



**POLISH** NATIONAL AGENCY  
FOR ACADEMIC EXCHANGE



**STER**  
PROGRAMME



KRAKOW SCHOOL  
OF INTERDISCIPLINARY  
**PHD STUDIES**

# Legalization of Stay in Poland

Guidelines for EU & Non-EU Citizens



APPLICATION



VOIVODESHIP  
OFFICES



TEMPRARY  
RESIDENCE  
PERMIT



POLISH  
SCIENCE

# Two Main Paths

## EU / EEA Citizens

Includes: EU, Switzerland, Norway, Iceland, Liechtenstein.

- ✓ **Procedure:** Registration of residence.
- ✓ **Deadline:** For stays exceeding 3 months.
- ✓ **Cost:** Free of charge.

Scan for details: [Małopolski Urząd Wojewódzki w Krakowie](#)



## Non-EU Citizens

Includes: Citizens from outside the EU/EEA.

- ✓ **Procedure:** Temporary Residence Permit.
- ✓ **Document:** Residence Card.
- ✓ **Cost:** Stamp duty applies.

Scan for details: [EURAXESS Poland](#)



# EU Citizens: Registration

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## Requirements

- ✓ **Application:** Must be submitted in person at the Provincial Office responsible for your place of residence.
- ✓ **Language:** Application form must be completed in Polish, legibly, in capital letters.
- ✓ **Documents:** Valid travel document/ID. Foreign documents require sworn translations.

**Department of Foreigners' Affairs of the Małopolska**

**Provincial Office** Organizations, registry and EU Citizens Unit

ul. Przy Rondzie 6, Kraków

e-mail: [ue@muw.pl](mailto:ue@muw.pl)



### Obligatory

If you plan to stay in Poland  
for **more than 3 months**,  
you must register your residence

# Non-EU: Temporary Residence

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## Residence Card

A document that confirms your identity and right to stay in Poland. It allows visa-free border crossing.



## Submission Time

Apply **no later than** the last day of your legal stay (e.g., visa expiry). Early submission is highly recommended.







The procedures may take 3+ months.



## Renewal

Permits are temporary. You must apply for a new permit before the current one expires to maintain continuity. Submitting the application on time guarantees legal stay until the decision is made.

# General Required Documents


-  **Application form** (in Polish).
-  **Passport** (for inspection) + a photocopy of the completed passport pages.
-  2 current, color **photographs**.
-  Proof of **stamp duty payment** and for issuing a **residence card**.
-  Document confirming the **purpose of stay** (doctoral school certificate).
-  Insurance & Financial Means.

*The list of required documents for a residence permit, along with the current version of the application and attachments, is available **on the websites of the regional offices.***



# Certificate from doctoral school

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- ✓  Your application must be accompanied by a current certificate from the doctoral school confirming your continued education in the current year and your eligibility for a doctoral scholarship.
- ✓ To obtain the required certificates, please contact the doctoral school office at: [kisd@ifj.edu.pl](mailto:kisd@ifj.edu.pl)



# Insurance & Financial Means

## Financial Means

You must prove you have sufficient funds to cover:

- ✓ Cost of living in Poland.
- ✓ Return travel to your country of origin.

Proof: bank statements, scholarship certificate, certificate of employment and earnings, etc., not older than one month before the date of application submission and statement of housing costs.

## Health Insurance

You must have insurance that covers treatment costs in Poland.

- ✓ Public Health Insurance (NFZ) and confirmation of payment of ZUS contributions for the last month
- ✓ Alternative: private insurer - must cover costs of treatment and hospitalization in Poland.

# Crucial Risks: Travel & Timing

## ⚠️ Traveling

If your visa expires while you are waiting for the decision:

- ✓ You **cannot travel** to other Schengen countries.
- ✓ You **can** leave Poland to your home country.
- ✓ You **cannot re-enter** Poland without a valid visa.

## ⌚ "Last Moment"

The absolute deadline to apply is the **last day** of your legal stay.

**The process may take 3+ months, so waiting until the last few days is not recommended.**





# Contact

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## **Małopolska Provincial Office in Krakow**

Department for Foreigners

31 – 547 Krakow, ul. Przy Rondzie 6

e-mail: [sc@malopolska.uw.gov.pl](mailto:sc@malopolska.uw.gov.pl)

## **HELPLINE/INFORMATION**

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