

## **Temporary residence permit for students– information brochure**

Foreigners who want to stay in Poland to start or continue full-time course of studies or full-time post-graduate studies have to obtain a temporary residence permit. This permit is also awarded to foreigners who are going to complete a preparatory course prior to starting a degree course.

The temporary residence permit is awarded to those students who need to stay in Poland for a period longer than 3 months.

**Legal basis:** Foreigners Act of 12 December, 2013 (Journal of Law of 2013, No. 1650)

### **Manner of application:**

A foreigner must submit an application **in person**, not later than on the last day of the legal stay in Poland, to the Voivodeship Office in the city where the foreigner resides.

Fingerprints are collected from all the foreigners who apply for a temporary residence permit.

If the foreigner does not file the application in person or sends it by mail, he will be required to appear at the office in person within 7 days since the summons was served. If the foreigner fails to appear at the office, their application shall remain unconsidered.

### **Fees:**

**The place of submitting an application:** Lublin Voivodeship Office, Citizens' Affairs and Foreigners Department, ul. Spokojna 4 Lublin, room 50, tel. +48 81 74-24-549

### **Fees:**

The stamp duty is 340 zł – bank account number: 95 1240 2092 9329 92000620 0000, Urząd Miasta Lublin, tytułem: opłata za wydanie zezwolenia za pobyt czasowy.

The fee for issuing a residence card is 25 zł – bank account number: 62 1010 1339 0024 7922 3100 0000, Lubelski Urząd Wojewódzki w Lublinie, Wydział Fiansów i Certyfikacji, tytułem: opłata za wydanie karty pobytu.

### **Duration of the procedure**

The decision for granting a **temporary residence permit should be issued within 1 month from the date of submission of documents.**

**Required documents:**

1. A completed temporary residence permit application
2. 4 up-to-date, colour, undestroyed photographs, dimensions: 4.5 cm x 3.5 cm, taken in the last 6 months on a single light background with good focus and clearly showing the eyes and face from the top of the head to the top of the shoulders, so as the face occupies 70-80% of the photographs; photographs presenting a person without head covering and dark glasses, looking straight ahead with eyes open and natural expression of the face and mouth closed, face cannot be covered with hair
3. A copy of a valid travel document (the original available for inspection on request). In particularly justified cases, when the foreigner does not have a valid travel document and has no possibility of obtaining it, he can provide another document confirming his identity

**Note:** In the case of the absence of any of the above-mentioned documents, the foreigner will be summoned to submit these documents within 7 days since the summons was served, or the application shall remain unconsidered.

**Additional documents that shall be enclosed:**

**Note:** Submitting the below-mentioned documents together with the application may reduce the amount of official correspondence and accelerate consideration of the case.

1. A certificate from the university confirming that the student has been accepted, has continued the course of studies or has been admitted to a preparatory course
2. A fee payment confirmation, if the studies require such payments
3. Documents confirming health insurance taken up
4. Documents confirming a source of income sufficient to cover the costs of living for the applicant and the costs of travelling back to home country.

**Note:** The Voivodship Office may always summon the foreigner to appear in person and present additional documents to confirm the declared purpose of his stay in Poland.

Detailed information: room 254 – tel. +48 81 7424 557; room 256 – tel. +48 81 7427 559