

# LEGALISATION OF STAY

## 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 on the Ministry of Foreign Affairs website:

► [www.gov.pl/web/diplomacy](http://www.gov.pl/web/diplomacy)

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 continuous stay on the territory of Poland or to several consecutive stays which cumulatively 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
- 4 photographs (35mm x45mm, taken not earlier than 6 months before the date of application)
- a statement of the date of the last border crossing
- a travel document (passport) or other document confirming identity and citizenship
- a confirmation, issued by the Faculty office, of acceptance or continuation of your studies/ certificate of participation in a training course
- 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
- 2 copies of the application for a temporary residence permit
- 4 recent colour photographs
- a valid travel document (passport, 2 photocopies)
- stamp duty – PLN 340
- a confirmation, issued by the Faculty office, of acceptance or continuation of your studies/ certificate of participation in a training course
- transcript of records
- proof of payment of tuition fees 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 possession of health insurance which covers the cost of treatment in Poland
- proof of sufficient funds for living and studying in Poland and return travel to your home country
- documents confirming having a place to live in Poland (e.g. lease agreement) information about utilities expenses (such as electricity, water, waste disposal, heating, and sewage)

Foreign language documents should be submitted together with their translations into Polish prepared by a sworn translator.

# LEGALISATION OF STAY

## non-EU/EEA citizens



Please check the details at the Welcome Point website

- ▶ <https://welcome.uw.edu.pl/during-your-stay/legalisation-of-stay>

**APPLICATION SHOULD BE SUBMITTED TO THE MAZOWIECKIE PROVINCE OFFICE DEPARTMENT OF FOREIGNERS**

### MAZOWIECKIE PROVINCE OFFICE DEPARTMENT OF FOREIGNERS

- ▶ Marszałkowska 3/5, 00-624 Warsaw  
tel. (+48) 22 695 67 73  
tel. (+48) 22 695 65 75  
[migrant.wsc.mazowieckie.pl/](http://migrant.wsc.mazowieckie.pl/)

### WAYS OF APPLICATION SUBMISSION:

- in person after prior booking of an appointment for a specific day and time.
- via the registry office of the Department of Foreigners on 3/5 Marszałkowska Str.
- by post (Poczta Polska)

### OFFICE FOR FOREIGNERS (URZĄD DO SPRAW CUDZOZIEMCÓW)

- ▶ Taborowa 33, 02-699 Warsaw  
tel. (+48) 47 721 76 75  
[www.udsc.gov.pl/en](http://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](mailto:biuro@interwencjaprawna.pl)  
[interwencjaprawna.pl/en/](http://interwencjaprawna.pl/en/)

### INTERNATIONAL ORGANISATION FOR MIGRATION (IOM)

- ▶ Wiejska 12, 00-490 Warszawa  
tel. (+48) 22 623 81 54  
[iomwarsaw@iom.int](mailto:iomwarsaw@iom.int)  
<https://poland.iom.int/pl>

### OCALENIE FOUNDATION

- ▶ Krucza 6/14a, 00-537 Warsaw  
tel. (+48) 22 828 04 50  
[biuro@ocalenie.org.pl](mailto:biuro@ocalenie.org.pl)  
[cpc@cpc.org.pl](mailto:cpc@cpc.org.pl)  
[en.ocalenie.org.pl](http://en.ocalenie.org.pl)

### MULTICULTURAL CENTER IN WARSAW

- ▶ Jagiellońska 54, 03-463 Warsaw  
(+48) 22 648 11 11  
(+48) 505 700 701  
[centrum@cww.waw.pl](mailto:centrum@cww.waw.pl)  
[www.centrumwielokulturowe.waw.pl/en](http://www.centrumwielokulturowe.waw.pl/en)

### POLISH MIGRATION FORUM

- ▶ ul. Jagiellońska 54,  
03-463 Warsaw, Poland  
tel. (+48) 69 291 39 93  
[info@forummigracyjne.org](mailto:info@forummigracyjne.org)  
[www.forummigracyjne.org/en](http://www.forummigracyjne.org/en)

**WELCOME  
POINT**

