

LODZ FILM SCHOOL GUIDELINE FOR INCOMING STUDENTS

ACCOMMODATION – SCHOOL’S DORMITORY.....	1
INSURANCE AND HEALTH CARE.....	2
TRAVEL DOCUMENTS, RESIDENCE PERMIT.....	2
REGISTRATION OF TEMPORARY RESIDENCE.....	5
USEFUL LINKS.....	6

ACCOMMODATION – SCHOOL’S DORMITORY

The Lodz Film School can provide some Erasmus+ students with accommodation.

Location

The dormitory is located in the city center, 15 min walk from the Film School:

[189/191 Piotrkowska St., 90-447 Łódź](#)

Contact

- Dormitory manager: +48 42 6366 980, ds@filmschool.lodz.pl
- Dormitory switchboard: +48 42 6366 066, +48 42 6366 673

Dormitory reception is open daily 7 a.m.- 10 p.m.

Application

The students interested in our dormitory's offer need to fill in the Application Form and has to fulfill the conditions included in the Rector's Order number 15/2007 (both documents can be found in 'Download' section on our [website](#)). The applications must be sent to Dormitory Manager (ds@filmschool.lodz.pl) until 30 July.

Dates and payment

The student can stay at the dormitory from 1 October till 15 July.

In the new academic year, to confirm the intention to stay at the dormitory the student should pay to the dormitory manager the October fee by 30 September.

The payment for the dormitory should be made to the manager by 15th day of a given month for that month. An extra charge of 0,50 PLN per day will be made for delayed payment.

Fees:

- 350 PLN - monthly fee for a place in a 3-person room
- 400 PLN - monthly fee for a place in a 2-person room
- 550 PLN - monthly fee for a single room

You can also look for accommodation on our School's Facebook groups:

- <https://www.facebook.com/groups/5834492557>
- <https://www.facebook.com/groups/1595945397334671>

INSURANCE AND HEALTH CARE

Students from European Union should be holders of European Health Insurance Card or take out medical care/health insurance in their country. We also require personal Insurance that covers your stay (liability Insurance and accident Insurance coverage).

In case of emergencies, you may visit the Emergency Care Unit (Pogotowie Ratunkowe, 137/141 Sienkiewicza Street, Łódź).

In serious cases you may call 112.

TRAVEL DOCUMENTS, RESIDENCE PERMIT

All the procedures connected with the above-mentioned issues may vary according to the country the student comes from.

CITIZENS OF EU MEMBER STATES

Travel Documents

Exchange students who are citizens of the EU do not need a passport or a visa to enter Poland. However, they have to have an official, valid proof of identity with them.

The list of countries whose citizens may enter Poland without a visa is available here: http://www.msz.gov.pl/en/travel_to_poland/entering_poland/visa_free/visa_free_countries

Residence permit

EU citizens who plan to stay in Poland for more than 3 months* for study purposes need to apply for a residence permit. The application should be submitted to the Łódź Voivode no later than on the day following the period of 3 months counting from the day of entering the territory of Poland.

*It might not apply if as student plans to go abroad (ex on a trip, holidays) and interrupts the 3-month stay period. To submit the documents, you need to arrange a meeting via www.rezerwacje.lodzkie.eu.

The documents should be submitted at the Department of Citizen Affairs and Foreigners (Wydział Spraw Obywatelskich i Cudzoziemców), [Piotrkowska 103, Łódź](#).

Opening hours:

- Mon., Wed., Thu., Fri.: 8 am - 4 pm
- Tue.: 9 am - 5:00 pm

The applicant should submit:

- 4 copies of the application for the residence permit for a defined period of time (http://www.paszporty.lodzkie.eu/data/other/wniosek_o_zarejestrowanie_pobytu_obywate_1.pdf) - the application form has to be submitted in Polish;
- 2 photocopies of a valid travel document, or another document confirming the identity and nationality of the applicant;
- a declaration of the date of crossing the Polish border and a declaration of the address of temporary residence;
- a certificate confirming the admission to or continuation of the studies issued by the entity in charge of the studies issued by the International Office;
- a document confirming the availability of funds to cover the costs of living;
- one copy of the European Health Insurance Card valid for the period of stay

Please, remember to have the originals of the copied documents with you during the procedures at the Voivode Office.

Since the documents need to be prepared in Polish the International Office or the Erasmus coordinator will be glad to help you with the necessary paperwork.

The EU citizen whose stay was registered receives a registration certificate issued by the Voivode. During the 1st visit at the office you will be informed when and where you will receive the certificate.

NON-EU CITIZENS

Travel Documents

Students who are not citizens of the EU need to obtain a visa from a Polish embassy in their native country before entering Poland. The list of countries whose citizens may enter Poland without a visa is available here:

http://www.msz.gov.pl/en/travel_to_poland/entering_poland/visa_free/visa_free_countries

For further information on applying for a visa, the validity period of visas and visa application fees visit the webpage of the Polish embassy in your country or of the Ministry of Foreign Affairs of the Republic of Poland: http://www.msz.gov.pl/en/travel_to_poland/visa/visa

Residence permit

Foreign students who plan to stay in Poland for more than 3 months for study purposes need to apply for a residence permit. Application for the permit should be submitted to the Łódź Voivode at least 45 days before the lapse of the period of stay based on a visa or a period for which the previous permit has been granted.

The applicant should submit:

- 4 copies of the application for the residence permit for a defined period of time (http://www.paszporty.lodzkie.eu/data/other/wniosek_o_udzielenie_zezwolenia_na_zamie_2.pdf) - the application form has to be submitted in Polish;
- 5 up-to-date, colour photographs, dimension: 45cm x 35cm, taken during the last 6 months, clearly showing the person en face on a plain, light background. The person's facial expression

should be natural, eyes should be clearly visible. The person should be visible from the top of the head to the top of the shoulders and the face should occupy 70-80% of the photographs; photographs should present a person without any head covering or dark glasses;

- 2 photocopies of a valid travel document;
- a confirmation of payment of the administrative fee (340 PLN) for granting the residence permit;
- a declaration of the address of temporary residence;
- a document confirming the legal entitlement to the temporary place of residence (e.g. rent agreement);
- a document confirming the person has a health insurance;
- a certificate confirming the admission to or continuation of the studies, issued by the entity in charge of the studies, stating the estimated period of studies, source of financing (fee amount and period for which a payment was made); the document is issued by the International Office (building G);
- a document confirming the availability of funds to cover the costs of living.

All the documents in a foreign language have to be translated into Polish by a sworn translator. The original documents should be also presented along with the translation.

Please, remember to have the originals of the copied documents with you during the procedures at the Voivode Office.

Foreigners who stay in Poland for a period longer than three months are obliged to possess minimum funds to cover the costs of living:

- 800 PLN for each month they intend to spend in Poland or an equivalent of that amount in a foreign currency.

Furthermore, foreigners should possess a return ticket to their native country or financial means to cover their return trip. The amount is estimated on the basis of the price of the ticket to Poland, but must be a minimum of:

- 200 PLN in the case of foreigners who come from countries neighbouring with Poland;
- 500 PLN in the case of foreigners who come from a European country;
- 2 500 PLN in the case of foreigners who come from non-European countries - or an equivalent of that amount in a foreign currency.

The documents should be submitted at the Department of Citizen Affairs and Foreigners (Wydział Spraw Obywatelskich i Cudzoziemców), [Piotrkowska 103, Łódź](#).

Opening hours:

- Mon., Wed., Thu., Fri.: 8 am - 4 pm
- Tue.: 9 am - 5:00 pm

REGISTRATION OF TEMPORARY RESIDENCE
(for both EU and non-EU citizens)

For dormitory residents

After receiving the residence permit foreign students are obliged to register their temporary residence in the Citizens' Affairs Department of the City of Lodz Office (Wydział Spraw Obywatelskich, Oddział Ewidencji Ludności, Łódź, 47 Zachodnia Street, 2nd floor, room 220).

The applicant should submit:

- a copy of the registration of temporary residence application form
- a valid travel document, or another document confirming the identity and nationality of the applicant;
- the residence permit issued by the Voivode;

For non-dormitory residents

After receiving the residence permit foreign students are obliged to register their temporary residence in the Citizens' Affairs Department of the City of Lodz Office (Wydział Spraw Obywatelskich, Oddział Ewidencji Ludności - ask your landlord about the address of the correct office for the area of your residence).

The applicant should submit:

- a copy of the registration of temporary residence application form; the form requires your landlord's confirmation;
- a valid travel document, or another document confirming the identity and nationality of the applicant;
- the residence permit issued by the Voivode;
- a rent agreement with the landlord stating the period of residence.

USEFUL LINKS

Lodz Film School: <http://www.filmschool.lodz.pl/en/> , <https://www.facebook.com/filmschool.lodz>

Lodz Film School Cinema: <http://kino.filmschool.lodz.pl/>, <https://www.facebook.com/filmschoolcinema>

Student Theatre: <http://www.teatrstudyjny.lodz.pl/>

Transportation

MPK Łódź - city transport operator: <https://www.mpk.lodz.pl/lang.action?lang=en>

PKP - Polish State Railway route search: <https://rozklad-pkp.pl/en>

FlixBus - inter-city express coach service: <https://global.flixbus.com/>

Public transport journey planner and timetables: www.jakdojade.pl, <https://www.google.com/maps>

Cultural Events

Kamera Akcja Film Festival: <https://kameraakcja.com.pl/>, <https://www.facebook.com/kameraakcja>

Theatre Schools' Festival: <http://festiwalszkolteatralnych.pl/>

Fotofestiwal Lodz - Photography Festival:

<http://www.fotofestiwal.com>, <https://www.facebook.com/Fotofestiwal.Lodz>

Łódź Design Festival: <http://www.lodzdesign.com>

International Festival of Plays Pleasant and Unpleasant: <https://powszechny.pl/en/festival/>

Light Move Festival: <https://www.lmf.com.pl/>

International Festival of Comics and Games in Lodz: <http://komiksfestiwal.com/en/>

Info about current events in the city: <https://plasterlodzki.pl/>, <https://www.facebook.com/plasterlodzki>