

## Information about registration procedure – temporary stay in Poland

### “Temporary residence permit”.

Foreigners, who are planning to stay in Poland for a period longer than 3 months, may apply for a temporary residence permit in Poland. A temporary residence permit is granted for a maximum period of 3 years. However, the validity period of the permit may be shorter if a shorter stay is justified, pursuant to the grounds for application.

The procedure of legalisation of temporary residence takes place at the competent **Office for Foreigners of the Voivodeship Office** in the voivodeship where the foreigner resides.

More information: <http://www.migrant.info.pl/temporary-residence-permit-for-the-purpose-of-undertaking-higher-education.html>

A temporary residence permit is granted to foreigners if the aim of their stay in Poland is to start or to continue a full-time 1st degree (undergraduate), 2nd degree (graduate), integrated Master's degree or 3rd degree (doctoral) studies programme. The residence permit is granted also in the case that such studies are a continuation or are complementary to a course of study that the foreigner is pursuing in another EU Member State. In order to obtain a residence permit issued for the purpose of undertaking higher education, the foreigner should meet all of the following conditions:

#### **a)For EU citizens:**

Time to apply for permit: deadline is next day after 3 months stay, documents should be filled in in Polish and should be submitted in person.

Required documents:

- the application for a temporary residence permit “wniosek o zarejestrowanie pobytu” - 4 completed copies
- a valid travel document: passport/ID - 4 completed copies of pages with personal data
- a statement from the academic institution confirming enrolment in a course of study or the continuation of studies
- documents confirming the possession of health insurance
- documents confirming the possession of funds to cover living costs in Poland (credit card or document from bank; or documents for scholarship, ect.)

Costs: 0 zł

Application form “wniosek o zarejestrowanie pobytu”:

<http://uwgdansk.ssdip.bip.gov.pl/oddzial-ds-cudzoziemcow/zarejestrowanie-pobytu-obywatela-unii-europejskiej.html>

More information:

<http://www.migrant.info.pl/temporary-residence-permit-for-the-purpose-of-undertaking-higher-education.html>

#### **b) Citizens of non-EU countries**

Time to apply for permit: deadline is next day after 3 months stay, documents should be fill in in polish and should be submitted in person.

Required documents:

- the application for a temporary residence permit “wniosek o pobyt czasowy” - 2 completed copies
- 4 photos: colored; 35 mm x 45 mm;
- a valid travel document: visa – 1 completed copy of pages with personal data
- a valid travel document: passport – 2 completed copies of pages with personal data
- a statement from the academic institution confirming enrolment in a course of study or the continuation of studies
- documents confirming the possession of health insurance
- documents confirming the possession of funds to cover living costs in Poland (credit card o document from bank; or documents for scholarship, ect.)
- student ID – copy for discount
- payment confirmation (340 zł)

Costs:

\*340 zł - Temporary residence permit - (Bank account: 93 1010 1140 0169 1313 9120 0000), Transfer title: Opł. skarb. - zezwolenie na pobyt czasowy + first, last name. Student should make a transfer before visit in Pomeranian Voivodeship Office in Gdansk.

\*50 zł – Residence Card - (Bank account: 07 1010 1140 0169 1322 3100 0000). Students have discount and they pay 25 zł, Transfer title: „Opłata za wydanie karty pobytu” + first, last name. Student should make a transfer after receive positive decision about temporary residence permit

To receive residence card you should take with documents confirming the residence in place that you live - please contact with academic administration.

Others: It is required to take fingerprints from student

Application form “wniosek o pobyt czasowy”, attachment studia):

<http://uwgdansk.ssdip.bip.gov.pl/oddzial-ds-cudzoziemcow/zezwozenie-na-pobyt-czasowy.html>

More information:

<http://www.migrant.info.pl/temporary-residence-permit-for-the-purpose-of-undertaking-higher-education.html>

Adress:

**Pomeranian Voivodeship Office in Gdansk**

Okopowa 21/27 80-810 Gdansk Phone: 58 30 77 695

Room: 1

\* Photos (show this information to photographer):

1. Cztery fotografie spełniające następujące wymagania

☒ nieuszkodzone, kolorowe, o dobrej ostrości;

☒ wymiary 35 mm x 45 mm;

☒ wykonane nie wcześniej niż w ciągu 6 miesięcy przed dniem złożenia wniosku;

☒ przedstawiające wizerunek twarzy cudzoziemca od wierzchołka głowy do górnej części barków, tak aby twarz zajmowała 70-80% fotografii, na jednolitym jasnym tle, w pozycji frontalnej, patrzącego na wprost z otwartymi oczami, nieprzesłoniętymi włosami, z naturalnym wyrazem twarzy i zamkniętymi ustami, a także odwzorowują naturalny kolor jego skóry;

☒ przedstawiające wyraźnie oczy cudzoziemca, a zwłaszcza źrenice, linia oczu cudzoziemca jest równoległa do górnej krawędzi fotografii;

☒ Uwaga: Cudzoziemiec noszący nakrycie głowy zgodnie z zasadami swojego wyznania może dołączyć do wniosku fotografię przedstawiającą go w nakryciu głowy, o ile wizerunek twarzy jest w pełni widoczny. W takim przypadku do wniosku dołącza się oświadczenie cudzoziemca o przynależności do wspólnoty wyznaniowej.