

LEGALISATION OF STAY



UNIVERSITY
OF WARSAW

EU/EEA citizens

You can enter Poland and stay within its territory for up to 3 months on the basis of a valid travel document (passport) or other valid document confirming your identity and citizenship.

For stays exceeding three months, you have to register your residence.

non-EU/EEA citizens

You can enter Poland with a valid travel document (such as a passport) and – if required – a visa.

A list of visa-free countries is available at the Ministry of Foreign Affairs website:

► www.msz.gov.pl

A Schengen Visa (marked with a 'C' symbol) is issued when the planned stay on the territory of the Schengen area does not exceed 90 days within each 180-day period.

A national visa (marked with a 'D' symbol) – entitles the bearer to entry and a continuous stay on the territory of Poland or to several consecutive stays which jointly last longer than 90 days – the period of validity of a national visa cannot exceed 1 year.

Remember to check the validity of your documents and apply for a temporary residence permit before your visa expires.

WHAT DOCUMENTS NEED TO BE SUBMITTED?

- 1 copy of an application for registering your residence
- a travel document (passport) or other document confirming identity and citizenship
- a confirmation of acceptance or continuation of your studies/certificate of participation in a training course (issued by the faculty student office)
- a document confirming health insurance which covers the cost of treatment or a document confirming the right to receive health care in Poland
- a proof or written declaration of having sufficient funds for living and studying in Poland

Documents drawn up in a foreign language should be submitted together with their translations into Polish by a sworn translator

- 2 copies of the application for a temporary residence permit
- 4 recent colour photographs
- a valid travel document (passport, 2 photocopies)
- a confirmation of acceptance or continuation of your studies/certificate of participation in a training course (issued by the faculty student office)
- proof of payment of the tuition fee or confirmation that you do not have to pay for studies (e.g. a scholarship certificate, a document from the faculty student office)
- a document confirming having health insurance which covers the cost of treatment in Poland
- a proof of sufficient funds for living and studying in Poland and return travel to your home country

Documents drawn up in a foreign language should be submitted together with their translations into Polish by a sworn translator

LEGALISATION OF STAY

EU/EEA citizens

Certificate of residence registration is issued free of charge and it is valid for an indefinite period of time.

non-EU/EEA citizens

Application fee is required
Please note that applications can be submitted only after prior online arrangement of a specific day and time.

► <https://kolejka-wsc.mazowieckie.pl/rezerwacje/pol>

APPLICATION SHOULD BE SUBMITTED TO THE VOIVODE OFFICE (WARSAW: MAZOWIECKIE PROVINCE OFFICE)

MAZOWIECKIE PROVINCE OFFICE DEPARTMENT OF FOREIGNERS

► Marszałkowska 3/5, 00-624 Warsaw
tel. (+48) 22 695 67 70, 22 695 67 73
legalizacjapobytu@mazowieckie.pl
www.mazowieckie.pl/en

OFFICE FOR FOREIGNERS (URZĄD DO SPRAW CUDZOZIEMCÓW)

► Taborowa 33, 02-699 Warsaw
www.udsc.gov.pl/en

Selected NGOs supporting multiculturalism and providing information and advice for migrants and foreigners:

ASSOCIATION FOR LEGAL INTERVENTION

► Siedmiogrodzka 5/51,
01-204 Warsaw
tel. (+48) 22 621 51 65
biuro@interwencjaprawna.pl
www.interwencjaprawna.pl/en/

FOUNDATION FOR DEVELOPMENT BEYOND BORDERS

► Mazowiecka 12, apt. 24,
00-048 Warsaw
biuro@frog.org.pl
www.migrapolis.pl/en

INNA PRZESTRZEŃ FOUNDATION

► Nowy Świat 23/25 apt. 32
00-029 Warsaw
tel. (+48) 22 299 04 29
inna@innaprzestrzen.pl
www.innaprzestrzen.pl/en
www.info-migrator.pl/en

INTERNATIONAL ORGANISATION FOR MIGRATION (IOM)

► Wiejska 12, 00-490 Warszawa
tel. (+48) 22 62 38 154
iomwarsaw@iom.int
www.iom.int
www.migrant.info.pl/home.html

MULTICULTURAL CENTER IN WARSAW

► Jagiellońska 54, 03-463 Warsaw
tel. (+48) 648 11 11
centrum@cww.waw.pl
www.centrumwielokulturowe.waw.pl/en/

OCALENIE FOUNDATION

► Krucza 6/14a, 00-537 Warsaw
tel. (+48) 22 828 04 50
biuro@ocalenie.org.pl
www.ocalenie.org.pl/en

POLISH MIGRATION FORUM

► Szpitalna 5/14, 00-031 Warsaw
tel. (+48) 22 110 00 85
info@forummigracyjne.org
www.forummigracyjne.org/en

