

VISA AND TEMPORARY STAY REQUIREMENTS

Please read the following information carefully.

School Office will assist you with preparation of documents required to apply for registration of stay and Temporary Stay Card. We are waiting for you upon arrival.

Please be advised that you have 45 days to maintain legal status in Poland.

Visas for studying in Poland (D/2) are issued for max. 3 months of stay in Poland by the Polish embassy in your country. A foreigner who will study in Poland for the period longer than 3 months is obliged to apply for Temporary Stay Card at least 45 days prior to the expiration of the visa validity (90 days).

REGISTRATION OF STAY

Students should register within 48 hrs at the Urząd Miejski (Municipality) at Pl. Armii Krajowej 1 (ground floor). Students should register in person, accompanied by the flat owner.

The following documents are required to obtain **registration proof**:

- Passport
- Declaration of foreigner's temporary stay in Poland signed by the owner of the flat
- Copy of the owner's notary deed
- Copy of flat-to-let or buy/sell contract.

Students who stay at the school dormitory will be registered by the Dormitory Office after delivering passport.

Please note that the following information does not refer to citizens of European Union member countries, Norway, Switzerland, Lichtenstein and Island.

Citizens of those countries do not need visa nor temporary stay card to stay in Poland up to 90 days. However, if the stay is longer than 90 days you should apply for temporary stay card

Registration of stay at City Hall (zameldowanie) is still obligatory and all students should register through the dormitory office or the owner of the flat upon arrival to Szczecin.

VISA

Visas are issued by Polish diplomatic and consular posts abroad

APPLICANTS SHOULD SUBMIT:

- Visa application filled in capital letters in Polish
- One recent passport photograph
- Passport
- Statement issued by the School to certify the enrollment of the student, study program duration and loan information
- Registration proof

Visas should be collected in person.

The foreigner is not allowed to stay in Poland with visas more than 6 months in the period of 12 months. Please be advised that next visas will not be issued.

TEMPORARY STAY CARD

Temporary Stay Card is issued for 1 year and must be prolonged each following year. **It is necessary to maintain the continuity of legal stay in Poland!** Applications for prolongation of Temporary Stay Card should be submitted at least 60 days before its expiration date.

Note: According to the Foreigners Act, if the application has been submitted with the violation of time limits mentioned above, and the proceedings have not been completed before the expiry of the residence time following from the visa, the foreigner is obliged to leave the territory of the Republic of Poland.

APPLICANTS SHOULD SUBMIT:

- Three application forms and information explaining the reasons for stay in Poland for a period longer than 12 months.
- Statement issued by the School to certify the enrollment of the student, information about the amount of government loan and expected duration of studies should be mentioned.
- Registration proof

Other documents required:

- Passport,
- Copy of a passport,
- Authorized Polish translation of birth certificate,
- Copy of a flat-to-let or buy/sell contract,
- Copy of the owner's notary deed,
- Copy of health insurance card,
- Five recent color passport photographs.

Temporary Stay Cards should be collected in person.

Students should apply for a new Temporary Stay Card in case of:

- Change of name, surname, address in Poland and other data in the card,
- Change of appearance making impossible the identification of the person,
- Damage or loss of the available card.

CHARGES

- Decision of the temporary residence permission -**300 PLN**,
150 PLN (for extending of decision)
- For issuing Temporary Stay Card

NORMAL 50 PLN

REDUCED 25 PLN (for students)

AUGMENTED 150 PLN (in case of damage or loss of the card).