



Department for Foreigners

The Office
of Wielkopolska
Province

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Legalisation Procedures




Temporary residence permit for studying purpose

who can apply?

- 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 (students from Belarus)

Procedure – When to apply?

- While your stay in Poland is LEGAL
- apply no later than on the last day before the expiration of visa, non-visa traffic, residence card
- the appointment to apply needs to be set through: <https://www.poznan.uw.gov.pl/rejestracja/> you need to be LEGAL on the appointment day 
- Plan your visit to our office well in advance!

Application must be filed personally



<https://www.science.org/>

Application can be sent via post but no later than on the last day of your legal stay in Poland (Poczta Polska registered mail)

Sending application via post, does not make your stay legal in Poland. Originals of documents must be presented and fingerprints are required to be provided.

Documents to submit

- application form
 - Link to the form you can find here (choose: Applications - temporary residence permit) : <https://migrant.poznan.uw.gov.pl/en/do-pobrania/applications-temporary-residence-permit-forms-proceedings-started-after-april-27-2019>
- photocopy of your passport (original needs to be shown)
- proof of payment of the stamp duty - 340 PLN
- 4 biometric PHOTOS (face front, not older than 6 months)
- current proof of valid health insurance
- current documents confirming financial resources
- current confirmation letter from university (in Polish)
- a filled in and signed declaration regarding housing costs
 - link to the form you can find here: <https://migrant.poznan.uw.gov.pl/en/do-pobrania/declaration-regarding-cost-housing-students>

Confirmation letter from university



➤ Confirmation letter from university

- Signed by authorised person (rector/person authorised by rector)
- Valid for a given semester!
- Prepared on the correct form -
<http://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20190001847/O/D20191847.pdf>
- With a copy of the evaluation card included (when continuing studies)

➤ Proof of payment of the tuition fee

- Information regarding the payment of the tuition fee in the current semester, included in the above-mentioned confirmation letter
- A separate certificate from the university confirming the payment of tuition fees in a given semester/academic year
- Information on exemption from tuition fees included in the above-mentioned certificate of continuing studies
- Proof of payment of the tuition fee for a given semester / year of study with a document confirming the amount of tuition fees (contract concluded with the university, etc.)

Health Insurance

Private health insurance

- Insurance must cover all medical expenses in Poland
- Insurance must be valid on the day when the permit is granted
- Original policy must be presented
 - Contract & proof of payments
 - If insurance is not in Polish it should be submitted together with official translation into Polish

Contract with NFZ

(National Health System)

- Original contract
- Proof of payments

Financial resources

776PLN per month (600zł if family members are in Poland), after deducting cost of housing*, with reference to the period of studies

- Official scholarship (*national or foreign*)
- Current bank statement from a bank situated in Poland/EU – signed and stamped by a bank representative
- Certificate from a bank with the information about the limit on your credit card
- certificate of employment and amount of salaries, issued not earlier than one month before the date of submitting the application for a temporary residence permit
- *Original of the certificate + official translation into Polish; documents issued not earlier than one month before the date of submitting an application for a temporary residence permit*
- 200zł for the return ticket (for countries neighbouring Poland)
- 2500zł for the return ticket (for other countries)

FAQ

How to count sufficient funds for living in Poland?

<https://migrant.poznan.uw.gov.pl/en/faq/what-amount-financial-resources-i-should-have-be-granted-temporary-residence-permit-purpose>

**Housing costs do not refer to citizens of Belarus*

Housing costs

- The cost of living includes:
 - Lease
 - Utilities, including: energy, gas, water, sewage, waste
- How to confirm it:
 - signed declaration regarding housing costs: <https://migrant.poznan.uw.gov.pl/pl/dopobrania/oswiadczenie-dot-kosztow-zamieszkania-studenci>
 - Certificate from the student dormitory about the amount of accommodation costs per month



If you change a place of residence, the office must be informed about it and a new declaration of the cost of residence must be submitted

Procedure

- Decision letter
- Residence card
 - Submit a confirmation of registered residence (zameldowanie) or choose to have your card printed without the address stated on it
 - Pay for the card 25zł
 - Claim your card in person only (2-4 weeks after)

Important matters

- Collect your mail
- Check the status of your case on our website
- **Originals** of all documents must be presented or submitted at the office (not coloured copies/scans etc.)
- All the documents are to be submitted in Polish or with official translation into Polish



Bank account numbers



Payment for the temporary residence 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 residence card 25zł

Wielkopolski Urząd Wojewódzki,

al. Niepodległości 16/18 Poznań,

Bank account number: **70101014690000392231000000**

EU Students

Registration of residence

- Application form 
 - <https://migrant.poznan.uw.gov.pl/en/dopobrania/application-registration-stay-eu-citizen>
- 4 biometric photographs
- Health insurance
 - European Insurance Card
- Proof letter from University in Polish
- Passport or national ID
- Statement confirming the source of income
- Apply in person



The British citizens and their family members who are not beneficiaries of the Withdrawal Agreement (**not residing in Poland before 2021**) will be subject to the general rules of entry and stay on the territory of Poland relating to third-country nationals



Temporary residence permit



Tutorials:

<https://migrant.poznan.uw.gov.pl/pl/procedury/poradniki-do-pobrania>

Coronavirus outbreak



Please read detail information for foreigners in Poland during epidemiological situation:

<https://udsc.gov.pl/en/coronavirus-outbreak-special-solutions-for-foreigners/>

For citizens of European Union Member States, countries of the European Free Trade Agreement (EFTA), Switzerland please read the information here:

<https://udsc.gov.pl/en/residence-of-eu-eea-swiss-citizens-and-the-coronavirus-epidemic/>

Please also check regularly information on: <https://migrant.poznan.uw.gov.pl/en/komunikaty>

and on the website of the border guard: <https://www.strazgraniczna.pl/pl/cudzoziemcy>

Changes in the Act on Foreigners - new regulations

- do they effect procedures for students?





Department for Foreigners

The Office
of Wielkopolska
Province

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(currently available only for matters concerning refugees from Ukraine)



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sc@poznan.uw.gov.pl

Website: www.migrant.poznan.uw.gov.pl

Office hours: Mon:9:30-6pm

Tue-Fri: 8:15-3:15pm

