



TO-DO LIST

Below you can find the list of all the steps that need to be completed before starting employment at the University of Lodz:

BEFORE ARRIVAL:

- Obtaining a promise of employment (candidates outside the European Union)
- Obtaining VISA for staying in Poland (D type national VISA – footnote “researcher” [D13])
- Going through the process of nostrification – diploma recognition in Poland
- Finding suitable accommodation (UL dormitories, flats at Sarnia, UL Training and Conference Centre, other)

UPON ARRIVAL:

- Obtaining referral for pre-employment medical examinations (issued by direct supervisor)
- Arranging the date of medical examination (at least one week earlier)
- Undergoing pre-employment examination (no later than 1 day before the date of employment)
- Undergoing OHS training at the University of Lodz
- Opening a bank account in a Polish bank
- Registering temporary residence in Poland – a candidate is obliged to apply for temporary residence in any regional office of the Lodz City Hall if their stay is longer than 3 months.
- Obtaining a PESEL number (personal identification number) in the Lodz City Hall
- Applying for a residence card in Poland
- Providing a tax residency certificate to be exempted from personal income tax (not required)

FOR EMPLOYEES:

- Contacting an IT specialist to get a university e-mail account
- Obtaining an academic teacher electronic employee card – the application must be submitted to the Personnel Department
- Obtaining a University of Lodz Library card

A detailed description of all the steps may be found at <https://www.uni.lodz.pl/en/international-researchers>. If you have any questions related to the above procedures, please contact International Hub consultants at ihub@uni.lodz.pl.