



SGH

To-do upon arrival

for exchange students at

SGH Warsaw School of Economics

- **Register the start date** of your exchange program at SGH International Center
Per rules of the Erasmus+ Programme a minimum period spent at the host university cannot be shorter than 90 days
- **Pick up your student ID card** (settle the payment of 22 PLN beforehand)
- **Finalize your course registration** in Virtual Dean's Office (VDO)
- If necessary, conduct paper registration within first 2 weeks of classes
- **Submit your final Learning Agreement** to SGH International Centre within a month of the semester start
LA must reflect your finalized course registration in the VDO (content of the declaration card) and also should state at least 21 ECTS credits per semester
- If you are a non-EU citizen, **apply for the state-run insurance** by the Polish National Health Fund (NFZ)
- **Register your temporary address** (in Polish meldunek) in Poland at any Warsaw City District Office (Urząd Miasta)*
**on the 30th day of arrival in case of an EU-national*
**on the 4th day of arrival in case of a non-EU national*
- Non-EU nationals holding a long-term visa/residence document issued by EU Member State other than Poland, which **does NOT include a note "student"**, must **apply for temporary residence permit** in Poland at Mazovian Voivodeship Office (<https://www.mazowieckie.pl>)

