

# WEL- C O - M E T O GDY- N I A

The guide  
b o o k  
f o r  
new re-  
s i d e n t s



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GDYNIA / PPNi



**European  
Funds**  
Technical Assistance



**Republic  
of Poland**

**European Union**  
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# Dear New Residents of Gdynia

Gdynia has always been an open city. It was created thanks to immigrants coming from different regions of Poland and all over the world. If we go back to the origins of its history, Gdynia started as a fishing village, which turned into a town of one hundred thousand residents during the first decade of the 20th century. Many newcomers wanted to make their dreams come true striving for better life and, finally, they found Gdynia as the right place to live in.

Today the situation is similar – many people from all over Poland along with newcomers from Europe and other continents willingly settle down in Gdynia. You can easily find an attractive job in Gdynia as well as good education for your children in schools and universities that offer programs supporting foreign students. Once you visit our information points you will learn about Polish language courses for adults, additional classes for children in schools and assistance in critical situations organized for the newcomers.

Having your needs in mind, we are glad to provide you with this Guidebook concerning the problems of accommodation, work and life in Gdynia. Feel free to involve in co-creating our city and its civic activity.



**Wojciech Szczurek**  
**City Mayor of Gdynia**





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Offer addressed to young companies:

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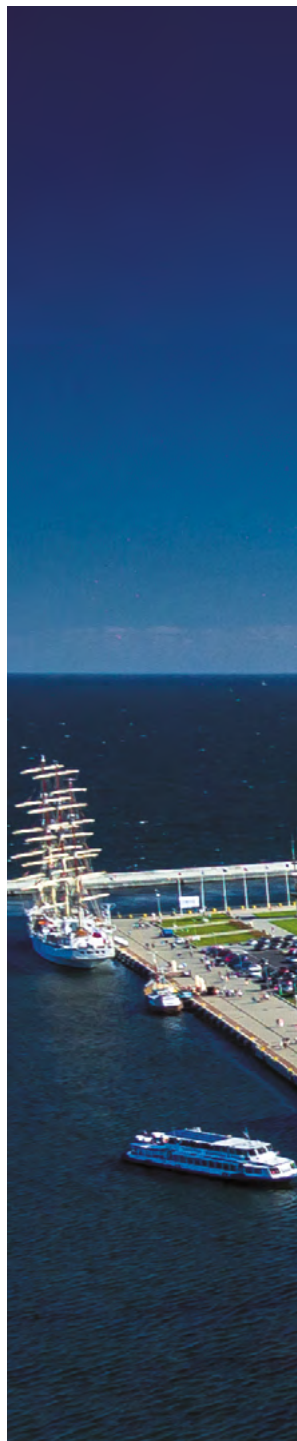
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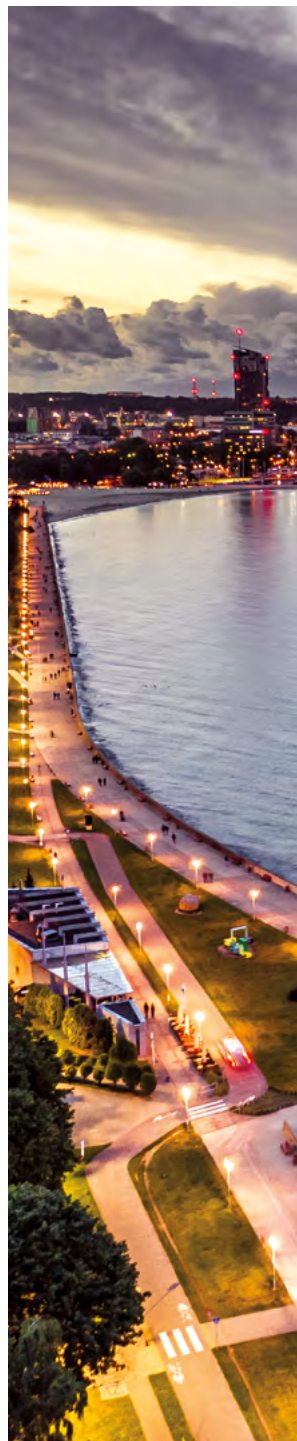
About the Guidebook

**Dedicated to new residents this Guidebook provides information about Gdynia, the possibilities related to employment, education, healthcare, various forms of activity, the city's offer as well as involvement in development of Gdynia and its districts. It also contains information especially prepared for foreign newcomers.**

## **PART I**

### **Gdynia - the best place to live**

You have just moved to Gdynia. Did you come from a foreign country, start your studies or a new job or perhaps you were attracted by the sea? We are pleased to present some facilities for the residents of our city. Many of them are in use for several years, others are quite new. Gdynia has been continuously developing and introducing solutions that facilitate our everyday city life. At the end of 2019 Gdynia had 246 348 residents. Living in Gdynia, you will notice how easy it is to move around from one place to another and how fresh the air is. Gdynia is surrounded by forests and hills and offers 15 km long beaches. In the area of education Gdynia has lots to offer with many places for the young inhabitants such as kindergartens and public schools that provide high level of education. The level of teaching in schools in Gdynia is one of the highest in Poland. Our social policy leaves no one behind, as the system works effectively and our solutions for homeless people or family support are top ranked among other local governments in Poland. The city is friendly to children, seniors and people with disabilities. Every new public space considers the needs of various groups of the city residents. In the area of culture and entertainment Gdynia offers many events, theatre performances, music and film festivals, as well as sports events. At the district level Gdynia has also a lot to give to the residents. One of the district initiatives is called 'Przystań' ("harbor", which is also known as a Neighborhood Center). It actively operates and comprises different institutions open to the residents' ideas and activities. The Neighborhood Center is a place where you can meet your neighbors, take part in free workshops, learn a foreign language, get the latest updates about what's going on in the area or information about possible forms of support. Gdynia is developing thanks to the potential of its inhabitants. The city residents are highly involved in various forms of dialog, together they make decisions on the direction of development for the city and its districts and take care of the environmental issues. Gdynia is waiting for you, as well!



# 1. About Gdynia



Gdynia is a young, dynamic city. It became a city almost 100 hundred years ago. The construction of a port was an impulse for the city to grow. Its fast development and population growth turned Gdynia from a fishing village into a town within a dozen of years or so after receiving the city rights. At present, its population reaches around 250 thousand inhabitants. The city is divided into 21 districts that differ in their character, location and local environment. 'Smile – you are in Gdynia' is the motto which welcomes all the newcomers and conveys a message dedicated to all the residents and guests. It is a well-known fact that Gdynia residents are very attached to the city and visitors can hardly miss the slogan 'Gdynia is my City!' which defines this place.



Gdynia is a part of a few international networks of cities, including the UNESCO Global Network of Learning Cities or the WHO Global Network for Age-friendly Cities and Communities. This international arena of activity allows the city to continue its development and effectively implement various municipal policies and encourage the residents to get involved in the city life.

Track the events and news:

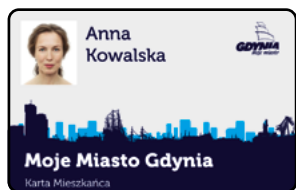
- [www.gdynia.pl](http://www.gdynia.pl) (PL, EN, RU, DE, SE, UA)
- Official profiles on FB: [FB/Gdynia](#), [FB/DzielniceGdyni](#)
- Read 'Ratusz. Informacje Rady i Prezydenta Gdyni' – a free newspaper informing about the most important events in the city, available in a paper format and on-line. The new printed 'Ratusz' is available every Friday in 160 points in the city.

## 2. What is worth knowing?

### Resident's Card

A free ticket to the cinema, theatre, museum or football match, including discounts for almost 200 firms and institutions registered in Gdynia – these are the benefits for the Resident's Card holders.

The Resident's Card may be received by everyone who is living in Gdynia and can prove it: you need to be either registered as a resident of Gdynia, settle your income tax (PIT) or pay bills for gas, energy or water in our city.



All you need to do is to set up your account on <https://karta.um.gdynia.pl/> and file an application. The Resident's Card is used by almost 60 thousand residents. It helps to deal with different issues in the Town Hall in Gdynia, and can be consolidated into one resident's account in Gdynia.pl application.

### Culture Card

The Culture Card is an excellent instrument which provides you with the access to libraries and cultural institutions. Everyone can apply for the Metropolitan Culture Card in any branch office of Gdynia Library (more information on page 39). This is a singular library card which allows you to borrow books from any branch office of Gdynia Library in the city, including partners' libraries in the Three City Area.



The Culture Card offers discounts in such cultural institutions as cinemas, theatres, cafes, museums, language schools and many others. The list is long enough and includes the Museum of Emigration, City of Gdynia Museum, Gdynia Centre of Culture, Gdynia Główna Theatre, Municipal Theatre and Musical Theatre, Helios Cinema in Riviera Shopping Mall, among others. A complete list of partners is available on the web site: Metropolitalna Karta do Kultury – partnerzy

[http://www.wbpg.org.pl/\(PL, EN\)](http://www.wbpg.org.pl/(PL, EN))

The cost is only PLN 1.00. It's important to mention that every reader of any age can hold the Metropolitan Culture Card. Parents can set up accounts on behalf of their children therefore every family member can take books for themselves.

### Apps gdynia.pl and Resident's Assistant

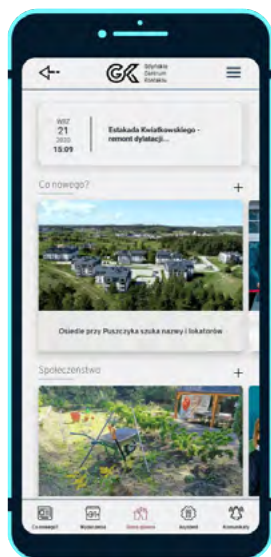
The mobile application gdynia.pl informs about events in Gdynia and offers many features which facilitate the city life.

**Booking a visit to the Town Hall in Gdynia** – to book a visit, after you log in using the Resident's Card data, choose a type of the case (registration of motor vehicles, driving license, ID cards, census or Registry Office), the day, and time of the planned visit. After filling in the form, press 'Make reservation' and you will receive an email confirmation.

**Resident's Card** – added to the app, the Resident's Card allows you to constantly check the discounts, review the list of partners. It is not necessary to show your plastic card to get a discount. You only log in to the application and get QR code.

**Events** – by checking a calendar, you have the possibility to see when and where to go and what to visit in the city.





**Announcements** – information about current problems in the city, changes in traffic management, breakdowns on the road, unfavorable weather conditions.

**Kindergarten** – contacting the kindergarten staff for any questions.

**E-journal** – a useful function for the parents whose children attend primary and secondary schools.

**Resident's Assistant** will help you to take care of your neighborhood. You can easily report about an illegal rubbish dump, fallen tree, damaged manhole in the street just by following several simple steps.

**Gdynia supports** – here you will find a tip of what to do in certain situations: *I look for help, I want to help, I want to share.*

**Weather** – the description of the air condition in Gdynia is available here.

<https://www.gdynia.pl/aplikacja/> (PL)

### **Dostępny i przyjazny Urząd**

The Town Hall (UMG) has got two main locations. The main UMG office is situated at 52/54 Marszałka Piłsudskiego Alley. Passing through the main entrance you will find yourself in the Residents' Service Room, where you can deal with the cases related to resident's registration, PESEL number, ID card, driving license, motor vehicle registration. All these cases are handled by the Department of Civic Affairs.

You have the possibility to address the Registry Office (the entrance is on the left side in the same building) with the questions connected to birth, death, civil marriage certificates and other civil acts.

The other building of Gdynia Municipality (UMG) is situated at 24, 10 Lute-go Street. What can you arrange there? Every question related to social benefits: 500+, 300+, baby bonus, social allowances, the right to a municipal flat, housing allowances, energy allowances, alimony fund, Big Family Card (given to families with three children and more). All cases are handled by the Department of Social Affairs, 2nd floor.

The description how to arrange all the things, plus printed materials and forms are available at:

<https://bip.um.gdynia.pl/sprawy-do-zalatwienia,206/cyfrowy-urzad,432953> (PL)

### **ePUAP**

*Electronic Platform of Public Administration Services – a place where you can learn about the accessible public administration services.*

*By using ePUAP you can handle many matters in different offices without leaving your home – via the Internet, any time and any place.*

### **RODO**

*Personal Data Regulations include provisions related to the privacy and protection of your personal data.*

*RODO Regulations clearly define how your personal data may be used and what rights you have as an entrepreneur in this respect.*

*In majority of cases you have to give your consent for your personal data processing.*

## Via the Internet

You can also use the Town Hall online form to deal with most administrative questions.

[https://nasze.miesto.gdynia.pl/cu/ \(PL\) - Cyfrowy Urząd](https://nasze.miesto.gdynia.pl/cu/ (PL) - Cyfrowy Urząd)

At present the Town Hall provides Gdynia residents with 160 services with a possibility to fill in an online form. To file the required documents via the Internet, it's recommended to hold a trusted profile which is a free equivalent of safe electronic signature. In order to get a trusted profile, you should log in the web site Trusted Profile, set up an account, and, then, within 14 days from the date of the application, come to a selected service point with your ID card or passport to confirm the Trusted Profile.

*If you have Trusted Profile confirmed and active, you can send all documents to the Town Hall via ePUAP system.*

Link to the Town Hall inbox account:

[https://epuap.gov.pl/wps/myportal/strefa-klienta/katalog-spraw/profil-urzedu/75ci82jswn \(PL\)](https://epuap.gov.pl/wps/myportal/strefa-klienta/katalog-spraw/profil-urzedu/75ci82jswn (PL))

There is also another useful instrument called Wirtualna Urzędniczka (Online Official). You can find it at the top of the Gdynia City information service home page [www.gdynia.pl](http://www.gdynia.pl) (on the right side). Ask how to arrange a certain question and the Online Official will answer.

***!!! During the pandemic the Town Hall is working,  
but every appointment must be scheduled for  
a certain date and time.***

More information:

[https://bip.um.gdynia.pl/rezerwacja-wizyt,8448/rezerwacja-wizyty-w-urzedzie-miasta-gdyni,553477 \(PL\)](https://bip.um.gdynia.pl/rezerwacja-wizyt,8448/rezerwacja-wizyty-w-urzedzie-miasta-gdyni,553477 (PL))

Helpline for all the questions:

**58 626 26 26**

Call this telephone number to connect with Gdynia Contact Centre which will redirect you to a certain official. There is no need to look for separate telephone numbers to the departments and sections in UMG. This operator will help you to arrange all the necessary questions in the Town Hall. The helpline is available from Monday to Friday, 7:00 a.m. - 4:00 p.m.

**It is possible to confirm the Trusted Profile in the Town Hall in the following locations:**

**Department of Civic Affairs  
Census Section  
52/54, Marszałka  
Piłsudskiego Alley  
room 60, stand 35  
[ref.ewidencji\\_ludnosci@gdynia.pl](mailto:ref.ewidencji_ludnosci@gdynia.pl)**

**Department of Economic Policy  
Gdynia Center  
for Entrepreneurship  
Support  
24, 10-Lutego Street  
room N° 05 and 03  
[gcwp@gdynia.pl](mailto:gcwp@gdynia.pl)**

## Trusted Profile (PZ)

*this is a method of identity confirmation in the electronic systems of administration; you can handle various formal matters via the Internet. By using Trusted Profile you can, for example, file for your ID card, submit PITs, report your child's birth or register as permanent or temporary resident. You can set up Trusted Profile via the Internet or in a special confirmation point. The easiest way is to log in to your e-banking system and enter 'e-Office' tab. The Bank has already verified your identity when you were opening your bank account, so you do not have to do this again. You have a possibility to set up Trusted Profile through ePUAP portal ([www.epuap.gov.pl](http://www.epuap.gov.pl)). After sending your TP application you should confirm your identity within two weeks afterwards in the confirmation point you choose.*

## EasyPack Service (Paczkomaty)

EasyPack Service is a system of automatic post boxes for sending and receiving packages, served by a private company, Inpost. The EasyPack boxes are located in public places – most often close to supermarkets, petrol stations or university campuses. The automatic machines are accessible round the clock. Thanks to the cooperation between the Town Hall in Gdynia and InPost the residents can arrange certain formal questions through the EasyPack Service like making applications and receiving documents related to a driving license, motor vehicle registration or ID card. Gdynia EasyPack Service 24 is situated in the Town Hall building, near the parking at Bema Street.

More information: [www.inpost.pl](http://www.inpost.pl) (PL, EN)

## 3. Public transport

### Trolleybuses and buses

Gdynia offers a developed network of bus and trolleybus connections. It is operated by Zarząd Komunikacji Miejskiej (ZKM). Painted in white and blue colors, every bus and trolleybus have a low floor, adjusted to the disabled persons' needs. Every vehicle is equipped with a monitoring system to increase the passengers' safety. Gdynia authorities pay a great attention to the protection of the environment and invest funds in pro-ecological solutions: every bus and trolleybus is fitted with gas and electric drives.

A trolleybus is a symbol of Gdynia, most vehicles are less than three years old. This modern and comfortable transport reach places where the traction line does not exist. Every trolleybus is equipped with very efficient batteries which load up during ordinary driving. Only three cities in Poland can boast of having trolleybuses: Gdynia, Tychy and Lublin, but our fleet is very impressive as it consists of 100 vehicles.

A trolleybus is commonly considered the most ecological transport. It emits no harmful dust or CO<sub>2</sub>. In fact, the trolleybuses in Gdynia constitute 30% of all the public transport vehicles.

For the development of trolleybus transport the City of Gdynia was awarded Regiostars – a prestigious prize of the European Union.



### Where to buy tickets and how much they cost?

In order to go by bus or trolleybus in Gdynia you need a ticket which you can buy:

- From the bus driver (payable in cash only),
- In a kiosk
- In ZKM service point

Remember to validate a ticket when you enter the bus/trolleybus.

Remember, you are forbidden to smoke at the bus stop, 15 m away from the bus stop sign along the street and 10 m behind the sign.

**!!! During the pandemic the drivers do not sell tickets, so you are obliged to buy a ticket before you get in the bus/trolley bus or via mobile application.**

### Buying a ticket via mobile application

It is possible to buy a ticket via **goPay, moBILET, SkyCash and mPay** – including one-way tickets and 1-hour tickets, 24- and 72-hour metropolitan tickets.

### How to plan the route?

The ZKM web site (PL, EN, DE) presents the actual timetable, transport network maps and information about any changes in the municipal transport operation. A travel planner is worth using to designate the route between two chosen points; it simply describes an accurate plan adjusted to the day and time of your travel.

**[jakdojade.pl](http://jakdojade.pl)** - application is available free of charge.

### ZKM Gdynia ticket prices

#### One-way ticket and ZKM time ticket in Gdynia (December 2020)

#### One-way ticket – ordinary lines

<i>normal</i>	/	<i>discounted</i>
<b>3,80 zł</b>		<b>1,90 zł</b>

#### 1-hour ticket or one-way ticket for night, accelerated and ordinary (with changes) lines

<i>normal</i>	/	<i>discounted</i>
<b>4,40 zł</b>		<b>2,20 zł</b>

#### 24-hour ticket for night, accelerated and ordinary lines

<i>normal</i>	/	<i>discounted</i>
<b>14,00 zł</b>		<b>7,00 zł</b>



## OC

*This is an obligatory motor vehicle insurance for the vehicle holders/owners which protects them from civil liability for the damage to other people in result of their vehicle's movement.*

*The motor vehicle insurance in Poland, like in the EU countries, is obligatory – so even when your car remains in the garage all the time, you have to pay OC.*

*In addition, you are obliged to carry the OC policy with you when you enter your car. Now it is sufficient to carry a copy of the original policy which you receive from the insurance company. It does not matter if the motor vehicle leaves the garage or not – if it is registered, the owner is obliged to hold an actual OC insurance.*

*According to the law, the obligatory protection must be provided throughout the entire period "when the motor vehicle is registered". It is worth remembering, because the penalties for lack of OC insurance are high. In case of a 14-day interruption in the insurance continuance you have to pay PLN 4 000 for a passenger car.*

## Season tickets

A season ticket can be recharged on a special personal plastic card which you order on the web site. E-ticket can be also loaded to the Resident's Card. The ticket can also be recharged on a plastic student's card issued by universities.

### What does the metropolitan ticket entitle to?

If you travel not only around Gdynia, but the Three City area, you are advised to hold a metropolitan ticket. The metropolitan ticket allows travelling by electric trains (operated by SKM and Przewozy Regionalne – Polregio), ZTM trams and buses in Gdansk, ZKM buses and trolleybuses in Gdynia and MZK buses in Wejherowo. Both one-way tickets and seasonal tickets are available.

More detailed information and the metropolitan ticket pricelist:

<https://mzkzg.org/bilet-metropolitalny> (PL, EN)

### Line labels mean the following:

- **Ordinary lines** – digits (e.g. 24, 33, 141, 181) mean that buses and trolleybuses stop at every bus stop on a particular route.
- **Accelerated lines** – letters (e.g. R, S, Z) mean that buses stop at designated bus stops on a particular route.
- **Night lines** – letter N and number (e.g. N1, N10) mean that buses operate at night.

### Who can use public transport free of charge?

- Children up to 7 years old,
- Persons who are over 70 years old,
- Students of primary and secondary schools,
- People with disabilities (disability of a high degree) and the accompanying caretaker (of legal age).

More information, including a complete list of those entitled to free or discounted travelling by public transport and required documents is available:

<https://zkmgdynia.pl/uprawnienia-do-przejazdow-ulgowych-i-bezplatnych> (PL, EN, DE)

## SKM (suburban train) and Polregio trains

In Gdynia travelling by trains is a very good alternative when you need to move fast from one place in the city to another or to move around the Tricity area.

The most important SKM line is Gdańsk Śródmieście – Wejherowo route (some trains reach Łębork). The SKM electric line is sometimes called a Tricity subway. The trains come every 8-15 minutes, more rarely at weekends.

PKM line (Pomorska Kolej Metropolitalna) connects Gdynia and Kartuzy or Kościerzyna. The diesel railcars are operated by two carriers: SKM and Polregio. The ticket price is the same.

**This popular PKM line will take you to the airport. It will take you only 20 minutes to go from Gdynia Główna station to Gdańsk Lotnisko (Airport)!**

Check the timetable, because the trains go in bigger time intervals than SKM. The diesel railcars will let you reach Gdańsk airport, Kartuzy and Kościerzyna.

### Where to buy tickets?

More information:

<https://www.skm.pkp.pl/dla-pasazera/jak-i-gdzie-zakupic-bilet> (PL)

*The ticket should be validated before you enter the railcar.*

The yellow validation machines are installed on the platform and by the stairs leading to the platform.

### Car, motor scooter, push scooter for minutes

Feel free to use the systems of car rent for minutes – carsharing. Driving this car, you can move around the Tricity area and leave it at any public ground parking. The vehicles are exempt from parking fees in the paid parking zones.

The carsharing service is provided by the following companies: **4Mobility, Traficar, MiiMove and Panek CarSharing**. In Gdynia the drivers of the rented vehicles are allowed to park free of charge in the paid parking zones and drive along the bus lanes, if the car is electric.





## Car parks

Like in other cities, Gdynia has a paid parking zone where you have to pay for parking your vehicle.

## How do I know that I am in the paid parking zone?

All the streets leading to the paid parking zone are provided with traffic signs informing the driver that she/he enters the area, where she/he is obliged to pay for parking pursuant to the regulations.

## How can I pay?

There are several ways to pay for parking time:

- By buying a ticket in an automatic parking meter,
- Through **SkyCash** application with **mobiParking** service or **CityParkAPP**

If you pay via the application, leave a note in the window saying: **MOBI-PARKING** (handwriting is acceptable).

## Who can use 'M' subscription for the city resident?

The preferential subscription of 'M' type is intended for the registered residents of Gdynia. The address in the register must be in conformity with the name of the district, where you want to use a parking space. Additionally, the persons who want to have 'M' subscription are obliged to settle their taxes via PIT tax return in Gdynia.

You can buy the subscription:

[www.gdynia.e-abonamenty.pl/\(PL\)](http://www.gdynia.e-abonamenty.pl/(PL))

## REGISTRATION CARD FOR A MOTOR VEHICLE AND POLISH DRIVING LICENSE

### How to register a motor vehicle?

Each motor vehicle owner is obliged to register his car within 30 days from its purchase or import to Poland (during the pandemic the deadline for the motor vehicle registration was prolonged to 180 days). In order to register the motor vehicles in Gdynia you have to be registered as a Gdynia resident. Depending on the motor vehicle's background, it can be registered in various ways.

General procedure to register a motor vehicle:

- prepare all the documents;
- pay a charge;
- come in person to the Town Hall in Gdynia (possible co-owners must also be present and participate in the registration procedure).

### AC

*Autocasco (AC) is a voluntary transport insurance which covers the cost of damage caused by a collision or road accident, damage to the motor vehicle by third parties or unpredictable bad weather conditions, theft of the motor vehicle and catching on fire or explosion.*

Remember that every vehicle registered in Poland, must have third liability insurance (OC) concluded on the date of registration at the latest. Read the Glossary to find out what means: OC and AC insurance.

More information:

[www.gov.pl/web/gov/zarejestruj-pojazd](http://www.gov.pl/web/gov/zarejestruj-pojazd) (PL)

### **Do I need a Polish driving license?**

If you hold a driving license issued by one of UE, EFTA countries or Switzerland, this document is valid in Poland and you do not have to apply for a Polish driving license.

**The drivers who hold other foreign driving licenses are obliged to exchange them to Polish documents, if their temporary or permanent residence in Poland exceeds 6 months.**

The document authorizing to drive particular motor vehicles and issued by UE/EFTA member country is valid in Poland as long as its holder does not change his temporary or permanent residence. Obtaining such temporary or permanent residence in Poland (at least 185 days during the calendar year) obliges you to change the foreign driving license to a Polish document.

The international driving license is also respected in Poland, including the national or international documents which were issued abroad (outside UE/EFTA countries) in compliance with the Vienna Convention on Road Traffic of 8 November 1968.

### **Exchange of a driving license issued in a foreign country**

It is possible to exchange a foreign driving license to a Polish document on the basis of an application for driving license exchange.

More information:

<https://bip.um.gdynia.pl/sprawy-do-zalatwienia,125/wymiana-prawa-jazdy-wydanego-za-granica-odpowiadajacego-wzorowi-prawa-jazdy-okreslonemu-w-konwencji-o-ruchu-drogowym,495444> (PL)

**To register a motor vehicle come to:**

**Town Hall in Gdynia  
Section of Driving License  
and Vehicle Registration  
52/54, Marszałka  
Piłsudskiego Alley  
[pojazydy@gdynia.pl](mailto:pojazydy@gdynia.pl)  
tel. 58 626 26 26**



**The application, including the required enclosures, should be filed in the Town Hall in Gdynia:  
Department of Civic Affairs  
Section of Driving License  
and Vehicle Registration  
52/54, Marsz. Piłsudskiego  
Alley,  
[prawa\\_jazdy@gdynia.pl](mailto:prawa_jazdy@gdynia.pl)  
tel. 58 626 26 26**

## 4. How to look for a job in Gdynia?



**Personal registration only  
after a prior appointment  
made by telephone.**

**District Labor Office  
8, Kołłątaja Street**

**pup@pupgdynia.pl**

**tel. 58 621 11 50,  
58 621 11 61,  
wew. 303, 304, 306**

Gdynia is known as a city providing a wide range of job offers in many areas. The companies which operate in maritime industry, transport, logistics and ICT sector, market and tourists' services have a lot to offer in the employment area. Moreover, Pomorski Park Naukowo-Technologiczny, Gdyniński Inkubator Przedsiębiorczości and Bałtycki Port Nowych Technologii as incubators of local entrepreneurship and innovation and Pomorska Specjalna Strefa Ekonomiczna [Pomeranian Special Economic Zone] are also at your disposal.

### **Powiatowy Urząd Pracy (District Labor Office) in Gdynia**

This Office supports the unemployed and employers. The Labor Office officials help the unemployed in searching employment, registration of the unemployed, filing claims for an unemployment benefit.

Read more for the information about services offered by the District Labor Office in Gdynia:

<https://gdynia.praca.gov.pl/dla-bezrobotnych-i-poszukujacych-pracy/dla-bezrobotnych-i-poszukujacych-pracy> (PL, EN, RU, UA, BY)

The District Labor Office (PUP) in Gdynia has a Foreigners' Service Section which not only deals with the employers who hire foreigners, but also provides information to everyone who comes, regardless of whether he is registered by this Office or not. It is possible to take advantage of a professional advisor's assistance. She/he will help you to plan actions necessary to find a job, write CV (read: Glossary), define the predispositions and professional abilities or set up business activity.

PUP Gdynia organizes meetings with the employers several times a year. The PUP officials train the company representatives in efficient handling of the formalities related to the foreigners' employment in Poland.

### **Internet portals**

Numerous internet portals offer various jobs. It is worth writing the following key words: @employment offers in Gdynia, @work in Gdynia, @job ads Gdynia, @employment Gdynia.

**Attention! The job ads are released by companies (e.g. offices, firms) and employment agencies or private employment agencies.**

### **CV**

*CV – in Latin CV means Curriculum vitae, which means 'course of life'.*

*CV is a document where your professional experience is described. It is the basic document accompanying an application for a job. The Internet comprises many patterns as well as numerous pieces of advice related to CV.*

### **Base of employment offers**

The offers of employment from all over Poland are available:

<http://oferty.praca.gov.pl/> (PL, EN, BE, RU, UA)

### **Certified employment agencies**

An employment agency is a private enterprise holding a certificate which authorizes it to provide the following services: mediation in employment, personal or professional consulting.

Check if a particular employment agency holds an actual certificate:

<http://stor.praca.gov.pl/portal/#/kraz/wyszukiwarka> (PL)

### **Private employment agencies**

A private employment agency is an enterprise which operates in the field of recruitment, selection, employment and delegation of employees holding particular skills and qualifications to other companies under a relevant agreement concluded between the agency and user.

## **MUNICIPAL PROJECTS SUPPORTING THE RESIDENTS, IN THEIR RETURN TO LABOR MARKET:**

### **Projekt Pracownia (Workshop Project)**

Within the System of Social-Professional Activation, namely PRACOWNIA (WORKSHOP), four different aid programs are now implemented. They are dedicated to people striving for independent life and stabilization. PRACOWNIA focuses not only on entering the open labor market, obtaining and maintaining the employment, but also development and reinforcement of social and personal competence, gaining equal chances. The participants are motivated to act and receive a special activation plan adjusted to their needs.

<https://aktywizacja.gdyni.pl/o-projekcie> (PL)

[https://aktywizacja.gdyni.pl/wp-content/uploads/2020/11/pracownia\\_ulotka\\_062020\\_ANG.pdf](https://aktywizacja.gdyni.pl/wp-content/uploads/2020/11/pracownia_ulotka_062020_ANG.pdf) (EN)

### **Centrum Integracji Społecznej (CIS - Center of Social Integration)**

CIS deals with professional activation of the persons who have been unemployed for a long time or are in a very difficult situation. The facility offers support in acquisition of vocational skills via training, helps in re-qualification and/or raising professional qualifications and supports in acquisition of the interpersonal and social skills and personal development.

<https://www.bezdomnosc.org.pl/index.php/cis-gdynia> (PL)





**Gdyńskie  
Centrum Wspierania  
Przedsiębiorczości**

**24, 10 Lutego Street,  
ground floor  
tel. 58 668 20 10**

**gcwp@gdynia.pl**

## **Fundacja Gospodarcza (Economic Foundation)**

Fundacja Gospodarcza provides a comprehensive support to micro-, small and medium enterprises, works on the development of human resources, professional consulting and professional activation addressed to young people, job searchers and those who wish to change or develop their competence.

<http://www.fungo.com.pl/> (PL, EN)

## **Integracja [The Integration]**

Center Integracja is an organization operating in favor of the people with disabilities. It connects the employers who look for workers with certified disabilities and the candidates who look for a job. The Center keeps its own base of offers and base of candidates. It also provides support in professional consulting and activation.

<http://www.integracja.org/pomagamy-w-zatrudnieniu/centra-integracja-zatrudnienie/> (PL, EN)

## **Offer addressed to young companies**

### **• Pomorski Park Naukowo-Technologiczny (PPNT)**

The Startup Zone Gdynia situated in PPNT, occupying the area of approximately 400 m<sup>2</sup>, comprises 25 work positions to be used, wireless access to the Internet, computer hardware, coffee corners, meeting points comprising the space for confidential conversations, library offering business and specific branch publications, zone of relaxation. Who can use this space? Beginners in entrepreneurship and persons who plan to start business activity, students and Ph.D. candidates, freelancers representing creative branches, ICT, biotechnology, protection of the environment, industrial design, automation, robotics, multimedia and business.

<https://ppnt.pl/uslugi-i-projekty/strefa-startup/> (PL, EN)

### **• Gdyński Inkubator Przedsiębiorczości (Gdynia Business Incubator)**

Gdyński Inkubator Przedsiębiorczości is addressed to the persons who are interested in starting up their own business and those who run business for a shorter time than two years. The Incubator provides the space with office functions and social back-up, conference room and catering at preferential prices.

<http://www.inkubator-gdynia.pl/oferta-GIP.html> (PL)

## **Are you interested in self-employment?**

(Gdynia Center for Entrepreneurship Support) provides comprehensive services dedicated to those who wish to start their own business activity or are already self-employed. It also provides advice and support to Gdynia entrepreneurs.

<https://www.gdyniaprzedsiebiorcza.pl/pl/> (PL, EN)

# 5. Children

## HOW TO SIGN UP TO A NURSERY, KINDERGARTEN OR BABY CLUB?

### Nurseries and baby clubs

Both nurseries and baby clubs belong to facilities which take care of the youngest – children up to 3 years old. The baby of 20 weeks old until the end of a particular school year when he/she celebrates his/her third birthday is welcome in a nursery. The baby clubs admit infants over one year old until the end of a particular school year when they celebrate their third birthday. It is possible to apply to public nurseries under the management of Gdynia City as well as private nurseries and baby clubs.

Map of nurseries and baby clubs is available:

<https://empatia.mpips.gov.pl/web/piu/mapa-zlobkow-i-klubow-dzieciecych> (PL)

Information about public and private nurseries:

[https://gcz.gdynia.pl/kategoria\\_placowki/zlobki/\(PL\)](https://gcz.gdynia.pl/kategoria_placowki/zlobki/(PL))

### Kindergartens

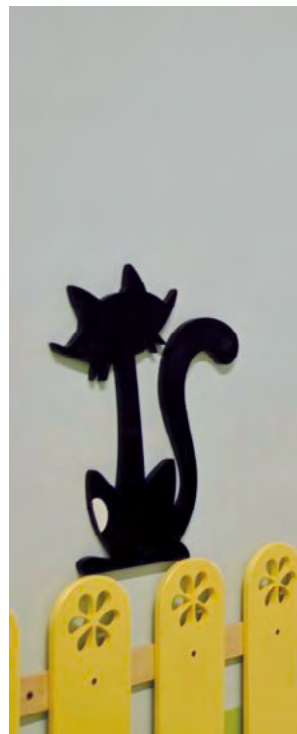
When the child is at least 3 years old, she/he can be signed to a kindergarten. Like nurseries, the offer includes public and private facilities. The kindergarten education starts from the beginning of the school year (September) during the calendar year when the child is 3 years old, until the end of the school year (June) during the calendar year when the child is 7 years old. Recruitment to kindergarten starts at the beginning of March. Applications are admitted via the web site ([www.gdynia.pl/rekrutacja](http://www.gdynia.pl/rekrutacja)) or brought in person directly to a selected facility. The parent is free to apply electronically to several kindergartens. However, finally, you have to bring the printed and signed application to the facility you choose (that is the kindergarten which you like the best). Depending on the child's situation and his legal guardians' condition the child gets a different number of points. Apart from the application certain documents should be submitted to confirm particular criteria of admission to the facility.

More information:

<https://www.gdynia.pl/mieszkaniec/rekrutacja,4022/rekrutacja-dzieci-do-przedszkoli-oddzialow-przedszkolnych-w-szkolach-podstawowych-prowadzonych-przez-gmine-miasta-gdyni-na-rok-szkolny-2018-2019-535009,535009> (PL)

More information:

<https://bip.um.gdynia.pl/informator-o-placowkach,84/przedszkola,373852> (PL)





### **Are the vaccinations obligatory?**

In Poland the vaccinations are obligatory, free of charge – the children and teenagers up to 19 years old must be vaccinated (this obligation refers to both Polish citizens and foreigners who stay in our country for over three months). Remember that a parent/guardian is responsible for the child's vaccination schedule! Otherwise he can be fined for non-compliance.

Vaccination calendar is available:

<http://szczepienia.pzh.gov.pl/en/immunization-schedule/>  
(PL, EN)

### **Pregnancy and baby delivery**

Each woman of Polish citizenship or a woman holding the right of residence and residing in Poland during her pregnancy, baby delivery and 6 weeks after her child's birth, has the right to benefit from free health-care. Such a female patient does not have to hold social insurance to take advantage of medical services. A pregnant woman can choose a hospital where she wants to deliver her baby and the doctor who will take care of her and the baby during pregnancy.

Gdynia babies are born in PCK Hospital (Gdynia Redkowo District). If the pregnancy shows no complications and is of low risk, the future mother can choose baby delivery at home under a midwife's supervision. In case of any risk to the baby or mother, visit PCK Hospital, 1, Powstania Styczniowego Street, 81-519 Gdynia.

More information about the Gynecological-Obstetrical Ward in PCK Hospital:

<https://www.szpitalpomorskie.eu/oddzial-ginekologiczno-polozniczy/> (PL)

After the baby delivery the parents are entitled to maternity leave, parental leave or paternity leave.

More accurate information about the criteria of maternity leave, parental leave and paternity leave is available:

<https://zielonalinia.gov.pl/-/urlup-macierzynski-rodzicielski-ojcowski-33598> (PL, EN, RU)

### **What child-related benefits can I get?**

A family with children is entitled to apply for family benefits and parental benefits. In case of foreigners the right is vested to those who hold a residence card with a note 'access to labor market' or – in case of such a note absence they have a separate permit to work. The benefit is also provided to a citizen of EU member country, if he lives in Poland with his children and receives no such benefits in his native country.

### **Family benefits (depending on income)**

- **Baby bonus (PLN 1 000)** paid once after the baby delivery  
<https://bip.um.gdynia.pl/sprawy-do-zalatwienia,133/jednorazowa-zapomoga-z-tytulu-urodzenia-sie-dziecka-becikowe,484962> (PL)
- **Family benefit** – for each child in the family – if your income per one person in the family does not exceed PLN 674 net (PLN 764 net in case of a child holding a disability certificate) and it depends on the child's age.  
<https://bip.um.gdynia.pl/sprawy-do-zalatwienia,133/zasilek-rodzinny,485000> (PL)
- **Parental benefits** – vested to the mother who is not authorized to a free maternity leave. No income related criteria are applied. Such a benefit is paid for a year starting from the date of the baby's birth and amounts to PLN 1000 a month.  
<https://bip.um.gdynia.pl/sprawy-do-zalatwienia,133/swiadczenie-rodzicielskie,484966> (PL)

### **Parental benefits (regardless of income)**

'500+' and 'Good Start' benefits are paid irrespective of income.

More information about 500+:

<https://bip.um.gdynia.pl/sprawy-do-zalatwienia,133/swiadczenie-wychowawcze-program-rodzina-500,484970> (PL)

More information about 'Good Start' (school accessories):

<https://bip.um.gdynia.pl/sprawy-do-zalatwienia,133/swiadczenie-dobry-start-300zl-na-wyprawke-szkolna,523700> (PL)

### **Centrum Aktywności Rodziny (Family Activity Center) and its offer**

This municipal institution is situated at Kaszubski Square (1, Świętojańska Street). The Center deals with organization of events addressed to children and families. In the summertime on Saturdays children can enjoy different games at the square. Gdynia City publishes 'książeczki-gdyniecki', carefully developed and lavishly illustrated books showing the past and contemporary times of Gdynia.

Download „Rodzinny przewodnik po Gdyni”[Gdynia Family Guidebook:

<http://www.gdyniarodzinna.pl/artukul/2395,rodzinny-przewodnik-po-gdyni.html> (PL)

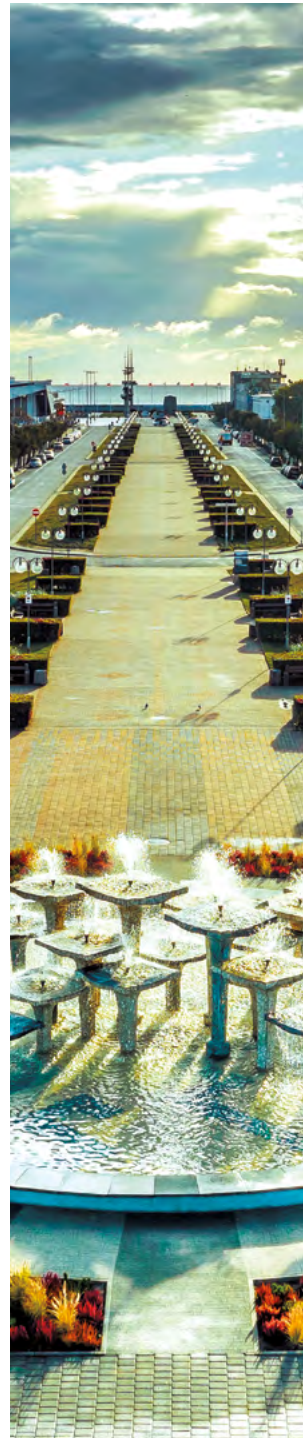
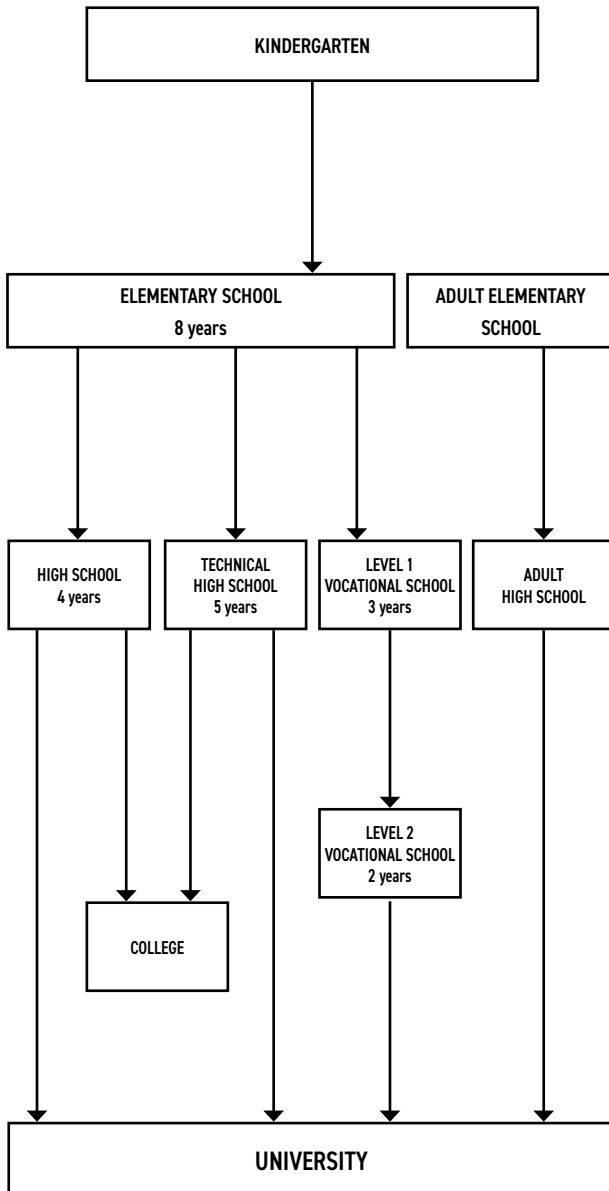
*!!!During the pandemic some different rules may apply to the events organized by the Center.*

**Centrum Aktywności Rodziny  
/Gdynia Rodzinna,  
1, Świętojańska Street  
(Monday-Friday,  
from 10 a.m to 5 p.m.,  
every second Saturday  
in a month between  
9:00 a.m. – 3.00 p.m.)**



## 6. System of education

What is the system of education like in Poland?





## HOW TO ENROLL YOUR CHILD TO A SCHOOL?

### Primary schools

Gdynia offers 40 primary schools.

A list of municipal schools:

<https://www.gdynia.pl/mieszkaniec/informator-o-placowkach,4020/szkoly-podstawowe,373806> (PL)

A list of private educational facilities:

<https://bip.um.gdynia.pl/informator-o-placowkach,84/gdyskie-szkoly-niepubliczne,542946> (PL)

Children start education at age of 6 or 7. A child can attend the nearest school in his/her district or in any other location. **Every child is entitled to benefit from free education irrespective of their parents' legal situation. No school is allowed to refuse to admit a child.**

To enroll a child to the II-VIII class in a public primary school or high school you have to submit a certificate or another document confirming graduation from the previous school or class in a foreign country. The recruitment starts at the beginning of March.

More information:

<https://www.gdynia.pl/mieszkaniec/aktualnosci,4018/rekrutacja-do-klas-i-na-rok-szkolny-2021-2022,554587> (PL)

Remember that children are obliged to learn at school starting from their seventh birthday up to the eight class in the primary school (until the child is 18 years old). The obligation to educate is under control – in the event when a parent/legal guardian fails to send his/her child to school, the headmaster has a right to impose a penalty of up to PLN 50 thousand onto the parent.

### Students with disabilities

A student with disabilities who attends a special school under a certificate of disability is allowed to learn at school until the end of the school year during the calendar year when she/he is 20 in case of a primary school, and 24 – in case of a secondary school.

## Secondary schools

The offer of secondary schools in Gdynia is rich and diversified, adjusted to the needs of teenagers and open to the permanently changing labor market requirements. They include general and vocational secondary schools. The vocational schools comprise branch schools of first degree and post-graduate schools, which prepare the young to work as qualified workers and technicians; the practical occupational learning is connected to general education and ends with final secondary school examinations.

A student who wants to attend a general or technical secondary school is free to choose the school location. This means that she/he can attend any secondary school situated in her/his place of residence or outside.

Detailed information concerning the secondary schools in Gdynia – an offer for the school year 2020/2021 is available in the Guidebook:

<https://www.gdynia.pl/mieszkaniec/aktualnosci,4018/informator-pomoze-osmoklasistom-w-wyborze-szkoly,548661> (PL)

## Higher level of education

You are invited to read a rich offer of education in universities and academies, which are public educational facilities where education is free of charge and private facilities (with the rent payable to the school). In terms of volume Gdynia is the second academic center (following Gdańsk) in the Pomeranian Province with about 10 thousand students registered every year. Our universities and academies offer dozens of faculties at the first-degree cycle studies, engineer studies, second-degree cycle (M.A and M.Sc.) and post-graduate studies. Gdynia is an excellent place for studying in terms of finding a job and further development (about 30 thousand companies offer jobs in our city).

A list of universities in Gdynia:

<https://www.gdynia.pl/mieszkaniec/informator-o-placowkach,4020/szkoly-wyzsze,372455> (PL)

A list of public universities in the Three City Area:

[https://trojmiasto.dlstudenta.pl/informator/firmy/Uczelnie\\_wyzsze\\_publiczne,38.html](https://trojmiasto.dlstudenta.pl/informator/firmy/Uczelnie_wyzsze_publiczne,38.html) (PL)

The criteria of admission to a particular faculty are diversified. Check the principles of recruitment on the web site of a particular university or contact the university itself.





### **Why the offer of post-secondary and vocational schools is worth focusing on?**

Free education for adults is open to everyone willing to learn. The Center of Permanent and Vocational Education offers education at different levels, including vocational courses and branch trainings.

If you wish to raise your vocational qualifications or become a professional, read the offer of a particular school. It is possible to continue education at a secondary level which ends with final examinations and allows for participation in the university recruitment process.

Gdynia offers two public facilities of this type:

- Centrum Kształcenia Ustawicznego i Zawodowego w Gdynia No 1  
[Center of Permanent and Vocational Education No 1]

<https://ckziu1gdynia.wixsite.com/ckziu1gdynia> (PL)

- Centrum Kształcenia Ustawicznego i Zawodowego w Gdynia No 2  
[Center of Permanent and Vocational Education No 2]

<https://ckziu2-gdynia.edupage.org/> (PL)

There are many private post-secondary schools in our city which are also available to foreigners. Graduation from such a school increases your chances to find a good job in rare occupations.

A list of post-secondary schools in Gdynia:

<https://pomorskie.szkolypolicealne.edubaza.pl/serwis.php?s=1347&pok=23570&c1m=107> (PL)



## **7. Assistance in difficult situations**

### **Gdynia wspiera**

A developed system of support is operating efficiently in Gdynia and the people in difficult financial, psychological, social or health situation can receive aid. The system consists of municipal institutions and non-governmental organizations. Every person looking for help or facing various difficulties in life may find information about free forms of support offered by Gdynia institutions and organizations. Information about the proposals of support is available: [www.gdyniawspiera.pl](http://www.gdyniawspiera.pl) (PL)

The City offers also a strong support to the residents who are not able to overcome everyday life difficulties, are at risk of homelessness, the homeless and people in mental crisis, families and foreigners.

Information about the support, including the facilities operating in the districts, is available at the web site of the Municipal Social Welfare Center (MOPS) – which organizes and coordinates all the activities for Gdynia residents in need: [www.mopsgdynia.pl](http://www.mopsgdynia.pl) (PL)

Individuals and families who find themselves in difficult situation are entitled to benefit from social aid. To strive for such help the situation of yours or your family must be worse than that of a standard resident or his/her family.

Gdynia developed a special offer of support for foreigners. Its detailed description is available at PART II – Important Information for the Guests Arriving at Gdynia from Abroad.

### Where can I find free legal advice

There are several points in Gdynia which provide legal advice and citizen's counselling free of charge.

<https://bip.um.gdynia.pl/nieodplatna-pomoc-prawna-nieodplatne-poradnictwo-obywatelskie-i-mediacja,2204/adresy-i-harmonogram-udzielania-porad,441824> (PL)

Come to talk to a lawyer in the Information Point for Foreigners.

***!!! During the pandemic the information points work online or by telephone.***

Every resident can also look for help in the Office of Civic Advice, at 2, Traugutta Street in Gdynia, which provides gratuitous counselling and shows possible solutions in the matters related to legacy, housing, family, debts, social insurance, the right of property and many others. If you need advice of this type, contact the office by telephone: 58 661 31 51.

<https://ovum.org.pl/biuro-porad-obywatelskich-w-gdyni> (PL)

### Social Stores

Social Stores collect good food stuff with a short expiring date. If you are in a difficult financial situation, choose the relevant social store and sign up on the basis of your ID card or passport. You are obliged to make a statement that actually you do not earn any money or your earnings are very low and you need the support in the form of fresh products (fresh vegetables, dairy products, meat, bread etc.).



There are two Social Stores in Gdynia:

- 86, Lotników Street
- 11, Maciejewicza Street

More information is available:

<https://bztrojmasto.pl/o-nas/sklepy-spoleczne-za-stolem/> (PL)

## 8. Health



Information about the healthcare facilities in Gdynia is available:

<https://gcz.gdynia.pl/zdrowie/> (PL)

### **Where to get medical aid on weekends and holidays**

The healthcare service at night and on holidays is a part of the basic healthcare system in case of emergency or sudden deterioration of health condition.

- Monday–Friday – 6.00 p.m. – 8:00 a.m.
- Saturday, Sunday and holidays – 24 h

### **The following facilities will provide you with night and holiday healthcare services:**

- PCK Maritime Hospital in Gdynia, 1, Powstania Styczniowego Street (building no 9a) – a specialist in pediatrics examines patients here.  
tel.: 58 726 09 39
- St. Wincenty a Paulo Hospital in Gdynia, 1, Wójta Radtkego Street (entrance from Kaszubski Square)  
tel.: 58 726 09 39
- SP ZOZ Municipal Emergency Station, Gdynia-Obłuze, 1, Białowieska Street  
tel.: 58 726 09 39
- Special Hospital in Wejherowo, 10, Jagalskiego Street (the building opposite the entrance to the main hospital building).  
tel.: 58 572 78 44

The healthcare service at night and during the holidays is free of charge (for the insured persons) and provided without a doctor's referral.

### ***Important!***

***You can choose any health care facility operating at night.***

### **What to do in case of health emergency?**

**In case of immediate health risk do not hesitate, you will get aid in the Municipal Hospital in the Emergency Ward (SOR) at 1, Wójta Radtkego Street.**

If you cannot come in person or your life is at risk and you need urgent intervention call **999 or 112**.

During the conversation with the operator, remember to:

- inform about the place where the aid is needed (address, location, orientation points);
- inform who needs help and how the potential patient feels;
- tell your name.

Remember! Everyone is obliged to help a person whose life or health is at risk.

The web site of the Emergency Service:

[\*\*https://www.pogotowie.gdynia.pl/\*\*](https://www.pogotowie.gdynia.pl/) (PL)

### **Where to buy medicines on Sundays and holidays?**

A duty pharmacy is located in Gdynia at 8, Kaszubski Square; it is open 24 h x 7 days a week. The pharmacy is also open at night, on Sundays and holidays.

### **What to do when you suspect the coronavirus infection?**

Contact your doctor (basic healthcare service) by telephone. The doctor may order you to make a coronavirus test.

If you are in a very poor condition, do not hesitate and call alarm number **112 or 999**; say that you might be infected with SARS-CoV-2!



## 9. Have a positive impact on the city development

Gdynia City is pleased to invite all the residents to participate in making decisions about the matters referring to the whole city or its particular districts. The city authorities will take into account your opinion concerning the changes planned in your district, new investments and any other actions. Before they make any decision, they consult the residents. It is worth being up to date with the local news to express your opinion.

The objective of the social consulting is not only to acquire information, but also to keep dialog with the residents, to let them involve in many ways in the decision-making process concerning Gdynia.

Read:

<https://lis.gdynia.pl/konsultacje-i-badania/> (PL, EN)

Within the Participatory Budget every year each resident may propose an idea for an investment in his closest neighborhood or make up a social project helping a group of the district dwellers. The residents will vote for the best projects. Every Gdynia resident can participate in PB – irrespective of his age, registration or citizenship. As you live here, you have the right to decide.

Your participation in the Participatory Budget gives you the opportunity to involve in the city life and have a direct influence on the municipal changes.

Read:

<https://bo.gdynia.pl/> (PL, EN, RU)

Another important instrument allowing you to engage in the improvement of the life quality in the city is the Resident's Assistant. By having this application, you can easily send a proposal which will reach an appropriate section in the Town Hall in Gdynia or a municipal organizational unit. Thanks to a notification system you can keep track of the progress. The catalogue of ideas is very wide – it covers the roads, transport, green areas, waste, vandalism and many others.

Many non-self-governmental organizations also operate in Gdynia.

More information:

<http://www.gdyniapozarzadowa.pl/category/organizacje/>  
(PL)



# 10. Develop your hobbies and involve in the cultural life of your city

## **'Przystań' Gdynia. Community Centres**

'Przystań' is the space where you can implement your ideas and develop your hobbies. In the 'Przystań' buildings you can borrow books from a library, entertain in senior clubs and seek social aid in your district. What makes 'Przystań' distinguished is the residents' willingness to participate actively in the everyday social life.

Every 'Przystań' comprises the Community Centre, which proposes various activities and workshops, for example, workshops in sewing, yoga, film meetings, parents' club meetings, karaoke or board games. You can come whenever you want to spend your spare time and socialize. If you have an idea for an event or you would like to share your thoughts with others, contact the 'Przystań' leader. All the events organized in the Community Centre are free of charge.

More information: [https://przystan.gdynia.pl/\(PL, EN, RU\)](https://przystan.gdynia.pl/(PL, EN, RU))

To be up to date with the events and activities offered by 'Przystań', join FB group:

- Przystań Lipowa 15
- Przystań Chyłońska 237
- Przystań Opata Hackiego 33
- Przystań Śmidowicza 49

## **Wymiennikownia**

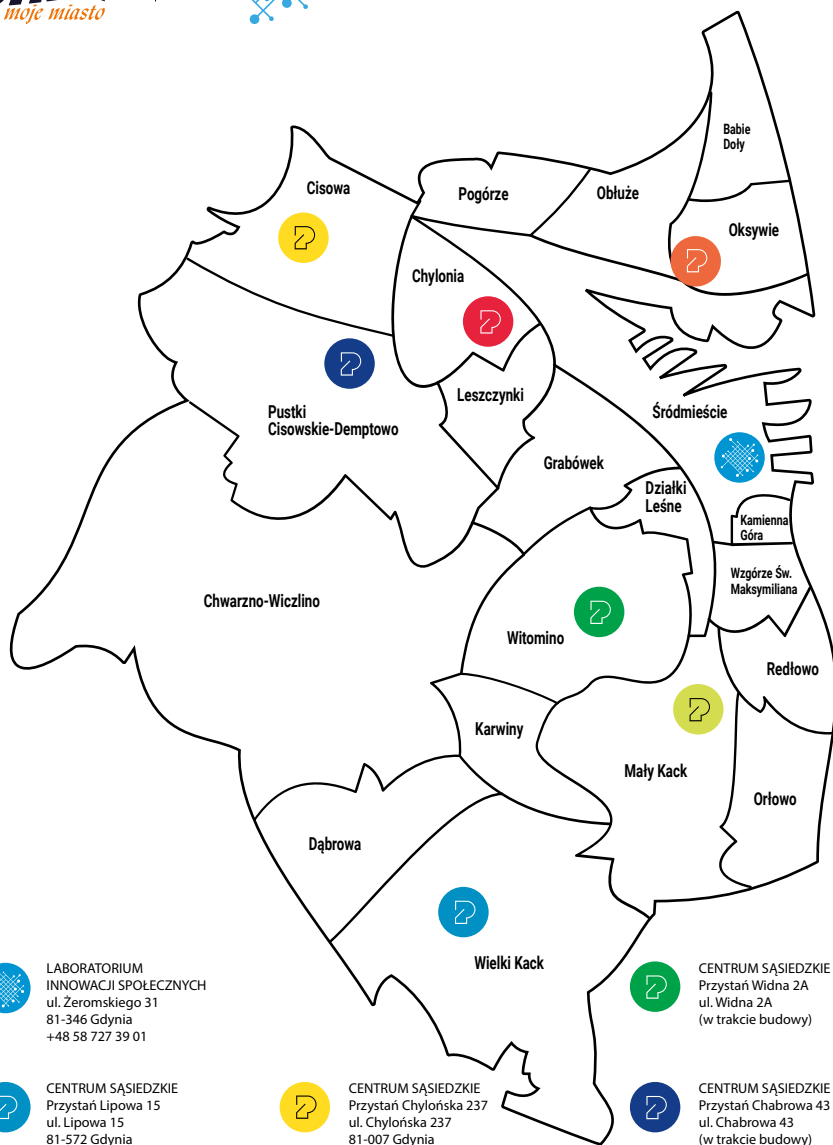
'Wymiennikownia' means the Youth Center of Social Innovations and Design; it is dedicated to teenagers and young adults (13-35 years old). You can take part in the activities and workshops, share your passions and ideas, get to know interesting people, spend your spare time and rest. All the events organized in here are free of charge.

'Wymiennikownia' is also an important point in Eurodesk network, which gathers 34 European countries. There you can find information about the possibilities to travel abroad within traineeships, trainings, exchange of students or voluntary work, to take part in educational programs, competitions, to familiarize with the possibilities to apply for grants and project partners. Address: **Gdynia, 20b, Kartuska Street (the entrance by the library)**

Address: **Gdynia, ul. Kartuska 20b (wejście od biblioteki)**

More information: [https://wymienikownia.org/\(PL\)](https://wymienikownia.org/(PL))





LABORATORIUM  
INNOWACJI SPOŁECZNYCH  
ul. Żeromskiego 31  
81-346 Gdynia  
+48 58 727 39 01



CENTRUM SĄSIEDZKIE  
Przystań Lipowa 15  
ul. Lipowa 15  
81-572 Gdynia  
+48 58 727 39 27



CENTRUM SĄSIEDZKIE  
Przystań Chylońska 237  
ul. Chylońska 237  
81-007 Gdynia  
+48 58 727 39 30



CENTRUM SĄSIEDZKIE  
Przystań Widna 2A  
ul. Widna 2A  
(w trakcie budowy)



CENTRUM SĄSIEDZKIE  
Przystań Chabrowa 43  
ul. Chabrowa 43  
(w trakcie budowy)



CENTRUM SĄSIEDZKIE  
Przystań Śmłidowicza 49  
ul. Śmłidowicza 49  
81-127 Gdynia  
+48 58 727 39 25



CENTRUM SĄSIEDZKIE  
Przystań Opata Hackiego 33  
ul. Opata Hackiego 33  
81-211 Gdynia  
+48 58 727 39 31



CENTRUM SĄSIEDZKIE  
Przystań Łowicka 51  
ul. Łowicka 51  
(w trakcie budowy)

## UrbanCafé

UrbanCafé is an open forum of dialog and discussion about the city, a meeting point for the residents, social activists, officials and scientists. UrbanCafé offers meetings and debates with experts, interesting discussions, film shows, webinars, 'Municipal Hyde Parks' or workshops. You are offered to work out solutions to the challenges Gdynia is facing and, finally, to implement them in cooperation with other residents.

UrbanCafé is operating within UrbanLab Gdynia Project.

<https://urbanlab.gdynia.pl/urban-cafe/> (PL)

## Offer for the seniors

The Center of Seniors' Activity (CAS) deals with coordination of actions for the elderly, people over 50. There are six Municipal Seniors' Clubs operating within CAS. The Center coordinates the University of Third Age and supports all the activities stimulating the seniors to act. The Municipal Seniors' Clubs provide a rich cultural and educational offer, welcome those who are willing to participate in dance classes or sport activities or want to meet and exchange their views at tea time.

In Gdynia there are also other Seniors' Clubs conducted by different associations and organizations supported by CAS.

A list of Seniors' Clubs:

<https://www.cas.gdynia.pl/index.php/gdynia-dla-seniorow/kluby-seniora> (PL)

Virtual Center of Seniors' Activity is an internet platform offering various lectures, activities and exercises dedicated to seniors – you do not have to leave home to take part.

More information:

[www.cas.gdynia.pl/](http://www.cas.gdynia.pl/) (PL)

<https://wirtualny.cas.gdynia.pl/> (PL)

[www.seniorplus.gdynia.pl](http://www.seniorplus.gdynia.pl) (PL) is an internet portal comprising information about the current events intended for the elder residents of Gdynia; this is a collection of the seniors' projects and concepts developed and implemented especially for the elderly. The web site proposes a calendar of events, authors' literary works, cooking recipes, ideas how to play with grandchildren, photo galleries, recorded lectures of Gdynia University of Third Age.





### Youth Center of Culture

The Youth Center of Culture in Gdynia (MDK) organizes activities in art, handcrafting, fashion design, sport and dancing, technics, theatre, music and singing, foreign language courses. MDK offers also vocal and theater competitions, reciting poems, sport contests, music festivals and feasts organized in cooperation with the municipal educational and cultural facilities. This offer is dedicated to children and teenagers from 4 to 19 years old. Participation in the activities is free of charge.

Address: **2, Grabowo Street, Grabówek District**

More information: <http://www.mdk.gdynia.pl/> (PL)



### Parent's Club

Parent's clubs are informal support groups dedicated to parents whose children are in the age of 0-3. They need to meet in a friendly atmosphere, exchange experience, gain knowledge from various specialists and talk to other young parents. During the parents' meetings their children spend time with their peers. The meetings are usually held in the libraries, day-care facilities, 'Przystań' facilities, local private and public club-cafes.

Information how to set up a parent's club and a list of the existing clubs is available:

<http://www.gdyniarodzinnna.pl/kluby-rodzica/> (PL)

### Open School

'Open School' includes a program of Gdynia self-government within which the selected schools propose different activities in sport, dancing, theatre, computer operation, foreign language learning and various therapies. The offer is dedicated to all Gdynia residents (children, teenagers, adults). Some activities are free of charge, and others are accessible for a small fee.

More information:

[http://edukacja.gdynia.pl/szkola\\_otwarta/](http://edukacja.gdynia.pl/szkola_otwarta/) (PL)

## CULTURAL INSTITUTION

It is not possible to be bored when you live in Gdynia. There are many facilities you can visit many times and always find something interesting.

A list of cultural institutions:

<http://gdyniakulturalna.pl/gdynia-kulturalna-miejsca/> (PL)

## Libraries

Gdynia Library is an example of a cultural facility where you can borrow books for free. Twenty one libraries in our city, including the Passion Library (96/98, Zwycięstwa Alley), offer a wide collection of books in foreign languages: English, German, Ukrainian and Russian, for both adults and children. Every library comprises a press reading room and internet access. There are 4 media libraries in Gdynia: Passion Library at 96/98, Zwycięstwa Alley, Knowledge Library at 141, Świętojańska Street, Pogórze Media Library at 21, K. Porębskiego Street and Śródmieście Library at 7/15, Władysława IV Street.

Every media library offers not only books, but also various e-books, audio-books, films, board games and vinyl records.

Śródmieście Library (7/15, Władysława IV Street) provides a place for digitalization of private collections, called 'Memory Lab', where the readers can record old photographs or VHS records in a digital version. Passion Library, in turn, provides the readers with the possibility to play musical instruments. The external wall of Śródmieście Library building has an automatic book exchange machine installed which allows you to have permanent access to the collection of books (24 h/7 days).

Gdynia libraries offer many cultural events, they organize meetings and workshops, as well.

More information: <https://bibliotekagdynia.pl/> (PL)

## Cinemas

### Gdyńskie Centrum Filmowe

Gdynia Film Center (GCF) is a multi-functional center of culture and film education available to all Gdynia residents, including the film art amateurs and film enthusiasts. There is a studio cinema with three screening rooms to broadcast ambitious productions, Gdynia Film School and Gallery. Besides, you can nicely spend your time in a cafe, restaurant or store – places which integrate the movie fans.

Adress: **2, Grunwaldzki Square**

Read: <http://gcf.org.pl/> (PL)

### Film Club

Film Club is located in the Museum of Emigration in Gdynia. The program focuses on the Polish and European productions, presents both classic movies and the most contemporary pieces of film art.

Adress: **1, Polska Street**

Read: <https://www.klubfilmowy.pl/> (PL)



### Helios Cinema in Riviera Shopping Mall

Multiplex with 6 screening rooms fitted with the high-tech audio equipment and Harkness pearl screens.

Address: **2, Kazimierza Górskiego Street**

[https://www.helios.pl/42,Gdynia/StronaGlowna/ \(PL\)](https://www.helios.pl/42,Gdynia/StronaGlowna/)

### Teatry

- Danuta Baduszkowa Musical Theatre, 1, Grunwaldzki Square
- Witold Gombrowicz Municipal Theatre, 26, Bema Street
- Gdynia Centre of Culture, 25, Jana z Kolna Street (the Culture Consulate building)
- Gdynia Główna Theatre, 1, Konstytucji Square
  - in the underground of the main railway station in Gdynia

<https://muzyczny.org>  
<http://www.teatrgombrowicza.art.pl>  
<https://www.gck.gdynia.pl>  
<https://www.teatrgdyniaglowna.pl>

### Emigration Museum in Gdynia

The Emigration Museum presents a modern exhibition telling the history of Polish emigrants from 18th century to the present times. What is more, the Museum organizes hundreds of events including concerts, workshops, film shows, authors' meetings, educational activities for the youngest, teenagers, and students, available to everyone. Another interesting idea is @Gdynia Language Swaps which means unique language meetings where the participants simultaneously learn and teach their languages.

All the visitors have access to the biggest and worldwide genealogical data base, free of charge – ancestry.com. Wishing to reconstruct the history of your family you have a chance to review hundred million scans of original documents.

It is possible to download the materials to carry out the activities with your children at home.

[http://www.polska1.pl/pl/edukacja/rodzinne-warsztaty-domowe \(PL, EN\)](http://www.polska1.pl/pl/edukacja/rodzinne-warsztaty-domowe)

[FB/muzeumemigracjigdynia](#)

### Gdynia City Museum

Gdynia City Museum displays the history of Gdynia. It is the place for generational exchange of experiences, thoughts and dreams. Tens of thousands of objects: photographs, postcards, documents of social life, posters, plans, maps, works of art, collected in the museum are a source of knowledge about the past and present life of the city and its inhabitants, invariably fascinating tourists and being a source of pride for the locals.



Gdynia City Museum focuses on contemporary education and innovative presentation of – not only local – history. Design, art, stories of residents, book and record publishing are perfect excuses to constantly encourage people to explore the fascinating fate of the city from the sea and dreams.

[www.muzeumgdynia.pl](http://www.muzeumgdynia.pl) (PL, EN)  
[FB/muzeummiastagdyni](https://www.facebook.com/muzeummiastagdyni)

### Culture Consulate

Culture Consulate is a project developed by Gdynia Center of Culture and the Town Hall. The Consulate provides a wide space for theatre performances, movies, reading, meetings, lectures and educational programs for children and families. This is a well-known theater stage of Gdynia Center of Culture. You can also enjoy your spare time here in a homely café.

More information about the program, performances and tickets:

<https://www.gck.gdynia.pl/teatr/> (PL)

Address: **25, Jana z Kolna Street**

Read: <https://www.gck.gdynia.pl/> (PL)

### EXPERYMENT Science Centre

Every visitor, irrespective of her/his age, will become an enthusiast of science when she/he comes to 'Experiment'. An independent interaction with the exhibits and the joy of making experiments is not only children's domain. This Center proposes five permanent exhibitions, temporary exhibitions, educational activities and specific events. It is situated in the modern glass building of Pomorski Park Naukowo-Technologiczny in Gdynia. Building III.

Address: **96/98, Zwycięstwa Alley**

Read: <https://experymnt.gdynia.pl/> (PL, EN)

***!!! During the pandemic all facilities described in this chapter operate under different conditions; they can be closed for some time or restrict personal access. Many events, exhibitions and projects are available on the Internet.***

The detailed information about the rules of operation is available at the web sites of particular institutions.

Read:

<https://www.gck.gdynia.pl/brakuje-nam-was-kulturaonline/> (PL)





## SPORT AND PHYSICAL ACTIVITY

### Activities free of charge

Gdynia is a place of active people. Gdynia Sport Center invites city residents in every age group to attend the free movement activities, which take place as part of the project @Gdyńskie poruszenie. It consists of outdoor and indoor activities with a coach, in the center itself and in the districts. The offer comprises Zumba for children, fitness, Pilates and yoga for seniors, indoor cycling, Zumba, Nordic walking, 'Mom Dad and Me' cycle, a cycle of jogging events 'Parkrun Gdynia', movement activities for the disabled or pregnant women.

The actual schedule and types of activities are available at the web site of Gdynia Sport Center [www.gdyniasport.pl](http://www.gdyniasport.pl) (PL)

Additionally, feel invited to 42 accessible outdoor workouts in different parts of Gdynia.



### Gdynia clubs and sport facilities

#### Clubs

Dozens of sport clubs are open for Gdynia residents who want to do sports, including the clubs at the highest competition class in Poland. 'Arka' is the most popular sport brand of Gdynia. Arka Club consists of football teams (Arka Gdynia), male basketball teams (Asseco Arka Gdynia), female basketball teams (VBW Arka Gdynia), rugby team (Rugby Club Arka Gdynia), female handball team (SPR Arka Gdynia). 'Baltic Gdynia' is the oldest sport club, while 'Seahawks Gdynia' is a team playing in the American Football League. A complete list of sport clubs in particular disciplines is available at:

<https://gdyniasport.pl/pl/kluby> (PL)

#### Gdynia Sport Forum

In Redłowo District, near PKM Gdynia Stadium station, an impressive complex of sport facilities, called Gdynia Sport Forum, attracts your attention. All the facilities, including the Municipal Stadium at 1, Olimpijska Street, are administered by Gdynia Sport Center. In 2019 the U-20 World Championship were organized here as the stadium can seat over 15 thou. viewers. Here Arka Gdynia Club plays its matches. This is a perfect place to spend time with your family and friends during the football and basketball games. Gdynia Arena (8, Kazimierza Górskiego Street), designed to host basketball, handball and volleyball games – the facility for over 4 thou. spectators – is situated not far away from the stadium. Apart from sport events, Arena can host musicians and artists at concerts and shows. The hall is fitted with many ecological solutions which save energy. Gdynia Arena and its surroundings are also accessible to the disabled.

[FB/GdyniaArena](#) (PL)

National Rugby Stadium (10, Kazimierza Górskiego Street) is fitted with artificial synthetic turf. It seats over 3 thou. sport fans who support the players of RC Arka Gdynia, Arka Gdynia, Baltic Gdynia, or Seahawks Gdynia. This modern facility is adjusted to play the rugby and football matches at the highest rank. The Stadium is also used by Gdynia youth sport clubs.

Beside the two immense arenas there are two smaller courts: one of them is covered by natural grass, the other one – artificial turf. Moreover, the Hall of Games and Athletic Hall are operating all year round (5, Olimpijska Street).

More information at:

<https://gdyniasport.pl/pl/obiekty/narodowy-stadion-rugby> (PL)

The residents have access to sports fields located by the schools. To book a particular sports field and play in the afternoon log in to the internet booking system:

<http://edukacja.gdynia.pl/rezerwacje/> (PL)

### **Running events and triathlon**

Gdynia is the Polish capital city for runners and a well-known place of prestigious triathlon competitions under the brand name of IRONMAN 70.3. Every year sport enthusiasts can participate in a cycle of street runs to win Grand Prix Gdynia. The cycle starts with the Birthday Run (Gdynia celebrates its birthday on 10th February) and ends with the Run of Independence in November. In turn, IRONMAN 70.3 Gdynia gathers almost 4 thou. participants from many countries over the world. The distance for IRONMAN 70.3. includes 1.9 km swimming in the sea (Gdanska Bay), 90 km hilly cycling route and 21 km running along Gdynia streets. The runs are dedicated to both amateurs and professionals.

### **Indoor swimming pools**

- indoor swimming pool in the Complex of Schools No 7, Gdynia, 4/6, Stawna Street
- swimming pool at Karwiny District – the Complex of School and Kindergarten № 2, 10, Staffa Street
- swimming pool in the Primary School № 39, 88, Unruga Street
- swimming pool in the Primary School № 40, 1, Gospodarska Street
- swimming pool in the Maritime University, 3, Jana Pawła II Alley
- Academic Sport Center in the Navy Academy, 69, Śmidowicza Street
- Sport Center 'Jesuits', 35, Tatrzańska Street
- Relax-Center in Mercure Hotel in Gdynia, 22, Armii Krajowej Street





# 11. Green areas, parks and recreational sites

## How to spend your spare time outdoor?

A green area does not only mean silence and pretty landscape. Generally, green sites encourage people to leave home and spend the time actively. What are the most popular green sites in Gdynia? Of course, Polanka Redłowska (Redłowska Glade) and the Seaside Park in Kolibki.

Gdynia is one of the Polish cities with the biggest area of woods within the total area of the city – 46%, so trees cover almost half of our city area! Open city spaces with designed green areas and small architectural items, for example, Park at Kamienna Góra, Kiloński Park (in Chylonia District), Central Park, encourage the residents to rest or have a walk. In addition, many small pocket parks are also accessible in the districts.

In the Center you can enjoy sitting on the grass and deckchairs exposed in the summertime: near InfoBox (30, Świętojańska Street) and Gdynia Film Center (2, Grunwaldzki Square). These open spaces in the city center invite the residents to take part in many cultural and educational activities such as: concerts, artistic performances, literary picnics, thematic workshops and sport activities.

## Beaches

In the summertime Gdynia offers four beaches in the city: Babie Doły, Śródmieście, Redłowo and Orłowo. During holidays the lidos are guarded. The beach in the Center (Śródmieście) offers a generally accessible playground for little children, also adjusted to the disabled children's needs.

Many sport events and feasts take place on the beaches e.g. Cudawianki, IronMan Gdynia, Gdynia Aerobaltic, Volvo Gdynia Sailing Days and many others.

## Seaside Boulevard and Oksywie Boulevard

The Feliks Nowowiejski Seaside Boulevard is located in the center of the city and is over 1.5 km long. The other one of 1.7 km length is situated in Oksywie District.



### **Three good places to have a barbecue:**

- **Swarzewska Street – Chylonia District**
  - stationary grill made of concrete, benches
- **Huzarska Pasture**
  - Redłowo District at Kopernika Street, fitted with a stationary grill made of bricks surrounded by the sport and recreational infrastructure
- **Irena Kwiatkowska Square**
  - Stare Obłuze District, at Col. Dąbka Street – the square is situated by a beautiful pond, where you are allowed to have barbecue outdoor

### **Five sites where you are allowed to make a fire:**

- Polanka Redłowska
- Forest Glade in Dąbrowa District
- Babie Dół
- Osada Rybacka in Oksywie District
- Śliska Street in Wiczlino District

## **12. We take care of the environment**

### **High quality atmosphere**

Gdynia has a network of air sensors installed in different places. As a resident you do not have to worry about the air quality. The indicators of suspended dust show one of the best air quality parameters in Poland. On a special web site you can check the air quality in your closest area comparing the actual parameters taken from all the sensors. The access is round the clock, with no limitations.

More information at:

[www.powietrze.gdynia.pl](http://www.powietrze.gdynia.pl) (PL)

Gdynia is actively operating in favor of the environment and counteracting the changes in the climate.

To track what is happening in Gdynia climate visit:

<https://www.gdynia.pl/oklimacie> (PL)





The information is available at:  
[www.wyrzucam.to](http://www.wyrzucam.to) (PL)

**58 624 66 11** – if you want a used electric and electronic equipment to be taken from your flat. You can also bring the old devices to one of the selective municipal waste collection points. A list of such points is available at: [www.wyrzucam.to](http://www.wyrzucam.to)

**58 77 23 501 (502, 503, 504, 505, 506, 507)** – if you want to throw away large-sized waste e.g. old furniture, tires, sanitary equipment. Pay attention that refrigerators, washing machines, TV sets do not belong to a large-size waste category, but electro-waste. Do not put electro-waste under the rubbish open structure, it will not be collected.

In case of any questions, call **58 77 23 500**  
or send e-mail to: [wyrzucamto@gdynia.pl](mailto:wyrzucamto@gdynia.pl)

The objective of the campaign is to create a positive culture of having pets at home and to promote good practices.

More valuable information at:  
<https://www.gdynia.pl/pies> (PL)



# 13. How does Gdynia City operate?

## City as a municipality

Gdynia City is a municipality on county rights. The city with county rights is a municipality holding the status of a city performing the county's tasks. In all the cities with county rights the executive powers are carried out by the Mayor.

The elections to the local government are held every 5 years, and the next election in Gdynia is expected in 2023. Every Polish citizen and the EU citizen, who is of age (18 years old) on the date of the election or a permanent resident of the area where the Council is to operate, has the right to elect members of the Municipal Council and the City Mayor.

The non-EU citizens do not have the right to participate in the elections.

## How do you elect the local government?

Wojciech Szczurek has continuously been the Mayor of Gdynia since 1998. The election of City Mayor are held simultaneously with the elections of the City Council members (Municipal Council). Every person holding an active right to vote and residing on the territory of Gdynia Municipality is allowed to take part in the elections.

Gdynia is divided into 5 electoral districts and each of them proposes a different list of candidates for aldermen. The electoral districts are divided into circuits. Every circuit consists of several or more than ten electoral committees where you can vote.

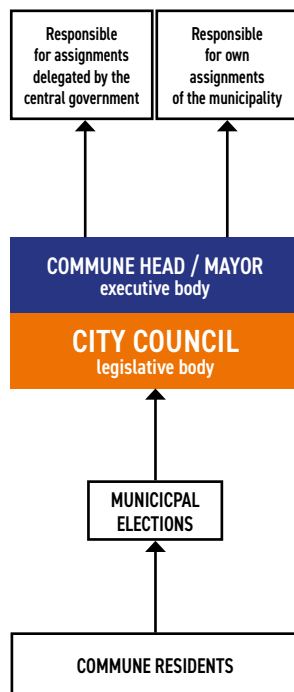
Before every election the addresses of all the electoral committees are available to the public ([www.gdynia.pl](http://www.gdynia.pl), local press, announcements in the streets); the actual lists are usually placed in schools, libraries and other public buildings.

## City Mayor of Gdynia

The City Mayor of Gdynia makes decisions related to the current matters of the city and city residents during the Mayor's Council meeting. The Council consists of several persons, including four vice-mayors, treasurer and secretary, who co-manage the city, and they usually meet once a week.

More information at:

<https://bip.um.gdynia.pl/prezydent-miasta,1753/wojciech-szczurek-br-prezydent-gdyni,482342> (PL)



## City Council

At present the City Council is composed of 28 aldermen and alderwomen. The sessions are held once a month, usually on last Wednesday in the particular month.

<https://bip.um.gdynia.pl/transmisje,8465/2020,556304>  
- link for a session transmission (PL)

The City Council meets in the main building of the Town Hall, 52/54, Marszałka Piłsudskiego Street.

More information about the City Council and the aldermen's background at:

<https://bip.um.gdynia.pl/rada-miasta,1690/radni-viii-kadencji-rady-miasta-gdyni,530980> (PL)

***!!! W czasie pandemii Rada Miasta obraduje zdalnie.***



## District Councils

District Councils operate as auxiliary units for Gdynia City. They participate in the development of 'small native lands' and keep contact with the district residents. Gdynia is divided into 21 districts and each of them has its own council. Within the social activity the district councils organize undertakings and indicate various investments.

More information at:

<https://bip.um.gdynia.pl/zadania-inwestycyjne-i-remontowe-w-dzielnicach-2,8183/srodki-na-zadania-inwestycyjno-remontowe-w-poszczegolnych-dzielnicach-na-lata-2019-2023,543207> (PL)

The Councils support the initiatives of district residents in the area of life conditions improvement, keeping order and safety, education, culture, protection of the environment, maintenance and development of infrastructure. Moreover, the district aldermen and women actively participate in charity campaigns all over the city. In the districts you can take part in many events like feasts, workshops, foreign language courses, etc.

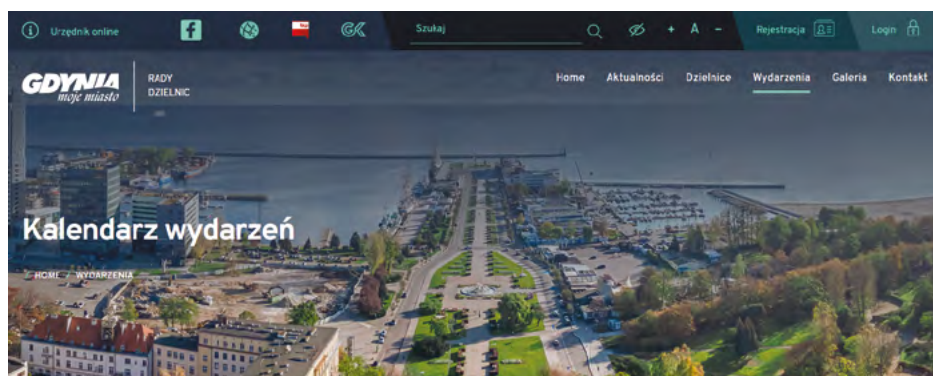
More information about Gdynia districts and the map at:

[\*\*https://www.gdynia.pl/dzielnice# \(PL\)\*\*](https://www.gdynia.pl/dzielnice# (PL))

The elections to the district councils are held every 5 years and the nearest date of election will fall in 2023.

More information is available at:

[\*\*https://www.gdynia.pl/dzielnice/wydarzenia-3,8237 \(PL\)\*\*](https://www.gdynia.pl/dzielnice/wydarzenia-3,8237 (PL))



## Wydarzenia

- WYBIERZ KATEGORIĘ -

- WYBIERZ DZIELNICĘ -

<

>

Czwartek  
**18.02**

Piątek  
19.02

Sobota  
20.02

Niedziela  
21.02

Poniedziałek  
22.02

Wtorek  
23.02

Środa  
24.02

18.02.2021 - 18.02.2021

Europejski  
telefon  
alarmowy

Emergency  
telephone  
number

Европейский  
телефон  
тревога

112

## 14. Safety and telephones

### IMPORTANT TELEPHONE NUMBERS

Information Point for Foreigners

**Gdynia, 11a, Wolności Street**

**780 061 203, 797 993 614**

Municipal Emergency Center

**112, 58 660 22 00**

Fire Brigade, 12/14, Władysława IV Street

**998, 58 660 23 00**

Fire Brigade, number for the deaf and dumb

**510 182 926**

Emergency Service, 14, Żwirki i Wigury Street

**999, 58 660 88 25, 58 625 19 99**

Police, 15, Portowa Street

**997**

Municipal Security, 10, Zakręt do Oksywia Street

**986, 58 660 22 03, 58 663 79 86**

Municipal Security, telephone for the deaf

**601 99 71 12**

Heating Emergency Service

**993**

Electricity Emergency Service

**58 620 45 50**

Gas Emergency Service

**992, 58 620 44 79**

Water-Sewage Emergency Service

**994, 58 66 87 272, 58 66 87 280**

### INSTITUTIONS AND ORGANIZATIONS

Municipal Center of Social Aid

**58 782 01 20**

Gdynia Center of Non-self-governmental Organizations

**58 621 80 98**

Center od Seniors' Activity

**58 661 55 38**

Office of Civic Advice

**58 661 31 51**

Integration Center Gdynia

**505 606 776 (dla osób z niepełnosprawnościami)**

National Health Fund - Branch in Gdansk

**58 75 12 500**

Transport for the Disabled

**58 623 50 78**

Center of Crisis Intervention

**58 622 22 22**

*Family conflicts, suicides, violence at home, aggression,  
sexual violence, unemployment, car crashes, disasters*

Clinic of Alcohol Addition Therapy and Co-addictions

**58 621 61 35**

Clinic of Addiction Therapy

**58 620 88 88**

Information about Religious Sects

**58 623 62 24**

Helpline

**58 301 00 00**

Veterinary Emergency Service

**58 622 25 52**

Gdynia Hope Bridge

*- support provided to patients suffering from cancers and their families*

**58 661 94 56**

Intervention Line of the Pomeranian Customs-Revenue Office

**800 060 000**

ZKM Helpline – public transport

**801 174 194, 695 174 194**

### **USEFUL TELEPHONE NUMBERS**

**All the matters in the Town Hall in Gdynia:**

Gdynia Contact Center

**58 626 26 26**

### **TRANSPORT**

Railways Information Center:

**19 757 57, [www.pkp.pl](http://www.pkp.pl) (PL)**

SKM and PKM Railways Information Center:

**58 721 21 70, [www.skm.pkp.pl](http://www.skm.pkp.pl) (PL)**

(All-Polish) Bus Information Center:

**58 672 23 24**

**helpline: 801 11 22 11, [www.pksgdynia.pl](http://www.pksgdynia.pl) (PL)**

Public Transport – 24h Helpline:

**801 174 194,**

**mob. 695 174 194, [www.zkmgdynia.pl](http://www.zkmgdynia.pl) (PL, EN, DE)**

Ferry Terminal, 60, Kwiatkowskiego Street:

**58 660 92 00**

**[www.stenaline.pl](http://www.stenaline.pl) (PL)**



Gdynskie  
Centrum  
Kontaktu

**58 626 26 26**



Lech Wałęsa Gdansk Airport: Gdansk, 200, Słowackiego Street,  
 Airport Info Center:  
**801 066 808**  
**for mobile tel.**  
**525 673 531**  
[www.airport.gdansk.pl](http://www.airport.gdansk.pl) (PL, EN, DE, RU)

Żegluga Gdańska Sp. z o. o.,  
 voyages around the harbor, to Hel and international voyages to Baltijsk  
 (Russia): 2, Jana Pawła II Alley, Nabrzeże Pomorskie  
**58 620 26 42**, [www.zegluga.pl](http://www.zegluga.pl) (PL, EN, DE)

### TOURIST INFORMATION

Municipal Information: 24, 10-Lutego Street  
**58 622 37 66**  
**e-mail:** [gcit@gdynia.pl](mailto:gcit@gdynia.pl)  
[it@gdynia.pl](mailto:it@gdynia.pl)  
[www.gdyniaturystyczna.pl](http://www.gdyniaturystyczna.pl) (PL, EN, DE, RU, SE, UA)

### TAXI

Taxi in mobile applications: Free Now, Uber Taxi, Bolt, iTaxi, Blue Taxi,  
 Admir Taxi, Auto Taxi Nord and others. The applications are available at  
 Google Play and Appstore

### SHOPPING MALLS

Shopping Mall 'Batory', 11, 10-Lutego Street  
**58 661 75 58**  
[www.batory.com.pl](http://www.batory.com.pl) (PL)

Shopping Mall 'Klif', 256, Zwycięstwa Alley  
**58 664 93 45**  
[www.gdynia.klif.pl](http://www.gdynia.klif.pl) (PL)

Miejskie Hale Targowe [Municipal Fair], 36/40, Wójta Radtkego Street  
**58 665 55 10**  
[www.haletargowegdynia.pl](http://www.haletargowegdynia.pl) (PL)

Shopping Mall 'Riviera': 2, Kazimierza Górskiego Street  
**58 779 07 10**  
[www.centrumriviera.pl](http://www.centrumriviera.pl) (PL, EN, RU, UA)



## PART II

### Important information for the guests arriving at Gdynia from abroad

#### 15. Information Point for Foreigners

Gdynia Information Point for Foreigners is located at 11a, Wolności Street; it is open every Thursday between 05.00-07.00 p.m. Depending on your needs ask a lawyer for advice, a social worker for help, elicit translation services in English and Russian. Feel free to gain assistance in legalization of your stay in Poland, ask for advice in the fields of civil law, penal law and administrative law and learn how to deal with your matter. If you want to find a place for your child in a kindergarten, to gain family benefits or information concerning financial allowances, rely on our assistance. The Information Point is managed by Miejski Ośrodek Pomocy Społecznej (MOPS; Municipal Social Welfare Center).

Contact: **tel. 780 061 203, 797 993 614**

**email: [cudzoziemcy@mopsgdynia.pl](mailto:cudzoziemcy@mopsgdynia.pl)**

**[http://mopsgdynia.pl/wsparcie/  
wsparcie-dla-cudzoziemcow/](http://mopsgdynia.pl/wsparcie/wsparcie-dla-cudzoziemcow/) (PL)**

Other institutions you can ask for assistance:

- **Immigrants Support Centre**  
(Centrum Wspierania Imigrantów i Imigranek - CWIiI)  
**<http://cwii.org.pl/> (PL, EN, RU, UA)**  
**11, Gdynskich Kosynierów Street, room 1, 80-866 Gdańsk,**  
**tel. 512 949 109**  
**[centrum@cwii.org.pl](mailto:centrum@cwii.org.pl); [FB/cwiitrojmiasto](https://www.facebook.com/cwiitrojmiasto)**

Residence legalization consultancy, Polish language courses, psychological counselling, legal advice, professional counselling, integration program, protection of immigrants' rights, trainings.



**Sopot Foreigner  
Integration  
and Support Center**  
**Mtyńska 11 Street,  
81-713 Sopot**

[sciwc@ab.org.pl](mailto:sciwc@ab.org.pl)

[https://www.facebook.com/sciwc/about/?ref=page\\_internal](https://www.facebook.com/sciwc/about/?ref=page_internal)

• **Stanisława Leszczyńska 'Gaudium Vitae' Association**  
**tel. 607 880 957 pon. 15:00-19:00; śr. 10:00-14:00**

– provides support to single mothers and families with many children – 35, Tatrzańska Street, Gdynia.

The foreigners are offered in-kind support (clothes, school accessories, household appliances, toys, prams, furniture for children, children care articles, layette for newborn babies).

• **Christian Baptists' Church,**  
**3A, Karpacka Street, Gdynia**  
Support in-kind, counseling.

• **Fundacja 'Przyjazny Dom'**  
**('Friendly House' Foundation)**  
**tel. 58 620 65 15**  
Support in kind, counseling.  
Grupa na FB: [FB/cudzoziemcy.gdynia/about](https://www.facebook.com/cudzoziemcy.gdynia/about)

By joining the group you will get access to current information, advertisements, events for foreigners in Gdynia and easily check what actions are being planned to integrate the city residents.

## **16. Where in Gdynia can you learn Polish?**

Free Polish language courses for foreigners you could find at:

• **Przystań Gdynia. Community Centers**  
**contact: [i.rutkowska@lis.gdynia.pl](mailto:i.rutkowska@lis.gdynia.pl)**  
**[przystan.gdynia.pl](http://przystan.gdynia.pl)**

• **Gdynia Library**  
**contact: [promocja@bibliotekagdynia.pl](mailto:promocja@bibliotekagdynia.pl)**  
**[bibliotekagdynia.pl](http://bibliotekagdynia.pl)**

Emigration Museum in Gdynia proposes another kind of language activities. On certain Saturdays you can take part in Gdynia Language Swap, meetings of Polish language learners. To sign up, you should fill in the form online:

<http://bit.ly/GdnLandSwap>



More information at:

<http://www.polska1.pl/pl/dzialania/gdynia-language-swap>  
(PL, EN)

**!!!! During the pandemic all the activities are held online.  
If you are interested in joining the group, contact  
the organizers.**

### **Where you can translate documents?**

Your documents should be translated by sworn translators, who are people of public trust. They specialize in translation of official and procedural documents, in certification of foreign copies of such documents. A sworn translator is also allowed to certify translations and copies made by other persons.

## **17. How to register your residence in Poland?**

**If you are a citizen of one of the EU member countries, EOG member countries (Norway, Island, Lichtenstein) or Switzerland and you stay in Poland for a longer period than 3 months, follow the procedure described below.**

### **Step by step:**

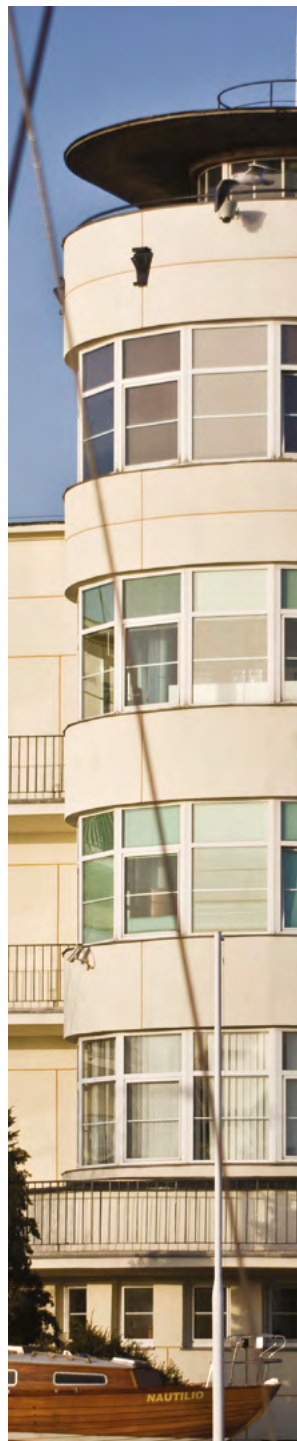
1. Submit personally an application to the Provincial Office – immediately after 3 months from your arrival pass

<https://www.gdansk.uw.gov.pl/dla-klienta/cudzoziemcy>  
(PL, EN, RU)

2. Confirm that you have sufficient funds to support yourself and your family  
a) by a credit card,  
b) submitting a certificate confirming your funds in the bank or another financial institution, bearing a stamp and signature of an authorized employee of the bank or financial institution, issued one month at the latest before filing the application.

**If you are a citizen of a country outside EU/EEA/Switzerland**

<https://udsc.gov.pl/cudzoziemcy/obywatele-panstw-trzecich/> (PL, EN, RU)





Check which situation refers to you. The best solution is to gain the residence card for which you can apply, when you have:

- a permit for temporary residence;
- a permit for permanent residence;
- a consent for residence for humanitarian reasons;
- international protection (you are awarded the status of a refugee or were provided with supplementary protection).

The Card of Residence confirms your identity and, together with the travel document, allows you to cross the Polish border many times without a visa.

All necessary information:

<https://udsc.gov.pl/cudzoziemcy/> (PL) (EN) (RU)

Gdynia residents are invited to visit the Pomeranian Voivodeship Office in Gdansk, 21/27, Okopowa Street, to deal with all the matters related to the legalization of their residence in Poland.

### You can arrange the following matters:

- legalization of the foreigners' residence on the territory of the Republic of Poland,
- registration of residence of the citizens of EU member countries and their family members who are not citizens of the EU member countries, on the territory of the Republic of Poland.

All the necessary forms are available at the web site of the Provincial Office:

<https://uwgdansk.bip.gov.pl/oddzial-ds-cudzoziemcow/formularze-wnioskow-do-pobrania.html> (PL, EN, RU)

The rules governing the residence in Poland during the epidemic and SARS CoV-2 pandemic:

<https://udsc.gov.pl/cudzoziemcy/epidemia-koronawirusa/> (PL, EN, RU)

**!!!During the pandemic a visit to the Office should be arranged with an appointment made via electronic media.**

Check information on the page:

<https://uwgdansk.bip.gov.pl/oddzialy-wsoic/oddzial-ds-cudzoziemcow.html> (PL, EN, RU)

**Section of Foreigners' Residence Legalization**  
– entrance to the building  
at Rzeźnicka Street,  
room no 11,  
tel. 58 30 77 466  
e-mail:  
[cudzoziemcy.pobyt@gdansk.uw.gov.pl](mailto:cudzoziemcy.pobyt@gdansk.uw.gov.pl)

**Branch in Słupsk,**  
Department of Civic  
and Foreigners' Affairs  
1, Jana Pawła II Street,  
room no 417

**Web site of the Branch in Słupsk:**  
<https://www.gdansk.uw.gov.pl/urzed/delegatura-w-slupsku/31-oddzial-paszportow>  
(PL, EN, RU)

## 18. How to register as a resident?

Each person residing in Poland for 30 days or longer is obliged to register as a temporary or permanent resident. You can register:

### **Via Internet**

Temporary residence:

<https://bip.um.gdynia.pl/sprawy-do-zalatwienia,125/zameldowanie-obcokrajowca-na-pobyt-czasowy,485525> (PL)

Permanent residence:

<https://bip.um.gdynia.pl/sprawy-do-zalatwienia,125/zameldowanie-obcokrajowca-na-pobyt-staly,485522> (PL)

### **Attention!**

*You have to sign the application filed on-line with safe electronic signature or trusted profile (see: Glossary) or bring your application in person to:*

**Urząd Miasta Gdyni [Town Hall in Gdynia]  
Department of Civic Affairs  
Section of Registration of Population,  
52/54, Marszałka Piłsudskiego Alley**

**ref.ewidencji\_ludnosci@gdynia.pl  
tel. 58 626 26 26**

*Attention! If you are not a citizen of EU or EFTA member country and you are not a member of the foreigner concerned, **YOU ARE NOT ALLOWED TO REGISTER VIA THE INTERNET.** You are obliged to bring the documents which confirm your residence in Poland to the office.*

A foreigner, as a citizen of EU and EFTA member country, a party of EEA agreement, or a citizen of the Swiss Confederation and a family member of the above mentioned foreigner who is not a citizen of the above enumerated countries is obliged to register in the place of his permanent residence within 30 days at the latest from the date of his arrival at this place.

Other foreigners are obliged to register in the place of their permanent residence within 4 days at the latest from the date of their arrival at this place.

# 19. Practical information

## PESEL - what is it?

PESEL is an individual, 11-digit number, which identifies a particular person. PESEL number is generally used when executing contracts and contacting various institutions. It facilitates you to handle different matters in offices, healthcare centers and hospitals, to settle taxes, to open a bank account, to register a motor vehicle, etc.

## How to get PESEL?

You get PESEL number automatically when you register as a resident (for more than 30 days). You can also make an application in the Town Hall in Gdynia: - fill in the PESEL application

<https://bip.um.gdynia.pl/sprawy-do-zalatwienia,125/przymowanie-wnioskow-o-nadanie-numeru-pesel-dla-osob-obowiazanych-na-podstawie-odrebnych-przepisow-do-posiadania-numeru-pesel,485165> (PL)

Remember to write down a real legal basis for the obligation to hold PESEL number.

- Prepare a document which will confirm your identity and other data you have given in the application;
- File the application in person (or via an attorney – ask the official how to handle your case through attorney) in the Town Hall.
- Town Hall in Gdynia, 52/54 Marszałka Piłsudskiego Alley, 81-382 Gdynia, room no 60.

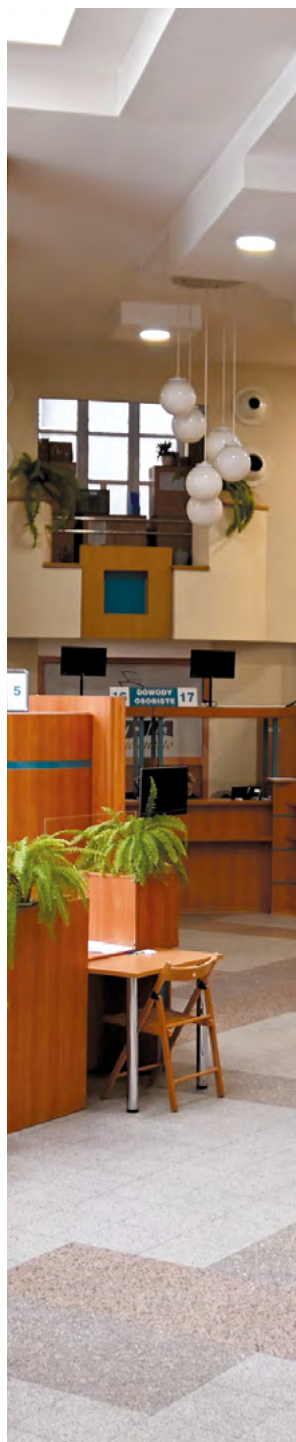
*Remember! If you do not have PESEL number, you can use your passport or ID card number*

*!!! During the pandemic the Town Hall in Gdynia does not operate as usual, before your visit make an appointment at the web site: [gdynia.pl/bip/rezerwacje](https://gdynia.pl/bip/rezerwacje) (PL)*

## How to open a bank account?

Holding a bank account makes your life in Poland easier. It is useful not only when you work, (the employer usually transfers your salary to your bank account), buy goods or services, but also when you want to handle your formal official affairs via the Internet (read the Glossary: Trusted Profile).

The rules how to open a bank account may differ depending on the facility. Many banks provide web sites in foreign languages, not only Polish, so check the web site of a particular bank.



**If you want to visit the bank, take with you a document confirming your legal residence in Poland and your identity. Depending on the institution you will need the following documents:**

- ID card of the country you come from (passport, ID),
- Driving license,
- Statement confirming your residence or registration of your residence,
- Residence visa,
- Temporary or permanent residence card.

In case of non-residents, who do not hold a residence card, one more document is usually required: Tax Residency Certificate. This document indicates the tax-payer's place of residence for tax purposes; it is issued by a relevant revenue office. Practically, the point is that the fiscal authorities wish to know where you pay your income tax – in the country you left or in Poland.

### **Telephone, SIM card/telephone starter**

Telephone starter means SIM card, which you can buy in the operator's office or any other store, kiosk or petrol station.

*Attention! In Poland every person, who uses or intends to use the offers of Polish mobile telephone networks, is obliged to register her/his SIM card – that is why you have to make registration when you buy the starter. To make the registration you have to confirm your ID (Id card or passport) during the purchase.*



### **The mobile telephone operators offer you:**

- To subscribe (you are to sign a contract with the operator, usually for 24 months choosing the best offer or buying a telephone repayable by instalments within the subscription),
- To buy a card (without any contract). The card allows you to buy an appropriate package depending on your actual needs and change the package any time. The network operators propose bonuses, i.a. by increasing the top-up or providing an additional data transfer.

### **How to pre-pay your mobile phone?**

You can top-up your mobile telephone:

- Using a code – the code as a scratch card or print-out is available in every store, kiosk or petrol station.
- Via the Internet – using the operator's web site. Many banks also provide the top-up service directly through the electronic banking system.

Detailed information at:

<https://komorkomat.pl/jak-doladowac-telefon/> (PL)

### **Foreign currency exchange office**

*this is an enterprise which specializes in exchange of currencies.*

*In Poland you can exchange the currency via stationary facilities (service provision facilities) or on the Internet.*

*You can also exchange money in a bank.*

*In our country the currency exchange office activities are subject to legal regulations.*

### **Where to exchange foreign currency?**

You can exchange foreign currency:

- In a traditional currency exchange office,
- In the bank,
- In the internet currency exchange office,
- In the internet social network.

Before the transaction it is worth checking which way of exchanging the currency is most favorable for you (take into account the commission, availability of the currency, comfort or level of safety).

### **How to transfer money abroad?**

You can transfer money abroad via:

- Traditional wire transfer,
- Remittance of the funds in cash,
- Foreign postal money transfer order,
- Online transfer via the internet service specializing in foreign wire transfers.

Generally, the online transfer via the internet service which specializes in foreign wire transfers is the most favorable method. Before the transaction it is worth comparing the prices, the service duration and offered exchange rate. Many comparisons of the international wire transfers are easily accessible on the Internet.

### **Poczta Polska (Polish Post), courier's services**

Polish Post is the state-owned operator. The post offices are available in every district and estate. Polish Post provides such services as sending ordinary and registered letters and parcels, making money transfers. It also accepts your bills for electric energy, gas, rent etc. but you have to pay an extra charge. Majority of the post offices are equipped with a terminal payable in cash or a credit/debit card. More and more postal services are available through the Internet. You are welcome to use the platform [envelo.pl](http://envelo.pl) (PL) More information at: [http://jakwyslac.pl/\(PL\)](http://jakwyslac.pl/(PL))

Post offices in Gdynia and opening hours:

<https://placowki.poczta-polska.pl/#> (PL)

### **Courier's services**

Apart from Polish Post services courier companies offer their services, as well. They deliver parcels and letters. The prices are over dozens Polish zloty. In most cases following your order the courier will collect your consignment from your place. There are also many firms operating on the free market which work as courier services brokers. You can choose a proposal which is the best for you and pay less than in the courier's company.

<https://www.znajdzkuriera.pl/kurierzy> (PL)



## 20. Employment

### Work permit

Generally, the foreigners are allowed to work in Poland, if:

- They reside in Poland legally and have a work permit, unless it is not required, or
- They have a permit for temporary residence and work permit or a permit for temporary residence and a special work permit to perform a kind of work which needs high qualifications
- They are staying in Poland on the basis of the so-called humanitarian visas (e.g. citizens of Belarus).

**Attention: A foreigner is not allowed to work in Poland, if he stays on the basis of:**

- A visa issued for tourist purposes or humanitarian reasons, in connection with the interest of the state or international commitments;
- A permit for temporary residence granted under art. 181 (1) of the act of law of 12.12.2013. re.: foreigners, (defining the circumstances which require the foreigner's short-term residence on the territory of Poland).

**An employer who employs a foreigner under the work permit has the same obligations towards him as in case of a Polish citizen.**

More information at:

<https://gdynia.praca.gov.pl/dla-bezrobotnych-i-poszukujacych-pracy/dla-cudzoziemcow/zezwolenie-na-prace> (PL, RU, EN, UA, BY),

<https://udsc.gov.pl/cudzoziemcy/obywatele-panstw-trzecich/chce-pracowac-w-polsce/> (PL, EN, RU)

### Applicable regulations

Regulations related to the foreigner's work permit and provision of information:

**Pomeranian Voivodeship Office**

<https://www.gdansk.uw.gov.pl/dla-klienta/sprawy-realizowane-w-urzedzie/1038-zezwolenie-na-wykonywanie-pracy-przez-cudzoziemca> (PL, EN, RU)

21/27, Okopowa Street, Gdańsk  
(entrance at Rzeźnicka Street)

tel. 58 30 77 427

[cudzoziemcy.pobyt@gdansk.uw.gov.pl](mailto:cudzoziemcy.pobyt@gdansk.uw.gov.pl)

**Opening hours:**

Monday, Wednesday, Thursday, Friday 09:00 a.m. - 02:00 p.m.  
 Tuesday 11:00 a.m. - 06:00 p.m.

**Telephone service:**

Monday, Wednesday, Friday 08:00 - 12:00 a.m.

**Kinds of contracts executed with an employer**

There are several possible ways of contracting employment in Poland: **employment contract, contract of mandate, contract for performance of a specific task, self-employment.**

Kind of contract	Contract of employment	Mandate Contract	Contract for performance of specific work
Legal basis	Labor Code	Civil Code	Civil Code
The contract parties	Employer and employed employee	Principal and contractor	Principal and contractor
References	The contract of employment is concluded between an employer and employee; under this contract the employee undertakes to perform work of a defined kind in favor of the employer and under his management, in the location and time designated by the employer, while the employer undertakes to employ the employee against remuneration (salary).	Under the contract of mandate one party (contractor) undertakes to perform a defined legal activity (e.g. work) in favor of another party (principal), under the terms and conditions defined in the contract.	The subject of the contract for performance of a specific task may be production of new things, e.g. repair, renovation or maintenance of the existing items.  This product may be of material and immaterial nature.
Differences in the work organization	The location, time, ways and scope of duties are clearly defined.	The subject of the commitment (service) is clearly defined. The location of the service performance may be determined. The work organization is not determined.	This contract determines what a product – piece of work should be produced. The term of product delivery is determined. The way or location of the product production is not determined.
Insurance	Sickness insurance. Disability pension insurance. Pension insurance.	Sickness insurance. Disability pension insurance. Pension insurance.	None

Kind of contract	Contract of employment	Mandate Contract	Contract for performance of specific work
Employee's rights	<p>Under this contract the following items are determined:</p> <ul style="list-style-type: none"> <li>• Terms of notice,</li> <li>• Payable holiday leaves,</li> <li>• Sickness allowance,</li> <li>• Benefits,</li> <li>• Extra money for overtime work,</li> <li>• The possibility to seek satisfaction of the employee's claims in court (Labor Court).</li> </ul>	None	None
Rights to parental leaves	<p>Pursuant to the Labor Code the person who is in the employment relationship with the employer has the right to take a parental leave.</p> <p>You are not allowed to waive the right to the parental leave, but you can divide it between the parents.</p>	<p>woman employed under a contract of mandate acquires the right to a maternity benefit. It is implemented under the same rules and is of the same duration as in case of the employment contract.</p> <p>You should remember, however, that such a person is not protected by the Labor Code provisions.</p>	None
Pension	<p>Years of experience – yes</p> <p>Pension premiums – yes</p>	<p>Years of experience – no</p> <p>Pension premiums – yes</p>	<p>Years of experience – no</p> <p>Pension premiums – no</p>

### Annual tax return – PIT

Every person who works in Poland is obliged to pay taxes and submit the annual tax return – PIT.

Detailed information at:

[https://www.podatki.gov.pl/abc-podatkow/\(PL\)](https://www.podatki.gov.pl/abc-podatkow/(PL))

### E-pit.pl

– this platform will help you settle your PIT taxes through the Internet

**Remember! In the tax return write down your address of residence in Gdynia. Then the city you are living in will receive money for providing the city residents with employment and the best living conditions.**

### PIT

*'PIT' originates from English 'Personal Income Tax' – you have to pay the tax irrespective of the source of your income. Colloquially, PIT means a document which must be delivered every year (usually by the end of April) to a revenue office by every person who shows the income earned by virtue of employment or business activity. Using Your e-PIT you can settle your income tax (PIT) online:*

[https://www.podatki.gov.pl/pit/twoj-e-pit/\(PL\)](https://www.podatki.gov.pl/pit/twoj-e-pit/(PL))



When submitting your PIT in Gdynia you can take part in a lottery and win valuable prizes: [https://www.pitwgdyni.pl/\(PL\)](https://www.pitwgdyni.pl/(PL))

Transfer 1% of your tax to public benefit organizations. This is not an additional tax, but a part of your tax which you have to pay anyway. You have the right to decide if it will be transferred to a non-governmental organization (NGO) or the State Treasury. To make a 1% donation in favor of the organization, write down its name and KRS (National Court Register) number.

The information is available at:

[http://www.gdyniapozarzadowa.pl/category/organizacje/organizacje-pozytku-publicznego/\(PL\)](http://www.gdyniapozarzadowa.pl/category/organizacje/organizacje-pozytku-publicznego/(PL))

#### Useful links:

- [https://www.biznes.gov.pl/pl/firma/cudzoziemcy/chce-prowadzic-biznes-w-polsce/zasady-prowadzenia-dzialalnosci-gospodarczej-w-polsce-przez-cudzoziemcow/\(PL, EN\)](https://www.biznes.gov.pl/pl/firma/cudzoziemcy/chce-prowadzic-biznes-w-polsce/zasady-prowadzenia-dzialalnosci-gospodarczej-w-polsce-przez-cudzoziemcow/(PL, EN))
- [https://poradnikprzedsiebiorcy.pl/-cudzoziemiec-przed-siebiorca-w-polsce/\(PL\)](https://poradnikprzedsiebiorcy.pl/-cudzoziemiec-przed-siebiorca-w-polsce/(PL))
- [https://udsc.gov.pl/cudzoziemcy/obywatele-panstw-trzecich/chce-przedluzyc-swoj-pobyt-w-polsce/zezwolenie-na-pobyt-czasowy/dzialalnosc-gospodarcza/\(PL, EN, RU\)](https://udsc.gov.pl/cudzoziemcy/obywatele-panstw-trzecich/chce-przedluzyc-swoj-pobyt-w-polsce/zezwolenie-na-pobyt-czasowy/dzialalnosc-gospodarcza/(PL, EN, RU))
- [https://6krow.pl/zalozenie-i-prowadzenie-firmy-przez-cudzoziemca-w-polsce/#cudzoziemcy-spoza-grupy-panstw-ue/\(PL\)](https://6krow.pl/zalozenie-i-prowadzenie-firmy-przez-cudzoziemca-w-polsce/#cudzoziemcy-spoza-grupy-panstw-ue/(PL))

#### Setting up business activity

All the issues related to the establishment and conducting of business activity are discussed at [www.biznes.gov.pl](http://www.biznes.gov.pl) (PL, EN). Using a simple browser on this web site you can easily find a particular issue concerning business activity in Poland.

A description of the rules how foreigners outside EU member countries can set up business in Poland is available at:

Useful links:

[https://www.biznes.gov.pl/pl/firma/cudzoziemcy/chce-prowadzic-biznes-w-polsce/zasady-prowadzenia-dzialalnosci-gospodarczej-w-polsce-przez-cudzoziemcow/zasady-prowadzenia-dzialalnosci-gospodarczej-w-polsce-przez-cudzoziemcow/\(PL, EN\)](https://www.biznes.gov.pl/pl/firma/cudzoziemcy/chce-prowadzic-biznes-w-polsce/zasady-prowadzenia-dzialalnosci-gospodarczej-w-polsce-przez-cudzoziemcow/zasady-prowadzenia-dzialalnosci-gospodarczej-w-polsce-przez-cudzoziemcow/(PL, EN))


























#### Kinds of social insurance




Pension insurance is the insurance of priority. The premiums you pay increase your future pension. The next important insurance is disability pension insurance. It protects you against the consequences of long-term disability to work. Paying the premiums you have the right to receive a disability pension. The sickness insurance provides you with the possibility to receive sickness benefits from ZUS (Social Insurance Institution) (on the basis of medical certificates) and maternity benefits (for both men and women). The fourth insurance is called accident insurance. ZUS will pay indemnity to the persons who sustained accidents at work. These four types of insurance are of social character.

In addition, health insurance premiums are also paid to ZUS and are subsequently transferred by ZUS to NFZ (National Health Fund), allowing you to benefit from public health service free of charge.

## Type of employment and social security premiums

Simultaneous duration of a number of contracts might affect the social security premiums.

Type of insurance / Contract	Specific task contract	Commission contract/student	Commission contract/non student	Employment contract	Self-employed sole trader
Retirement					
Disability					
Sickness					
Accident					
Health					

 Compulsory insurance     
  Voluntary insurance     
  No insurance

### Days off work in Poland

The days off work – apart from Sundays – are the holidays indicated in the regulations, which say about 13 holidays. Every employee regardless of her/his religious denomination has a right to have 13 days off work.

#### In 2021 the holidays include:

- 1 January – New Year
- 6 January– Epiphany
- 4 April – First Day of Easter
- 5 April – Second Day of Easter
- 1 May – public holiday
- 3 May – public holiday
- 23 May – Pentecost
- 3 June – Corpus Christi
- 15 August – Assumption of the Blessed Virgin Mary
- 1 November – All Saints' Day
- 11 November – National Day of Independence
- 25 December – first day of Christmas
- 26 December – second day of Christmas.

## 21. Medical services



### When you can use public healthcare service?

In Poland both private and public healthcare services are accessible. Every insured person (covered by the voluntary or obligatory health insurance or reported as the insured person's family member) has the right of access to the advice and consultancy provided by a doctor, nurse, midwife or special doctors in their offices and hospitals.

#### NFZ

*Narodowy Fundusz Zdrowia  
(National Health Fund)  
is a state-owned entity which  
in the Polish healthcare system pays for  
the health benefits and refunds  
the medicines to the insured patients  
from the funds originating  
from the payment of the obligatory  
health insurance premiums.*

#### L4

*sick leave which takes the form  
of a formal certificate made out  
by a doctor to justify the employee's  
absence at work due to her/his  
unfitness because of a disease  
or the necessity to take care  
of a sick family member.*

The offices of the physicians, who provide services under a contract concluded with the National Health Fund (NFZ) as a part of the public healthcare service, are provided with NFZ logo board. The NFZ services are free of charge for the insured and PESEL number will help you benefit.

More information at:

<https://www.zus.pl/pracujacy/ubezpieczenie-zdrowotne-w-polsce> (PL)

It is usually the employer who registers the employee in the National Health Fund (NFZ). Every employed person (under contract of employment or mandate) is subject to obligatory health insurance. On the date of signing a contract the employer registers you as an employee and the premiums are automatically deducted from your remuneration. You are entitled to add your family members to your insurance without any additional charges, if you are employed under a contract of employment. If you are self-employed, you are obliged to pay the premiums by yourself.

If you are not covered by the obligatory health insurance, you can register yourself in the optional health insurance. To enter into an agreement with NFZ, you should visit a branch of the National Health Fund (Service of the Insured is situated in Gdynia 53, at Ślaska Street) and file ZUZ ZZA form. Detailed information is available in the NFZ branch.

If you are an unemployed citizen of the European Union member country, you can register in the Labor Office as an unemployed person and in this way to obtain insurance for you and your family.

**Remember! If you do not hold health insurance and you find yourself in hospital you will have to pay all the costs of your medical treatment.**

Find a list of the persons authorized to receive the benefits and the conditions of obtaining such benefits at:

[http://www.nfz-szczecin.pl/lipdu\\_uprawnieni\\_do\\_swadczen.htm](http://www.nfz-szczecin.pl/lipdu_uprawnieni_do_swadczen.htm) (PL)

Apart from public medical care, you can benefit from private doctors in their individual private offices and private medical centers. The prices are diversified. Many doctors are included in [znanylekaz.pl](http://znanylekaz.pl) (PL) where all the information about the specializations and prices is available.

**!!! During the pandemic some of the healthcare services might be rendered by telephone**

The information about the possibility of medical treatment during the COVID-19 pandemic in the Pomeranian Province is available at:

<https://nfz-gdansk.pl/dla-pacjenta/gdzie-sie-leczyc-w-czasie-covid-19,7748> (PL)

### **How to take sick leave ('L4')?**

A sick leave ('L4') is a formal document, which is sent electronically directly to ZUS and your employer. You are released from the obligation to perform work under this certificate and according to the law you may be controlled (you should stay at home and take care of yourself).

You can also obtain 'L4' in case of your child's disease. This certificate is written down by the doctor when your child is sick, needs care and should not go to school or kindergarten. For the time covered by the sick leave you will get 80% of your remuneration.

More information about benefits, including the sickness benefit and care allowance (a sick family member) is available at:

<https://www.zus.pl/swiadczenia/zasilki> (PL, EN)

### **When can my child benefit from public healthcare service?**

All the persons under 18 have the right to benefit from healthcare irrespective of being covered by an insurance or not. The act of law says that the minors are subject to the insurance provision obligation which means that they must be registered in the insurance institution. The registration of a child does not affect the amount of the insurance premium.

The child can be covered by insurance as a family member, a person under care of an institution or student. Only when the child cannot be insured for the above mentioned reasons, she/he is entitled to the healthcare benefits as an uninsured child under 18 years old.

A document confirming the right to the healthcare benefits is the ID confirming document or a birth certificate.

More information at:

[http://www.nfz-szczecin.pl/xelud\\_uprawnieni\\_do\\_swadczen\\_dzieci.htm](http://www.nfz-szczecin.pl/xelud_uprawnieni_do_swadczen_dzieci.htm) (PL)

### **E-prescription**

*contains information about the medicines prescribed to a patient which are recorded in the Patient's Internet Account. By means of the electronic system the file goes from a doctor to a pharmacist to be further forwarded to the institution, National Health Fund (NFZ), which will refund the cost of the medicine. To buy the medicines at chemist's you should give a 4-digit code received on your telephone (SMS) or e-mail or on printed paper.*

### **ZUS**

*Zakład Ubezpieczeń Społecznych (Social Insurance Institution).*

*The most important tasks of ZUS include:*

- *Keeping individual accounts of the insured,*
- *Collecting social insurance premiums and recording information about the individual accounts of the insured,*
- *Collecting health insurance premiums and transferring them to the National Health Fund (NFZ),*
- *Keeping the payers' accounts and settlement of the accounts,*
- *Granting and paying the long-term benefits (e.g. pension, disability pension),*
- *Granting and paying the short-term benefits (e.g. sick benefit, maternity benefit).*

**All the remarks, comments,  
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and corrections  
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**Photographs:  
archives of  
Urząd Miasta Gdynia,  
Laboratorium Innowacji  
Społecznych, Muzeum  
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## About the GUIDEBOOK

The Guidebook has originated while testing the micro social innovations, nselected during the first call for 'Ideas for the City' in the area of development of a civic society and increasing the local communities' potential in solving problems.

'Ideas for the City' belongs to one of the Innovation Incubator's paths, which are a part of Gdynia UrbanLab initiative. First and foremost, it constitutes an innovation instrument for the residents to participate and create real processes of social transformations in the city. Citizens can participate in the regular editions of micro social innovations by signing up and adding their ideas in the decision-making process. In the next steps the best initiatives are accepted and implemented.

The idea of 'Guidebook for New Residents of Gdynia' originated from Marta Otrębska, a Gdynia resident herself. The publication has been highly acknowledged, since it facilitates the residents' participation in social life and their proactive behaviors in local communities. The contents of the Guidebook were developed by an interdisciplinary group of people from various units and divisions cooperating with UrbanLab Gdynia in the 4th quarter of 2020. The publication contains the opinions of immigrants expressed in surveys and workshops conducted in UrbanLab on behalf of Gdynia local authorities in summer and autumn of 2020.

Call for the 'Idea for the City' is organized within 'Adaptation of Urban-Lab Concept in Gdynia' realized within the Operational Program Technical Assistance for 2014-2020, co-financed from the Cohesion Fund funds.

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## Notes

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The guide  
book  
for  
new re-  
sidents



**UrbanLab**

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URBANLAB GDYNIA IS IMPLEMENTED WITH FUNDS FROM THE EUROPEAN UNION, WITH THE INVOLVEMENT OF THE MINISTRY OF DEVELOPMENT FUNDS AND REGIONAL POLICY AND WITH THE SUPPORT OF THE INSTITUTE OF URBAN AND REGIONAL DEVELOPMENT.