



IMMIGRATION RULES

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Legal stay in Poland for study period

EU/EEA CITIZENS	NON-EU/EEA CITIZENS
Valid passport or national ID card	Visa Temporary residence permit

Legalization of stay in Poland for the study period

NON-EU/EEA CITIZENS HAVE TO APPLY for a [residence permit](#) at least on the last day of the legal stay – before the date of expiration of your visa (or previous temporary stay card)

Note: IF YOU HAVE BEEN LATE WITH YOUR APPLICATION and the proceedings have not been completed before your visa or previous temporary card expires you are obliged to **leave Poland**.

Mandatory documents

- 1 filled in application form (in Polish) + 1 copy
 - application generator
<http://generator.lodzkie.eu/>
- 4 recent photographs
- Valid travel document (original for inspection + 2 copies)
- Payment confirmation of stamp duty

Other documents

- Certificate of enrollment into the University
- Proof of payment for the studies
- Health insurance confirmation
- Documents indicating the costs of living (accommodation)
- Documents confirming that the foreigner has sufficient funds to cover the costs of living in Poland
 - bank report on the history of banking account
 - a document certifying the scholarship

When applying, the foreigner is obliged to submit fingerprints.



Enclosing the abovementioned documents to the application at submission is not obligatory, yet can significantly reduce the volume of the official correspondence and the time of case examination

WHERE TO APPLY?



Voivodship Office in Lodz,
Department for Citizens and
Foreigners
(called Immigration Office)

Address:
103 Piotrkowska St.
Lodz

Booking an appointment

<http://www.rezerwacje.lodzkie.eu/#/>

The screenshot shows a web browser window with the URL [rezerwacje.lodzkie.eu/?lang=en#/](http://www.rezerwacje.lodzkie.eu/?lang=en#/). The page features three language selection buttons: Poland (Polish flag), United Kingdom (UK flag), and Ukraine (Ukrainian flag). Below these are four numbered steps (1, 2, 3, 4) in a horizontal bar. The main content area is titled "CHOOSE SERVICE FOR YOUR APPOINTMENT" and lists seven service options in blue buttons:

- TEMPORARY RESIDENCE AND WORK PERMITS
- GET IN-PERSON ACCESS TO YOUR TEMPORARY RESIDENCE AND WORK PERMIT DOCUMENTS
- COLLECT YOUR TEMPORARY RESIDENCE AND WORK CARD
- STUDENTS, CHILDREN, FAMILY STAYS, MARRIAGES TO POLISH CITIZENS
- GET IN-PERSON ACCESS TO YOUR TEMPORARY/PERMANENT RESIDENCE PERMIT DOCUMENTS
- COLLECT TEMPORARY AND PERMANENT RESIDENCE CARD (STUDENTS, MARRIAGE,

At the bottom of the page, there are three navigation links: "Registration" (with a person icon), "Terms of use" (with a document icon), and "Settings" (with a gear icon).

If there is **no possibility to book the appointment** before the date of visa expiration you have to leave the application with all due documents and the proofs of paying the stamp charges at the Immigration Office, Piotrkowska 103, 2nd floor, room 26.

(Monday, Thursday.Friday from 8:30 am to 2:30 pm, Tuesday from 10:00 am to 5:00 pm)

Have one extra copy of the application form and ask for the confirmation of receipt on it.

You will be invited for the appointment within 2 months.




If the application for the residence card is submitted in due time and if the conditions required are fulfilled, the Immigration Office puts a special stamp in the foreigner's passport confirming that the application was made and accepted.

The Decision will be given within 60 days from the date of submitting all required documents.

Stamp Charges

340 PLN	50 PLN
for granting the residence permit for a fixed period of time	for issue of a residence card
Paid with application for a residence card	Paid after receiving the Decision of granting the permit for the residence for a fixed period of time

Example of a Decision


WOJEWODA ŁÓDZKI

SO-IV.6151.1358.2011 Łódź, dnia 3 października 2011 r.

DECYZJA

Na podstawie art. 53a ust. 1 pkt 1a, art. 56 ust. 2 pkt 5, art. 62 ust. 1 i 3 ustawy z dnia 13 czerwca 2003 r. o cudzoziemcach (tekst jedn. Dz. U. z 2006 r. Nr 234, poz. 1694 ze zm.) oraz na podstawie art. 104 ustawy z dnia 14 czerwca 1960 r. – Kodeks postępowania administracyjnego (tekst jedn. Dz. U. z 2000 r., Nr 98, poz. 1071 ze zm.) z uwagi na podjęcie nauki na terytorium Rzeczypospolitej Polskiej,

udzielam
zezwolenia na zamieszkanie na terytorium Rzeczypospolitej Polskiej
na czas oznaczony od dnia 3 października 2011 r. do dnia 2 października 2012 r.

Pani/ú
obywatelce/owi
urodzonej/mu w dniu r.

Uzasadnienie

Z uwagi na fakt, iż niniejsza decyzja uwzględnia w całości żądania strony, zgodnie z art. 107 § 4 Kpa, odstępuję od jej uzasadnienia.

Pouczenie

1. Od niniejszej decyzji służy Pani/ú odwołanie do Szefa Urzędu do Spraw Cudzoziemców za pośrednictwem Wojewody Łódzkiego, w terminie 14 dni od daty jej doręczenia (art. 127 § 1 i 2, art. 129 § 1 i 2 Kpa).
2. Decyzja niniejsza, jako zgodna z żądaniem strony, podlega wykonaniu przed upływem terminu do wniesienia odwołania (art. 130 § 4 Kpa).
3. Cudzoziemiec przebywający na terytorium Rzeczypospolitej Polskiej jest obowiązany złożyć wniosek o udzielenie zezwolenia na zamieszkanie na czas oznaczony co najmniej 45 dni przed upływem terminu ważności poprzedniego zezwolenia na zamieszkanie na czas oznaczony (art. 61 ustawy o cudzoziemcach).
4. Cudzoziemiec jest obowiązany wymienić posiadaną kartę pobytu w każdym przypadku określonym w art. 77 ustawy o cudzoziemcach.

Otrzymują:
1. Pani/ú
2. aa.

ul. Piontkowska 103, 90 – 425 ŁÓDŹ
Tel. (042) 664-17-22; Fax (042) 664-17-56
www.lodz.uw.gov.pl so@lodz.uw.gov.pl

What does the residence card look like?



The residence card is valid for the period of granted permit,

- for the studies purposes – for 15 months plus 3 months of extension
 - for the Preparatory Course purpose – for the period of Course duration plus 3 months of extension
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- confirms the foreigner's identity on the territory of the Republic of Poland and together with travel document entitles for multiple crossing of the Polish border.
 - allows for a multiple crossing of the Polish border, and together with the travel document (passport) for visiting the Shengen countries for max 90 days during each 180 days period of time.



EU/EEA citizens who stay longer than 3 months should also register at the Immigration Office.

Application forms can be received from the Dean's Office or printed directly from the "Immigration Office" website.

<https://www.gov.pl/attachment/a66ad1d3-a973-497c-90be-6e4a63cbd8f6>

NO FEES

Useful links

- <https://www.gov.pl/web/uw-lodzki/studia-i-absolwenci>
- <https://udsc.gov.pl/en/cudzoziemcy/obywatele-panstw-trzecich/chce-przedluzyc-swoj-pobyt-w-polsce/zezwolecie-na-pobyt-czasowy/studia-i-nauka/studia/>