

How to apply for TEMPORARY residence permit in Poland.

2022



Applications should be filed with:

ZACHODNIOPOMORSKI URZĄD WOJEWÓDZKI W SZCZECINIE
West Pomeranian Regional Office in Szczecin
Department for Foreigners
ul. Wały Chrobrego 4
70-502 Szczecin
tel. +48 91 43 03 728
<https://www.szczecin.uw.gov.pl>
Open: Monday: 8:00 – 16:45, Tuesday- Friday: 8:00 – 15:00

With regard to extremely long waiting list of applicants to submit the application in person, we strongly recommend sending the application package by **registered mail with confirmed receipt by the addressee (PL: polecony z ZPO) or to submit the application in person to the Office's mailing room (remember to collect a receipt confirmation).**

The application package must contain:

1. **APPLICATION FORM for a temporary residence permit:** completed in Polish language, signed and copied 3 times (original + 3 copies), available for download [HERE](#) or from MUS International Students Office
2. **PASSPORT:** a copy of your passport (4x page with photo, 1x copy of all subsequent pages with data on them)
3. **PREVIOUS TRC:** a copy of previous Temporary residence card, if applicable
4. **PHOTOS:** 4 recent colour passport-type photographs, undamaged, size 45x35 mm, taken in the last six months on a plain white background, with good focus, clearly showing the eyes and face from the top of the head to the top of the shoulders; the face should occupy 70-80% of the photograph; the photograph should show the person looking straight ahead with their eyes open, not covered by hair, with a natural facial expression and mouth closed
5. **STUDENT STATUS / TUITION PAID CONFIRMATION:** confirmation from the university on your student status and financial conditions of your studying (available at International Students Office) and – if applicable – confirmation that you have paid your tuition fees.
6. **ACCOMMODATION COSTS:** proof of monthly accommodation costs (e.g. statement of costs from the dormitory, room/flat rental agreement)
7. **FINANCIAL RESOURCES:** evidence of having sufficient funds to cover:
 - costs of living for 15 months – at least PLN776 per each month (15 months x PLN776 = PLN11.640,00) and
 - accommodation (amount from point 7 above x 15 months) and
 - tuition for the next semester and
 - return travel to the country of origin or residence in the amount of:
 - PLN200, if your home country neighbours Poland
 - PLN500, if your home country is within the EU and does not neighbour Poland or if you come from Norway, Iceland, Lichtenstein or Switzerland
 - PLN2500, if your home country is any other than the ones defined above

The above can be evidenced by means of:

- travellers' cheque
- credit card with a bank statement confirming the card limit;
- statement confirming possession of funds in your bank account issued by a bank that [has its seat in Poland](#);
- a certificate of scholarship award (Polish or foreign);
- proof of employment and earnings.

Any bank documents referred to above must be confirmed with a stamp and signature of an authorised bank employee and issued no later than one month before submitting the application.

If any of the above documents is not in Polish language you must submit its translation into Polish language made by a Polish sworn translator.

8. **HEALTH INSURANCE:** documents confirming having a valid **health insurance** or coverage by the insurer of the cost of treatment in Poland (again if any of the documents is not in Polish language you must submit its translation into Polish language made by a Polish sworn translator) – also Polish ZUS/NFZ from your employer or ZUS/NFZ you pay yourself on voluntary basis
9. **APPLICATION FEE:** enclose a proof of payment of **PLN340**, paid to the following bank account:
 Urząd Miasta Szczecin, Wydział Podatków i Opłat Lokalnych
 pl. Armii Krajowej 1
 70-456 Szczecin
 Bank PKO BP SA o/Szczecin 20 1020 4795 0000 9302 0277 9429
 Reference: *name, surname, udzielenie zezwolenia na zamieszkanie na pobyt czasowy*

Applicants under 18 years of age: your parents must be present in the Regional Office to sign your application form in the presence of a clerk **or** you may submit original proxy indicating a legal representative in Poland signed by one of your parents in the presence of a Polish consul or before a notary public. If the proxy is drawn up in any other language than Polish – translation is required (made by a Polish sworn translator or certified in a Polish diplomatic unit abroad). A template of such proxy is available in MUS International Students Office.

APPLYING FOR SUBSEQUENT STAY PERMITS:

The first residence card can be issued for a maximum of 15 months. Another card may be issued for longer periods - even until the end of your studies- on condition that sufficient funds for accommodation, maintenance and tuition are evidenced for each month. You will be granted stay permit for the number of months towards which you will be able to provide financial evidence (see point 8 above).

PROCEDURE:

- **The procedure now takes approximately 10 months or more..**
- **Remember - when you submit your stay permit application to Regional Office your stay in Poland is considered legal until the procedure is over (even if your entry visa has expired). You may not however leave Poland (without losing this legal status) and if you leave you have to obtain a visa to come back.**
- Your application will always be verified with Border Guard, Police Headquarters in Szczecin and Internal Security Agency for any threats to public and national safety.
- During the procedure your statement and fingerprints will be taken and recoded at the Regional Office.
- To make sure your correspondence with the Regional Office doesn't get lost or is collected in time, we recommend using the mailing address of MUS International Students Office (below) – we will inform you immediately when a letter arrives (which is especially important if you happen to be onboard a ship or on holidays). In our office you will get a template of a request for a new correspondence address.
- With any correspondence with the Regional Office make sure to always use your case number [PL: *numer sprawy*] - to be found on the first letter you receive from the Office
- If some supporting documents happen to be missing from your application the Regional Office will ask you to submit them within 7 days! If you are not in Poland at that time (onboard placement, holidays) please contact the Office immediately at so@szczecin.uw.gov.pl and indicate when you will be able to submit the documents. If the missing documents can be issued by the University (e.g. dormitory, scholarship proof, student status) – MUS International Team can submit them on your behalf.
- If you are granted the stay permit you will be obliged to submit to the Regional Office address registration proof from the City Hall (alternatively you can ask to have your Residence Card issued without any address) and proof of payment of PLN25 to the bank account indicated in the letter from the Regional Office (fee for having your card issued). After approximately 60 days, you will have to come to the Office to collect your card (please note that you will not receive a separate letter stating that your card is ready, try going there once a week ever since 45th day to check if it's ready).

More information for MUS students at: INTERNATIONAL STUDENTS AND MOBILITY OFFICE	
Maritime University of Szczecin / Akademia Morska w Szczecinie Wały Chrobrego 1-2 70-500 Szczecin Polska	Open: 8.00am - 3.30pm +48 91 48 09 345 (Ewa: EN, ES) +48 91 48 09 830 (Magda: EN) +48 91 48 09 965 (Przemek: EN, DE) +48 91 48 09 817 (Julia: RU) email: international@am.szczecin.pl