

## DOCUMENTS REQUIRED FOR A TEMPORARY RESIDENCE PERMIT BASED ON FULL-TIME STUDIES

1. **Completed temporary residence application ([download the form](#)) + extra copy of your completed application**
2. **4 passport photos (biometric)**
3. **Passport copy (only including visa pages, stamps, and other remarks) and additional copy of the passport's bio-data page**
4. **340 PLN fee payment confirmation**
  - Bank transfer recipient: *Wydział Podatków i Opłat UMK, PKO Bank Polski S.A.*
  - Bank account number: 49 1020 2892 2276 3005 0000 0000
  - Transfer title: *zezwozenie na pobyt czasowy, first and last name of the applicant*
5. **Confirmation of the higher institution entity on accepting the foreigner for studies or continuation of the studies (issued not later than 1 month before the application submission)**

The applicant is required to provide a valid certification of enrollment or admittance (if the studies haven't started yet). The certification should include the following data: precise date (day, month, and year) of the start and the end of studies, studies mode (e.g. full-time, part-time). It's required to submit a **proof of payment**, if the foreigner takes up or continues the paid studies.
6. **Proof of medical insurance, for instance:**
  - Proof private health insurance which covers medical expenses in Poland. Foreign insurance policies need to be submitted along with a sworn translation into Polish. The policy should be valid for at least 6 months from the date of submission.
  - Written agreement with NFZ (National Health Fund) and a confirmation of ZUS (Social Insurance Institution) last month's payment.
7. **Proof of having sufficient funds for covering costs of intended stay in Poland and costs of return to origin country**

A document proving the applicant possesses enough funds to cover his/her entire stay in Poland can be a bank statement (in the case of a foreign bank account the document needs to be submitted along with a sworn translation into Polish) or a scholarship certificate (if granted) including the amount and duration of the scholarship.



Important: the amount of funds in the bank account should exceed the sum of the following expenses:

1. Funds for covering costs of living,
2. Funds for covering accommodation cost,
3. Funds for covering study expenses,
4. Funds for covering return to origin country.

### Legend:

1. **Funds to cover living expenses:** 15 x at least 701 PLN net per each month if the applicant resides alone or 15 x at least 528 PLN net per each month for family member.
2. **Funds to cover accommodation cost:** 15 x the amount of monthly fixed costs associated with maintenance of the occupied property and 15 x the amount of monthly expenses for gas, electricity, waste removal etc.
3. **Funds to cover tuition:** if the applicant submits a payment confirmation for the first semester, he/she is required to have enough funds to cover the second semester of studies.
4. **Funds to cover the expense associated with returning to your country of origin:**
  - 200 PLN for countries bordering Poland.
  - 500 PLN for EU countries not bordering Poland.
  - 2500 PLN for other countries.
8. A completed declaration regarding the monthly accommodation costs (the amount of monthly fixed costs associated with maintenance of the occupied property + the amount of monthly expenses for gas, electricity, waste removal etc.) - ([download the form](#))

### HOW TO APPLY:

1. **Complete the application** (provide your current address, in the case of change inform the Provincial Office).
2. **Prepare all required documents.**
3. **Make an appointment** to submit the application along with documents via internet: information in Polish <https://infoopt.pl/umow-sie-na-wizyte-2/>
4. **Submit the application** along with the required documents on the appointed date at the Małopolska Provincial Office in Kraków, Department of 'Foreigners' Affairs – Przy Rondzie 6 (ground floor, service room on the right).

If the applicant is below the age of 18, his/her legal guardian should sign the application or provide proper authorisation.

### HELP LINE/INFORMATION

#### FOR LEGALISATION OF STAY AND WORK OF THE THIRD COUNTRY CITIZENS:

ph.: 12 21 02 020 e-mail: [info.opt@muw.pl](mailto:info.opt@muw.pl), more info: [infoopt.pl](http://infoopt.pl)  
Kraków, ul. Przy Rondzie 6, address: 31-156 Kraków, ul. Basztowa 22  
Project of Wojewoda Małopolski no. 17/7-2017/OG-FAMI and 15/10-2019/OG-FAMI  
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