



UPON ARRIVAL AND STAY

• LEGAL RESIDENCE IN POLAND

To enter Poland, you may need a visa, but to legalize a longer stay, you will need to register or obtain a residence permit. The Voivodeship Office is responsible for this process. Additionally, you are required to register your stay at the Municipality/District Office. It may also be helpful to obtain a PESEL number.

• REGISTRATION – CITIZENS OF EU AND EFTA

If you are a citizen of the European Union, Iceland, Norway, Liechtenstein, or Switzerland, and you plan to stay in Poland for more than 3 months, you are required to register your stay at the Voivodeship Office (Urząd Wojewódzki) in the region (voivodeship) where you will reside. This must be done by the day following the 3-month period. The registration process is simple and free of charge.

You will need to submit the following documents:

- an application form (filled out in Polish), and any documents in foreign languages (e.g., your MA or PhD diploma, marriage/birth certificate, etc.) must be translated into Polish by a sworn translator.
- ID or passport.
- if employed, an employment contract.
- if enrolled in higher education, including PhD programs: a confirmation from the higher education institution, health insurance confirmation, and proof of sufficient financial resources for your stay (and for accompanying family members), such as a bank statement or credit card. The minimum monthly amount is 701 PLN for individuals, or 528 PLN for each family member.

The document confirming registration is a written statement, valid indefinitely.

• LEGALISATION OF STAY FOR FAMILY MEMBERS

Family Members Definition:

Your family members are defined as:

- Your **spouse**,
- Your **children** or your spouse's children up to **21 years of age** who are financially dependent,
- Your **parents** or your spouse's parents who are financially dependent.

Registration Procedure for Family Members:

The registration procedure for family members is subject to a charge.

Family Members of EU or EFTA Citizens:



- If you (the main applicant) are an **EU or EFTA citizen**, and your family members are also **EU or EFTA citizens**, they should follow the regulations mentioned under **Registration - citizens of EU and EFTA**.
- If you (the main applicant) are an **EU or EFTA citizen**, but your family members are **not EU or EFTA citizens**, and their stay exceeds the period of their visa (or their visa-free movement or Schengen residence card), they must apply for a **residence permit** at the latest on the last day of their legal stay in Poland (although it is highly recommended to apply as soon as possible).

Required Documents for Residence Permit (EU/EFTA Family Members):

- An **application form**,
- **Registration confirmation** of the EU citizen (the main applicant who is providing for the family),
- A **travel document** (passport),
- **5 recent photographs**,
- **Documents confirming family ties** (e.g., marriage certificate, children's birth certificates, and other documents proving financial dependence).

Since all documents must be submitted in **Polish**, any documents issued in foreign languages need to be **translated by a sworn translator**.

The **residence permit** for family members is usually issued within **6 months**, though a confirmation of submission is provided during the visit to the office.

Family Members of Non-EU or Non-EFTA Citizens:

- If neither you nor your family members are **EU or EFTA citizens**, and your family members' stay exceeds their visa period (or the period of their visa-free movement or Schengen residence card), they must apply for a **residence permit** at the latest on the last day of their legal stay in Poland (again, applying sooner is recommended).

Since family members of non-EU or non-EFTA citizens may receive various benefits depending on the type of residence card you hold, **the application procedure for them may vary**. For more details, please refer to the **Euraxess website** for specific guidelines.



- **REGISTRATION IN THE MUNICIPALITY/DISTRICT OFFICE**

In addition to legalizing your stay at the Voivodeship Office, it is also mandatory by law to register at the Municipality/District Office (known as *meldunek* in Polish). This procedure is free of charge; however, a written confirmation of registration costs PLN 17.

When to Register:

- **EU and EFTA citizens**, along with their family members, must register within **30 days** of arrival if their stay exceeds 3 months.
- **Citizens of other countries** must register within **4 days** of arrival if their stay exceeds 30 days.

Where to Register:

You must visit the Municipality/District Office that corresponds to the address where you are staying. If you move to another location (city, town, district), you must re-register.

Required Documents:

For EU and EFTA citizens, and their family members:

- ID or passport,
- A registration form (signed by the apartment owner or an authorized person from the hotel/dormitory),
- An apartment rental agreement or hotel/dormitory reservation document,
- For family members, a residence card or another document confirming family ties (translated into Polish by a sworn translator).

The registration will be valid for the duration of your apartment rental agreement.

For citizens of other countries and their family members:

- Passport,
- A registration form (signed by the apartment owner or an authorized person from the hotel/dormitory),
- An apartment rental agreement or hotel/dormitory reservation document,
- Visa or residence permit.

The registration will be valid for the same period as your legal stay in Poland, as indicated in your visa or residence permit, or for the duration of the apartment rental agreement if it is shorter. If you are staying under visa-free movement, the registration will be valid for **90 days** from your arrival in Poland.

- **PESEL NUMBER**

In Poland, every citizen is assigned a PESEL number, which is a personal identification number. This number begins with your date of birth and is used for various identification



purposes. It's required for filing your annual tax declaration and may also be necessary for activities like opening a Polish bank account or making a doctor's appointment.

If you provide all required documents, you can obtain a PESEL number during your visit to the Municipality/District Office. There are two ways to obtain the PESEL number, and both procedures are free of charge:

1. Getting the PESEL Number Automatically

The PESEL number can be issued automatically when you register at the Municipality/District Office. This procedure is simpler because there's no need to submit a separate application for the PESEL number—it is automatically processed as part of the registration.

2. Getting the PESEL Number Without Registration

If for any reason you are unable to register at the Municipality/District Office, you can apply for the PESEL number separately. This process is more complicated and requires you to submit the following documents in person:

- **Application form** (available only in Polish).
- **Documents confirming the data** you enter in the application form (e.g., if the PESEL number is required for tax purposes, you need to submit your employment contract).
- **Explanation of the legal grounds** for your application (such as a specific act of law that requires you to have a PESEL number, e.g., taxation requirements).

Both methods are free of charge, but the first option is typically easier and faster.



• ANNOUNCEMENTS OF THE VOIVODESHIP OFFICE

Here are the contact details for the Małopolska Provincial Office in Kraków (Voivodeship Office):

Helpline:

- Phone: +48 12 210 20 20
- Email: info.opt@muw.pl

Office Hours:

Monday to Friday, 8 a.m. to 4 p.m.

Information for Non-EU Citizens

(Website in Polish)

Follow the office on social media:

- Facebook: Project I3 - Infrastructure, Innovation, Information - II edition
- Instagram: Project_I3

Collection of the Residence Decision - New Regulations

For more details, visit the Office's website.

Informational Saturday at the Małopolska Provincial Office

The Małopolska Provincial Office, Department for Foreigners, invites you to an Open House event at 6 Przy Rondzie Street on Saturday, 15th February 2024, from 9 a.m. to 3 p.m.

For more detailed information, please visit the Office website.

Submitting the Residence Permit Application Form via the MOS Portal:

The MOS (Cases Handling Module) is an online platform designed to assist foreigners in submitting applications for temporary or permanent residence permits. The portal helps avoid errors and unnecessary corrections by checking empty fields and providing explanations for each one. There are 7 language versions of the application form creator available.

Instructions for Using the MOS Portal:

1. Visit <https://www.mos.cudzoziemcy.gov.pl/> and create an account.
2. Read the "Read the information" and "Avoid mistakes" sections.
3. Watch the tutorial prepared by the Office for Foreigners.
4. Fill in the application form.
5. Make sure to provide your email address to track the status of your application.



6. Double-check your data and information for accuracy.
7. Print the completed and signed application form.
8. Submit your signed form to the Office by regular mail or another acceptable method (holders of PESEL UKR status submit their forms only by regular mail).

Amendment to the Act on Assistance to Citizens of Ukraine

The amendment to the Act will be in effect starting 1st July 2024. For more details, check the Office website.

Extension of Validity of Certificates of Temporary Protection

The temporary protection mechanism, which was initially introduced by the EU Council's decision in March 2022 for one year, has been extended until March 4, 2026. As a result, the validity of the certificates of temporary protection issued so far will also be extended.

For more detailed information, please visit the **Office for Foreigners website**.

Repeal of Special Provisions for the COVID-19 Pandemic

On 1st July 2023, the epidemic risk state in Poland was lifted, which resulted in the repeal of special measures introduced for foreigners due to the COVID-19 pandemic.

Foreigners who benefited from the repealed provisions have 30 days from 1st July to either return to their home country or ensure their continued legal residence in Poland by submitting relevant applications for residence permits, residence cards, etc., based on their specific situation.

For more detailed information, visit the [Office for Foreigners website](#) or contact the Małopolska Provincial Office in Kraków.

Documents and Deadlines Prolonged Due to the COVID-19 Pandemic

The following documents and deadlines, which were prolonged due to the pandemic, will expire at the end of July:

- Temporary residence permits and residence cards expiring between 14th March 2020 and the 30th day after the lifting of the epidemic risk state.
- National visas and stays expiring between 14th March 2020 and the 30th day after lifting the epidemic risk state.
- Time limits for submitting applications for residence permits, visa extensions, and visa-free stay extensions.

Please note: Foreigners must leave Poland in accordance with the conditions specified in the Act on Foreigners, with deadlines extended to the 30th day after the lifting of the epidemic risk state.

New Fee Rates for Issuing/Replacing a Residence Card



Starting from 29th July 2022, the new fee for issuing or replacing a residence card has been increased to PLN 100 (previously PLN 50).

For more information on how to collect your residence card, please visit the **Małopolska Provincial Office website**.

The Małopolska Voivodeship Office has video tutorials available on their YouTube channel, covering topics such as how to fill in the application form for a temporary residence permit, legalizing the employment of third-country nationals, the EU Blue Card procedure, and more.

Changing or Cancelling Your Appointment

If you need to change or cancel your appointment at the Voivodeship Office, please inform them as soon as possible by emailing **rezerwacja.opt@muw.pl**. If you fail to notify them, it may not be possible to change the date/time of your appointment.

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For further details or specific queries, please visit the **Małopolska Provincial Office website**