Voivodship Office in Poznan

Plac Wolności 17
61-739 Poznań
tel. 061 850 87 77
fax. 061 850 87 76

www.poznan.uw.gov.pl
cudzoziemcy@poznan.uw.gov.pl

Poznan University of Technology
17th October 2019

Legalisation procedures
Travelling to Poland (non-EU students)
temporary residence permit for studying purpose of stay in Poland is for:

- full-time university students (Bachelor, Master and PhD)
- foreigners who continue studies started in other countries of the European Union
- foreigners who take a preparation course for studies in Poland.
Procedure

When to apply?

While your stay in Poland is **LEGAL** - apply no later than **on the last day before the expiration:**

- date of your visa,
- date of previous residence card issued in Poland,
- of your non – visa traffic (90 days since arriving to Schengen zone)

(the appointment to submitt the application needs to be set through [http://rejestracja.poznan.uw.gov.pl](http://rejestracja.poznan.uw.gov.pl), foreigner needs to be LEGAL on the appointment day - plan it in advance!!!)
DUE TO AMOUNT OF APPLICATIONS IT IS HIGHLY RECOMMENDED TO APPLY WELL IN ADVANCE BEFORE THE LEGAL STAY IS OVER
## Documents to apply

<table>
<thead>
<tr>
<th>Application Form (in polish, all filled in, signed with name and surname - original) (available on the website)</th>
<th>Photocopy of your Passport (all of the stamped pages) - passport needs to be shown!!</th>
<th>Proof of payment of the stamp duty - 340 PLN</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 biometric photos (face front, not older than 6 months)</td>
<td>Current proof of valid Health Insurance (that covers medical expenses)</td>
<td>Current documents confirming financial resources</td>
</tr>
<tr>
<td>Current proof of letter from University (in polish, which year, dept, expected graduation, language of studies, proof of payment of tuition fees or scholarship, signed by an authorized person)</td>
<td>A filled in and signed declaration regarding the amount of accommodation costs (available on the website)</td>
<td></td>
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</tbody>
</table>
Health insurance must cover all medical expenses in Poland (it means that you can either go to the doctor with flu or go to the hospital NOT only in emergency cases)

- Insurance must be valid on the day when resident permit is granted
- If the payment for insurance is based on some installment plan, all proof of payments needs to be submitted together with insurance policy
- Original must be shown

REMEMBER!

IF YOU HAVE INSURANCE FROM YOUR HOME COUNTRY, IT MUST BE SUBMITTED (SHOWN AT FRONT OFFICE) IN ORIGINAL AND TOGETHER WITH OFFICIAL TRANSLATION INTO POLISH!!!
Financial resources

For countries neighboring Poland

For other countries

aprox. 701 PLN per month (*528zł if family is in Poland*), after deducting cost of residence, with reference to the period of studies

| 200 PLN for the ticket home | 2500 zł for the ticket home |

| CURRENT BANK STATEMENT FROM BANK SITUATED IN POLAND – SIGNED BY BANK EMPLOYEE | TRAVELERS CHECKS | OFFICIAL SCHOLARSHIP | CERTIFICATE FROM BANK FROM YOUR HOME COUNTRY ABOUT THE LIMIT ON YOUR CREDIT CARD SIGNED BY BANK EMPLOYEE – ORIGINAL AND OFFICIAL TRANSLATION INTO POLISH |

REMEMBER!

First get letter from school about tuition fee paid then bank statement!
The application must be filed  **PERSONALLY ONLY**
(fingerprinting the foreigner is a prerequisite for the consideration of the application)

CAN THE APPLICATION BE SENT VIA POST?

- yes, but no later than on the last day of legal stay in Poland via register post POCZTA POLSKA)

- **REMEMBER!** sending application via post does not mean legal stay in Poland!! still fingerprinting the foreigner is a prerequisite for the consideration of the application, original of sent documents needs to be shown at front office (passport etc.)
How long is the permit granted for?

- for the **first year student**, the residence permit is issued for **15 months** if duration of studies in Poland takes longer than one year (12 months)

- if you are a student of a subsequent year, the permit shall be granted until the graduation date and an additional period of three months, however the maximum permit validity period is 3 years

- if your studies in Poland are shorter than one calendar year, the permit is issued for the duration of the study and an additional period of three months
The Voivodeship Office issuing the residence permit and the student’s university are in contact for all matters relating to the stay of the foreigner in Poland,

- The Office shall inform the University of the residence permit issued for its student,
- The University is required to advise the Office when the student no longer has the status of a student or when he/she failed a year.

**NOTE:** A foreigner may **not** have the possibility of obtaining another temporary permit **if he failed the examinations during his studies**. The decision in this case depends on the individual situation of a foreigner.
**Procedure**

* **Procedure time**: the proceedings shall not exceed the period of 6 months (if otherwise – you’ll be notified)

* **Decision letter** - after the decision:

  - submit a registration of your address (zameldowanie) **OR** choose to have your card printed without the address,
  - pay for the card (25 PLN)
  - the card is issued **aprox. 2-4 weeks** after the decision is given,
  - claim your card **PERSONALLY ONLY**.
**Important matters**

- **pick up your mail** (student accommodation – make sure that your mail is given to you on time, for private accommodation – check mailboxes, look for advice note – “awizo” with the post office stamp and an address, you can claim your mail in the post office),

- Check status of your application at cudzoziemcy.poznan.uw.gov.pl - accessible only through [www.poznan.uw.gov.pl](http://www.poznan.uw.gov.pl) – login and password will be given to you when applying for the residence, but also available at the information desk)

- **double citizenships** – you are a citizen according to the passport you use on the entry, you cannot use one or another interchangeably,

- **Originals of ALL documents** need to be shown or submitted to our office

- **All the documents** are to be submitted in Polish or together with the official translation
HOW TO MAKE THE PROCEDURE IN OUR OFFICE FASTER?

Apply **in person** with **ALL** necessary documents
* Payment for the temporary resident permit 340zł

Urząd Miasta Poznania Wydział Finansowy
Oddział Pozostałych Dochodów Podatkowych i Niepodatkowych,
61-706 Poznań, ul. Libelta 16/20; PKO BP S.A.
Bank account number: 94 1020 4027 0000 1602 1262 0763

* Payment for the temporary resident card 25zł

Wielkopolski Urząd Wojewódzki,
al. Niepodległości 16/18 Poznań,
Bank account number: 701014690000392231000000
EU STUDENTS

* **registration of residence**
  * application
  * **valid travel document** (passport or national ID)
  * **statement confirming the source of income**/ financial, resources sufficient to cover the costs/ bank statement,
  * **school letter** (of enrolment) in Polish,
  * **valid insurance** (European Insurance Card)
  * APPLY IN PERSON ONLY
Office hours/contact

Plac Wolności 17

Ground floor/entrance A

61-739 Poznan

MON: 9.30 - 6.00

TUE-FRI – 8.15 - 3.15

Phone number: 61 850 87 77 – information

Fax no. 61 850 87 76

INFORMATION DESK: ground floor, entrance A, Plac Wolności 17 Poznań

www.poznan.uw.gov.pl/en

cudzoziemcy@poznan.uw.gov.pl

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<table>
<thead>
<tr>
<th>Delegatura w Lesznie</th>
<th>Delegatura w Pile</th>
<th>Delegatura w Kalisz</th>
<th>Delegatura w Koninie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plac Kościuszki 4, 64-100</td>
<td>Dzieci Polskich 26,</td>
<td>Kolegialna 4</td>
<td>ul. Aleje 1 Maja 7,</td>
</tr>
<tr>
<td>Leszno</td>
<td>64-920 Piła</td>
<td>62-800 Kalisz</td>
<td>62-510 Konin</td>
</tr>
</tbody>
</table>
Thank you

Enjoy your stay in Poland :-)