

Soboty Informacyjne

w Wydziale Spraw Cudzoziemców
Mazowieckiego Urzędu Wojewódzkiego w Warszawie
ul. Marszałkowska 3/5, Warszawa

Academic Information Saturday

22 MARCH 2025.
FROM 8:00 AM TO 3:00 PM

WE INVITE FOREIGNERS - RESEARCHERS AND STUDENTS

of Bachelor's, Master's
and Doctoral Schools to:

- submit applications
- collect residence cards
- complete formal and material deficiencies
- obtain a stamp in the passport

AT 11:30 AM
LECTURE
in Polish

What documents
to prepare in order
to obtain a residence
permit in Poland

Academic Information Saturday

- addressed to all foreigners undertaking study on the territory of Poland both in full-time mode as well as part-time students and to foreigners conducting research,
- Foreigners will be able to submit an application for a temporary residence permit and receive a stamp in their passport, after prior registration and obtaining an appointment date,
- Foreigners will be able to collect their residence card after obtaining an appointment date.

You will be able to apply by submitting your application in advance via the application form, which will be made available by 12 March 2025.

Information will be posted in the news section of the website

<https://migrant.wsc.mazowieckie.pl>

OnAfter receiving a message from the Office with the appointment time, please gather the required documents and report to the designated counter.

More information and up-to-date announcements are available at: <https://migrant.wsc.mazowieckie.pl>



Fundusze Europejskie
na Migracje, Granice
i Bezpieczeństwo



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DOCUMENTS REQUIRED:

- **application for a temporary residence permit generated inPOL and MOS SYSTEMS;**
- **presentation for inspection of an original valid travel document (passport)** and submission of photocopies of all its pages containing stamps, endorsements and entries;
- **4** undamaged, colour **photographs**, in good sharpness, measuring 35 mm x 45 mm, taken not earlier than within 6 months before the day on which the application was lodged, showing an image of the foreigner's face from the top of the head to the upper part of the shoulders, so that the face takes up 70-80% of the photograph, on a uniform bright background, in a frontal position, looking straight ahead with eyes open, not covered by hair, with a natural facial expression and closed mouth, as well as reproducing the natural colour of his/her skin, clearly showing the foreigner's eyes, especially the pupils, the line of the foreigner's eyes being parallel to the upper edge of the photograph;
- **confirmation of payment of stamp duty for the issue of a temporary residence permit (PLN 340** to the account: Centrum Obsługi Podatnika ul. Obozowa 57, 01-161 Warszawa, bank account number 21 1030 1508 0000 0005 5000 0070, entitled: fee for a temporary residence permit + name of the foreigner).

Additional documents required to obtain a positive decision

FULL-TIME STUDIES

- **current certificate issued by the educational institution confirming enrolment or continuation of studies, indicating:** date and place of birth, nationality, type, series and number of the identity document and the name of the country which issued it; the name and address of the institution providing the studies, the date of commencement of studies, the duration of studies for which the foreigner has been accepted, field of study, the form of studies, the level of studies and information on their payment, information in which language the studies are conducted and about the level of language proficiency required for their completion, information, whether the foreigner is enrolled in an EU programme or a multilateral programme that includes mobility measures or an agreement between at least two higher education institutions providing for intra-EU mobility and the name of the programme or agreement and the name and address of the institutions conducting the studies covered by the agreement, and if the certificate concerns the continuation of studies - information concerning the completion of the course of studies to date and the completion of the subjects required under the study programme (specimen certificate in accordance with the Regulation of the Minister of Science and Higher Education of 23.09.2019r., Journal of Laws of 2019, item 1847);
- **printout of the student's current periodic achievement card** referred to in the regulations issued on the basis of the Article 81 of the Act of 20 July 2018. - Law on Higher Education and Science, or a certified copy of this card, showing the foreigner's educational process in this unit so far, if it concerns the continuation of studies;
- **current certificate** issued by the training provider stating the tuition fees **for the entire current academic year and the following semester of the following academic year;**
- **proof of payment of tuition fees**, indicating the date of payment of tuition fees or part thereof (in the case of commencement or continuation of studies against payment);
- **documents confirming the Foreigner's possession of health insurance** within the meaning of the Act of 27 August 2004 on health care services financed from public funds or confirmation of the insurer's coverage of the costs of treatment on the territory of the Republic of Poland (e.g. ZUS RCA declaration for the last month, current entry in the insurance card, insurance policy with proof of payment of the last premium);
- **documents** indicating **the amount of housing costs** including fixed maintenance charges, energy, gas, water and sewage, waste and sewage disposal charges (e.g. the tenancy agreement and the latest gas, electricity and administrative rent bill or a certificate from the student residence stating the amount paid);
- up-to-date documents confirming sufficient financial means of subsistence in Poland (i.e. at least **PLN 1010 x 15 months** = PLN 15150), costs of studies (tuition fees for the whole current school year and the next semester), costs of return travel to the country of origin or residence (i.e. **PLN 200** if the Foreigner has come from a country neighbouring the Republic of Poland or **PLN 500** if he/she came from a European Union Member State other than the one indicated above, **PLN 2500** if he/she arrived from a non-member country of the European Union) and the costs of residence, e.g. a current certificate on the amount of funds in the foreigner's savings account at a bank or cooperative bank seated in the territory of the Republic of Poland, a traveller's cheque, a certificate of the credit card limit issued by the bank which issued the credit card, a document confirming the award of a national or foreign scholarship, with an indication of the period and amount of the benefit;
- in the case of a subsequent application for a temporary residence permit: documents confirming the fulfilment of the previous purpose of stay in the territory of the Republic of Poland or documents confirming the fulfilment of the obligation under Article 113 of the Act on Foreigners, i.e. informing the voivode that the reason for granting the previous permit has ceased to exist.

PART-TIME STUDIES

- **certificate issued by the educational institution confirming enrolment or continuation of a study, course, education or vocational training** course, indicating the date of commencement and completion of the study, course, education or training course, the mode (full-time/extramural), field of study, year, semester, level, as well as the amount and principles of payment);
- **certificate issued by the educational establishment certifying the tuition fees** for the entire period of study or training and, in the case of studies, the current academic year and the following semester;
- **certificate issued by the training provider indicating how often classes are held** (on what days and times) **and the Foreigner's attendance** from the start of classes to the present day;
- **timetable of activities;**
- **certificate issued by the unit of proof of payment of tuition fees**, training, indicating the date of payment of tuition fees or part thereof (in the case of commencement or continuation of studies, course, training against payment);
- **proof of health insurance** within the meaning of the Act of 27 August 2004. on health care services financed from public funds or a confirmation of coverage by the insurer of the costs of treatment on the territory of the Republic of Poland - **valid for at least 3 months from the date of the decision;**
- **evidence of an assured place of residence** in Poland, e.g. lease agreements, rental rental agreements, confirmation of registration, hotel certificate - **valid for at least 3 months from the date of the decision;**
- up-to-date documents confirming sufficient financial means of subsistence (**minimum PLN 823 per month net per person in a family or PLN 1010 in the case of a person running a household alone**) and the return journey to the country of origin or residence, or the costs of transit to a third country which will grant an entry permit (**PLN 200** if the Foreigner has arrived from a country neighbouring the Republic of Poland, **PLN 500** if they have arrived from a European Union Member State not neighbouring Poland or from a Member State of the European Free Trade Agreement, **PLN 2,500** if he/she has arrived from a country other than those specified above and the costs of study/learning;
- in the case of a subsequent application for a temporary residence permit: documents confirming the fulfilment of the previous purpose of stay in the territory of the Republic of Poland or documents confirming the fulfilment of the obligation under Article 113 of the Act on Foreigners, i.e. informing the Voivode that the reason for granting the previous permit has ceased to exist.

CARRYING OUT RESEARCH OR DEVELOPMENT WORK

- **agreement on admission of an alien for the purpose of scientific research or development**, concluded with a scientific entity based in the territory of the Republic of Poland (i.e. an employment contract, a contract of specific work, a of mandate or any other civil-law agreement, stipulating: the title or the objective of the research or development work or its subject; the scientist's commitment to participate in the conduct of the research or development; the researcher's commitment to provide conditions for the scientist to fulfil his/her commitment; the date of commencement and completion or the estimated duration of the research or development; the scientist's remuneration and other conditions of his/her work; information on the research or development planned in the territory of other Member States of the European Union;
- **documents proving possession of health insurance within the meaning of the Act** of 27 August 2004 on health care services financed from public funds or a confirmation that the insurer covers the costs of treatment in the territory of the Republic of Poland - **valid for at least 3 months from the date of the decision;**
- **up-to-date documents confirming that the foreigner has sufficient financial resources** to cover subsistence and return travel costs to the country of origin or residence or transit costs to a third country which will grant entry and residence;
- **documents** indicating **the amount of housing costs**, including fixed maintenance fees, energy, gas, water and sewage, waste and sewage disposal charges (e.g. the tenancy agreement and the last gas, electricity and administrative rent bill or a certificate from the student residence stating the amount paid);
- **written declaration by the scientific entity** undertaking to reimburse the costs of issuing and executing the decision on obliging the foreigner to return, covered by the state budget before the expiry of 6 months from the date of expiry of the agreement on accepting the foreigner, if the premise for issuing the decision on obliging the foreigner to return is his/her illegal stay on the territory of the Republic of Poland;
- in the case of a residence permit issued by another country, a translation by a Polish sworn translator;
- in the case of a subsequent application for a temporary residence permit: documents confirming the fulfilment of the previous purpose of stay in the territory of the Republic of Poland or documents confirming the fulfilment of the obligation under Article 113 of the Act on Foreigners, i.e. informing the voivode that the reason for granting the previous permit has ceased to exist.