE FACILITY, give the birth certificate to the staff of the facility which pays out the monthly consideration and fill out the application form for the cash consideration.

IF THERE ARE PROCEEDINGS FOR INTERNATIONAL PROTECTION in process for you, remember about submitting the application for including the child into the procedure. The facility staff will send the application and copy of the birth certificate to the Department of Social Assistance and the Department for Refugee Proceedings in Warsaw.

IF THERE'S NO PROCEEDINGS PENDING FOR YOU CONCERNING INTERNATIONAL PROTECTION, you should submit an application for international protection on behalf of the child to the Nadwiślański Oddział SG on Taborowa Str. 33 in Warsaw, next report to the refugee facility Dębak in Podkowa Leśna or in Biała Podlaska where you can fill out the application form for granting the child cash consideration outside the facility.

Collect the birth certificate from the facility staff. THE CHILD WILL BE INCLUDED IN YOUR PROCEDURE, IT WILL ALSO RECEIVE SOCIAL ASSISTANCE.

If you reside in the refugee facility, UPON THE NEAREST PAYMENT YOU SHALL RECEIVE THE EQUIVALENT AND ASSISTANCE FOR PURCHASING NEW CLOTHES. GIVE THE STAFF YOUR LEAVE PASS FOR HIM TO ENTER YOUR CHILD TO IT.

The equivalent is due from the moment of registering the child at the facility.

If Your child receives assistance outside the facility, YOU WILL RECEIVE THE FIRST CHILD CONSIDERATION IN THE DECLARED FACILITY THE MONTH AFTER REGISTERING THE CHILD.

If you encounter any problems while dealing with the formalities in the hospital, the Registry Office on Taborowa Str. in Warsaw, ask the center staff for help.

EMPLOYMENT WITHIN THE FACILITY

If you want, you can help the center staff with the work for the facility – cleaning, translations between the staff and the foreigners and conduct culture and education classes. You can receive an additional 50 PLN per month for this help. If you have any questions or doubts, please turn to the facility staff.



EMPLOYMENT OUTSIDE THE FACILITY

If you wish to work outside the center and you have not received the decision concerning international protection within the statutory time frame and in the first instance, that is by the Head of the Office for Foreigners, and if it is your fault that the decision has not been issued within the specified time frame, you may submit an application for the issuance of the relevant certificate. This certificate contains the following information:

- You have submitted an application for international protection,
- There is a procedure currently pending for you,
- The first instance decision has not been issued within the statutory time frame,
- The procedure is extended for reasons you have no influence on.

Such certificate is valid until the moment when the decision concerning the international protection becomes final. Together with the temporary identity certificate (Pol. TZTC) it constitutes the grounds for your employment in Poland (with respect to regulations provided under the Act dated 20 April 2004 on promoting employment and institutions of the employment market (Journal of Laws from 2008 No 69, item 415).

PROLONGATION OF THE TEMPORARY IDENTITY CERTIFICATE FOR FOREIGNERS (TZTC)



Ask the center staff for a referral to a photographer and a piece of paper with the contact data of the Office.

Go take a photo (only grown-ups), show the paper with the contact data of the Office, collect the pictures and the invoice.

Fill out the application form for a new temporary identity certificate together with the center staff.

Return the old temporary identity certificate and the invoice, you shall receive the refund of the costs incurred.

Next, the center staff will send your documents for prolongation by post. After about 1 month, you will receive the new document.

Sign the document.

IN CASE OF ANY
PROBLEMS, TURN TO THE
CENTER STAFF !!!



APPLICATIONS AND COMPLAINTS

At any time you may submit an application for a significant issue associated with the social assistance or a pending refugee procedure to the Head of the Office for Foreigners by means of the facility staff, by post or personally at the registered office of the Office in Warsaw, on Koszykowa Str. 16.

You also have the right to submit a complaint associated with any irregularities which according to You occurred in connection with the provided social assistance or a pending refugee proceeding, to the Head of the Office for Foreigners.

The complaint may be submitted by means of the center staff, by post or personally at the registered office of the Office in Warsaw, on Koszykowa Str. 16.

Any applications, except for the applications for international protection, and complaints should be examined without unreasonable defaults. However, within 30 days. In particularly complex cases whose examination requires careful analysis, this time frame may be prolonged according to the legal regulations. In this case, you shall be informed in writing about the planned time of the reply.



VOLUNTARY RETURN TO THE COUNTRY OF ORIGIN

WHO IS AUTHORIZED TO RECEIVE HELP IN THE CASE OF A VOLUNTARY RETURN?

You may apply for help in the case of a voluntary return to the country of admission, both while you're waiting for the decision concerning international protection and when you've already received the decision of refusal to grant you the refugee status or decision not to grant you the subsidiary protection.

WHERE SHOULD YOU SUBMIT THE APPLICATION?

The application for assistance in voluntary return should be submitted to the Department of Social Assistance. If you're waiting for the decision concerning international protection, you should additionally apply for the termination of this proceeding due to the intent of voluntary return to the Department of Refugee Proceedings.

If you have received the decision refusing you the refugee status or subsidiary protection, or the decision concerning the termination of the proceedings associated with international protection, you should apply before the lapse of the time frame of your duty to leave Poland, that is 30 days from the moment of receiving the final decision.

WHO ORGANIZES THE JOURNEY?

When submitting the application for assistance in the voluntary return, please define the preferred journey organizer: the Office for Foreigners or the International Organization for Migrations (IOM). If you choose IOM, you should additionally fill out the IOM application form.

The choice regarding the journey organizer can only be made in the time of waiting for the decision concerning international protection.

If you have received a negative decision and you have applied for assistance in the voluntary return within the time specified above, you may leave only with the help of the Head of the Office.



WHAT IS INCLUDED IN THE ASSISTANCE CONCERNING THE VOLUNTARY RETURN?

Regardless of your choice, the assistance concerning the voluntary return includes:

- Individual advisory in the voluntary return matters
- Purchasing the ticket
- Payments connected with obtaining the journey documents, the necessary visas and permits
- Cash needed for food for the journey

Additionally, the IOM assistance concerning the voluntary return includes:

- assistance in the departure
- assistance in the transit and
- reintegration assistance in cash and material

You can also obtain additional assistance provided by IOM on the basis of a business plan drawn up by you. You can use this assistance for starting or running a business activity.

Additional individual reintegration assistance is also offered to returning children without guardianship, victims of human trafficking and people needing medical care in the country of origin.

IMPORTANT:

If you are waiting for the voluntary return, **the time frame of the guaranteed social assistance and medical care extends till the moment** when you should leave the territory of Poland with respect to the **voluntary return**.



HOW MANY TIMES CAN YOU USE THE ASSISTANCE?

The assistance concerning the voluntary return may be granted once in 2 years.

LEGAL BASIS AND CONTACT DATA

Voluntary returns are organized on the basis of *ustawy o udzieleniu cudzoziemcom ochrony na terytorium RP* (Act on granting protection to foreigners in the territory of the Republic of Poland) and the Agreement concluded between the Minister for Interior

and Administration of the Republic of Poland and the International Organization for Migrations concerning the cooperation with respect to voluntary returns of foreigners leaving the territory of Poland dated 12 July 2005. The persons concerned with obtaining assistance in the voluntary return with the help of the Office can receive more information under the telephone number: 22 601 74 52, by means of the IOM – on www.iom.pl or under the telephone number: 22 538 91 63, 22 538 91 69 and 22 538 92 12.



WHAT SHOULD BE DONE AFTER RECEIVING THE DECISION CONCERNING INTERNATIONAL PROTECTION

Depending on the decision you receive, you are entitled to various qualifications connected with social assistance and your further stay in Poland. Check the decision you've obtained and what you further do (how much you have to deal with various formalities). Remember to comply with the relevant time frames, it is best you enter in your calendar what and when is to be done!

1. The decision on granting one of the forms of international protection (refugee status, subsidiary protection)

In case of acquiring one of the protection forms, the social assistance provided by the Office for Foreigners is terminated after two months from the moment of receiving the final decision on granting you the refugee status.



Once you obtain the refugee status or subsidiary protection you should submit an applications for assistance with respect to the individual integration program within 60 days from the moment of receiving the decision..

Granting the assistance is preceded by a community interview (at the place of residence) conducted by a social worker from the Powiat Center of Family Assistance (Pol. Powiatowe Centrum Pomocy Rodzinie) concerning your family, health, material, professional situation, your Polish skills, and after discussing the integration program. You are entitled to assistance supporting the integration process starting from the calendar month in which you applied for it together with a complete set of the necessary documents. If you reside in a facility for foreigners, you are entitled to the assistance starting from the calendar month in which you will leave the facility.

Assistance is granted for the period of 12 months, counting from the month of the application submission. You will receive more information in the Powiat Center of Family Assistance competent for your place

of residence. The facility staff will inform you about the location of the competent center.

2. If your proceedings concerning the refugee status have been terminated,

you are entitled to social assistance until the lapse of 14 days from the moment of delivering the final decision.

3. Negative decision with the obligation to leave the Republic of Poland.

In case of refusal to grant any form of international protection, social assistance is terminated with the lapse of the time frame for leaving Poland and indicated in the decision.

If you receive a negative decision, you may apply for assistance concerning the voluntary leave. You shall then obtain financial and organizational support from the Office and the IOM concerning the purchase of tickets and preparations for the journey, you may also obtain assistance with respect to integration.



NON-GOVERNMENTAL ORGANIZATIONS

You will obtain assistance free of charge in non-governmental organizations.

LEGAL ASSISTANCE

• **Stowarzyszenie Interwencji Prawnej**

w Warszawie (Association of Legal Intervention in Warsaw)
ul. Siedmiogrodzka 5/51, 01-204 Warszawa
Tel. +48 22 621 51 65
www.interwencjaprawna.pl

• **Helsińska Fundacja Praw Człowieka**

w Warszawie (The Helsinki Foundation of Human Rights in Warsaw)
Ul. Zgody 11, 00-018 Warszawa
Tel. +48 22 828 10 08 lub +48 22 828 69 96
lub +48 22 556 44 40
www.hfhr.pl

• **Fundacja Ocalenie w Warszawie**

(The Ocalenie Foundation in Warsaw)
ul. Koszykowa 24 lok. 1
00-553 Warszawa
Tel. +48 22 828 04 64
www.fundacjaocalenie.org.pl

• **Punkt Konsultacyjny Fundacji „Ocalenie”**

w Łomży (Consultation point of the Ocalenie Foundation in Łomża)
ul. Długa 23, 18-400 Łomża
Tel. +48 86 214 16 57

• **Fundacja Nauki Języków Obcych**

LINGUAE MUNDI (The Foundation of Foreign Languages LINGUAE MUNDI)
ul. L. Krzywickiego 34, 02-078 Warszawa
Tel. +48 22 625 42 53, + 48 22 625 42 67,
+ 48 22 654 22 18
www.linguaemundi.pl

• **Polskie Forum Migracyjne**

(The Polish Migration Forum)
ul. Szpitalna 5/14
00-031 Warszawa
www.forummigracyjne.org

• **Fundacja dla Somalii**

(Foundation for Somalia)
ul. Bracka 18/63, II piętro
00-028 Warszawa
Tel. +48 22 658 04 87
www.fds.org.pl

• **Fundacja „MultiOcalenie”**

(The “MultiOcalenie” Foundation)
ul. Słomińskiego 1 lok. 15
00-204 Warszawa
Tel. +48 22 635 08 98
www.multiocalenie.org.pl

• **Jezuickie Centrum Społeczne „W Akcji”**

(The Jesuit „W Akcji” Social Centre)
ul. Narbutta 21, 02-536 Warszawa
Tel. +48 22 54 21 022
<http://wakcji.org/>

• **Centrum Pomocy Prawnej im. Haliny Nieć**

w Krakowie (The Halina Nieć centre of Legal Assistance in Cracow)
ul. Krowoderska 11/7, 31-141 Kraków
Tel.+48 12 633 72 23
www.pomocprawna.org

• **Ośrodek Praw Człowieka Uniwersytetu Jagiellońskiego w Krakowie**

(Center of human rights of the Jagiellonian University in Cracow)
Al. Z. Krasińskiego 18, 31-101 Kraków
Tel. +48 12 427 24 80
www.uj.edu.pl/web/prawa-czlowieka/start

• **Fundacja Instytut na rzecz Państwa Prawa w Lublinie** (The Institute Foundation to the Benefit of the Country of Law in Lublin)

Ul. Chopina 14/70, 20-023 Lublin

Tel. +48 81 743 68 05

www.panstwoprawa.org

• **Caritas Polska – Centrum Pomocy Migrantom i Uchodźcom** (Caritas Polska – Migrant and Refugee Assistance Centre)

ul. Okopowa 55

01-043 Warszawa

Tel. +48 22 334 85 22

www.pomagajmyrazem.com.pl

• **Centrum Pomocy Migrantom i Uchodźcom Caritas Diecezji Siedleckiej**

(Migrant and Refugee Assistance Centre Caritas of the Siedlce Diocese)

ul. Warszawska 15

21-500 Biała Podlaska

Tel. +48 83 342 07 96

<http://www.siedlce.caritas.pl>

• **Centrum Pomocy Migrantom i Uchodźcom Caritas Archidiecezji Białostockiej**

(Migrant and Refugee Assistance Centre Caritas of the Białystok Archdiocese)

ul. Warszawska 32, 15-077 Białystok

Tel. +48 85 732 55 53

www.bialystok.caritas.pl

• **Centrum Pomocy Migrantom i Uchodźcom Caritas Archidiecezji Lubelskiej** (Migrant and Refugee Assistance Centre Caritas of the Lublin Archdiocese)

ul. Prymasa Stefana Wyszyńskiego 2

20-950 Lublin

Tel. +48 81 743 71 86

<http://lublin.caritas.pl>

• **Centrum Pomocy Migrantom i Uchodźcom Caritas Diecezji Legnickiej**

(Migrant and Refugee Assistance Centre Caritas of the Legnica Diocese)

ul. Emlii Plater 9, 59-900 Zgorzelec

Tel.+48 75 771 65 61

www.legnica.caritas.pl

• **Centrum Pomocy Migrantom i Uchodźcom Caritas Diecezji Zielonogórsko-Gorzowskiej**

(Migrant and Refugee Assistance centre Caritas of the Zielona Góra and Górzów Diocese)

ul. Wojska Polskiego 140

Tel. +48 95 737 40 06

www.caritas.zgora.pl

INTERNATIONAL ORGANIZATIONS

• **Międzynarodowa Organizacja do Spraw Migracji (IOM)** International Organization for Migrations)

ul. Mariensztat 8, 00-302 Warszawa

Tel. +48 22 538 91 03

www.iom.pl

• **Biuro Krajowe Wysokiego Komisarza Narodów Zjednoczonych ds. Uchodźców (UNHCR)** (National Office of the United Nations High Commissioner for Refugees)

ul. Szucha 13/15 lok. 17

00-580 Warszawa

Tel. +48 22 628 69 30

www.unhcr-centraleurope.org/pl

Detailed information on non-governmental organizations acting to the benefit of refugees can be obtained from the facility staff.

VOCABULARY

BASIC TERMS		
Jestem (należy podać imię i nazwisko)	I am (give your name and surname)	<i>yestem</i> , for example, Robert Jones
Miło mi cię poznać.	It's nice to meet you.	<i>me'woh me chai poznach</i>
Jak masz na imię?	What's your name?	<i>yak mash nah imyeh</i>
Nazywam się..	My name is ...	<i>nah'zy vam sheh</i>
Nie mówię dobrze po polsku.	I don't speak Polish well.	<i>nyeh moov'yeh dob'zeh po polsku</i>
Jak powiedzieć po polsku...?	How should I say in Polish?	<i>yak poh'vyeh jech po polsku</i>
Nie rozumiem.	I don't understand.	<i>nyeh rozum'yem</i>
Nie wiem.	I don't know.	<i>nyeh vyem</i>
Proszę mówić powoli.	Please speak slowly.	<i>proh'sheh moovich poh'vohli</i>
Czy możesz powtórzyć?	Could you repeat?	<i>Chy moh'zesh pov'tuzych?</i>
Czy możesz to przeliterować?	Can you spell it?	<i>czy moh'zesh toh pshy'lea'tehrovach?</i>
Jak się masz?	How are you?	<i>yak sheh mash?</i>
Dobrze, a Ty?	I'm good, and you?	<i>dob'zeh ah tyh?</i>
Źle, a Ty?	Not good, and you?	<i>zleh, ah tyh?</i>
Skąd jesteś?	Where are you from?	<i>Skont yestesh?</i>
Jestem z..... Teraz mieszkam w Polsce.	I'm from ... Now I live in Poland.	<i>yes'tem z...</i>
Gdzie mieszkasz?	Where do you live?	<i>G'jeh m'yesh'kash?</i>
Mieszkam w..... (należy podać miasto).	I live in ... (give the name of the town).	<i>M'jeshkam v...</i>
Jak dojechać do.....	How do I get to ...	<i>yak doye'hatch doh...</i>
Czy możesz mi powiedzieć jak mam dojechać do.....	Could you tell me how to get to ...	<i>chy moh'zesh me poh'vje'jetch yak mam doh'jehatch doh</i>
Jak mam dojechać pod ten adres..... (należy pokazać adres).	How do I get to this address... (give the address).	<i>yak mam doye'hatch pod ten adres?</i>
Jaki numer autobusu/tramwaju jedzie do.....	Which bus/tram number goes to ...	<i>Yaki numerh autobusu/tramvayou yeh'jeh do</i>
Gdzie się znajduje.....	Where is the ...	<i>G'jeh sheh znay'duyeh...</i>
Czy możesz mi pomóc?	Can you help me?	<i>chy moh'zesh me poh'moot?</i>
Potrzebuję pomocy?	I need help.	<i>pot'cheh booyeh poh' moh' tee</i>
POLITE FORMS		
dzień dobry	good morning	<i>jay'n do'briy</i>
do widzenia	good bye	<i>doh'vij jay'niah</i>
dobry wieczór	good evening	<i>do'briy vye'choor</i>
dobranoc	good night	<i>doh'bra'not</i>
cześć!	hello!	<i>cheshch!</i>
proszę	please	<i>proh'sheh</i>
dziękuję	thank you	<i>jay'n koo'yeh</i>
nie ma za co	you're welcome	<i>nieh'ma za'toh</i>
przepraszam	I'm sorry / Excuse me	<i>pshesh'prah'sham</i>
przykro mi	I'm sorry	<i>pshy'kroh me</i>
(toast) na zdrowie!	cheers!	<i>Na zdrov'vyeh</i>

TIME		
Rano	in the morning	<i>rah'noh</i>
W południe	at noon	<i>v'poh'wood'nyeh</i>
Popołudniu	in the afternoon	<i>po'poh'wood'nyu</i>
Wieczorem	in the evening	<i>v'yeh choh'rem</i>
W nocy	at night	<i>v'nohty</i>
Wczoraj	yesterday	<i>v'choh'ray</i>
dzisiaj	today	<i>jee'shey</i>
jutro	tomorrow	<i>you'troh</i>
tydzień	a week	<i>tij'jain</i>
miesiąc	a month	<i>m'yeh'shont</i>
rok	a year	<i>rok</i>
wiek	age	<i>v'yek</i>
godzina	hour	<i>goh'jee'nah</i>
kwadrans	quarter	<i>Qvad'rans</i>
minuta	minute	<i>me'nuh'tah</i>
trzy dni temu	three days ago	<i>t'chy d'nee temoo</i>
za trzy dni	in three day	<i>zah' t'chy d'nee</i>
QUESTIONS		
jak?	how?	<i>yak?</i>
co?	what?	<i>toh?</i>
jak dużo?	how much? (uncountable) / how many? (countable)	<i>yak 'do'zoh?</i>
kto?	who?	<i>'k'toh?</i>
gdzie?	where?	<i>G'jeh?</i>
kiedy?	when?	<i>'kiedy?</i>
dłaczego?	why?	<i>dlah'ch eh'go?</i>
który?	which?	<i>k'tu'ry?</i>
FAMILY		
Żona	wife	<i>zoh'nah</i>
Mąż	husband	<i>moh'nsh</i>
Rodzic	one of the parents	<i>roh'jee't</i>
Rodzice	parents	<i>roh'jee'teh</i>
Dziecko	child	<i>jet'koh</i>
Dzieci	children	<i>jet'chi</i>
Mama	mother / mom	<i>mah'ma</i>
Tata	father / dad	<i>tah'ta</i>
Córka	daughter	<i>tuhr'ka</i>
Syn	son	<i>sin</i>
Babcia	grandmother	<i>bab'cha</i>
Dziadek	grandfather	<i>jah'dek</i>
Brat	brother	<i>brat</i>
Siostra	sister	<i>shoh'stra</i>
Ciocia	aunt	<i>choh'cha</i>
Wujek	uncle	<i>vo'o'yek</i>
Kuzyn	cousin	<i>kooh'zyn</i>

CALENDAR 2015

January

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Mo	Tu	We	Th	Fr	Sa	Su
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Mo	Tu	We	Th	Fr	Sa	Su
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

CALENDAR 2016

January

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

March

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Mo	Tu	We	Th	Fr	Sa	Su
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

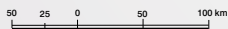
December

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



**RZECZPOSPOLITA
POLSKA**

mapa administracyjna



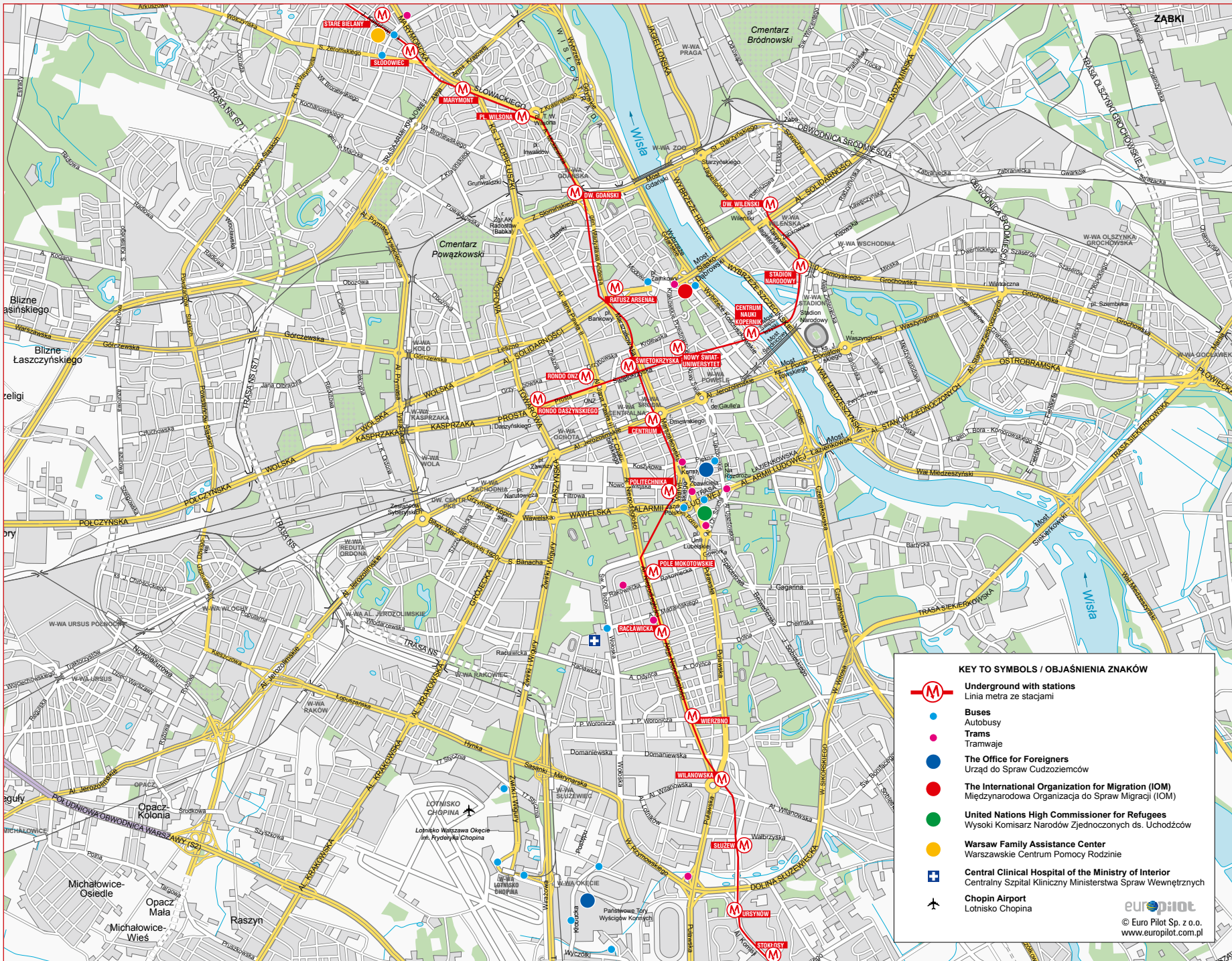
Objaśnienia znaków • Legend

- Granice państw
National boundaries
- Granice województw
Voivodship boundaries
- Granice powiatów
County boundaries

- WARSZAWA** Stolica państwa
Capital city
- SLUPSK** Miasta na prawach powiatu
Cities with district rights
- OLECZO** Miasta powiatowe
City districts
- ZIELONA GÓRA** Siedziba sejmiku województwa
The seat of the voivodship council
- BYDGOSZCZ** Siedziby wojewody
Seats of the Voivodes
- POZNAŃ** Miasto z siedzibą wojewody i siedzibą sejmiku województwa
City with the voivode's seat and the seat of the voivodship council

Skróty miast na mapie:
Abbreviations for cities on the map:

- BYT - BYTOM
- CH - CHORZÓW
- P - PIEKARY ŚL.
- S - SIEMIANOWICE ŚL.
- R - RUDA ŚL.
- ŚW - ŚWIĘTOCHOWICE
- MYS - MYSŁOWICE



KEY TO SYMBOLS / OBJAŚNIENIA ZNAKÓW

-  **Underground with stations**
Linia metra ze stacjami
-  **Buses**
Autobusy
-  **Trams**
Tramwaje
-  **The Office for Foreigners**
Urząd do Spraw Cudzoziemców
-  **The International Organization for Migration (IOM)**
Międzynarodowa Organizacja do Spraw Migracji (IOM)
-  **United Nations High Commissioner for Refugees**
Wysoki Komisarz Narodów Zjednoczonych ds. Uchodźców
-  **Warsaw Family Assistance Center**
Warszawskie Centrum Pomocy Rodzinie
-  **Central Clinical Hospital of the Ministry of Interior**
Centralny Szpital Kliniczny Ministerstwa Spraw Wewnętrznych
-  **Chopin Airport**
Lotnisko Chopina

Warsaw

Warsaw is the biggest Polish city in terms of population and area. It is the centre of science, culture, politics and economy on a European scale. The seat of the President, Sejm and Senat, Council of Ministers, National Bank of Poland and other institutions and central authorities are located in Warsaw.

If you wish to learn more about this beautiful city, you can visit one of the interesting museums which are FREE on selected days:

- Centre of Modern Art (Centrum Sztuki Współczesnej), ul. Jazdów 2 : THURSDAY, opening hours noon – 7 p.m.
- Inducement (Zachęta), pl. Małachowskiego 3 : THURSDAY, opening hours noon – 8 p.m.
- National Museum (Muzeum Narodowe), Al. Jerozolimskie 3: TUESDAY, opening hours 10 a.m. – 6 p.m.(only permanent exhibitions)
- The Rabbit House (Królikarnia), ul. Puławska 113a : THURSDAY, opening hours 10a.m. – 6 p.m.
- Museum of Posters in Wilanów (Muzeum Plakatu w Wilanowie), ul. St. Kostki Potockiego 10/16 : MONDAY, opening hours noon – 4 p.m.
- Institute of Industrial Designs (Instytut Wzornictwa Przemysłowego), ul. Świętojska 5/7: FRIDAY, opening hours 10 a.m. – 7 p.m.
- The Royal Castle (Zamek Królewski), pl. Zamkowy 4, SUNDAY, opening hours 10:50 a.m. – 3 p.m.
- Museum of Caricature (Muzeum Karykatury), ul. Kozia 11 : TUESDAY, opening hours 10 a.m. – 6 p.m.
- Museum of the Warsaw Uprising (Muzeum Powstania Warszawskiego), ul. Grzybowska 79: SUNDAY, opening hours 10 a.m. – 6 p.m.
- The Palace Museum in Wilanów (Muzeum Pałac w Wilanowie), ul. Stanisława Kostki Potockiego 10/16, SUNDAY, opening hours 10:30 a.m. – 6 p.m.

Centre of Multiculture (Centrum Wielokulturowe) has started its activity in Warsaw, on Jagiellońska Str. 54. More information available at <http://cw.org.pl/> and <http://www.info-migrator.pl/>.

More information about free events taking place in Warsaw and outside available at: <https://www.facebook.com/WarszawaZaZero?fref=nf>
<https://www.facebook.com/freeinwarszawa?fref=ts>



Office for Foreigners

ul. Koszykowa 16
Access:
Bus: E2, 107, 116, 118, 159, 222, 423
Tram: 4, 10, 14, 15, 17, 18, 35
Metro: POLITECHNIKA

Office for Foreigners

ul. Taborowa 33
Access:
Bus: 138, 165, 174, 193, 300, 365
Metro: WILANOWSKA

International Office for Migrations (IOM)

ul. Mariensztat 8
Access:
Bus: 160, 127, 190, 527, 116, 128, 175, 178, 180, 225, 503, 518,
Tram: 13, 20, 23, 26
Metro: RATUSZ ARSENAŁ

Family Assistance Centre in Warsaw

ul. Lipińska 2
Access:
Bus: 156, 184, 303, 110, 116
Metro: STARE BIELANY

United Nations High Commissioner for Refugees

al. Szucha 13/15
Access:
Bus: E2, 116, 166, 180, 503, 222
Tram: 4, 10, 14, 17, 18, 35
Metro: POLITECHNIKA

Central Clinical Hospital of the Ministry of Interior

ul. Wołoska 137
Access:
Bus: Z1, 138, 141, 168, 172, 174,
Tram: 33
Metro: RACŁAWICKA,
POLE MOKOTOWSKIE

Dębak Center near Warsaw

WKD train ride to the station Otrebusy

INFORMATION ABOUT POLAND

**PROCEEDINGS CONCERNING
INTERNATIONAL PROTECTION**

SOCIAL HELP

**THE DECISION CONCERNING
INTERNATIONAL PROTECTION**



**URZĄD DO SPRAW
CUDZOZIEMCÓW**

**ul. Koszykowa 16
00-564 Warsaw
Poland**

**Tel. 0048 22 60 174 01-03
Fax 0048 22 60 174 13
www.udsc.gov.pl**