
INFORMATION FOR INCOMING ERASMUS+ NON-EU STUDENTS

ACADEMIC YEAR 2022/2023

ERASMUS+ OFFICE

International Exchange Section
International Relations Office
The John Paul II Catholic University of Lublin
Al. Racławickie 14
20-950 Lublin
Poland

Incoming Erasmus+ Students

Room GG-201, 2nd floor (main building)
Office hours: Monday, Tuesday, Thursday, Friday 11:00 – 14:00

Contact person for Erasmus+ non-EU students:

Ms Magdalena Kiczuk – Erasmus+ Officer
International Exchange Section
E-mail: incoming@kul.pl, magdalena.kiczuk@kul.pl
Tel. +48 81 445 40 24

Website for Erasmus+ participants at KUL:

www.kul.pl/Erasmus_non_eu

UNIVERSITY

ACADEMIC YEAR

Winter semester: from the beginning of October to the end of January

Summer semester: from mid-February to mid- June

Examination period: two weeks after each semester

More details at: www.kul.pl/Erasmus_non_eu (Incoming Student Mobility → *Academic Calendar*)

Please bear in mind that the start / end dates of your stay that will be written in the Letter of Confirmation may not be the actual dates of your arrival / departure:

- the start date is the first day the student needs to be present at the receiving institution (normally it is the first Orientation Day, unless you arrive later);
- the end date is the last day the student needs to be present at the receiving institution (normally it is the last day of the exams period, unless you depart earlier).

ORIENTATION DAYS

Orientation Days are organized by the Erasmus+ Office at the beginning of each semester. It is required that all Erasmus+ students be present at the meeting, at which they will obtain all the necessary information concerning their study period in Lublin. Detailed information regarding the form and programme of the event will be sent to you by e-mail a few days in advance.

COURSE CATALOGUE

Courses delivered in English are available in Course Catalogue on our website: www.kul.pl/Erasmus_non_eu (Incoming Student Mobility → **Course Catalogue**).

As an Erasmus+ student you are allowed to choose courses from different fields of study and study levels but please bear in mind that your sending university has to agree on your choices.

POLISH LANGUAGE COURSE FOR ERASMUS+ STUDENTS

Course organized by KUL: Polish language course consists of 60 hours per semester (2 levels – beginner and intermediate offered each semester). It is free of charge for Erasmus+ students; after passing the final exam, student can gain 4 ECTS credits each semester. Participation in the course is not obligatory.

REQUIRED LEVEL OF LANGUAGE

Courses in English: please be aware of the fact that your **level of English must be good enough (at least B1; for English Studies / Philology programme - at least B2)** to be able to understand, speak and write both general and academic English. If your English is of a poor level, you will not succeed in most subjects! We require a **certificate of the English language level:** a document confirmed by the International Relations Office/Erasmus+ Office (you will find a template on our website in the section *How to apply?*) or an international certificate e.g. FCE, CAE, TOEFL, etc.

Courses in other languages (other Philologies, e.g. French Studies, Italian Studies, Applied Linguistics, etc.): students who wish to attend these courses are required to have at least a B1 level command of the target foreign language.

Courses in Polish: students who wish to attend these courses are required to have at least a B1 level of Polish.

LEARNING AGREEMENT AND LA EXTRA

Learning Agreement: a document in which you choose your courses at our university before your arrival (section Before the Mobility). You may change the chosen courses, if necessary, after the semester starts in the section During the Mobility. The document needs to be signed by you, KUL Erasmus+ Degree Programme Coordinator and Erasmus+ Coordinator from your home university.

LA Extra: a final list of courses that you participate in. All Erasmus+ students need to submit the document each semester in order to receive the Transcript of Records and Confirmation of Stay at the end of the exchange (you will be informed about the deadlines during the Orientation Days). LA Extra should be signed by you and KUL Erasmus+ Degree Programme Coordinator.

ERASMUS+ DEGREE PROGRAMME COORDINATORS

Academics responsible for all internal matters directly related to the study programme, for example signing your Learning Agreement. List of coordinators is available at www.kul.pl/Erasmus_non_eu (**Incoming Student Mobility → Erasmus+ Degree Programme Coordinators**). If you are not sure who is your coordinator, please contact Erasmus+ Office: incoming@kul.pl

GUARDIAN ANGELS (BUDDY STUDENTS)

Every Erasmus+ student is assigned their personal Guardian Angel, a Polish student, usually ex-Erasmus, who is to help solve any practical problems before arrival and during the stay in Lublin. Moreover, Guardian Angels help Erasmus+ students to integrate into the new environment. You will receive your Guardian Angel's name and e-mail address approx. a month before the beginning of the semester.

STUDENT ID CARD

If you have sent all the required documents with your application form (a photocopy of the applicant's passport or ID document, a digital photo, a certificate confirming your level of English, a photocopy of health insurance policy, a photocopy of accident insurance and Learning Agreement), within two weeks after arrival you will receive the **Student ID Card (*Legitymacja Studencka*)** in the Erasmus+ Office or in the Dean's Office. The Student ID Card entitles you to benefit from discounts in all means of public transport in Lublin, cinemas, discos, etc. **If you have not submitted all the required documents (during the application procedure), please contact our Erasmus+ Office.**

E-KUL PLATFORM

E-kul is a university platform where you can find classes schedule, change your Wi-Fi password, etc. Each KUL student (including Erasmus+ students) has a student account on the e-kul platform. Your chosen courses should be coded on this platform at the beginning of each semester and you will be notified about it by e-mail. You will get more information on the platform during the Orientation Days.

EXAM PERIOD & TRANSCRIPT OF RECORDS

Each semester you will be asked to check if the courses coded on your e-kul account are correct. It is necessary for receiving your final grades at the end of the semester. If a course is not coded on your e-kul account, the instructor of the course will not be able to enter your grade into the system. After all of your grades are entered into the system, your Transcript of Records will be prepared. It will be sent to you and your university by e-mail within 4 weeks after all of your grades appear in the system. The document will be also sent to your local Erasmus+ Office / Coordinator by post. At the end of your stay you will also be asked to complete the questionnaire for Erasmus+ students. It is required that you fill out the questionnaire in order to receive your Confirmation of Stay and Transcript of Records.

INTERNET ON THE CAMPUS

In order to use computers in the hallways and libraries, you will need your e-kul username and password to log in. Wi-Fi at the university – look for signs STREFA WI-FI (WI-FI ZONE) for best signal. **You will receive detailed information after your arrival.**

DISABLED STUDENTS AND STAFF

The John Paul II Catholic University of Lublin has the infrastructure to welcome students and staff with disabilities (physically disabled, blind and visually impaired regardless of the subject area; in the case of deaf and hearing impaired we can offer support only in Polish sign language). Incoming students and staff with

disabilities are advised to apply for additional financial support within the Erasmus + programme at their home university and to contact our university well in advance (as soon as they are selected) in order to arrange the necessary details.

PRACTICAL INFORMATION

VISA PROCEDURES

Non-EU students will need a visa to enter Poland. You will find relevant information on the website of a Polish embassy:

Albania – Polish embassy in Tirana: <https://www.gov.pl/web/albania-en>

Argentina – Polish embassy in Buenos Aires: <https://www.gov.pl/web/argentina>

Armenia – Polish embassy in Yerevan: <https://www.gov.pl/web/armenia-en>

Bosnia and Herzegovina – Polish embassy in Sarajevo:

<https://www.gov.pl/web/bosnaihercegovina>

Georgia – Polish embassy in Tbilisi: <https://www.gov.pl/web/georgia>

Israel – Polish embassy in Tel Aviv: <https://www.gov.pl/web/israel>

Kenya – Polish embassy in Nairobi: <https://www.gov.pl/web/kenya>

Lebanon – Polish embassy in Beirut: <https://www.gov.pl/web/lebanon>

Moldova – Polish embassy in Chişinău: <https://www.gov.pl/web/republicamoldova>

Turkey – Polish embassy in Ankara: <https://www.gov.pl/web/turkiye>

Ukraine – Consulate General of the Republic of Poland in Lviv:

<https://www.gov.pl/web/ukraina/konsulat-generalny-rp-we-lwowie>

USA – Polish embassy in Washington, D.C. <https://www.gov.pl/web/usa-en>

You will need a Letter of Acceptance. It will be sent to your university address as soon as we receive your application form along with all the required documents.

Early visa application is very important. Please bear in mind that the wait time to receive a visa differs depending on an embassy. It is recommended that you apply for a visa 2-3 months in advance.

General information about visa requirements:

https://www.msz.gov.pl/en/travel_to_poland/visa/

General information about visa requirements for the US citizens:

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Poland.html>

ACCOMMODATION

In order to receive assistance with accommodation in the university dormitory, you need to mark this option in your Application Form and submit the complete set of required application documents as soon as possible. After you are accepted as an Erasmus+ student at KUL, you will receive an e-mail with detailed instruction on how to apply for a room in the university dormitory. The number of places is limited so it is very important that you apply early. In case you are nominated as an Erasmus+ student after the deadline for submitting the application documents or you will contact us later, we will provide you with necessary information. You may also ask your Guardian Angel for help in finding a suitable place to stay.

University dormitories: the number of places is limited. There are only double or triple rooms. The code of conduct is rather strict (e.g. the exit is closed at 11 p.m., no overnight visits are allowed). It is possible to have the Internet connection in the room. There are only single-sex dormitories available:

- The female dormitory is located approx. 15 minutes by bus from the city centre, near the Faculty of Natural Sciences and Health and KUL's Sports Centre. The price is PLN 390 – 490 per month (double room).
- The male dormitory is located approx. 15 minutes on foot from the university. The price is PLN 460 – 570 per month (double room).

Please contact our Erasmus+ Office as soon as you submit the complete set of required application documents to receive information about booking procedure.

Private dormitories: there are several options available. You will find them listed below:

- private dormitory *Burżuj* at 26 Langiewicza Str.: <http://burzujlublin.pl/> (e-mail: biuro@burzujlublin.pl phone: +48 607 278 753);
- private dormitory *Duet* at 13 Chodźki Str.: <https://studentdepot.pl/pl/pokoje-akademik-duet> (e-mail: duet@studentdepot.pl phone:+ 48 81 718 00 29);
- private dormitory *Cube Stay & Study* at 7 Mackiewiczza Str.: <http://www.cube-study.pl/offer.html> (e-mail: info@cube-study.pl phone: +48 502 020 501);
- private dormitory *Dom Studenta TBV* at 72A Nadbystrzycka Str.: <http://www.akademiki.tbv.pl/dom-studencki-przy-ul-nabystrzyckiej/> (e-mail: akademik@tbv.pl phone: + 48 81 538 28 28).

In order to book a room, you should contact the chosen dormitory as soon as possible (by e-mail / phone).

Private flats – There is also a possibility of renting a room or a flat in different parts of the city. The prices range from PLN 400 to PLN 1200 per month depending on the standard, location and distance from the university. If you want to find private accommodation, your Guardian Angel will help you to look for it. You may also check the following websites or groups:

- <http://erasmusu.com/en/erasmus-lublin/room-for-rent-student>
- <https://rentberry.com/pl/apartments/s/lublin-poland>
- Facebook group: **Apartment for rent - LUBLIN, POLAND**
<https://www.facebook.com/groups/118029305034163/>

Important! Please remember about signing the rental agreement – you will need it in order to register your stay with the local authorities. There are more and more students every year in Lublin, so it is strongly advised to come some time in advance in order to find a suitable place. If you need a temporary accommodation, contact the Erasmus+ Office and you will receive addresses of cheap hostels and hotels.

Important! Please remember to find out about all the conditions and fees; you are also responsible for keeping your place in order. If you want to organize a party, please keep in mind that your neighbours may not like it! In Poland there are quiet hours from 10 pm till 6 am – no loud music or noises allowed. If you damage something, you will have to repair it or buy a new one. Your neighbours can call the police if you behave in an unsuitable way – you might end up in the police station or with a fine. Our university will not bear any responsibility for any problems that may occur during your stay at a private dormitory / private flat.

COST OF LIVING

It is difficult to give a precise estimate of how much money you will need, partly because much depends on your own circumstances and lifestyle. The following suggestions may be helpful:

- **Accommodation:** ca. EUR 90-300 (per month)
- **Food:** ca. EUR 70-200 (per month)
- **Local transport:** ca. EUR 20 (per month)

INSURANCE

Students coming to study in Poland are required to obtain health and accident insurance before arrival:

- **health insurance** should cover all medical expenses during your stay in Poland; please bear in mind that European Health Insurance Card, EHIC (available for students from EU countries) entitles you to get medical services if your life is at risk. Additional insurance policy is required to get medical treatment in case you have cold, you injure yourself, etc.
- **accident insurance** is a form of insurance policy which offers a payout when people experience injury or death due to an accident (e.g. ISIC or Euro26); it is recommended that accident insurance policy should cover death and permanent disability.

RESIDENCE REGISTRATION (AFTER ARRIVAL)

If you are an EU citizen you can enter Poland with your ID document (a valid travel document e.g. passport, or another document certifying your identity and citizenship). Non-EU citizens will need a visa and a passport.

You are obliged to register within fourteen days after arrival at:

Information Desk for Foreigners

- Address: 14 Wieniawska St., 20-071 Lublin (1st floor)
- Telephone: +48 81 466 10 02
- E-mail: foreigners@lublin.eu

You will obtain more information about registration during Orientation Days.

RESIDENCE PERMIT REGULATIONS

EU citizens who stay in Poland for **more than three months continually** (without leaving Poland during that period; each time you leave Poland, your stay is counted from the beginning upon your return) are obliged to register their stay and apply for a temporary residence permit in the Department of Civil Affairs and Foreigners at Lublin Voivodship Office (15 Czechowska Street in Lublin). You will find more information on the website of Lublin Voivodship Office: <https://www.cudzoziemcy.lublin.uw.gov.pl>

You may also contact Lublin Voivodship Office:

- Telephone: +48 81 74 24 549
- E-mail: wsoc@lublin.uw.gov.pl

IMPORTANT NOTICES

- 1) In case of any problems, contact your Guardian Angel and Erasmus+ Office at KUL.
- 2) Check out your e-mail box and Facebook group regularly as we will be sending information to you.
- 3) If you need to find your teacher's e-mail address, your Guardian Angel is expected to help you.

More information available at: [www.kul.pl/Erasmus non eu](http://www.kul.pl/Erasmus_non_eu) (please see Frequently Asked Questions in the section *Practical Information*).