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 cart) 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)