

LEGALISATION OF YOUR STAY IN POLAND IN 6 STEPS (non-EU citizens)

1 Purpose of stay

Check what type of residence card you could apply for, depending on the purpose of your stay:

Student | **Employee** | **Researcher** | **Blue Card** | **Family**

The requirements and necessary documents are available on the website of the Department for Foreigners' Affairs:

en.migrant.wsc.mazowieckie.pl/procedury/pobyty



**WELCOME
POINT**

2 Prepare tools

Necessary for submitting and tracking your application:



PESEL

Your identification number in Poland. You will need this, among other things, to set up a Trusted Profile:

welcome.uw.edu.pl/wp/during-your-stay/pesel-number/



A bank account

It may be useful for paying stamp duties and confirming that you have sufficient funds to cover your stay in Poland.



Trusted Profile

(PL: profil zaufany) – it allows you to log in to government systems and sign applications and documents electronically:

welcome.uw.edu.pl/wp/trusted-profile-profil-zaufany/



MOS

It allows you to create and submit your application for a residence permit online:

mos.cudzoziemcy.gov.pl/en/



inPOL

It allows you to track the progress of your application:

inpol.mazowieckie.pl/register



e-Deliveries

(PL: e-Doręczenia) – it allows you to contact government departments and submit documents online:

welcome.uw.edu.pl/wp/e-doreczenia/

3 Create and submit your application via MOS

Log in to MOS using your Trusted Profile and complete the application by following the instructions in the system.

Attach the necessary documents:



a photo (684x883 px),



a complete scan of a passport including the cover,



stamp duties: 340/440 zł – application, 50/100 zł – card issuance,



scans of other documents relevant to the selected purpose of stay (please see point no. 1).

In some cases (studies, non-research work, Blue Card), the system may require a relevant annex to be completed by the University or your employer. MOS will send the annex to the e-mail address provided in your application and notify you once it has been completed. Make sure you provide the correct e-mail address:

- **Students** – check the correct address with your Students' Office
- **UW employees** – cudzoziemcy.uw@adm.uw.edu.pl

**Sign the application using your Trusted Profile ->
Send -> Download the UPO**

(official confirmation of receipt, PL: Urzędowe Poświadczenie Odbioru).

4 Appointment at the office

Once your application has been checked, the office will invite you to an appointment:

- ✓ you will provide your fingerprints,
- ✓ you will present your original passport,
- ✓ you will confirm the documents submitted via MOS – please bring all the original documents with you.

Once your application has been verified, you will receive a certificate confirming your legal stay in Poland while your application is being processed.



5 Track your case

Regularly:

Check inPOL – monitor the status of your case.

Check your e-mail and e-Deliveries – do not miss any correspondence from the authorities.

Submit any additional documents – you may submit additional or missing documents via e-Deliveries.

Please note that these must be either original documents with an electronic signature from the issuer or copies electronically certified by a notary.

Do you need a notary?

You can find one here:

https://notariusze.waw.pl/znajdz/znajdz-notariusza.php?search_name=

Before the visit, please ask about the terms and cost of having your documents electronically certified. The price should not exceed PLN 8 per page.

Important:

- ⚠ documents should be in Polish or be accompanied by a sworn translation into Polish,
- ⚠ statements containing any current information are valid for 30 days from the date of issue.

6 Decision and the residence card

At the end, you will receive a decision:

✓ **Positive decision** – you will receive the decision and a notice to collect your residence card.

✗ **Negative decision** – You have 14 days to file an appeal from the date the decision is delivered. **Please, contact Welcome Point** – the team will help you prepare your letter and documents.

Useful addresses:

Welcome Point:

www.welcome.uw.edu.pl
welcome.legalisation@uw.edu.pl

Polskie Forum Migracyjne:

forummigracyjne.org/en/front-page/

Stowarzyszenie Interwencji Prawnej:

interwencjaprawna.pl/en/

