

VISAS & IMMIGRATION

EU/EEA NATIONALS

REGISTRATION OF RESIDENCE

All EU/EEA residents who stay in Poland longer than 3 months are required to register their residence. You need to submit your application form **in person** to the Mazovian Voivodeship Office in Warsaw no later than the next day after the end of the 3-month period following the date of entry into the territory of Poland.

MAZOVIAN VOIVODESHIP OFFICE, DEPARTMENT FOR FOREIGNERS

address: Warsaw, Marszałkowska 3/5, stand 21,

office hours: Monday 10:00-17:30, Tuesday-Friday 8:00-15:00

You have to take with you:

1. Pre-filled application form for registration of residence of an EU citizen
2. One photocopy of your passport or ID
NOTE: if your passport contains any pages that hold any stamps, seals, visas, annotations or entries of any kind, you need to include them in the photocopy as well. In such a scenario , it will not be sufficient to provide merely the main page of your document.
3. Passport or other ID confirming your citizenship (for verifying your identity and the photocopy provided)
4. 4 recent photos (35mm x45mm)

NOTE: Failure to submit any of the above-mentioned documents or lack of personal appearance in the Mazovian Voivodeship Office will result in the foreigner being served a formal request to provide the missing documents within 7 days from the date of the service. Failure to comply with the above requirements will result in your application not being examined.

OTHER REQUIRED DOCUMENTS

5. A certificate of enrolment for the studies issued by the University
6. A confirmation of your valid health insurance or proof of entitlement to healthcare under the provisions on the coordination of social security systems.

The list of insurers accepted by the Polish Ministry of Foreign Affairs is available here:

<https://www.gov.pl/web/diplomacy/visas>

(please scroll down the page to find the list of accepted insurers)

If you already have a foreign insurance policy you need to provide a translation into Polish made by a sworn translator.

7. A written statement on having sufficient resources to cover the costs of your stay in Poland not to become a burden for the Polish welfare system **or** a proof of having such resources. This includes in particular:
 - your credit card

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- a certificate issued by your bank confirming possession of sufficient funds on the account issued no later than one month before the date of application for registration of residence

Please bear in mind that all the documents need to be completed in Polish. Documents written in a foreign language need to be translated into Polish by a sworn translator. You can find a sworn translator here:

<https://arch-bip.ms.gov.pl/pl/rejestrzy-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html>

No fees are charged for registering EU citizen residence. However, if you wish to submit a power of attorney you will need to pay stamp duty in the amount of PLN 17.

Further information on the procedure:

in Polish: <https://www.gov.pl/web/uw-mazowiecki/rejestracja-obywatela-ue>

in English: <https://www.gov.pl/web/mswia-en/registration-of-residence>

REGISTRATION OF ADDRESS

Additionally, foreigners who intend to stay in Poland for more than 30 days are obliged to register their address (*zameldowanie*) at the City Hall competent for the district they are staying in (*Urząd dzielnicy*). Upon registration, the foreigner will be automatically assigned a PESEL number.

The procedure is free of charge but in order to receive a written confirmation you will need to pay PLN 17.

Please keep in mind that you must inform the City Hall of any changes to your address.

Further information on the procedure:

<https://warszawa19115.pl/-/temporary-residence-registration-of-foreigners-and-citizens-of-european-union-member-states-and-their-family-members>