

# LEGALISATION OF STAY

## EU/EEA citizens

You can enter Poland and stay within its territory for up to 3 months on the basis of a valid travel document (passport) or other valid document confirming your identity and citizenship.

For stays exceeding three months, you have to register your residence.

## non-EU/EEA citizens

You can enter Poland with a valid travel document (such as a passport) and – if required – a visa.

A list of visa-free countries is available at the Ministry of Foreign Affairs website: [www.msz.gov.pl](http://www.msz.gov.pl)

A Schengen Visa (marked with a 'C' symbol) is issued when the planned stay on the territory of the Schengen area does not exceed 90 days within each 180-day period.

A national visa (marked with a 'D' symbol) – entitles the bearer to entry and a continuous stay on the territory of Poland or to several consecutive stays which jointly last longer than 90 days – the period of validity of a national visa cannot exceed 1 year.

Remember to check the validity of your documents and apply for a temporary residence permit before your visa expires.

## WHAT DOCUMENTS NEED TO BE SUBMITTED?

- 1 copy of an application for registering your residence
- a travel document (passport) or other document confirming identity and citizenship
- a confirmation of acceptance or continuation of your studies/certificate of participation in a training course (issued by the faculty student office)
- a document confirming health insurance which covers the cost of treatment or a document confirming the right to receive health care in Poland
- a proof or written declaration of having sufficient funds for living and studying in Poland
- documents drawn up in a foreign language should be submitted together with their translations into Polish by a sworn translator
- 3 copies of the application for a temporary residence permit
- 4 recent colour photographs
- a valid travel document (passport, 2 photocopies)
- a confirmation of acceptance or continuation of your studies/certificate of participation in a training course (issued by the faculty student office)
- proof of payment of the tuition fee or confirmation that you do not have to pay for studies (e.g. a scholarship certificate, a document from the faculty student office)
- a document confirming having health insurance which covers the cost of treatment in Poland
- a proof of sufficient funds for living and studying in Poland and return travel to your home country
- documents drawn up in a foreign language should be submitted together with their translations into Polish by a sworn translator

# LEGALISATION OF STAY

## EU/EEA citizens

Certificate of residence registration is issued free of charge and it is valid for an indefinite period of time.

## non-EU/EEA citizens

Application fee is required

Please note that applications can be submitted only after prior arrangement of a specific day and time.  
tel. (+48) 22 695 67 71, e-mail: [wniosek@mazowieckie.pl](mailto:wniosek@mazowieckie.pl)

APPLICATION SHOULD BE SUBMITTED TO THE VOIVODE OFFICE  
(WARSAW: MAZOWIECKIE PROVINCE OFFICE)

## Useful contacts:

### MAZOWIECKIE PROVINCE OFFICE DEPARTMENT OF FOREIGNERS

Marszałkowska 3/5, 00-624 Warsaw  
tel. (+48) 22 695 67 70, 22 695 67 73  
[legalizacjapobytu@mazowieckie.pl](mailto:legalizacjapobytu@mazowieckie.pl)  
▶ [www.mazowieckie.pl/en](http://www.mazowieckie.pl/en)

### OFFICE FOR FOREIGNERS (URZĄD DO SPRAW CUDZOZIEMCÓW)

Taborowa 33, 02-699 Warsaw  
▶ [www.udsc.gov.pl/en](http://www.udsc.gov.pl/en)

Selected NGOs supporting multiculturalism and providing information and advice for migrants and foreigners:

### ASSOCIATION FOR LEGAL INTERVENTION

Siedmiogrodzka 5/51, 01-204 Warsaw  
tel. (+48) 22 621 51 65  
e-mail: [biuro@interwencjaprawna.pl](mailto:biuro@interwencjaprawna.pl)  
▶ [www.interwencjaprawna.pl/cic/information-centre-for-foreigners](http://www.interwencjaprawna.pl/cic/information-centre-for-foreigners)

### FOUNDATION FOR DEVELOPMENT BEYOND BORDERS

Mazowiecka 12, apt. 24,  
00-048 Warsaw  
e-mail: [biuro@frog.org.pl](mailto:biuro@frog.org.pl)  
▶ [www.migrapolis.pl/en](http://www.migrapolis.pl/en)

**WELCOME  
POINT**

[www.welcome.uw.edu.pl](http://www.welcome.uw.edu.pl)

### INNA PRZESTRZEŃ FOUNDATION

Nowy Świat 23/25 apt. 32  
00-029 Warsaw  
tel. (+48) 22 299 04 29  
e-mail: [inna@innaprzestrzen.pl](mailto:inna@innaprzestrzen.pl)  
▶ [www.innaprzestrzen.pl/en](http://www.innaprzestrzen.pl/en)  
▶ [www.info-migrator.pl/en](http://www.info-migrator.pl/en)

### INTERNATIONAL ORGANISATION FOR MIGRATION (IOM)

Mariensztat 8, 00-302 Warsaw  
tel. (+48) 22 538 91 03  
e-mail: [iomwarsaw@iom.int](mailto:iomwarsaw@iom.int)  
▶ [www.iom.int](http://www.iom.int)  
▶ [www.migrant.info.pl](http://www.migrant.info.pl)

### MULTICULTURAL CENTER IN WARSAW

Jagiellońska 54, 03-463 Warsaw  
tel. (+48) 22 253 81 35  
e-mail: [biuro@cw.org.pl](mailto:biuro@cw.org.pl)  
▶ [www.cw.org.pl/en](http://www.cw.org.pl/en)

### OCALENIE FOUNDATION

Krucza 6/14a, 00-537 Warsaw  
tel. (+48) 22 828 04 50  
e-mail: [biuro@ocalenie.org.pl](mailto:biuro@ocalenie.org.pl)  
▶ [www.ocalenie.org.pl/en](http://www.ocalenie.org.pl/en)

### POLISH MIGRATION FORUM

Szpitalna 5/14, 00-031 Warsaw  
tel. (+48) 22 110 00 85  
e-mail: [info@forummigracyjne.org](mailto:info@forummigracyjne.org)  
▶ [www.forummigracyjne.org/en](http://www.forummigracyjne.org/en)