

# Application process for TEMPORARY residence permit

2020

Applications should be filed with:

**ZACHODNIOPOMORSKI URZĄD WOJEWÓDZKI W SZCZECINIE**  
**West Pomeranian Province Office in Szczecin**  
**Department of Foreigners**  
**ul. Wały Chrobrego 4**  
**70-502 Szczecin**  
**room. 92 tel. +48 91 43 03 728**

<https://www.szczecin.uw.gov.pl>

Open: Monday: 8:00 – 16:45  
Tuesday- Friday: 8:00 – 15:00



**Important info regarding COVID-19 epidemic state:**  
**The Office suspended all face-to-face service. You may now submit your applications via registered mail (post) only!**

With regard to extremely long waiting list of applicants to submit the application in person, we recommend sending the application package by **registered mail with confirmed receipt by the addressee (ZPO) or to submit the application in person to the Office's mailing room.** This way your application starts being processed on the day when the Office receives it and not on the day with available slot for a personal meeting.

The application package must contain:

1. **APPLICATION FORM for a temporary residence permit** completed in accordance with the instructions, available for download at:

<http://www.szczecin.uw.gov.pl/download.php?type=article&id=4089&download=26145>

The application form must be signed and copied 3 times (original + 3 copies).

2. a copy of your **passport** (4x page with photo, 1x copy of all subsequent pages with data on them)
3. a copy of previous Temporary residence card (if applicable)
4. Confirmation of **registered residence address** (valid for 2 months from the date on which it was issued)
5. 4 recent colour passport-type **photographs**, undamaged, size 45x35 mm, made in the last six months on a plain white background, with good focus, clearly showing the eyes and face from the top of the head to the top of the shoulders; the face should occupy 70-80% of the photograph; the photograph should show the person looking straight ahead with their eyes open, not covered by hair, with a natural facial expression and mouth closed;
6. Confirmation from the university **on your student status and financial conditions of your studying**
7. If you pay tuition fees – confirmation from the University that tuition fees have been paid
8. Proof of monthly maintenance costs (e.g. statement of costs from the dormitory, room/flat rental agreement)
9. Evidence of having **sufficient funds to cover the costs of living** for 15 months – at least 701PLN per each month (15 x 701PLN = 10515PLN) plus funds to cover accommodation and **return travel** to the country of origin or residence in the amount of:
  - 200PLN, if your home country neighbours Poland
  - 500PLN, if your home country is within the EU and does not neighbour Poland or if you come from Norway, Iceland, Lichtenstein or Switzerland
  - 2500PLN, if your home country is other than the ones defined above

The above can be evidenced by means of:

- travellers' cheque
- credit card with a bank statement confirming the card limit;
- statement confirming possession of funds in your bank account issued by a bank that has its seat in Poland;

- a certificate of scholarship award (Polish or foreign);
- proof of employment and earnings.

Any bank documents referred to above must be confirmed with a stamp and signature of an authorised bank employee and issued no later than one month before submitting the application.

If any of the above documents is not in Polish language you must submit its translation into Polish language made by a Polish sworn translator.

10. Documents confirming having a valid **health insurance** or coverage by the insurer of the cost of treatment in Poland (again if any of the documents is not in Polish language you must submit its translation into Polish language made by a Polish sworn translator)

11. **Fee:**

340PLN at the time of submission of the application, payable to the bank account:

Urząd Miasta Szczecin

Wydział Podatków i Opłat Lokalnych

pl. Armii Krajowej 1

70-456 Szczecin

Bank PKO BP SA o/Szczecin 20 1020 4795 0000 9302 0277 9429

Reference: name, surname, za wydanie zezwolenia na zamieszkanie na pobyt czasowy

**Applicants under 18 years of age:** your parents must be present in the Office to sign your application form in the presence of the clerk or you may submit original proxy indicating a legal representative in Poland signed by one of your parents in the presence of a Polish consul or before a notary public. If the proxy is drawn up in any other language than Polish – translation is required (made by a Polish sworn translator or certified in a Polish diplomatic unit abroad).

**PROCEDURE:**

- Once a complete application is submitted, the Office addresses Border Guard, Police Headquarters in Szczecin and Internal Security Agency branch in Szczecin with a request for information whether the foreigner’s entry and stay violates or poses a threat to public order or security. The entities involved have 30 days to reply and disclose relevant information.
- The application procedure demands also to take and file foreigner’s personal statement and his/her fingerprints.
- In case your application is granted, you are obliged to collect the permit and pay 25PLN for having temporary residence card issued.
- **The procedure now takes approximately 8-10 months**

**More information at:**  
**INTERNATIONAL STUDENTS AND MOBILITY OFFICE**  
**Maritime University of Szczecin**  
**Room 101-102**  
**tel. +48 91 48 09 345 or +48 91 48 09 830 (8.00-15.30),**  
**email: [international@am.szczecin.pl](mailto:international@am.szczecin.pl)**