



# Voivodship Office in Poznan



**Plac Wolności 17  
61-739 Poznań  
tel. 061 854 17 21  
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[www.poznan.uw.gov.pl](http://www.poznan.uw.gov.pl)  
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## Legalisation procedures

Poznan University of Technology  
27th March 2015

# \*Travelling to Poland

You will need:

- \* a valid travel document and
- \* a valid visa or other valid document that authorises you to entry and stay on this territory if such are required or
- \* a resident permit as issued by one of the Schengen zone countries entitles to travel and stay on the territories of Schengen zone countries without the need to hold a visa for the period that does not exceed 3 months in a 6-months period

# \* Travelling to Poland

- Non-EU students:  
temporary residence  
permit



- 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 in  
Polish.

- EU students: registration of  
residence



# \*Procedure - non EU students

## \*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)

# \*NON EU students Documents to apply

- application x 2(original + 1 copy),
- photocopy of your passport (all of the stamped pages),
- proof of payment of the stamp duty - 340 PLN,
- 4 biometric photographs (FACE FRONT),
- proof of valid health insurance (travel insurance does not suffice),
- documents confirming financial resources - polish bank account (aprox. 543PLN per month, plus ticket home - 2500 PLN ),
- proof of enrollment - IN POLISH (which year, dept, expected graduation, proof of payment of tuition fees, scholarship, signed by an authorized person (designated by the university) - dean, provost, vice-chancellor.

## \* Procedure - non EU students

\* the application must be filed  
**PERSONALLY ONLY**

(fingerprinting the foreigner is a prerequisite for the consideration of the application),

\* All the documents are to be submitted  
**in polish** or together with the official translation

## \* How long is the permit granted for?

- first residence permit is issued for 15 months,
- second permit can be granted for up to 3 years of time,
- if the academic year is shorter than one calendar year, the first permit is issued for its duration and an additional period of three months,
- in your graduation year the permit shall be granted until the graduation date.

## \* Procedure - non EU students

- 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 in the first year of his studies.** The decision in this case depends on the individual situation of a foreigner.



# \* Procedure - non EU students

- \* **Procedure time**: the proceedings shall not exceed the period **of 3 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.**

# \* EU Nationals (+ Switzerland, Norway)

- \* if Erasmus students - translated documents proving scholarship, amount of money granted, university letters etc.,
- \* 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),
- \* valid insurance (European Insurance Card).

# \* 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),
- \* double citizenships - you are a citizen according to the passport you use on the entry, you cannot use one or another interchangeably,
- \* letters are sent by registered mail, drawn in polish language - if you don't understand the contents of the letter you received - CALL US.

# \*Office hours/contact



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4th floor

61-739 Poznan

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

**MON: 9.30.-6.00**

**TUE-FRI - 8.15-3.15**

Phone numbers:

61 854 12 44 - Head of the Dept

61 854 19 06 - temporary residence

61 854 13 17 - temporary residence

61 854 15 84 - temporary residence

61 854 16 07- UE residents

61 854 10 60 - permanent residence

Fax no. 61 854 18 43



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Thank you

Enjoy your stay in Poland :-)