



# International Students Office

Centre for International Cooperation  
Pl. Politechniki 1, 00-661 Warsaw, Poland



## RESIDENCE PERMIT


Foreign students who **ARE NOT** citizens of European Union countries or Iceland, Lichtenstein, Norway, Switzerland must gain **Card of Temporary Residency in Poland**.



**Your stay without visa can not exceed 3 months over a period of 6 months from the the first time you crossed the border with Poland. This rule is general for the whole Schengen area.**




**Rules:** (see page 3 for more)

- You need to apply for the card to voivode (  wojewoda) at least 45 days before the expiry date of visa or previous permission.
- Once the application is accepted the procedure of legislation is set in motion
- Originals of the documents should be available for inspection
- Documents must be translated by a sworn translator or a consul
- The application must be completed in capital letters in Polish so that it is legible
- Authorisation: you can be represented by an attorney; such authorisation must be certified by a member of staff in *ul. Długa*
- You must collect the card in person.



**Required documents:**

- 4 copies of filled application for Temporary Residence (for a Defined Period of Time)\*  in Polish **Wniosek o udzielenie zezwolenia na zamieszkanie na czas oznaczony**.
- 4 valid photographs in colour (size 4,5 x 3,5cm); a person should be bareheaded, without glasses with dark lenses; the photographs ought to show left profile with the left ear of the person, face of the person should be evenly exposed (it is advised to attach one additional photograph in order to facilitate the procedure)
- valid travel document (2 copies)
- confirmation of temporary accommodation
- certificate confirming being a student at a Polish state or private university with expected time of graduation stated on the document
- documents confirming that person's financial resources are sufficient to cover the costs of residence certificate of medical insurance policy.



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## Obligatory fees:

1. The fee is paid in the form of duty stamps, which must be stuck to application form
  - 5 PLN for application
  - 0,50 PLN for each annex
2. Fees paid upon receiving
  - residence permit – 340 PLN to the bank account:  
Urząd Dzielnicy Śródmieście  
Miasta Stołecznego Warszawy  
ul. Nowogrodzka 43  
00-691 WARSZAWA  
BANK HANDLOWY W WARSZAWIE S.A.  
60-1030-1508-0000-0005-5001-0038

## Fees for EU and non-EU citizens:

- Card of Residence – 50 PLN to the bank account:  
**Mazowiecki Urząd Wojewódzki**  
**Wydział Organizacyjno-Administracyjny**  
NBP O/O Warszawa  
83 1010 1010 0137 1022 3100 0000  
You can either pay in the office in: Pl. Bankowy 3/5 in room 68

Once the EU citizen is able to collect the Residence Card, he/she needs to go to ul. Długa 5 with his/her passport or other form of ID card and a proof of payment of 1zł.



Opening hours:

11.10 – 15.00 Monday

10.00 – 14.00 Tuesday, Wednesday, Thursday, Friday

or directly into the bank account of: **Mazowiecki Urząd Wojewódzki**

The Office in ul. Długa 5

tel. (022) 695-67-77

is open on:

Mondays – 10.00 – 17.30

Tuesdays, Thursdays, Fridays 8.00-15.00,  
closed on Wednesdays



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