



General Information

Address

Pomeranian Voivodeship Office in Gdansk

Foreigner Affairs Unit

Ul. Okopowa 21/27 (entrance to the building from Rzeźnicka Street)

80-810 Gdańsk

Information Point: room no. 13

Websites

www.gdansk.uw.gov.pl

cudzoziemcy.pobyt@gdansk.uw.gov.pl

**Telephone information on the legalisation of foreigners'
residence:**

tel.: 58 30 77 466



Where can I submit an application? - temporary residence permit

There are three possibilities of submitting an application for a temporary residence permit :

1) The registration of appointments through the Internet calendar:

Submitting applications for granting a residence permit during the appointment arranged through registration in the online calendar:

Link: <https://kolejkagdansk.ajhmedia.pl/?lang=en>

A complete application with finger prints can be submitted during an appointment only. The submitted copies of documents are certified to be the true copies of the originals while submitting an application during an appointment only. A stamp in the passport at the moment of submitting an application can be obtained during appointments only (if the term for submitting an application has been observed and there are no doubts as for the legality of a foreigner's stay in Poland).



2) Submitting an application for a temporary residence permit through the registry office in the registered office of the Department :

The registered office of the Department of Foreigners' Affairs,
Street Okopowa 21/27, Gdańsk = **the office hours:**

Monday 9 am.-2 pm.

Tuesday 11 am. – 6 pm.

Wednesday 9 am.- 2 pm.

Thursday 9 am.-2 pm.

Friday 9 am.-2 pm.

The representation of Pomeranian Voivodeship Office in Słupsk, ul. Jana Pawła
II 1, = **the office hours:**

Monday 9 am.-2 pm.

Tuesday 11 am. – 6 pm.

Wednesday 9 am.- 2 pm.

Thursday 9 am.-2 pm.

Friday 9 am.-2 pm.



3) Submitting an application for a temporary residence permit by post using the address:

Pomorski Urząd Wojewódzki w Gdańsku
Oddział ds. Legalizacji Pobytu Cudzoziemców
Ul. Okopowa 21/27
80-810 Gdańsk

Submitting an application in this way (**through the registry office in the registered office of the Department or by post**) a Foreigner receives a request for completing the formal deficiencies of applications and for being fingerprinted.

The date of submitting an application at the Office or the date of a postmark is accepted as the date of submitting an application. Fingerprints are not taken, and the submitted documents are not verified to be compliant with the original, while submitting an application in this way. There is no possibility of affixing a stamp in the passport confirming submitting an application then, either. Proceedings are initiated only after completing formal deficiencies in an application in accordance with a request sent by the Office. The time of waiting for the first request depends on the number of applications awaiting registration.



Who can submit an application?

1) STUDENTS

- An application for granting a **temporary residence permit** for the purpose of following higher education studies is submitted by a Foreigner whose purpose of stay in Poland is education at full-time higher education studies or post-graduate studies, if these circumstances justify their stay on the territory of the Republic of Poland for a period longer than 3 months.
- Note! In the case of persons studying part-time, an application for a temporary residence permit ought to be submitted due to other circumstances - learning.
- The first permit to follow higher education studies is granted for a period of 15 months to a foreigner who undertakes higher education studies in the first year.
- If higher education studies justify a foreigner's stay on the territory of the Republic of Poland for a period shorter than 1 year, the first permit for the first year is granted for the duration of the academic year or studies extended by three months;



Who can submit an application?

- **Another permit** for a temporary residence for the purpose of following higher education studies is granted for the period of the studies, extended by 3 months, but not longer than 3 years;
- Permanent residence permits for foreigners intending to take a **preparatory course** to follow higher education studies are granted for the duration of this course extended by 3 months;
- After obtaining this permit, a foreigner may work in Poland without the necessity of possessing a work permit. The entry "access to the labour market" is placed in the residence card issued in connection with the temporary residence permit granted to a foreigner.



Who can submit an application?

2) GRADUATES

- An application for temporary residence permit for a graduate of a Polish university seeking a job or planning to start a business is submitted by a foreigner whose purpose in staying in Poland is to look for a job if these circumstances justify his stay on the territory of the Republic of Poland for a period longer than 3 months;
- A temporary residence permit for a graduate of a Polish university looking for work or planning to start conducting business activity is granted once, immediately after completing higher education studies for the 9 months;
- The graduates of full-time higher education studies at Polish universities are exempt from the obligation of obtaining a work permit.



Conditions I have to meet

- You submit an application for a temporary residence permit in person, **not later than on the last day of Your legal stay on the territory of the Republic of Poland**;
- you can collect your residence card in person only and you will be fingerprinted to issue a residence card;
- In administrative proceedings, **a copy of a document does not constitute evidence**; original documents or copies certified by a notary public for compliance ought to be submitted with the original;
- Documents in a foreign language ought to be submitted together with their translation into the Polish language made by a Polish sworn translator;
- in the case of submitting applications through the registry office or by post you must remember that you will be required to complete formal deficiencies (e.g. showing the passport's original) and to submit fingerprints;



- The documents ought to be submitted within the non-negotiable term given in the request (including off-work days)= (the term of 7 days from the date of collecting a request). In the event of a failure to complete all the required documents or completing the wrong ones within the indicated term, an application may be left without processing;
- A case can be considered in substantive terms only after a formal verification;
- An element of the substantive analysis is sending an enquiry to assessing authorities (the Border Guard, the Police, the Internal Security Agency). Assessment lasts for 30 days, and it can be extended to 60 days;
- Submitting a set of documents allows to process an application more quickly;
- In the course of the proceedings regarding the case of issuing a residence permit, the Office may request a Foreigner to complete the documents necessary to confirm the circumstances indicated in the application;
- The documents ought to be submitted within the term indicated in the letter. In the event of a failure to submit the required documents, the decision shall be issued on the basis of the evidence collected in the case.



A stamp in the passport

- In accordance with art. 108 of the Foreigners Act, a stamp is affixed in a passport, **when two conditions are met in total** :
 - an application has been submitted within the term provided for by the Act, i.e. the last day of a legal stay;
 - and it does not contain formal deficiencies or these deficiencies have been completed within the term;
- A stamp places in the travel document of a foreigner confirming the submission of the application ;
- A foreigner's stay is considered to be legal from the day of submitting an application to the day on which the decision on granting a temporary residence permit becomes final;
- A stamp can be obtained at the moment of submitting an application personally;



- The persons who submit an application in the course of an **illegal stay will not obtain a stamp** in a passport despite submitting an application in person.
- The persons who have submitted an application by post, through the office or the registry office can obtain a stamp in the passport only after finishing the formal verification of an application
- NOTE! A stamp confirms submitting an application for a temporary stay; however, it **DOES NOT ENTITLE** to travel across the Schengen zone;
- A foreigner may leave for the country of origin directly, but in order to return to Poland they ought to obtain a visa, if they come from a country with a visa requirement;
- Detailed information on the rules of crossing borders can be obtained from the Border Guard.



What documents do I need to submit when I am a student ?

- 2 copies of the application for the temporary residence permit completed in accordance with the instructions;



the application
the temporary resi



the application
the temporary resi

We choose the circumstance „undertaking or continuation studies”



- 4 recent colour photographs, undamaged, size 45x35 mm, made in the last six months on a plain white background, with good focus, clearly showing the eyes and face from the top of the head to the top of the shoulders; the face should occupy 70-80% of the photograph; the photograph should show the person looking straight ahead with their eyes open, not covered by hair, with a natural facial expression and mouth closed :
 - Foreigners with congenital or acquired vision defects may attach a photograph showing them wearing glasses with dark lenses. In such a case, the application must be accompanied by evidence of disability, and in its absence, the foreigner's statement of having a disability.
 - Foreigners wearing a headdress in accordance with the principles of their religion may attach a photograph in the headdress, as long as the face is fully visible. In this case, the application must be accompanied by the foreigner's statement of belonging to a religious community.
- a valid travel document (1 photocopy / the original passport for inspection);



- confirmation of payment 340 PLN for the temporary residence permit ;
- confirmation of payment 25 PLN for the residence card upon receipt of the decision and statement whether the residence card should contain our address or whether the residence card should be without the address of residence;
- confirmation from the university of acceptance for studies or continuation of studies, or a certificate of participation in training course;
- proof of payment of the required tuition/course fee, if they are payable (in the case of taking up or continuing paid studies) or information that the studies are free education costs (currently tuition fees for the academic year 2019/2020 and summer semester 2020/2021);
- documents confirming having health insurance or coverage by the insurer of the cost of treatment in Poland (e.g. ZUS RCA declaration for the last month, current entry in the insurance ID, insurance policy together with proof of payment of the last premium);



- documents confirming possession of sufficient funds to cover **the costs of living and return travel to the country of origin** or residence and the cost of tuition/ training course (e.g. current certificate on the amount of financial resources on the bank account owned by the Foreigner, traveller's checks, certificates of credit card limits, information on awarded scholarships, etc.).
 - the amount **covering the costs of living** should exceed (PLN 528 for people in the family or) PLN 701 for singles per month =
this amount is always counted 15 times due to the time of authorization so it is **701 PLN x 15 months**; (in PLN or the equivalent in a foreign currency calculated on the day before the day of submitting the application according to the NBP exchange rate)
(The amount of monthly income to cover the costs of living should be higher than the amount of income entitling to cash benefits from social assistance defined in the Act of 12 March 2004 on social assistance, with respect to the foreigner and each family member dependent on him/her)
 - the amount **covering the costs of return travel to the country of origin** or residence is **PLN 200**, if the foreigner came from a country neighboring the Republic of Poland, **PLN 500**, if he came from a Member State of the European Union other than the one indicated above, **PLN 2,500**, if he came from a non-member state European.



- documents confirming that the foreigner has **sufficient financial resources to cover the costs of living** in Poland:
 - containing information on the amount of fixed maintenance fees, fees for the supply of energy, gas, water and collection of sewage, waste and liquid waste (e.g. lease agreement with the last gas, electricity bill and administrative rent or a certificate from a student home about the amount floss)
 - for example if we prove that our **housing costs** are e.g. PLN 450 PLN month =
this amount is always counted 15 times due to the time of authorization so it is **450 PLN x 15 months = PLN 6,750**);
 - **then we must provide confirmation of having PLN 6,750 e.g. on a bank account** (e.g. current certificate on the amount of financial resources on the bank account owned by the Foreigner, traveller's checks, certificates of credit card limits, information on awarded scholarships, etc.); (in PLN or the equivalent in a foreign currency calculated on the day before the day of submitting the application according to the NBP exchange rate)



What documents do I need to submit when I am a graduate ?

- 2 copies of the application for the temporary residence permit completed in accordance with the instructions;



The application
the temporary resi



The application
the temporary resi

We choose the circumstance „ other circumstances”

- 4 recent colour photographs, undamaged, size 45x35 mm, made in the last six months on a plain white background, with good focus, clearly showing the eyes and face from the top of the head to the top of the shoulders; the face should occupy 70-80% of the photograph; the photograph should show the person looking straight ahead with their eyes open, not covered by hair, with a natural facial expression and mouth closed:



- Foreigners with congenital or acquired vision defects may attach a photograph showing them wearing glasses with dark lenses. In such a case, the application must be accompanied by evidence of disability, and in its absence, the foreigner's statement of having a disability.
 - Foreigners wearing a headdress in accordance with the principles of their religion may attach a photograph in the headdress, as long as the face is fully visible. In this case, the application must be accompanied by the foreigner's statement of belonging to a religious community.
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- a valid travel document (1 photocopy / the original passport for inspection);
 - confirmation of payment 340 PLN for the temporary residence permit ;
 - confirmation of payment 50 PLN for the residence card upon receipt of the decision and statement whether the residence card should contain our address or whether the residence card should be without the address of residence;
 - documents confirming having health insurance or coverage by the insurer of the cost of treatment in Poland (e.g. ZUS RCA declaration for the last month, current entry in the insurance ID, insurance policy together with proof of payment of the last premium);



- documents confirming possession of sufficient funds to cover **the costs of living and return travel to the country of origin** (e.g. current certificate on the amount of financial resources on the bank account owned by the Foreigner) ;
 - the amount **covering the costs of living** should exceed (PLN 528 for people in the family or) PLN 701 for singles per month =
 - this amount is always counted 9 times due to the time of authorization so it is **701 PLN x 9 months**; (in PLN or the equivalent in a foreign currency calculated on the day before the day of submitting the application according to the NBP exchange rate)
 - the amount **covering the costs of return travel to the country of origin** or residence is **PLN 200**, if the foreigner came from a country neighboring the Republic of Poland, **PLN 500**, if he came from a Member State of the European Union other than the one indicated above, **PLN 2,500**, if he came from a non-member state European);
- documents confirming having a place of residence in the territory of Poland (e.g. a flat rental contract);
- Diploma certifying successful graduation from a Polish university (1 photocopy / the original diploma for inspection);



How long will I wait for a decision?

- Proceedings are initiated after submitting an application without formal deficiencies within the prescribed term or after completing these deficiencies in accordance with a request within the indicated term;
- The time of waiting for issuing a decision in the case of a residence permit results from the provisions of the Administrative Procedure Code and the Foreigners Act;
- It depends on the individual circumstances of a case.



Legal basis

- **The Act on Foreigners of 12 December 2013**



POMORSKI URZĄD WOJEWÓDZKI

W GDAŃSKU

Thank you for your attention

Aleksander Ryłko
Magdalena Więckowska