

VISAS & IMMIGRATION

NON-EU NATIONALS

APPLYING FOR A STUDENT VISA

Foreigners from non-EU/EEA countries can enter the territory of Poland on the basis of visa. You can obtain either national or Schengen visa.

SCHENGEN VISA (C) enables the holder to **enter** and remain in the territory of all of the Schengen Area Member Countries for a maximum of 90 days during a 180-day period.

NATIONAL VISA (D) enables the holder to enter and remain in the territory of Poland and to stay continuously or for several successive times in this territory for a total duration of more than 90 days during the period of validity of the visa, but not longer than one year.

It also allows to travel in the territory of other Schengen Area Member States for up to 90 days during a 180-day period, during the validity period of the visa.

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

APPLYING FOR A TEMPORARY STAY

Foreigners from non EU/EEA countries who intend to stay on the territory of Poland for a period longer than 3 months are required to apply **in person** for a temporary stay permit **on the last day of their legal stay in Poland at the latest**. The procedure is conducted by the Mazovian Voivodeship Office in Warsaw.

MAZOVIAN VOIVODESHIP OFFICE, DEPARTMENT FOR FOREIGNERS

address: Warsaw, Marszałkowska 3/5, stand 10 or 11 (room 14 and 16, ground floor)

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

A complete application can only be submitted during an appointment at the Office.

You can book an appointment here: <https://inpol.mazowieckie.pl/login>

Please keep in mind that the above is **the only** way to make an appointment to submit the application form. The Mazovian Voivodeship Office does not make reservations via phone or email.

You have to take with you:

1. Two copies of the pre-filled application form
2. Two photocopies of a valid passport

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

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3. A passport or other valid travel document (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. If you do not comply with the requirements set out in the request, your application will not be examined.

5. A certificate confirming enrolment or continuation of the studies issued by the University
6. Confirmation of possessing a health insurance covering the costs of healthcare amounting to EUR 30 000 at minimum

The list of insurers accepted by the Polish Ministry of Foreign Affairs is available here: file:///C:/Users/p100602/Downloads/Information_about_the_insurers_and_the_insurances_that_they_offer_which_meet_the_necessary_conditions.pdf

If you already have a foreign insurance policy you need to provide a translation into Polish made by a sworn translator. You can find a sworn translator here: <https://arch-bip.ms.gov.pl/pl/rejstry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html>

7. A proof of having sufficient amount of money to cover the costs of your stay and studies in Poland as well as the costs of a return to your country of origin (e.g. information on received scholarship or grants)
8. Transcript of records
9. Proof of payment for the studies (if you take up paid studies)
10. Documents indicating the amount of the costs of living (e.g. dormitory admission or lease agreement including the rent and the last gas/electricity bills, statement of the owner of the premises, etc.).
11. Confirmation of a stamp duty PLN 340 paid to the account:

Centrum Obsługi Podatnika

ul Obozowa 57, 01-161 Warszawa

21 1030 1508 0000 0005 5000 0070

Title of the payment: wydanie zezwolenia na pobyt czasowy + your first and last name

If you wish to submit a power of attorney you will need to pay stamp duty in the amount of PLN 17.

As soon as you receive a positive decision regarding your temporary stay permit, you will also have to pay the stamp duty for issuing your residence card in the amount of PLN 50 paid to the account:

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Mazowiecki Urząd Wojewódzki

Biuro Finansów Urzędu

NBP O/O Warszawa

83 1010 1010 0137 1022 3100 0000

Title of the payment: wydanie karty pobytu + your first and last name

Please remember that each copy of the document submitted needs to be certified as a true copy thus it is essential to bring the original of all your documents for inspection.

Upon submitting your application you will also be obliged to provide your fingerprints. Refusal or failure to comply with this requirement will result in your application not being proceeded.

If the application is successfully submitted (i.e. was filed on the last day of legal residence at the latest and contains no formal deficits) your passport will be stamped. This will serve as a proof of successful application for a temporary stay but does not allow you to travel within the Schengen area. Remember, your passport will be inspected to check your border crossing stamps in order to establish if your stay in Poland is legal. You will not receive a stamp if you submit your application for temporary residence permit in the course of an illegal stay.

In case you receive a negative decision or you are dissatisfied with the Voivodeship's decision for any other reason you have the right to appeal to the separate authority, the **Head of the Office for Foreigners**. The appeal must be submitted through the Mazovian Voivodeship Office. The appeal must have a written form and be filed within 14 days from the date of receiving the decision. If you do not appeal within this timeframe, the decision will become final. In case of the appeal, the Head of the Office for Foreigners have 2 months to resolve the matter.

Further information in English: <https://www.gov.pl/web/uw-mazowiecki/studies-and-graduates>

REGISTRATION OF ADDRESS

Additionally, foreigners from non EU/EFTA countries who intend to stay in Poland for more than 30 days are required to register their address (*zameldowanie*) at the City Hall competent for the district they are staying in (*Urząd dzielnicy*) no later than on the 4th day after their arrival to Poland. 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:

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

Useful links (: https://ec.europa.eu/immigration/poland-student_en)