

# Instructions for obtaining a Polish Temporary Stay Card

**Disclaimer:** This document is meant as a guide only. A discussion of all of the rules and regulations pertaining to foreigners entering Poland is beyond the scope of this document. For information on the official rules and regulations concerning your right to stay in Poland, please contact a Polish embassy in your country of origin or speak with an agent from the Wielkopolska region Visa office which is located in Poznań (contact information provided below).

## Introduction

For the purposes of this document, a “foreigner” is someone that does not hold a Polish passport.

Remember that as a foreigner, you may need to have permission from the Polish government to stay within the borders of Poland. Those without permission may be subjected to deportation and/or criminal prosecution. This permission can take several forms but is most commonly seen as either a visa or a temporary stay card. **Do not attempt** to travel to Poland before first inquiring about the rules and regulations for a person with your citizenship. You may be denied entry or deported.

The rules and regulations concerning the right for an individual to stay in Poland for the purposes of study can be complicated and dependent on several factors, for example, citizenship. Both United States and Canadian citizens can enter Poland as tourists for up to 3 months with nothing more than their passport in their hand, but then they must leave for a time following the 3 month period.

In order to remain in Poland for a longer period, you need to be in possession of either a valid visa or a valid temporary stay card.

Some persons come to Poland with a valid visa in their passport. This visa is usually good for one year although sometimes it is for a shorter period depending on factors such as the intended purpose of the travel. The visa must be obtained while you are still in your country of origin. Once you are in Poland, it is generally too late to get a visa.

A foreigner can obtain a temporary stay card for the purpose of being in Poland to study. In order to do this, an application must be completed, several different types of documentation must be provided, and fees must be paid. The purpose of this document is to guide you through the application process.

Please note that a person should not hold both a valid temporary stay card and a valid visa at the same time unless you have made arrangements through the Visa office (for example, you have applied for and received a temporary stay card while your visa is still valid. In this case the visa office can advise you further).

## **Important note regarding health insurance**

If you wish to take Polish health insurance with NFZ (National Health Fund, the cost of which was 46,80 zlotys for students at the time of writing of this document) then please be informed that you need to acquire a PESEL number. This must be submitted to the doctor's office along with proof of payment of insurance at the time you come for treatment. The only way that you can get a PESEL number is if you have documentation showing that you are authorized to stay in Poland for more than 3 months (i.e. a visa or a temporary stay card that is valid for more than 3 months). The procedure for obtaining a PESEL number will be briefly mentioned at the end of this document.

Why is this important? Without health insurance, you cannot obtain a temporary stay card.

## **Visa Office Contact Information**

(Wiekłopolski Urząd Wojewódzki Poznaniu)

As of the writing of this document, the following URL is valid:

<http://www.poznan.uw.gov.pl/>

Clicking on the Union Jack flag in the top right corner sends you to the following URL in English:

<http://www.poznan.uw.gov.pl/en>

On this web page you will find all of the information you need to contact the Poznań Visa Office (Wiekłopolski Urząd Wojewódzki Poznaniu in Polish). The contact information (subject to change) is:

**CITIZEN AND FOREIGNER DEPARTMENT**

**FOREIGNER SECTION**

Postal address

pl. Wolności 17

61-739 Poznań

**LEGALISATION FOREIGNER'S RESIDENCE IN THE REPUBLIC OF POLAND**

4th floor room: 416, 417

Phone no.:

61 854 16 07

fax : 61 854 18 43

**OFFICE HOURS:**

**MONDAY 9.30 A.M. 6 P.M.**

**TUESDAY - FRIDAY 8.15 A.M. 3.15 P.M.**

Ask for someone who speaks English.

This web page also provides links to the necessary application forms and also provides bank account information for the associated fees.

## Application checklist

In order to successfully file a temporary stay card application, you need to have the following items assembled **before** you go to the Visa office.

**ATTENTION: ALL DOCUMENTS \* MUST \* BE IN POLISH** (see below)

1. **application form** (4 copies – available on line - fill out one and photocopy it - make sure you pick the right application according to your citizenship)
2. **bank statement** showing a balance of at least 800 PLN per month for one year (minimum living expenses) and 2500 PLN (for a flight home) for a total of at least 12100 PLN (1 copy – they want the original so make a copy for yourself)
3. **passport photos** (4 copies – make sure you get the correct size – tell the photographer it is for a temporary stay card, Karta Pobytu in Polish, passport-sized photos are also accepted)
4. **payment of processing fee** (1 copy – you need to give them the original receipt so make a copy for yourself first - see Visa Office web site for details, as of this writing the cost was 340,00 PLN)
5. **proof of health insurance** (1 copy - contract or agreement (i.e. from NFZ) plus proof of payments made for the entire LAST YEAR). Proof of payment can be bank statements (printed) or photocopies of originals or photocopies of receipts if you paid via the post office.
6. **proof of habitation in Poland** (1 copy - copy of rental agreement, plus proof of payment of rent). If you live in the dormitory then you must fill out form “ZGŁOSZENIE Wymeldowania z miejsca pobytu czasowego ponad 2 miesiące” and have the dormitory administration sign and stamp it (this form can be obtained from the registration office, contact information at the end of this document).
7. **registration document** (1 copy - issued by the registration office at Libelta street where you registered or will register – contact information included at end of document)
8. **valid passport** showing pages with picture and other details, as well as any pages with recent transit stamps (4 copies)
9. **proof of enrollment** at the university and payment of fees (1 copy – this letter can be obtained from the Dean's office)

**ATTENTION: ALL DOCUMENTS \* MUST \* BE IN POLISH**

Documents that are not in Polish, with the exception of your passport, must be translated via an official translator if they are not already written in Polish. Translator contact information is included at the end of this document.

## Recommended completion sequence

There is some delay associated with obtaining some of the documents. There are also some coordination issues with visiting some of the offices in Poznań due to opening hours conflicting with class times and also with document “prerequisites”. Generally, most government offices appear to remain open longer on Mondays so this may be helpful if you try to visit multiple offices in one day and/or avoid missing class time.

1. Go to the Dean’s Office and request the **letter of enrollment**. This takes several days in some cases because the letter must be signed by someone in charge and they are often busy and not immediately available.
2. During the time you are waiting for your letter of enrollment, you can have photos taken, pay your first health insurance payment (post office or on line banking), pay the application fees for the temporary stay card (post office or on line banking), complete the application form (get a Polish-speaking friend to help you if you don’t know Polish), obtain a bank statement and make photocopies.
3. **OPTIONAL:** If you are in Poland for the first time and wish to take Polish health insurance from NFZ, go to the NFZ office (contact information at end of document). Bring your letter of enrollment, passport and receipt for your first insurance payment. Obtain an instruction sheet which will tell you how to complete the rest of the process associated with starting your Polish insurance. Remember that once you have signed the agreement, you have only 7 days to register the agreement with the Social Security Agency (ZUS, contact information at end of document). If you already have insurance recognized in Poland then you can skip this step.
4. **OPTIONAL:** If you are in Poland for the first time then you should visit the registration office (Urząd Miasta Poznania) to be registered. For that you will need to have the proof of habitation document described in the previous section. You will also need to have your passport. Once you have registered, you will obtain the registration document described above. If you have previously registered, you do not need to complete this step unless you have moved your residence. This office is, incidentally, the same place that you will go to obtain your PESEL number once you have your temporary stay card. Contact information for this office is included at the end of this document.
5. Make sure your checklist is complete. Make sure you have signed all copies of your application form. Make sure all fees have been paid. Ensure that you have the correct number of copies of each document. It is highly recommended to organize your documents before visiting the Visa office as it makes the process a whole lot easier if you can easily find everything. The use of plastic “page protectors” or folders to organize different documents will facilitate this.
6. Visit the Visa office and submit your application.

**REMEMBER:** Submit your application AT LEAST 45 days before your legal period in Poland expires. Failure to do so may result in your illegal presence in Poland and may make you subject to deportation and/or prosecution. Processing time

takes a **MINIMUM** of 1.5 MONTHS!! Real-life experience shows that it is usually a bit longer.

## **Receipt of your temporary stay card**

Assuming that there are no problems with your application and all required information has been submitted, in approximately two months you will receive a decision letter from the Visa office telling you that your request has been approved. The letter will of course be written in Polish. You should wait approximately 3 weeks (for processing) after receiving this letter and then visit the Visa office one more time to pick up your temporary stay card.

The cost of the card at this writing was 50 PLN and you should pay this amount to the appropriate bank account before going to the Visa office. The payment information is located on the same web page where you can find the application forms and other information for the temporary stay card (please see above). Make sure you bring the payment receipt with you (originals only accepted). Make a copy for your records.

## **Obtaining a PESEL number**

In order to obtain a PESEL number (citizen registration number), you must be in possession of a visa or temporary stay card that allows you to remain in Poland for longer than 3 months. You must go to the registration office (contact information at the end of this document) in order to register for a PESEL number. The PESEL number is needed when you visit the doctor (for use of public healthcare services) and may also be required for certain other things as well.

Obtaining the PESEL number is a rather simple process. Bring your temporary stay card (or other documents showing that you have the right to stay in Poland), your passport, and habitation document with you. You will be required to fill out application paperwork and will then have to wait approximately 2 weeks. After this waiting period you can return to the registration office to pick up your PESEL document.

## Contact Addresses

### Polish to English Translators

Biuro Tłumaczeń  
Półwiejska 17  
61-885 Poznań  
<http://www.mtlumaczenia.pl>

Internetowa Platforma Informacyjna  
ul. Hoża 6  
60-591 Poznań  
e-mail: [info@filtrbiznesu.pl](mailto:info@filtrbiznesu.pl)  
Telephone: 61 306 7004  
<http://filtrbiznesu.pl>

Arkadiusz Kaczorowski  
ul. Poznanska 57 m. 9/10  
[arkadiusz\\_kaczorowski@wp.pl](mailto:arkadiusz_kaczorowski@wp.pl) or [info@lingua-franca.pl](mailto:info@lingua-franca.pl)  
Telephone: +48 790 406 046

**Registration office** and PESEL number application and pick-up  
(Urząd Miasta Poznania)

ul. Libelta 16/20  
61-706 Poznań  
Telephone: +48 61 878 4100

**National Health Fund office, NFZ**  
(Narodowego Funduszu Zdrowia)

ul. Pekary 14/15  
61-823 Poznań  
Room 701  
Telephone: +48 61 655 4444 or +48 61 850 6000

**Social Security Agency, ZUS**  
(Zakład Ubezpieczeń Społecznych)

ul. Dąbrowskiego 12  
60-908 Poznań  
Telephone: +48 61 841 6000 or +48 61 841 6886