



Department for Foreigners

The Office
of Wielkopolska
Province



**UNIA EUROPEJSKA
FUNDUSZ AZYLU,
MIGRACJI I INTEGRACJI**

Bezpieczna Przystań
Projekt „Kierunek: Wielkopolska. Sprawny Urząd bliżej migranta – etap II”
Współfinansowany z Programu Krajowego Funduszu Azylu, Migracji i
Integracji

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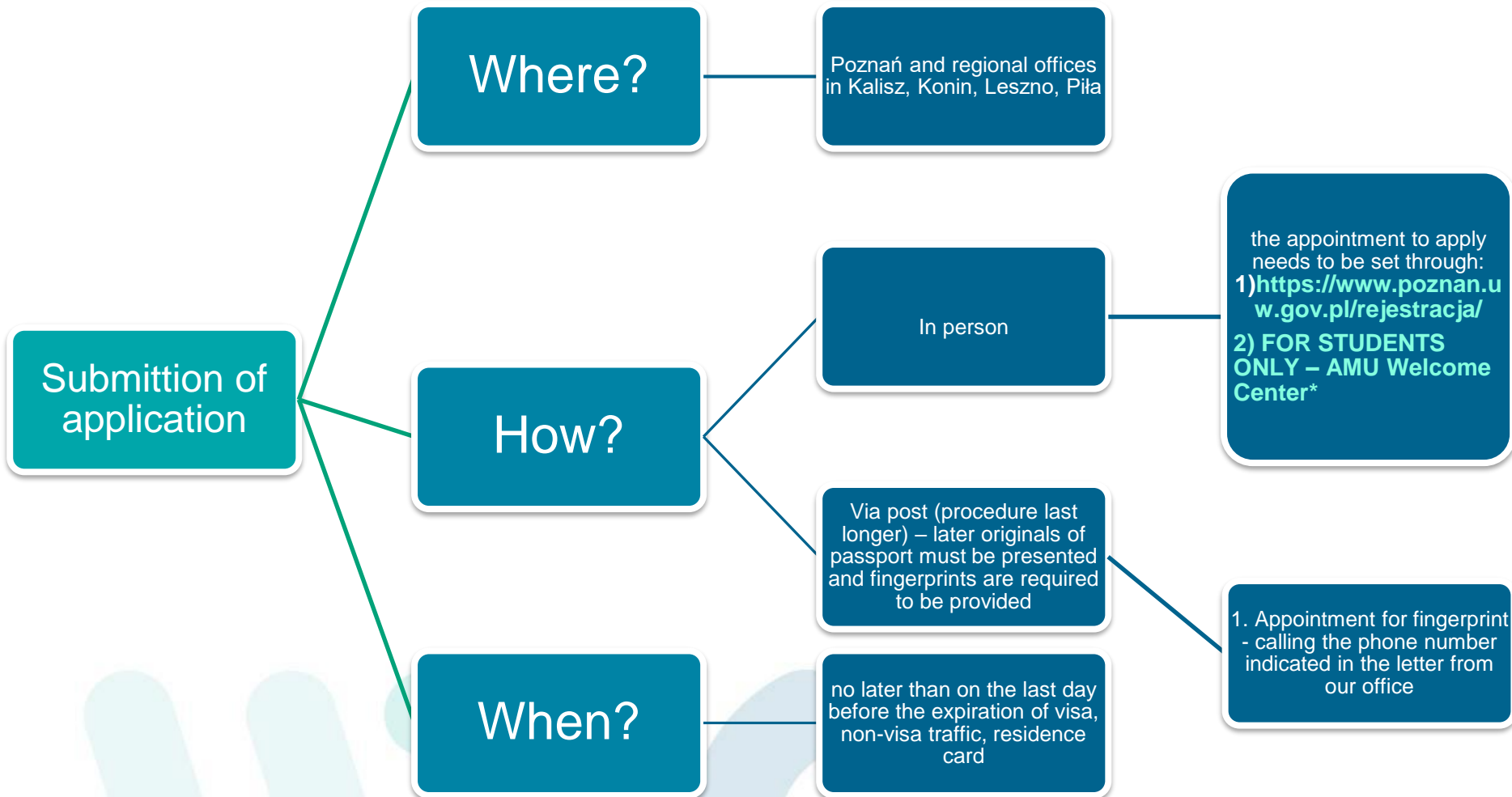
- Legalisation procedures – temporary residence permit for non EU full-time students
- Information for EU full-time students
- AMU Welcome Center



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



Appling for residence



Application must be filed personally

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.



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

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>

➤ **Filled out online application forms at MOS**

<https://www.mos.cudzoziemcy.gov.pl/>



- 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

- 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 continueing 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 payment of insurance fees, **paid on time!**

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/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, 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 neighboring Poland)
- 2500zł for the return ticket (for other countries)

501

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/dobrania/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
- Signed by the person who is not authorised by rector/prepared on the incorrect form
- No evaluation card included

➤ 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

- Collect your mail
- Check the status of your case on our website
- Originals of all documents must be presented or submitted at the office
- 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 50zł

Wielkopolski Urząd Wojewódzki,

al. Niepodległości 16/18 Poznań,

Bank account number: **70101014690000392231000000**

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*
- Proof letter from University in Polish
- Passport or national ID
- Statement confirming the source of income
- Apply in person



Immigration Consulting Point at AMU WELCOME CENTER

- open 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
 - schedule a near term appointment at the Department for Foreigners to submit application for temporary residence permit with personal appearance & fingerprints
- book a visit to by phone: 61 829 44 34 /email: welcome@amu.edu.pl

Join us for our online information meeting: Legal stay during full-time studies – find out how!

- Where? Online meeting MS TEAMS
- When? 26 September 2023
- During the meeting you will find out: how to legalize your stay in Poland while studying as a full-time student, what documents are necessary to get a Residence Card and what are the most common mistakes.
- You will be able to ask questions through the chat feature throughout the duration of the meeting.
- More details coming soon at: <https://migrant.poznan.uw.gov.pl/en>



Department for Foreigners

The Office
of Wielkopolska
Province



Plac Wolności 17, 61-739 Poznań

Information: +48 61 850 87 77

e-mail: sc@poznan.uw.gov.pl

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



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



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