Dear students,

You have just started studying at the Medical University of Lodz, coming to us from abroad, including from outside the European Union. Below we present information on how to secure a legal stay throughout the entire period of study.

The basic way to ensure legal entry into Poland is to obtain a visa (in the case of arrival from a visa required country). The visa confirms the consent of the country's authorities for a specific person to enter and stay on the country’s territory.

In your case, the purpose of staying on the Polish territory is to study (or continue studies). In this case, the Polish legislation provides the possibility of applying for a ‘temporary residence permit for study purposes’ (in Polish: “zezwolenie na pobyt czasowy w celu kształcenia się na studiach”). To obtain such a permit, an appropriate application must be submitted, accompanied by (attachments):

* certificate of the unit conducting the studies (in your case from the Medical University of Lodz) on admission to studies or on continuation of studies,
* proof of payment - the stamp duty related to the granting of a temporary residence permit (PLN 340),
* documents confirming possession of health insurance within the meaning of the Act of 27 August 2004 on health care services financed from public funds or confirmation of the insurer covering the costs of treatment on the territory of the Republic of Poland;
* documents confirming the possession of sufficient financial resources to cover the costs of living and a return travel to the country of origin or residence, or the cost of transit to a third country that grants permission to enter (e.g. traveler's checks, credit card limit certificates, information on scholarships awarded etc.)[[1]](#footnote-1).

The foreigner may be called to provide other documents or to testify in order to confirm the circumstances referred to in the application. When submitting the application, the foreigner is required to submit fingerprints.

The foreigner submits the application in person, to the Voivode (Wojewoda) competent for the place of stay of the foreigner, no later than on the last day of a legal stay on the territory of the Republic of Poland.

In your case, documents should be submitted to the Voivode of Lodz (Wojewoda Łódzki) at the headquarters of the Department of Citizens' Affairs and Foreigners, located in Łódź at Piotrkowska Street 103, in the counters from no. 5 to 8 (ground floor) after prior booking a visit via the website www.rezerwacje.lodzkie.eu. The Voivode on his website informs that in case of submitting documents to the delivery window of the Department of Foreigners, the employee sets the date of the visit to correct/complete formal deficiencies of the application, while in the case of sending the application via the Polish post, the deadline for correction or completion of the formal deficiencies of the application is indicated in the request sent by post to the foreigner.

If the application for a temporary residence permit was submitted during the legal stay of the foreigner and the application did not contain formal deficiencies or formal deficiencies were completed/corrected in time, the Voivode (Wojewoda) shall put a stamp imprint in the foreigner's travel document, which confirms the submission of the application. The foreigner's stay is considered legal from the day of submitting the application to the day on which the decision on granting the temporary residence permit becomes final.

Placing a stamp in a travel document does not entitle a foreigner to travel within the territory of other Schengen countries, while a foreigner may go to the country of origin. However, to return to Poland he should obtain a visa (if he comes from a visa requirement country).

Settlement of the case should occur within 60 days from the date of submission of a complete application. If the application has not been accompanied by all necessary documents, the above mentioned deadline is suspended until they are delivered to the Voivode (Wojewoda).

The first temporary residence permit for study purposes is granted for a period of 15 months. If the documents presented by the student applying for the permit justify his stay in Poland for a period shorter than 1 year, the first permit will be issued for the duration of the academic year or studies, extended by 3 months.

Another temporary residence permit for the purpose of education in studies is granted for the period of study, extended by 3 months, but not longer than 3 years.

A foreigner who has been granted a temporary residence permit is obliged to inform the Voivode who granted the permit within 15 working days about the cessation of the reason for granting the permit. The Rector of the University or the head of another unit conducting studies must immediately notify the Voivode, who granted the foreigner permission, about the removal of a foreigner from the students’ list, as well as about failing to complete the year of studies within a specified period.

At the time of granting a temporary residence permit, the Voivode issues (ex officio) a residence card. The foreigner receives it.

A residence card is a document confirming the fact of granting a temporary residence permit to a foreigner. The residence card during its validity confirms the identity of the foreigner during his stay on the territory of the Republic of Poland and entitles him, together with a travel document, to repeatedly cross the border without having to obtain a visa.

The residence card, issued in connection with obtaining a temporary residence permit by a foreigner, is valid for the period of the permit granted. In case of losing the card, the foreigner is obliged to notify the Voivode of this fact within a deadline of three days. If the lost card is found, the foreigner is obliged to notify the Voivode of it within three days of the finding of the card and return it when a new card has been issued in its place.

The foreigner is obliged to apply to the competent Voivode for a card replacement, in case of the data change contained therein, in case of a change in the image to a degree which makes it difficult or impossible to identify the card holder, as well as in case of its loss or damage.

The card is replaced by the Voivode competent for the foreigner's current place of stay. An application for replacement of a residence card should be submitted within 14 days after the grounds for their replacement appear.

A fee of PLN 50 is charged for issuing or replacing a residence card. A reduced fee for issuing or replacing a residence card is collected, inter alia from foreigners whose purpose of stay is to receive education at a high school or university on the territory of the Republic of Poland. Therefore, in your case the fee for issuing the residence card will be 25 PLN.

1. The amount of monthly financial resources, after deducting the funds intended to cover the costs of housing, which the foreigner has to cover the costs of living should be higher than the amount of income entitling to cash benefits from social assistance as defined in the Act of 12 March 2004 on social assistance in relation to a foreigner and any dependent family member that is currently:

   - for a single-person household - 701 PLN monthly,

   - for a person in the family - 528 PLN monthly.

   Abovementioned housing costs include at least the amount of fixed fees related to the operation of the premises occupied divided into the number of persons residing in the premises, as well as fees for deliveries to the premises of energy, gas, water and collection of sewage, waste and liquid waste. [↑](#footnote-ref-1)