



Wydział Spraw
Cudzoziemców
Wielkopolski
Urząd Wojewódzki
w Poznaniu



Legalisation procedure for full time students



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AMU Welcome Center



Temporary residence permit for non EU full-time students

Temporary residence permit How & When

Applications must be submitted no later than the last day of your legal stay in Poland

Apply only through MOS portal
<https://mos.cudzoziemcy.gov.pl/>

Scan and attach all documents and photos

Sign the application by:
Trusted Profile (Profil Zaufany), a
qualified electronic signature

Attach Annex No. 5 signed by
authorised person from university

i *Important: When submitting your application online, you will need to provide your university's email address so that the university can complete and sign Annex No. 5. Without this, you will not be able to complete and submit your application in the system.

**No possibility to apply by
traditional mail/email/or in
person at the WSC office**



**Annex No. 5
from university**



How To Apply



m moduł
obsługi
spraw **os**
ONLINE

Documents to submit

Application form

- Annex No. 5 from university



biometric PHOTOS

- Valid photo in digital format



photocopy of your passport

- Digital image (scan or photo) of all pages of your valid travel document



documents from university

- Confirmation letter from University with proof of payment of tuition fees



proof of payment of the stamp duty

- 340 PLN for the application
- with: Proof of payment of the fee for issuing the residence card (50 PLN)



insurance/finances

- current proof of valid health insurance
- current documents confirming financial resources
- a filled in and signed declaration regarding housing costs



Documents – Further Details



Confirmation letter from university with Proof of payment of the tuition fee

- confirming the payment of tuition fees in a given semester/academic year



Health Insurance

- Contract with NFZ (National Health System)
- proof of payments
- Private health insurance that covers all medical expenses in Poland

Financial resources



- 1010PLN per month (823zł *family members), after deducting cost of housing, with reference to the period of studies
- 200/2500 PLN for the flight ticket

Housing costs



- The cost of living includes: Lease, Utilities, including: energy, gas, water, sewage, waste
- 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

Duration of the residence permit

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

01

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.

PHD STUDENTS!
2 YEARS & 6 months

02

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

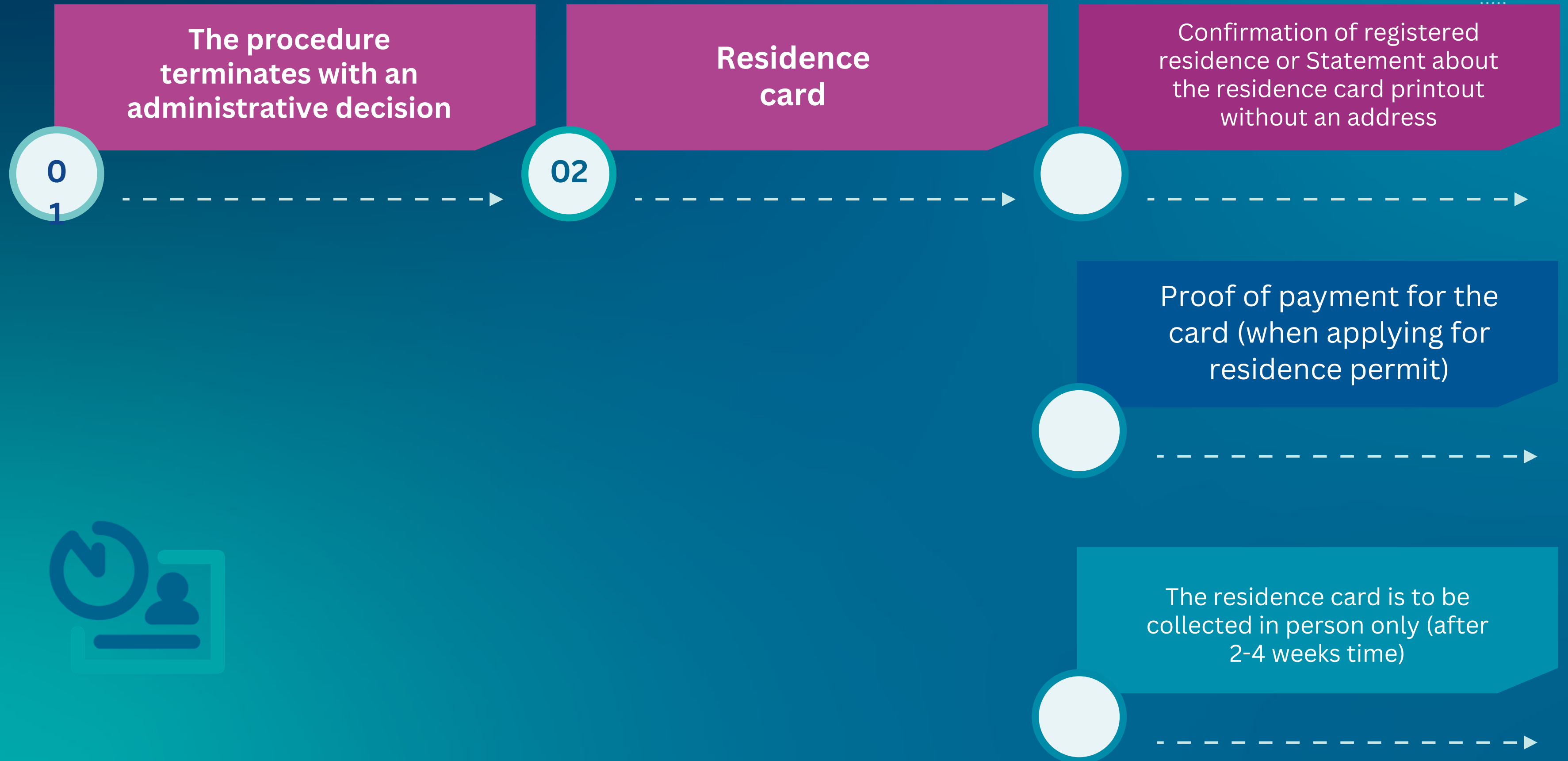
The duration of studies extended by 3 months, but no longer than 3 years

PHD students: The duration of studies extended by 6 months, but no longer than 3 years





Residence card





Bank account numbers

1

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

2

Payment for the temporary residence card 50zł

Wielkopolski Urząd Wojewódzki,
al. Niepodległości 16/18 Poznań,
Bank account number:
70101014690000392231000000

Important matters



Check the status
of your case on
our website on a
regular basis

1



schedule an
appointment for
attendance,
fingerprinting and
passport presentation
via the case status
tracking page

2



All the documents
are to be
submitted in
Polish or with
official translation
into Polish

3



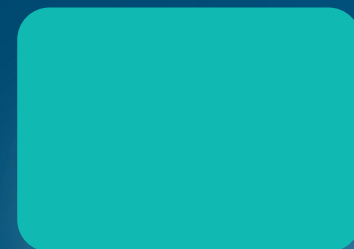
Originals of all
documents must
be presented or
submitted at the
office

4

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

How to recognize a dishonest representative?

s/he promises to speed up the procedure because of connections?



Are you sure your representative is following the regulations?



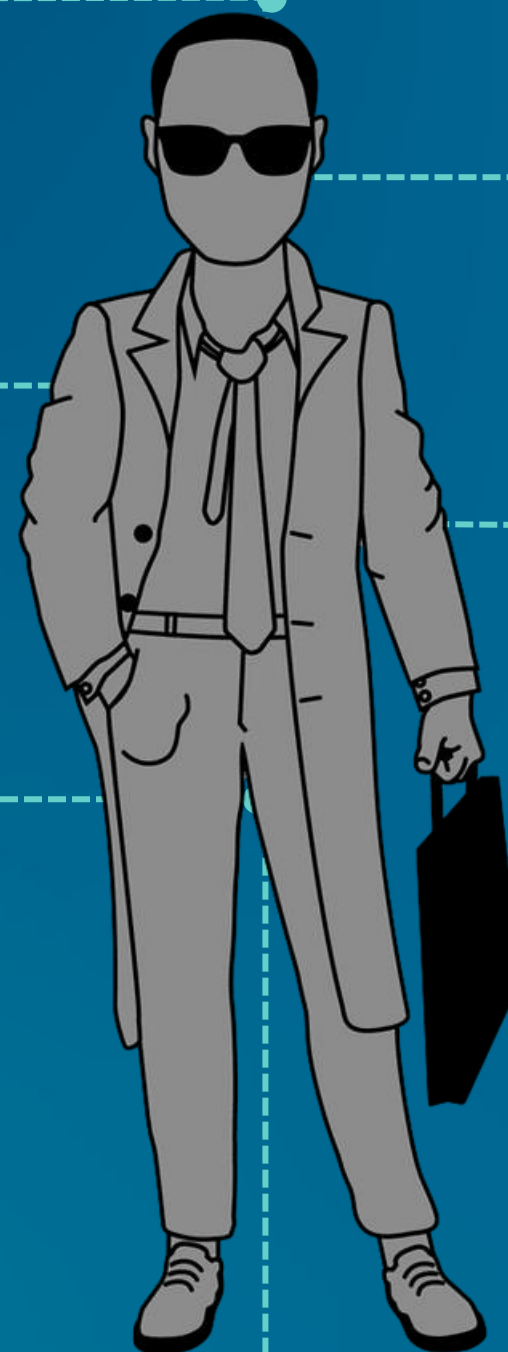
s/he persuades that s/he will arrange an appointment “without a queue”?



Are you certain that your representative is acting in your best interests?



s/he claims there is a “faster” way to get a residence card?



Do not be deceived!

Do it yourself



5 steps



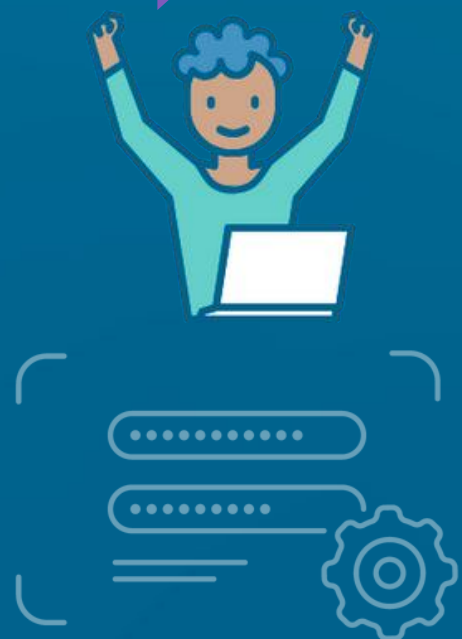
m os
moduł obsługi
spraw

Choose date for
personal
appearance

visit +
documents

Document
verification

decision
+ residence card





Legalisation Procedure EU citizens + Switzerland and Norway

EU Students



Registration of residence

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

01

Application form

02

4 biometric photographs

03

Health insurance

- European Insurance Card (EKUZ in Polish)

04

Proof letter from University in Polish

05

Passport or national ID

06

Statement confirming the source of income

Take an active part in the proceedings

Apply during your legal stay in Poland



Send your application by mail or
Submit your application at the Department for Foreigners in Poznań



Make sure that your application is fully completed, signed, and accompanied by the necessary attachments



Write your email address correctly in the application form

Schedule an appointment for attendance and passport presentation via the case status tracking page



Check the status of your case regularly



The mobility of foreign students

The mobility of foreign students

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



For more information check: For more
information check:
<https://migrant.poznan.uw.gov.pl/pl/wskazowki/mobilnosc-studenta>

Contact your
university for
legalization
procedure



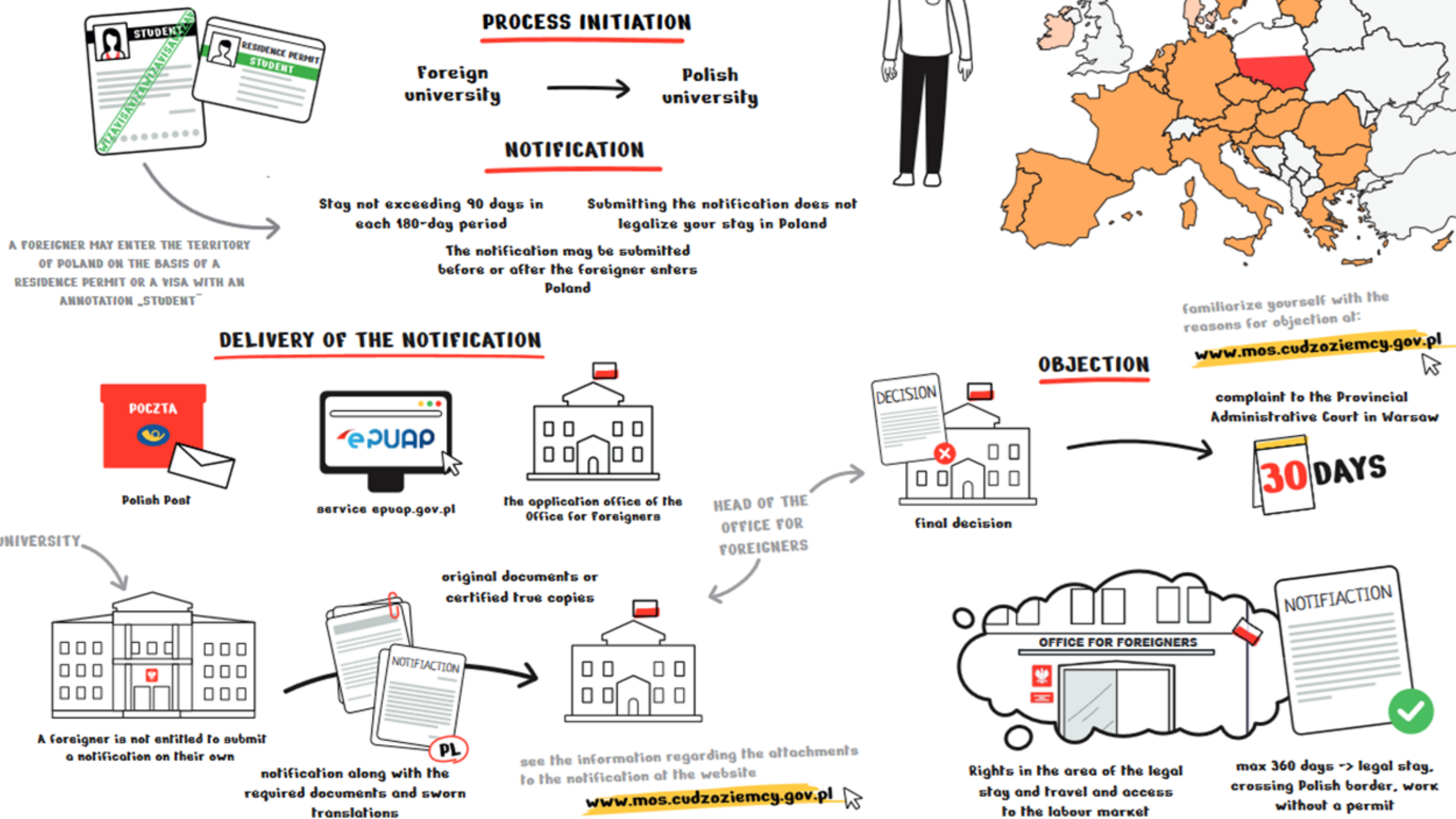
Notification of student
mobility can only be
submitted by the host
university in Poland



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 at:
www.mos.cudzoziemcy.gov.pl



Amu Welcome Center

FOR STUDENTS ONLY

get information regarding residence
permit procedures

get help in filling out application
forms regarding residence
permit/EU registration/with MOS

submit necessary attachments
(without attendance, fingerprinting!)



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 (groundfloor),
Poznan



Plac Wolności 17, 61-739 Poznań

Information: +48 61 850 87 77

Website:
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

AMU Welcome Center

Immigration Consulting Point at
(Św. Marcin 78 Street, Poznań):

Wed: 8:00am-4:00pm



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thank you