



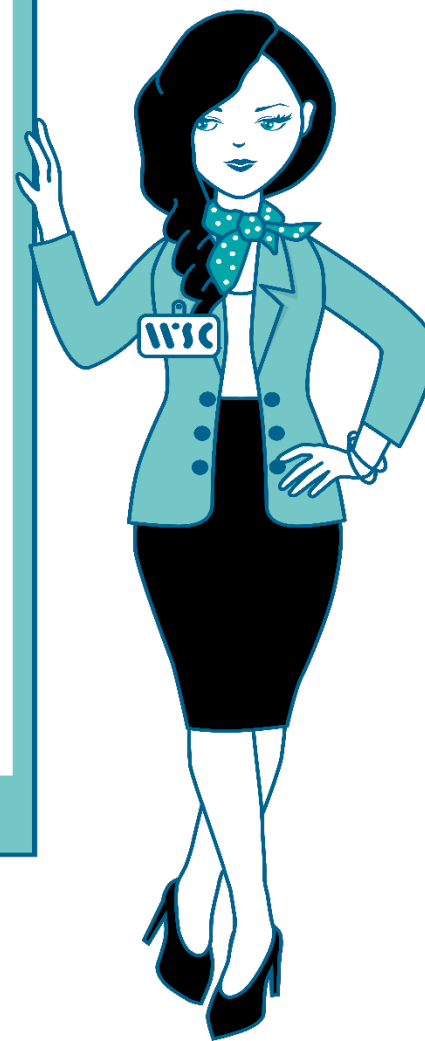
# Department for Foreigners

The Office  
of Wielkopolska  
Province



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- Legalisation procedures – temporary residence permit for non EU full-time students
- Information for EU students
- Mobility of non EU full-time students
- AMU Welcome Center





# Legalisation procedures – temporary residence permit for non EU full-time students



# Temporary residence permit



When to apply?



Applications must be submitted no later than the last day of the foreigner's legal stay in Poland.

Where to apply?



All applications must be submitted by mail to the Department for Foreigners in Poznań.



**NOTE!** Students are able to submit application/necessary attachments at AMU Welcome Center (without confirmation of personal appearance, fingerprinting!)

➤ Applications must be fully completed, signed, and accompanied by the necessary attachments and fees. Incomplete applications or missing documents will result in longer processing times.

➤ After submitting your application, you can schedule an appointment for attendance, fingerprinting and passport presentation via [the case status tracking page](#)

➤ **EMAIL ADDRESS** in the application form



➤ necessary to obtain access data

➤ necessary to obtain notification to schedule an appointment for attendance, fingerprinting

Check alerts on our website !

# Temporary residence permit



Application form

Filled out online  
application forms at



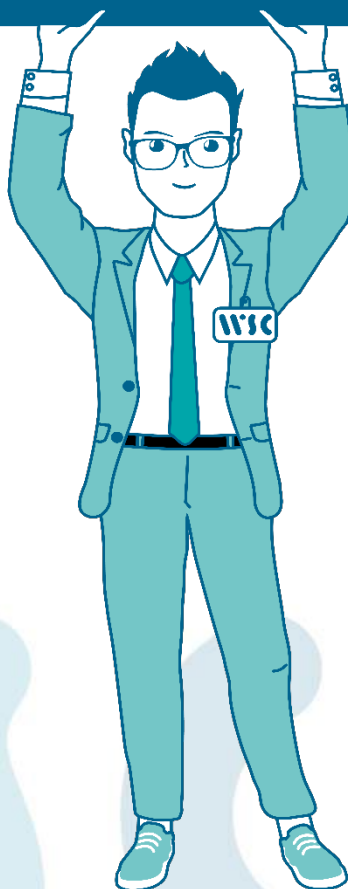
photocopy of your  
passport

-original needs to be shown-

proof of payment of the  
stamp duty  
**340 PLN**

4 biometric  
**PHOTOS**

**Documents  
to submit**



Confirmation letter from  
University with proof of  
payment of tuition fees

current proof of  
**valid health insurance**

current documents  
confirming  
**financial resources**

a filled in and signed  
declaration regarding  
**housing costs**

# Temporary residence permit



**WISC** Department for Foreigners  
The Office of Wielkopolska Province

**m moduł obsługi spraw OS**  
new portal of the Office for Foreigners



**Fill out online application forms in MOS:**

- › an intuitive creator, available in 7 languages, helps to correctly fill out the form,
- › next to each field in the form you will find useful explanations,
- › you will avoid mistakes, blank fields and unnecessary corrections.

**In MOS you will also find:**

- › information about the migration procedures in Poland,
- › Q&A base,
- › the list of the most common mistakes when applying for a residence permit,
- › current announcements of the Office for Foreigners.

**CHECK OUT**



 UNIA EUROPEJSKA  
FUNDUSZ AZYLU,  
MIGRACJI I INTEGRACJI

Bezpieczna przystań  
Projekt współfinansowany z Programu Krajowego Funduszu Azylu, Migracji i Integracji

## m moduł obsługi spraw OS in 5 steps

- 1** Go to [mos.cudzoziemcy.gov.pl](https://mos.cudzoziemcy.gov.pl) and create an account 
- 2** Read the information and the list of the most common mistakes 
- 3** Fill out an application form for granting the temporary or permanent residence permit 
- 4** Print out the application form and sign it 
- 5** Deliver the printed application form in person or send it by traditional post to the competent authority 

## 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
- 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*
  - *If the policy is concluded electronically, this must be clearly indicated in the document (e.g., electronic document); failure to do so requires submission of the original document signed by a representative of the insurance agency (original for reference)*
  - *Electronically signed documents must be submitted electronically to allow signature verification*

### Contract with NFZ (National Health System)

- Original contract
- proof of payment of insurance fees, **paid on time!**



## Financial resources

**1010PLN per month (823zł 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/UE – 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,
  - 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 neighboring Poland)
- 2500zł for the return ticket (for other countries)



How to count sufficient funds for living in Poland?

<https://migrant.poznan.uw.gov.pl/en/fq/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**



# Common mistakes

- Confirmation letter from university
  - Out-of-date / No evaluation card included
  - Signed by the person who is not authorised by rector/prepared on the incorrect form
- Confirmation of tuition fee payments
  - Out-of-date /Late in payment of tuition fees
- Insurance
  - It does not cover the costs of medical expenses in Poland
  - There are no valid confirmations of payment for the policy
  - There is no original / sworn translation into Polish
- Financial resources
  - Out-of-date/insufficient when taking into account the period of study and the indicated amount of the housing costs
  - Certificate from the bank not signed&stamped by the bank representative / issued earlier than the proof of payment of tuition fees
- Declaration regarding housing costs
  - Out-of-date/not signed

# Duration of the residence permit

The first permit (the first year of first / second cycle studies or doctoral school) is granted for a period of:

15 months



for the duration of the academic year or studies extended by 3 months - if the study period is shorter than 15 months

2 years if the studies are covered by the EU program etc.

The next permit (the subsequent year of study) is granted for a period of:

The duration of studies extended by 3 months, but no longer than 3 years



## Residence card

- The procedure terminates with an administrative decision
- Residence card
  - Confirmation of registered residence or Statement about the residence card printout without an address
  - Proof of payment for the card 50zł
  - The residence card is to be collected in person only (after 2-4 weeks time)



# Important matters

- Make sure to write your email address correctly in the application form
- After submitting your application by mail, you can schedule an appointment for attendance, fingerprinting and passport presentation via the case status tracking page  
<https://www.poznan.uw.gov.pl/cudzoziemcy-stan/?lang=en>
- Check the status of your case on our website **on a regular basis**
  - the appointment calendar will be available once your case shows the status "awaiting appearance"
  - information regarding documents to submit/other information regarding your application



## Important matters

- Collect your mail
- All the documents are to be submitted in Polish or with official translation into Polish
- Originals of all documents must be presented or submitted at the office



## 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 50zł

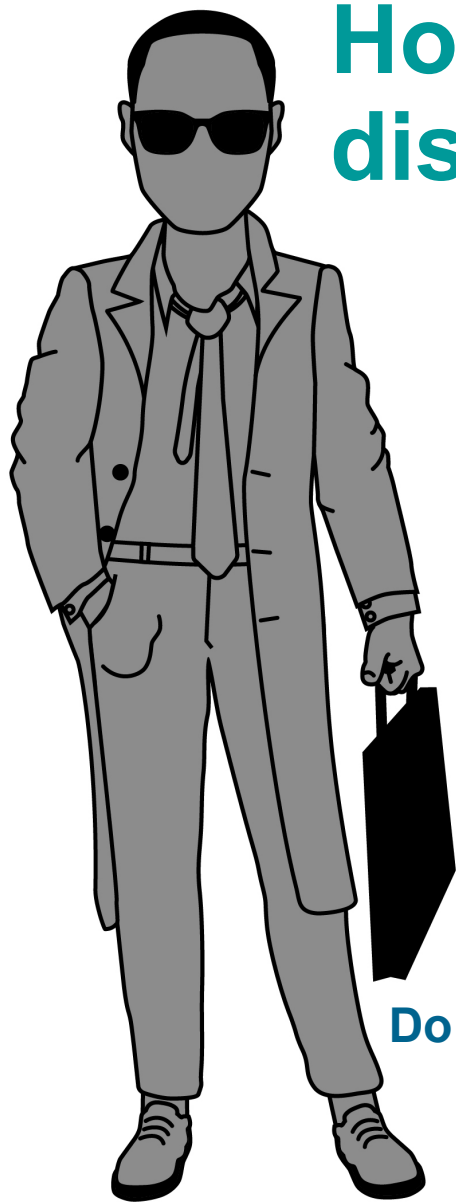
Wielkopolski Urząd Wojewódzki,

al. Niepodległości 16/18 Poznań,

Bank account number: **70101014690000392231000000**

<https://migrant.poznan.uw.gov.pl/en/wskazowki/feesstamp-duty>





# How to recognize a dishonest representative?

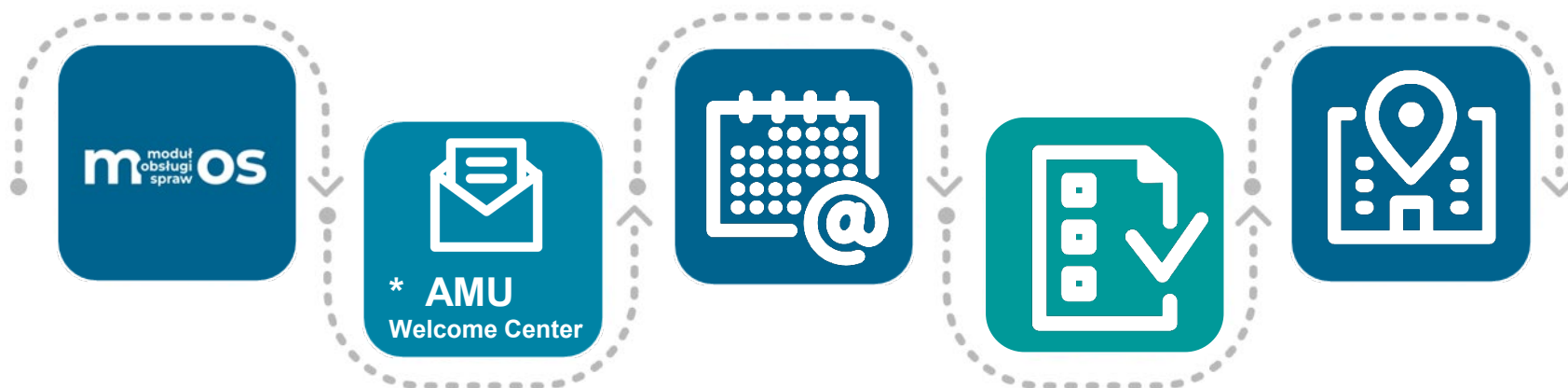
- s/he promises to speed up the procedure because of connections?
- s/he claims there is a “faster” way to get a residence card?
- s/he persuades that s/he will arrange an appointment “without a queue”?
  
- Are you sure your representative is following the regulations?
- Are you certain that your representative is acting in your best interests?

**Do not be deceived – do it yourself without intermediaries**

## Temporary residence permit – do it yourself



5 steps to submit an application - it's simple !





Department  
for Foreigners  
The Office  
of Wielkopolska  
Province

### Check-list for Full-time studies

Below you will find a list of documents necessary to be granted a temporary residence permit for studying purpose



#### Documents required to obtain a stamp in your passport (i.e. formal requirements)

- application form in 1 copy
- 4 photographs
- a photocopy of a valid travel document (the original for inspection)
- stamp duty 340 PLN



#### Documents required to be granted the residence permit



- Current certificate from university signed by the Rector or authorized person and presented on the up-to-date form (with a copy of the evaluation card included when continuing studies on second semester and so on)
- Proof of payment of the tuition fees for the given academic year if you undertake or continue paid studies or proof of exemption from the tuition fees
- Confirmation of having sufficient funds to cover the costs of your stay in Poland
- Declaration regarding housing costs
- Proof of health insurance

#### REMEMBER!

##### All submitted documents:

- original or in certified copy
- in Polish or with official Polish translation
- current during ongoing procedure and when permit is granted



#### Plac Wolności 17 in Poznań Submission Point

- Monday to Friday: 08.15 am to 3.15 pm



Only documents required to be granted the residence permit!



UNIA EUROPEJSKA  
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MIGRACJI I INTEGRACJI

Bezpieczna przystań  
Projekt współfinansowany z Programu Krajowego  
Funduszu Azylu, Migracji i Integracji

Helpline +48 61 850 87 77

- Monday: 09.30 am to 4.00 pm
- Tuesday to Friday: 08.15 am to 3.15 pm

You can find more information at:  
[migrant.poznan.uw.gov.pl](http://migrant.poznan.uw.gov.pl)

# Temporary residence permit



Wydział Spraw  
Cudzoziemców  
Wielkopolski  
Urząd Wojewódzki  
w Poznaniu



zezwolenie na pobyt czasowy

studia stacjonarne

Potrzebujesz informacji:

- gdzie, kiedy i jak złożyć wniosek?
- jakie dokumenty przygotować?
- jakie opłaty są potrzebne?

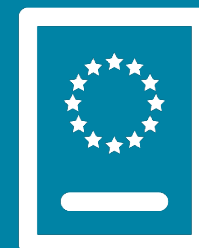
Znajdziesz je tutaj



Również

- w języku ukraińskim
- w języku angielskim






# Legalisation Procedure

## EU citizens + Switzerland and Norway



# EU Students

## Registration of residence

- Application form 
  - <https://migrant.poznan.uw.gov.pl/pl/do-pobrania/wniosek-o-zarejestrowanie-pobytu-obywatela-ue>
- 4 biometric photographs
- Health insurance
  - *European Insurance Card (EKUZ in Polish)*
- Proof letter from University in Polish
- Passport or national ID
- Statement confirming the source of income



<https://migrant.poznan.uw.gov.pl/en/node/1506>

# Take an active part in the proceedings



Apply during your legal stay in Poland (within the first 3 months of stay)

 **IF your stay in Poland does not last longer than 3 months you do not need to apply for registration**

Send your application by mail or

**Submit your application at the submission point at the Department for Foreigners in Poznań (remember to present your passport at submission point and submit application in person\*)**

Make sure that your application is fully completed, signed, and accompanied by the necessary attachments (*photos, health insurance, ID/passport, letter from University and documents regarding financial resources*)

# Take an active part in the proceedings



Make sure to write your **email address** correctly in the application form

After submitting your application **by mail**, you can schedule an appointment for attendance and passport presentation via the case status tracking page

<https://www.poznan.uw.gov.pl/cudzoziemcy-stan/?lang=en>

## Check the status of your case regularly

- the appointment calendar will be available once your case shows the status "awaiting appearance"
- information regarding documents to submit/other information regarding your application





# The mobility of foreign students



➤ Students with Visa/residence card with „**student**” status from other UE country, who continue studies in Poland

- Contact your University for legalization procedure!



# The mobility of the student



## Things to keep in mind

- **Notification of student mobility can only be submitted by the host university in Poland**
- **Things you need to fulfill:**
  - be a full-time student or a doctoral student - a citizen of a third country,
  - be covered by an EU program or a multilateral program that includes mobility measures or an agreement between at least two higher education institutions
  - have an intra-EU mobility period of no more than 360 days in each Member State
  - hold a residence permit or a long-stay visa, with the notation “**student**”, issued by another EU member state (*note! does not apply to Ireland and Denmark*)
  - the period of validity of your residence permit or long-term visa should cover the entire period of planned mobility in Poland
- **How does it work:**
  - the university hosting the student in Poland submits a notification to the Office for Foreigners
  - the procedure related to processing the notice does not legalize your stay in Poland, so the notice should be submitted before you arrive in Poland or immediately after your arrival
  - within 30 days of filing the notification, the Office for Foreigners expresses its objection- if there are reasons not to grant mobility or does not respond to the notification (silent consent to mobility in Poland)

**For more information check:**

<https://migrant.poznan.uw.gov.pl/pl/wskazowki/mobilnosc-studenta>

# The mobility of the student

## THE MOBILITY OF THE STUDENT

Entitlement of a foreigner to enter and stay in the territory of the European Union for the purpose of studying.

familiarize yourself with the requirements of:  
[www.mos.cudzoziemcy.gov.pl](http://www.mos.cudzoziemcy.gov.pl)



A FOREIGNER MAY ENTER THE TERRITORY OF POLAND ON THE BASIS OF A RESIDENCE PERMIT OR A VISA WITH AN ANNOTATION „STUDENT”

### PROCESS INITIATION

Foreign university → Polish university

### NOTIFICATION

Stay not exceeding 90 days in each 180-day period

Submitting the notification does not legalize your stay in Poland

The notification may be submitted before or after the foreigner enters Poland

### DELIVERY OF THE NOTIFICATION



Polish Post



service [epuap.gov.pl](http://epuap.gov.pl)



the application office of the Office for Foreigners

HEAD OF THE OFFICE FOR FOREIGNERS

### OBJECTION

familiarize yourself with the reasons for objection at:  
[www.mos.cudzoziemcy.gov.pl](http://www.mos.cudzoziemcy.gov.pl)

complaint to the Provincial Administrative Court in Warsaw

**30 DAYS**



final decision



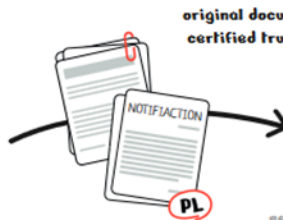
Rights in the area of the legal stay and travel and access to the labour market

max 360 days -> legal stay, crossing Polish border, work without a permit

UNIVERSITY



A foreigner is not entitled to submit a notification on their own



notification along with the required documents and sworn translations

original documents or certified true copies

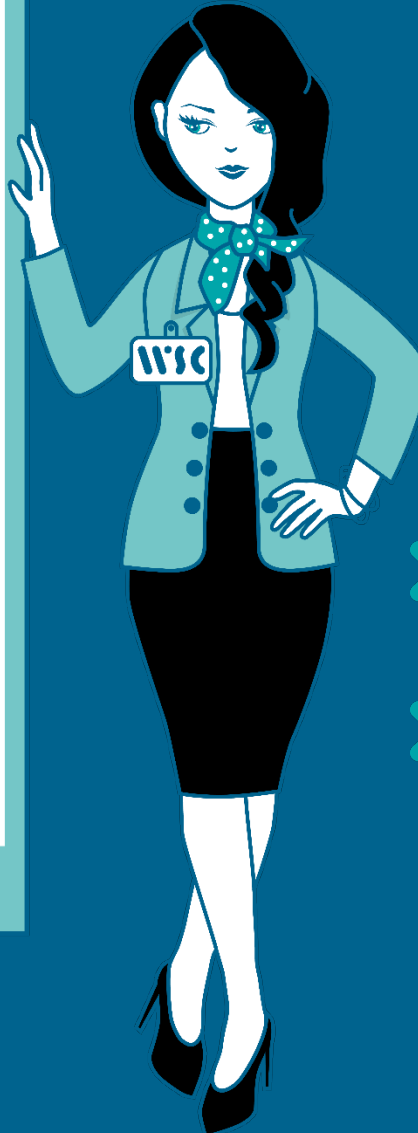


see the information regarding the attachments to the notification at the website  
[www.mos.cudzoziemcy.gov.pl](http://www.mos.cudzoziemcy.gov.pl)

# Amu Welcome Center

## Immigration Consulting Point at AMU WELCOME CENTER

- Opening hours: every Wednesday from 8.00 am till 4 pm
- Location: AMU Welcome Center, Święty Marcin 78 Street /corner of Kościuszki Street (*ground floor*), Poznan



## FOR STUDENTS ONLY

- get information regarding residence permit procedures
- get help in filling out application forms regarding residence permit/EU registration
- submit application/necessary attachments (*without attendance, fingerprinting!*)
- book a visit by phone: 61 829 44 34 /email: [welcome@amu.edu.pl](mailto:welcome@amu.edu.pl)
- or just come and check 😊



## Department for Foreigners

The Office  
of Wielkopolska  
Province

Plac Wolności 17, 61-739 Poznań

Information: +48 61 850 87 77

Website: [www.migrant.poznan.uw.gov.pl](http://www.migrant.poznan.uw.gov.pl)

**WSC CONTACT portal !!!**

Office hours: Mon: 9:30-6:00pm

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

Submission Point hours:

Mon-Fri 8:15am - 3:15pm

Information Point hours:

Mon: 10:30am - 6:00pm

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

**Immigration Consulting Point at AMU Welcome Center** (Św. Marcin 78 Street, Poznań):

Wed: 8:00am-4:00pm

