



# LEGALISATION OF STAY FOR STUDENTS

When enrolling in studies in Poland, foreigners need to make sure to legalise their stay in the Polish Republic. The basis for legalisation of stay can be a visa, visa-free movement or a temporary stay permit.

## 1. VISA

A short-term stay at a Polish university is possible on the basis of a visa. It can be both a Schengen and a national visa. A Schengen visa authorises the holder to stay within the Schengen area for up to 90 days over a 180-day period. A national visa can be issued for the maximum term of one year. When planning to extend your stay in Poland, you should leave Poland before your visa expires to obtain a new national visa or submit an application for a temporary stay permit to the competent Provincial Office (*Urząd Wojewódzki*).

In order to receive a national visa, foreigners need to submit:

- basic documents (completed application form, photograph, photocopy of ID card and passport, original passport)
- documents validating the purpose and conditions of their intended stay (usually they include a certificate confirming university enrolment or a student card, as well as a certificate of insurance covering the costs of medical treatment within the Schengen area for the amount of at least 30 thousand euro).

## 2. TEMPORARY STAY PERMIT

Temporary stay permits are issued for students enrolled in first-, second- and third-degree courses (i.e. Bachelor's, Master's and Ph.D. studies).

**In order to submit an application for a temporary stay permit, you will need the following documents:**

**A. Documents required to initiate the procedure:**

- 2 copies of the completed application form;
- 4 photographs;
- 2 photocopies of the passport (+ original passport for verification purposes);
- confirmation of payment of stamp duty in the amount of PLN 340.

This part is very important. Any errors in the application form or a lack of any of the required documents are called „formal defects”. If you fail to correct such defects within the required timeframe after being asked to do so, your application may not be processed.

**B. Documents confirming the circumstances described in your application: – health insurance:**

- certificate from the university confirming enrolment in a preparatory course, ordinary course or continuation of studies;
- in case of paid courses, you need to attach payment confirmation;
- evidence of having financial means to support yourself and to travel back to your home country;
- health insurance.

If you do not complete one year of your studies or are removed from the course, your permit may be cancelled.

The first stay permit for higher education purposes is issued for 15 months or – if the grounds for the application last less than a year – for the duration of the studies plus 3 months.

Foreigners will not receive a temporary stay permit for the purpose of studying in Poland (if this is not a subsequent permit), if they work or engage in business activity in Poland at the same time.

When planning to apply for a temporary stay permit you should remember that the waiting time for a permit is currently very long at around 6 months depending on the province.

Graduates of Polish universities can also receive a one-off temporary stay permit valid for 1 year to enable them to look for work.

## 3. VISA-FREE MOVEMENT

It is also possible to stay in Poland on the basis of the visa-free movement. A list of countries whose citizens have the right to enter Poland without a visa can be found at: [www.ms.gov.pl/pl/informacje\\_konsularne/przyjazd\\_do\\_polski/lista\\_panstw/lista\\_panstw](http://www.ms.gov.pl/pl/informacje_konsularne/przyjazd_do_polski/lista_panstw/lista_panstw)

The detailed conditions of foreigners' stay in Poland on the basis of the visa-free movement can differ slightly depending on the foreigner's home country, which is why it is important to familiarise yourself with full information about the visa-free movement in advance.

In general, if you come to Poland on the basis of the visa-free movement you may be able to enrol in a short-term course. However, in case of longer courses you should obtain a national visa or a temporary stay permit.

What you should know: It is also considered that a foreigner is staying legally in Poland if they submit a correct (free from formal defects) application form and documents required to obtain a temporary stay permit until the last day of their legal stay – and after submitting the application they await a decision on further legalisation of their continued stay. If the application is complete and free from formal defects, the applicant can get a special stamp in their passport to confirm legality of their stay in Poland until a decision has been issued. Such a stamp only authorises them to stay in Poland legally and to depart legally to their country of origin. It does not authorise the applicant to move around the Schengen area nor to re-enter Poland.

You should also note that foreign students usually attend paid courses, but they can be released from having to pay for their studies or they may be entitled to grants. Holders of the Pole's Card, pursuant to art. 324 (2) (6) of the „Higher Education Law” Act are exempt from having to pay for studies.

Students enrolled in full-time courses and graduates of full-time courses completed in Poland are exempt from having to obtain a work permit.

Important! Information found in this brochure only applies to students enrolled in first- and second-degree courses and in full-time Ph.D. courses. In order to obtain a visa, students in part-time or evening courses and students attending lower-level educational institutions have to present a certificate of enrolment or certificate confirming that they are continuing their education and they may also be asked to present the teaching programme. In case of applying for a temporary stay permit, you should choose “other circumstances” as the purpose of your stay. In order to submit an application, confirmation is required that the applicant has been accepted by the given educational institution/ university/ course provider and that they have paid applicable fees (if required). Students also have to demonstrate that they have secured accommodation, have access to sufficient funds for the duration of their stay and that they hold medical insurance.



## **We offer advice and consultations on:**

- legalisation of stay in Poland
- work and employment in Poland
- establishing sole proprietorship (self-employment) or a limited liability company
- social and health insurance (ZUS)

## **We can book you an appointment with:**

- a psychologist – for adults and children
- a career advisor
- a lawyer
- business advisor, who offers information on establishing and developing businesses
- an integration assistant

## **In addition, we are accepting applications for:**

- international childbirth classes
- PFM Youth Club (ages 13–17)

**Applications** +48 692 913 993, +48 22 110 00 85

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Since 2007, we have been supporting foreigners living in Poland and Poles living abroad.

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A safe harbour.

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