



Student visas, student residence cards and work in Poland of foreign students and graduates

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Visas issued by Poland



National visa (D)

Visa allows a foreigner to enter Poland and stay within its borders for up to one year. The validity of such visa depends on the purpose of travel.

On the basis of national visa a foreigner can travel to other countries of Schengen area for up to 3 months within a six month period.

Schengen visa (C)

Visa can be issued for up to 5 years. Visa allows a foreigner to remain in Schengen area for 90 days in any 180 day period.

The visa indicates the number of entries to the Schengen zone within its validity, e.g. 01 – one entry, multiple – unlimited number of entries

Acquiring right to stay and study in Poland



Applying for a student visa

The procedure takes place **abroad** – for more information, please contact the Polish Consulate in your country of origin.

Applying for a student residence card

The procedure takes place **in Poland**. Documents should be submitted to the Voivodeship Office (Polish: Urząd Wojewódzki) relevant to your place of residence.

Differences between student visa and student temporary residence card



Student visa	Student residence card
You can travel to other countries of Schengen area for up to 3 months within a 6 month period for turistic purposes only.	
Is granted for up to 365/365 days	Is granted for up to 3 years
You can perform work in Poland without a work permit only in July, August and September.	You can perform work in Poland without a work permit during the validity of the residence card (but only if the residence card was issued based on full-time studying).
You can conduct business activity in Poland only in four forms: limited partnership, limited joint stock partnership, limited liability partnership and joint stock company.	You can conduct business activity in Poland on the same basis as Polish citizens during the validity of a residence card granted on the basis of full-time studying.

Obtaining a temporary residence card



Where to apply?	Voivodeship Office, Foreign Nationals Department
When to apply?	The application has been submitted during a legal stay of the foreigner in Poland (during the validity of visa/residence card or in free-visa travel)
What is the validity of residence permit?	The first residence card should be granted for 15 months. If the academic years ends in less then 1 year, the fist residence card should be granted for the duration of the academic year + 3 months. The next residence card may be granted for up to 3 years.
What is the procedure duration?	2 months. Sometimes the procedure can last longer
What are the fees?	340 PLN. Additional 50 PLN must be paid in case of a positive decision for a residence card issuance .

Voivodeship Offices Foreign Nationals Departments



- **Białystok**, ul. Mickiewicza 3, www.bialystok.uw.gov.pl/puwmcms
- **Bydgoszcz**, ul. Konarskiego 1-3, www.bydgoszcz.uw.gov.pl
- **Gdańsk**, ul. Okopowa 21/27, www.uw.gda.pl
- **Gorzów Wielkopolski**, ul. Jagiellończyka 8, www.wojewodalubuski.pl
- **Katowice**, ul. Jagiellońska 25; www.katowice.uw.gov.pl
- **Kielce**, al. IX Wieków Kielc 3, www.kielce.uw.gov.pl
- **Kraków**, ul. Przy Rondzie 6, www.malopolska.uw.gov.pl
- **Lublin**, ul. Spokojna 4, www.lublin.uw.gov.pl
- **Łódź**, ul. Piotrkowska 103, www.lodz.uw.gov.pl
- **Olsztyn**, al. Marsz. J. Piłsudskiego 7/9, www.uw.olsztyn.pl
- **Opole**, ul. Piastowska 14, www.opole.uw.gov.pl
- **Poznań**, pl. Wolności 17, www.poznan.uw.gov.pl
- **Rzeszów**, ul. Grunwaldzka 15, www.rzeszow.uw.gov.pl
- **Szczecin**, Wały Chrobrego 4, www.szczecin.uw.gov.pl
- **Warszawa**, ul. Długa 5, www.mazowieckie.pl
- **Wrocław**, pl. Powstańców Warszawy 1, www.duw.pl



Documents required to obtain a temporary residence permit according to the new Act on foreigners



- 1) 4 filled out copies of the **application** for the temporary residence permit;
- 2) 4 copies of a valid **travel document** and the original available for inspection on request;
- 3) 4 recent **photographs**;
- 4) A guaranteed place of accommodation (for example, a rental agreement);
- 5) Certificate of acceptance as a student/PhD student or permission to continue studies issued by the education institution in accordance with the template provided;
- 6) **A payment slip** proving payment of any fees required by the education institution (ex. agreement on payment of fees and copy of a bank transfer confirmation);
- 7) **A health insurance**;
- 8) Documents confirming possession of **financial means** to cover the costs of living and return (**542 PLN for 15 months or for the whole stay in Poland, if it will be shorter than 1 year**);
- 9) Ticket or **funds to purchase a return ticket** to the country of origin:
 - **200 PLN** (or its equivalent in foreign currency) for a foreigner from one of Poland's neighboring states;
 - **500 PLN** for a foreigner from other EU country (not neighboring with Poland);
 - **2.500 PLN** when a foreigner arrived from a third country (not belonging to EU).

Health insurance



- Every foreigner is obliged to possess a health insurance in Poland.
- A foreign student can voluntarily purchase a healthcare insurance. In order to do that, the individual must apply to the appropriate voivodeship NFZ (NHF) branch competent for her/his place of residence.
- A foreigner may also buy an insurance in private insurance company.

Sworn translators



- All documents submitted to the Voivodeship Office should **be translated into Polish** language by a sworn translator.
- The list of sworn translators can be found here:
<http://bip.ms.gov.pl/pl/rejesty-i-ewidencje/tlumacze-przysiegli/>

Appeal procedure



- The foreigner dissatisfied with a decision made by the Voivod has the right to **appeal** against it to the Head of the Office for Foreigners in Warsaw (Polish: Szef Urzędu ds. Cudzoziemców), through the Voivod (Polish: Wojewoda) who has issued the decision.
- The written appeal is to be lodged **within 14 days** from receipt of the decision.

Residence card for a student, who intends to take a preparatory course



- The residence card can be also granted to a foreigner who intends to take a preparatory course for studying in Poland in Polish language.
- To obtain a residence card a foreigner should meet the conditions mentioned in a previous presentation slide.
- The residence card will be granted for the duration of the preparatory course + 3 months.

The residence card vs. incomplete studies



- The residence card may not be granted if a foreign student did **not** complete an academic year within the required period.
- In case a foreign student was removed from the list of students, rector of the university **will inform** about this fact a voivode who granted the residence card to a foreigner.

Difference between residence card based on full-time studies and part-time/evening/weekend studies



- Residence card based on a full-time studies entitles a foreigner to work in Poland without work permit.
- Residence card based on part-time/evening/weekend studies **does not entitle a foreigner to work** in Poland without a work permit. To be able to work in Poland a foreigner should possess a work permit.

Internships in Poland during studies (general information)



Student visa	Residence card based on the basis of full-time studies
Unpaid internship	
No additional documents during the validity of a visa.	No additional documents during the validity of a residence card.
Paid internship	
Without work permit only in July, August and September.	No additional documents required during the validity of a residence card.
Other months - work permit (Polish: <i>zezwoleń na pracę</i>) in Poland is required.	

What kind of internship can be taken without work permit



In case of foreigners, who are:

- students who work in the framework of public employment services and their foreign partners, if a necessity to entrust a work to the foreigner is confirmed by the competent authority of employment;
- students who work within the professional internship, if they were referred for such internship by organizations that are members of international student associations;
- students who are referred for a period not exceeding six months in a calendar year, for an internship organized in the framework of an agreement between a foreign institution of higher education and the employer, registered in the labor office

work permit is not required.

Work in Poland after graduation



- A foreigner who completed full time studies in Poland **has a right** to work in Poland without a work permit.
- A foreigner who completed part-time/evening/weekend studies needs to have a **work permit** to be able to work in Poland.

Acquiring a right to stay in Poland after graduation



- According to the new Act on foreigners, a Polish university graduate looking for a job in Poland will be able to apply for a temporary residence card.
- Such card will be issued for **to 1 year**.

Acquiring a right to stay in Poland based on Polish origin



- The Card of the Pole (Karta Polaka)
- Permanent permit (settlement permit)

As a person **of Polish origin** is considered a person declaring Polish nationality, and jointly meeting the following conditions:

1. At least one parent or grandparent or two great grandparents are or were of Polish nationality or were Polish citizens;
2. Shows their connection with the Polish nation and Poland, in particular by knowledge and cultivation of the Polish language proficiency, traditions and customs.

Residence permit for a long-term resident of the EU



Residence permit for a long-term resident of the European Union (EU) may be granted to a foreigner who:

- Has been **residing** on the territory of Poland legally and **continuously** for at least 5 years directly before submission of the application;
- Had a **stable and regular source of income** during 3 years directly before submission of the application.

Continuous residence



The residence in Poland is considered to be continuous when no break in it was longer than **6 months**, and all the breaks' duration did not exceed a cumulative total of **10 months**.

Only half of the period of the stay of a foreigner on the territory is reckoned into the 5 year stay requirement when foreigner's stay in Poland was on the basis of:

- a visa granted in connection with pursuing studies or professional training in Poland;
- a residence permit for a fixed period, granted in connection with the fact that the foreigner has taken up or continues full-time higher studies, full-time doctoral studies, vocational training.

Polish language courses



Free of charge courses:

- Fundacja Autokreacja www.autokreacja.org
- Fundacja dla Somalii www.fundacjadlasomalii.org.pl
- Fundacja Ocalenie www.fundacjaocalenie.org.pl

Paid courses:

- Fundacja na rzecz Różnorodności Społecznej www.ffrs.org.pl
- Fundacji Rozwoju Oprócz Granic www.frog.org.pl
- Centrum Języka Polskiego i Kultury Polskiej POLONICUM www.polonicum.uw.edu.pl

Contact information



- www.migrant.info.pl
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