

Visa/ Temporary stay card

This is one of the most important items to stay on top of. When arriving in Poland with intentions to stay for an extended period of time, it is crucial that you plan ahead to avoid deportation or other complications that may interfere with your schoolwork. Many passports (US/CAN are two) allow for three months in another country without the need to apply for a separate visa, while other countries are required to secure a visa for any travel to Poland. Check with your nearest Polish Consulate office to check these regulations to ensure adequate compliance. Visa appointments sometimes require a few weeks or months as well as a variable fee to secure, so the sooner you can start this process, the better.

Advice for students with the lowest risk is to secure a visa prior to coming to Poland to ensure that you have one year of unrestricted travel and legal stay (within which, you can apply for your temporary stay card). Some students simply renew their visas throughout the duration of their studies. That being said, a temporary stay card is a cheaper alternative that is a common and appropriate method of obtaining legal stay in Poland. Your first application (if granted) will provide you with one year of legal stay. When applying for renewal (3-6 months prior to expiration), your second card will expire shortly after your graduation date.

If applying for temporary stay in person, book an appointment immediately and use the time leading up to it in order to prepare your application. Book appointments a minimum of three weeks out to allow time for preparation of your application. See Q2 for booking instructions.

1. How long does the process take?

Applying for your residency card is simple but detailed and varies on the amount of time it takes. *The typical student receives approval between 3 and 6 months but cases of 12+ months have been observed.* Note that as long as your application is received before the expiration of your current means of legal stay that you will not be deported from Poland. However, you cannot leave Poland between the time that your current visa/card expires and the time that you receive your new card or you will be denied re-entry until a visa is obtained; this is why we encourage students to apply for their initial and renewed cards while they are within the active period of their current means of stay (submit new applications 3-4 months prior to expiration of current card/visa).

2. How do I submit my completed application?

Completed applications may be mailed to the office or submitted in person.

- **Mail:** Applications and documents requested after initial submission may be sent to: **Pl. Wolności 17, 61-739, Poznań.** Physical copies must be provided in all cases.
- **In-Person:** Doing this will ensure that your passport is stamped which serves as proof of a submitted application. For students who are currently without a visa or close to the date of expiration, this is the recommended option.

Please visit: <https://www.poznan.uw.gov.pl/rejestracja/> and select "Rezerwuj wizytę" with the office which you applied (Poznan). Next, select 'Złożenie wniosku: pobyt czasowy/staly/rezydenta UE, wydanie/wymiana karty pobytu, świadczenie pieniężne dla posiadaczy Karty Polaka' and it will allow you to select an appointment date/time. If there are none, new appointments are made available at midnight, Polish time.

Address: Wydział Spraw Obywatelskich i Cudzoziemców
Pl. Wolności 17
ground floor – entrance A

Check-in upon arrival and get a ticket from the machine using your confirmation number, sent to your email when you made your appointment. Use Google Translate to see what options to select. You will have your fingerprints taken at this appointment.

Once called, the representative will ask for your packet, piece by piece and will need to examine any original documents including passport when submitting copies.

3. What documents do I need to compile for my application?

IMPORTANT: As applications may often be lost by authorities, we **HIGHLY** encourage you to submit photocopies of your entire packet and keep all originals in case of any issues, and to assist in completing your application the subsequent year.

Here's what you'll need to prepare:

1. Four color photos, no smiling, with silhouette, in a specific size. Any photo lab here in Poznan will know what you need if you tell them it's for a temporary stay card. There's one on Grunwaldzka that costs about 30pln
2. Health insurance contract/proof of coverage of one year from appointment date OR an ongoing contract with NFZ/PZU (in Polish). Please see the [Health Insurance](#) section below for further instruction/information. Proof of payment recommended (also in Polish).
3. Proof of enrollment letter from university (ask Bogna for this) that says you've paid tuition AND (if you live in dorms*) that you live on campus (in Polish)

If you live in an apt* then a copy of your lease in Polish with contact info of your landlord included. Police may come check if you actually live there within a few weeks/months of submitting your app. This is completely normal.

4. Photocopy of main passport page and ANY pages with visas or stamps as a result of travel. Preferably in color. B/W works just make sure they're clear and crisp.
5. Completed application in Polish - found on their website.

6. Go to your bank *in person* 2-3 days before your appointment (no earlier than one week in advance) and do two things.

a. Get proof of how much money you have here, stamped/signed by bank in Polish - check the website for required amount. It needs to be enough for a year of living here by their standards.

b. Pay fees and also obtain signed and stamped proof of the transfer (they'll print it for free).. The fee and account to transfer to are included below:

PLN 340.00

and should be paid to:

Urząd Miasta Poznania

Wydział Finansowy

Oddział Pozostałych Dochodów Podatkowych i Niepodatkowych

ul. Libelta 16/20

61-706 Poznań

Bank: PKO BP S.A.

Bank account number: 94 1020 4027 0000 1602 1262 0763

***Separate transfer of 25 PLN can be made to the same account number in advance or at the time of approval to pay for the printing of the physical card. Proof of this will also need to be submitted. Include it with your initial application to save you about 15-30 days of processing.

3. How do I check the status of my application?

Using the case number and code provided to you upon submission, you can check the status of your application here: <https://www.poznan.uw.gov.pl/cudzoziemcy-stan/> you will only be notified via mail when your decision is made, but the fastest way to stay updated is through their online portal. No email notifications are sent.

4. The system says that my card is ready. How do I receive it?

If your card is ready, you'll need to schedule an appointment for pickup.

Visit <https://www.poznan.uw.gov.pl/rejestracja/> and select "Rezerwuj wizyte" with the office which you applied (Poznan). Next, select "Odbior karty pobytu" and it will allow you to select a date and time for your pick-up appointment. If there are no options, new appointments are made available at midnight, Polish time.

At this appointment, you will need your passport and you will supply fingerprints when collecting the card. Be sure to check-in when you arrive with the guard standing outside with a clipboard to let you know you are present. Bring a translation app if you have one to make your life easier. Congratulations on receiving your card!

6. Can I call with questions if I don't speak Polish?

Yes. There is an option within the prompt for English speakers.

*Please note that emails have an extremely long wait time for responses.

Here is all relevant contact information for the office:

Telephone: (61) 850 87 77

Email: sc@poznan.uw.gov.pl

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

Fax: (61) 850 87 76