CHECKLIST - Upon arrival

# These are the first steps you will need to take as soon as you arrive.

* Register online with the Welcome Centre (if you did not do it before leaving home) [www.welcomecentre.uj.edu.pl/registration](http://www.welcomecentre.uj.edu.pl/registration)
* Visit your department/institute.
* Sign your lease agreement
* Register (yourself and your family) at the relevant municipal office (If you are planning to stay in Poland in a certain town for more than 14 days, you need to register in the relevant municipal office) department of the Kraków Municipality Office. Address**: al. Powstania Warszawskiego 10, 31-549 Kraków**
* Non-EU citizens: apply for a residence permit with the immigration authorities if you are staying in Poland after your entry visa expires. Please ensure you do this in plenty of time before your visa expires.
* Open a bank account (optional)
* Sign your employment contract, if applicable.
* Extend your visa / residence permit (and visas of your marital partner and children
* Register your children at a kindergarten or school
* Set up your workplace (e-mail, internet access, USOS access etc.).
* Obtain information as soon as possible on potential taxation obligations and pension rights which may ensue from your employment status