

Legalisation of stay – non-EU/EFTA nationals

Entering the territory of Poland:

Citizens of non-EU countries may enter Poland and stay within its territory on a basis of Schengen or national visa. Visa is issued by a consul.

- **Schengen Visa (marked with C symbol)** – is issued when the planned stay on the territory of the Schengen area does not exceed 90 days within each 180-day period.
- **national visa (marked with D symbol)** – entitles to entry and a continuous stay in the territory of Poland or to several consecutive stays which jointly last longer than 90 days, the period of validity of a national visa cannot exceed 1 year.

Visa requirements and application forms as well as the complete list of Polish diplomatic missions abroad are available at the website of the [Ministry of Foreign Affairs](#).

[Conditions of entry, travel and residence rules in the European Union](#)

[List of countries, citizens of which are exempted from a visa and the rules of visa-free regime](#)

Temporary residence permit:

The application for a temporary residence permit is submitted in person, no later than on the last day of legal residence in Poland to a voivode having jurisdiction over place of residence ([Śląski Urząd Wojewódski](#)).

What documents are needed to submit?

- 2 copies of the [Application](#) for a temporary residence permit.
- 4 recent colour photographs;
- a valid travel document (passport, 2 photocopies);
- a confirmation, issued by the International Office, of acceptance or continuation of your studies/certificate of participation in a training course,
- proof of payment of the required tuition/course fee, if they are payable;
- documents confirming having health insurance or coverage by the insurer of the cost of treatment in Poland. Please make sure that your private policy (travel medical insurance) is provided by an insurer on [the list of insurers accepted by the Polish Ministry of Foreign Affairs \(PDF ENG\)](#). This list is changed twice a year – in December/January and in July/August.
- evidence of sufficient funds to cover the costs of living and return travel to the country of origin or residence and the cost of tuition/training course
- transcript of records
- information about utilities expenses (such as electricity, water, waste disposal, heating, and sewage)

Documents drawn up in a foreign language should be submitted together with their translations into Polish made by a sworn translator.

You can search the sworn translator through the [website of the Ministry of Justice](#).

Where the documents should be submitted?

Silesian Voivodship Office, Department of Foreigners (Jagiellońska 25, 40-032 Katowice).
at:

Day	Office hours
Monday	07:30-15:30
Tuesday	07:30-18:00
Wednesday	07:30-15:30
Thursday	07:30-15:30
Friday	07:30-15:30

Important:

The application for a residence permit may be also submitted without making an appointment, by post or via the registry office. The date of submission of the application is considered as a date of submission of the application to the Office physically or the date of the postmark. When submitting the application in this way, no fingerprints are taken, and the documents submitted are not verified for compliance with the original. It is also not possible to have a stamp in the passport confirming the submission of the application.

What fees are needed to be paid?

340 PLN at the time of submission of the application and 50 PLN for the residence card upon receipt of the decision.

Legal basis:

[The Act on Foreigners of 12 December 2013](#) (Journal of Laws of 2003, Item 1650)