

DOCUMENTS NEEDED TO OBTAIN A TEMPORARY STAY PERMIT DUE TO FULL TIME STUDY



- 1. Birth certificate + sworn translation into Polish (if it's your first application for temporary stay permit)**
- 2. Filled application for a temporary stay + copy of a filled application**
- 3. 4 biometric photos (passport type)**
- 4. A copy of a whole passport**
- 5. An additional copy of the first page of a passport (the page with personal data and photo)**
- 6. Printed confirmation of payment (340 PLN for an application)**
 - payment is to be made for: *Wydział Podatków i Opłat UMK, PKO Bank Polski S.A.*
 - bank account: 49 1020 2892 2276 3005 0000 0000
 - payment title: *zezwozenie na pobyt czasowy*, first name and surname of an applicant (as in passport and application)
- 7. Certification from the university (not older than 1 month)**

It is required to provide a valid certification about study admittance (if not yet started) or about continuation of study (if already started) and a printed proof of payment for study or statement from the university about not defaulting on any fees, if the study is payable; the certification shall include the following data:

 - Precise date (day, month and year) of the start and the end of studies
 - studies mode (e.g. full-time, extramural studies)
 - information about fees and any default/no default on payment
- 8. Confirmation of the medical insurance, for instance:**
 - private insurance policy for health covering costs of hospitalization on the territory of Poland (foreign insurance policy is to be submitted with a sworn translation into Polish)
 - a written agreement with NFZ (National Health Fund) and a confirmation of ZUS (Social Insurance Institution) duty payment for the previous month (before the date of submitting an application)
documents shall confirm insurance at least for a period of 6 months after the date of application, and in variant with ZUS – a valid document
- 9. Financial means for stay and return ticket** – a valid (issued not earlier than 1 month before the application) document confirming financial means for stay in Poland (at least 701 PLN for every month of stay, see table 1) and to cover costs of return to home country (see the table 2), for instance:
 - bank statement from your bank account (in case of having a bank account outside Poland balance confirmation is to be submitted with a sworn translation into Polish and a copy of a payment card that can be used in Poland – the card numbers and CVV have to be obliterated)
 - certificate proving an amount and duration of scholarship (if granted)
 - a written agreement confirming earnings (only in a case of a next – not the first – temporary stay permit based on study)

Table 1. Bank account balance – financial means to cover a stay in Poland

Permit period	15 months	less than 15 months	more than 15 months
Amount	10 515 PLN	701 PLN x number of months	10 515 PLN

Table 2. Bank account balance – financial means for covering costs of home country return

Country of origin or country of living	neighboring Poland	from UE not neighboring Poland	others
Amount	200 PLN	500 PLN	2 500 PLN

HOW TO APPLY?

- 1. Complete the application form (it is necessary to provide a current address of your stay and in a case of change immediately inform the Office)**
- 2. Collect all necessary documents**
- 3. Receive an appointment to submit an application: www.muw.pl → dla cudzoziemców → Rezerwacja terminu**
- 4. Come to the Foreigners' Affairs Unit in Krakow (street Przy Rondzie 6) with a complete application on a given date (if you are under 18, your legal guardian shall sign the application or to prepare an appropriate authorization letter)**

IF YOU SUBMIT A COMPLETE APPLICATION, IT WILL CONSIDERABLY SHORTEN YOUR WAITING TIME FOR A DECISION AND RESIDENCE CARD

HELP LINE/INFORMATION

FOR LEGALISATION OF STAY AND WORK OF THE THIRD COUNTRY CITIZENS:

ph.: 12 39 21 868, 12 39 21 804, e-mail: info.opt@muw.pl, more info: www.muw.pl
Kraków, ul. Przy Rondzie 6, address: 31-156 Kraków, ul. Basztowa 22
Project of Wojewoda Małopolski no. 17/7-2017/OG-FAMI
co-financed by European Union
within National Programme of Fund for Asylum, Migration and Integration



UNIA EUROPEJSKA
FUNDUSZ AZYLU,
MIGRACJI I INTEGRACJI

Bezpieczna Przystań