

# 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)
- 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 by a sworn translator.

# LEGALISATION OF STAY

## EU/EEA citizens

Certificate of residence is issued free of charge and is valid for 10 years.

## 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.

► [en.migrant.wsc.mazowieckie.pl](http://en.migrant.wsc.mazowieckie.pl)

## 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 73  
[migrant.wsc.mazowieckie.pl/](http://migrant.wsc.mazowieckie.pl/)

### 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. 22 538 91 03  
[iomwarsaw@iom.int](mailto:iomwarsaw@iom.int)  
<https://poland.iom.int/pl>

### FOUNDATION FOR DEVELOPMENT BEYOND BORDERS

► Mazowiecka 12, apt. 24,  
00-048 Warsaw  
[biuro@frog.org.pl](mailto:biuro@frog.org.pl)  
[www.migrapolis.pl/en](http://www.migrapolis.pl/en)

### MULTICULTURAL CENTER IN WARSAW

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

### INNA PRZESTRZEŃ FOUNDATION

► Nowy Świat 23/25 apt. 32  
00-029 Warsaw  
tel. (+48) 797 597 338  
[inna@innaprzestrzen.pl](mailto:inna@innaprzestrzen.pl)  
[www.innaprzestrzen.pl/en](http://www.innaprzestrzen.pl/en)  
[www.info-migrator.pl/en](http://www.info-migrator.pl/en)

### OCALENIE FOUNDATION

► Krucza 6/14a, 00-537 Warsaw  
[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)

### POLISH MIGRATION FORUM

► ul. Górczewska 137, 3rd floor,  
01-109 Warsaw, Poland  
tel. (+48) 69 291 39 93  
[info@forummigracyjne.org](mailto:info@forummigracyjne.org)  
[www.forummigracyjne.org/en](http://www.forummigracyjne.org/en)

