



VISA AND RESIDENCE PERMITS

- A. All students with dual citizenship, if one is Polish, are required to obtain a Polish passport prior to arriving in Poland. The holders of a valid Polish passport will not need a Polish visa to enter and to stay in Poland. However, they should also bring their other foreign passport as well, since they must use it upon the return to their home countries.
- B. All other international students, from a country which is not a member of the European Union, intending to study in Poland — who are planning to stay in Poland for a period longer than three months — are required to obtain a Student Visa from the appropriate Polish consulate before arriving in Poland. These visas may be issued for a period of maximum of one year.
- C. Prior to the visa expiration date, students should apply to the Polish authorities for a temporary stay card. First year students can obtain permission for 15 months. Students of a subsequent year shall be granted the permit until the graduation date and an additional period of three months, however the maximum permit validity period is 3 years.
- D. The application for a temporary stay card **should be submitted** to the Polish authorities **no later than on the last day before the visa expires**, *but is highly recommended to do it WELL in advance*. The appointment to submit the application needs to be set through <http://rejestracja.poznan.uw.gov.pl>. Student needs to be legal on the appointment day.
- E. An illegal stay in Poland may result in obligation to return (expulsion).

PROCEDURES TO BE FOLLOWED TO OBTAIN THE TEMPORARY STAY CARD (FOR non-EU CITIZENS)

I. Students from a country which IS NOT a member of the European Union need to provide to the visa office the following documents:

1. A filled out application for the temporary residence permit that may be obtained from the visa office or on the following website: <https://migrant.poznan.uw.gov.pl/en/do-pobrania/applications-temporary-residence-permit-forms-proceedings-started-after-april-27-2019>

The forms must be completed in Polish and submitted in person. The title of the form in Polish: *Wzór wniosku o udzielenie zezwolenia na pobyt czasowy*.

2. Four color, up-to-date photos of the applicant taken within the past six months, size 35x45 mm, taken on a plain white background, in full focus, clearly showing the eyes and face from the top of the head to the shoulders, so that the person's image fills 70 - 80% of the entire frame. The photographs are to provide the person's portrait without head cover or dark glasses, looking straight ahead with eyes open, closed mouth, and with a relaxed facial expression. Anyone who due to a congenital defect or injury must wear glasses with tinted lenses may do so (the application must be accompanied by evidence of disability, and in its absence, the foreigner's statement of having a disability). Also, a person who wears head cover according to his/her religious principles may have the photographs taken with the head cover — but in such a way that it would not cover or distort the contours of his/her face (the application must be accompanied by the foreigner's statement of belonging to a religious community)

3. A photocopy of the student's passport (the original is to be shown at the office).

4. A proof of covering the costs of issuing the temporary resident permit 340 PLN,
Urząd Miasta Poznań

Wydział Finansowy

Oddział Pozostałych Dochodów Podatkowych i Niepodatkowych

ul. Libelta 16/20 61-706 Poznań

bank account number: PKO BP S.A. nr 94 1020 4027 0000 1602 1262 0763

and the cost of the card itself 25 PLN

Wielkopolski Urząd Wojewódzki

Poznań, al. Niepodległości 16/18

bank account number: NBP 70 1010 1469 0000 3922 3100 0000

5. A certificate from the Dean's office signed by authorized person that includes:

- a statement confirming that the applicant is a student and providing the expected graduation date. (Confirmation from the university of acceptance for studies or continuation of studies as the attachment to the email); information about language of studies
- a statement confirming that the student **has paid** for his/ her studies or that s/he is not obliged to pay and for which reason.
- in a case of continuation of studies – periodic student achievement card

6. A bank statement from the student's bank account (in Poland) signed and stamped by authorized bank employee to confirm that student has the financial means to cover his/ her stay in Poland. The statement should show that the student has at least 701 PLN for each month of his/ her stay in Poland after deducting accommodation costs and financial resources necessary to return to the country of origin: at least 200 PLN for students from a neighbouring country (eg. Ukraine) and 2500 PLN from other countries. If a student has a scholarship, he is obliged to provide a statement from the institution that granted him/ her the scholarship.

7. A proof of valid health insurance coverage (covering all medical expenses in Poland) for a year-long stay in Poland (eg. contract with proof of payments).

8. A filled in and signed declaration regarding the amount of accommodation costs (if living in dormitory, information about payment of dormitory can be included in the certificate from university about paid tuition fees), it can be obtained on the following website:

<https://migrant.poznan.uw.gov.pl/en/do-pobrania/declaration-regarding-cost-housing-students>

9. The application fees remain the same when students apply for the consecutive extensions of the temporary stay card. The applications for the extensions should be submitted to the visa office no later than on the last day before the expiration date, *but is highly recommended to do it in advance*.

10. Every international student must pick up his/her temporary stay card in person only.

Originals of all documents that are required to be submitted must be shown at the Visa Office. All documents in other than Polish language are required to be submitted together **with** official polish translation.



PROCEDURE OF REGISTRATION (FOR EU CITIZENS)

II. Procedures for students from countries that ARE members of the European Union:

1. A filled out application for the registration of residence of an EU- member state citizen must be completed in Polish and submitted in person. A blank form may be obtained at the Visa Office or on the Internet <https://migrant.poznan.uw.gov.pl/en/do-pobrania/application-registration-stay-eu-citizen>

The title of the form in Polish: *Wzór wniosku o zarejestrowanie pobytu obywatela UE.*

2. A photocopy of a valid travel document/ or national id card with a photo (the original is to be shown at the office).

3. 4 photos, undamaged, coloured, with a good focus; with dimensions 35 mm x 45 mm; taken not earlier than within 6 months before the date of submitting your application; showing your face image from the top of head to upper part of your shoulders, in a way that your faces covers 70-80 % of the photo, clearly showing the eyes, especially the pupils, the eye line should be parallel to the top of the photo; on a bright uniform background, showing you looking straight with opened eyes, uncovered hair, with a natural face expression and closed mouth, and also imaging a natural skin colour; If you have congenital or acquired eye defects, the photo may be showing you wearing glasses with dark lenses. If you cover your head because of religion reasons, the photo may show you with the head covering though it must not cover or distort the oval of the face.

4. A certificate from the Dean's office signed by the Dean including:

a. a statement confirming that the applicant is a PUMS student also providing the expected graduation date.

b. a statement confirming that the student has paid for his/ her studies or that he/ she is not obliged to pay and for which reason.

5. A proof of valid health insurance coverage for one year.

6. No payment/ stamp is necessary.

7. A bank statement from the student's bank account.

8. The certificate of residence registration should be collected in person.

III. Procedures for students from Norway:

Due to the agreements that have been made between Norway and the EU, the procedures are the same as those for students from countries that are members of the European Union.

IV. **The British citizens** 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: PROCEDURES TO BE FOLLOWED TO OBTAIN THE TEMPORARY STAY CARD

ADDRESS AND CONTACT INFORMATION

The address and contact information for the Visa Office is:

Department for Foreigners
The Office of Wielkopolska Province
Plac Wolności 17, ground floor entrance A
Poznan, Poland
Tel. + 48 61 850 87 77

cudzoziemcy@poznan.uw.gov.pl

<https://migrant.poznan.uw.gov.pl/>

- *submitting applications for students from a country that IS NOT a member of the European Union is only possible following an appointment via the Internet (website: rejestracja.poznan.uw.gov.pl and selecting option F – Submitting an application) – it is required to make an appointment in advance well before the visa expires*
- *submitting applications for students from countries that ARE members of the European Union is only possible following an appointment via the Internet (website: rejestracja.poznan.uw.gov.pl and selecting option D – Submitting an application for registering the residence) – it is recommended to set an appointment in advance*

Office hours:

Monday 9:30 a.m. – 6 p.m.

Tuesday – Friday 8:15 a.m. – 3:15 p.m.

Application can be submitted at the address above or in each of the branches of the Wielkopolska Voivodship Office:

• Kalisz - ul. Kolegialna 4, 62-800 Kalisz	• Konin - ul. Aleje 1 Maja 7, 62-510 Konin
• Leszno - Plac Kościuszki 4, 64-100 Leszno	• Piła – Al. Niepodległości 33/35,64-920 Piła

The Schengen zone requirements

Schengen Visas, with a C mark authorize students to enter and stay in the Schengen member countries for no longer than 90 days within 180 days period.

The Polish visas with a D mark, issued by the Polish consuls will permit the entry and stay in Poland, but also to travel to Schengen zone countries for no longer than 90 days for tourist purpose only. The Polish visas will remain valid until their expiration date (but no longer than for the number of days mentioned on the visa).

Citizens of the non-Schengen zone countries have to meet specific requirements in order to enter the Schengen zone states:

1. Hold a valid travel document and a visa if it is required from the citizens of a given country

2. Specify the destination country.

3. Possess appropriate funds for the duration of the stay in Poland and for the return to the home country.



The person who is planning to enter the Schengen zone must not be identified and listed in the Schengen Information System (SIS) as an undesirable person or a person who poses a threat to the public.

Coronavirus outbreak

In connection with the current epidemiological situation, there are provided special solutions for foreigners in Poland.

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>