Student visas, student residence cards and work in Poland of foreign students and graduates

Project implemented by International Organization for Migration co-financed by the European Fund for the Integration of Third-country Nationals.
## Visas issued by Poland

<table>
<thead>
<tr>
<th>National visa (D)</th>
<th>Schengen visa (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa allows a foreigner to enter Poland and stay within its borders for up to one year. The validity of such visa depends on the purpose of travel.</td>
<td>Visa can be issued for up to 5 years. Visa allows a foreigner to remain in Schengen area for 90 days in any 180 day period.</td>
</tr>
<tr>
<td>On the basis of national visa a foreigner can travel to other countries of Schengen area for up to 3 months within a six month period.</td>
<td>The visa indicates the number of entries to the Schengen zone within its validity, e.g. 01 – one entry, multiple – unlimited number of entries</td>
</tr>
</tbody>
</table>
# Acquiring right to stay and study in Poland

<table>
<thead>
<tr>
<th>Applying for a student visa</th>
<th>Applying for a student residence card</th>
</tr>
</thead>
<tbody>
<tr>
<td>The procedure takes place <strong>abroad</strong> – for more information, please contact the Polish Consulate in your country of origin.</td>
<td>The procedure takes place <strong>in Poland</strong>. Documents should be submitted to the Voivodeship Office (Polish: Urząd Wojewódzki) relevant to your place of residence.</td>
</tr>
</tbody>
</table>
# Differences between student visa and student temporary residence card

<table>
<thead>
<tr>
<th>Student visa</th>
<th>Student residence card</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can <strong>travel</strong> to other countries of Schengen area for up to 3 months within a 6 month period for turistic purposes only.</td>
<td></td>
</tr>
<tr>
<td>Is granted for up to 365/365 days</td>
<td>Is granted for up to 3 years</td>
</tr>
<tr>
<td>You can perform <strong>work</strong> in Poland without a work permit only in July, August and September.</td>
<td>You can perform <strong>work</strong> in Poland without a work permit during the validity of the residence card (but only if the residence card was issued based on full-time studying).</td>
</tr>
<tr>
<td>You can conduct <strong>business activity</strong> in Poland only in four forms: limited partnership, limited joint stock partnership, limited liability partnership and joint stock company.</td>
<td>You can conduct <strong>business activity</strong> in Poland on the same basis as Polish citizens during the validity of a residence card granted on the basis of full-time studying.</td>
</tr>
</tbody>
</table>
# Obtaining a temporary residence card

<table>
<thead>
<tr>
<th>Where to apply?</th>
<th>Voivodeship Office, Foreign Nationals Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>When to apply?</td>
<td>The application has been submitted during a legal stay of the foreigner in Poland (during the validity of visa/residence card or in free-visa travel)</td>
</tr>
<tr>
<td>What is the validity of residence permit?</td>
<td>The first residence card should be granted for 15 months. If the academic years ends in less then 1 year, the fist residence card should be granted for the duration of the academic year + 3 months. The next residence card may be granted for up to 3 years.</td>
</tr>
<tr>
<td>What is the procedure duration?</td>
<td>2 months. Sometimes the procedure can last longer</td>
</tr>
<tr>
<td>What are the fees?</td>
<td>340 PLN. Additional 50 PLN must be paid in case of a positive decision for a residence card issuance.</td>
</tr>
</tbody>
</table>
Voivodeship Offices
Foreign Nationals Departments

- Białystok, ul. Mickiewicza 3, [link](www.bialystok.uw.gov.pl/puwmcms)
- Bydgoszcz, ul. Konarskiego 1-3, [link](www.bydgoszcz.uw.gov.pl)
- Gdańsk, ul. Okopowa 21/27, [link](www.uw.gda.pl)
- Gorzów Wielkopolski, ul. Jagiellończyka 8, [link](www.wojewodalubuski.pl)
- Katowice, ul. Jagiellońska 25; [link](www.katowice.uw.gov.pl)
- Kielce, al. IX Wieków Kielc 3, [link](www.kielce.uw.gov.pl)
- Kraków, ul. Przy Rondzie 6, [link](www.malopolska.uw.gov.pl)
- Lublin, ul. Spokojna 4, [link](www.lublin.uw.gov.pl)
- Łódź, ul. Piotrkowska 103, [link](www.lodz.uw.gov.pl)
- Olsztyn, al. Marsz. J. Piłsudskiego 7/9, [link](www.uw.olsztyn.pl)
- Opole, ul. Piastowska 14, [link](www.opole.uw.gov.pl)
- Poznań, pl. Wolności 17, [link](www.poznan.uw.gov.pl)
- Rzeszów, ul. Grunwaldzka 15, [link](www.rzeszow.uw.gov.pl)
- Szczecin, Wały Chrobrego 4, [link](www.szczecin.uw.gov.pl)
- Warszawa, ul. Długa 5, [link](www.mazowieckie.pl)
- Wrocław, pl. Powstańców Warszawy 1, [link](www.duw.pl)
Documents required to obtain a temporary residence permit according to the new Act on foreigners

1) 4 filled out copies of the **application** for the temporary residence permit;
2) 4 copies of a valid **travel document** and the original available for inspection on request;
3) 4 recent **photographs**;
4) A guaranteed place of accommodation (for example, a rental agreement);
5) Certificate of acceptance as a student/PhD student or permission to continue studies issued by the education institution in accordance with the template provided;
6) **A payment slip** proving payment of any fees required by the education institution (ex. agreement on payment of fees and copy of a bank transfer confirmation);
7) **A health insurance**;
8) Documents confirming possession of **financial means** to cover the costs of living and return (542 PLN for 15 months or for the whole stay in Poland, if it will be shorter than 1 year);
9) **Ticket or funds to purchase a return ticket** to the country of origin:
   - 200 PLN (or its equivalent in foreign currency) for a foreigner from one of Poland's neighboring states;
   - 500 PLN for a foreigner from other EU country (not neighboring with Poland);
   - 2,500 PLN when a foreigner arrived from a third country (not belonging to EU).
Health insurance

• Every foreigner is obliged to possess a health insurance in Poland.
• A foreign student can voluntary purchase a healthcare insurance. In order to do that, the individual must apply to the appropriate voivodeship NFZ (NHF) branch competent for her/his place of residence.
• A foreigner may also buy an insurance in private insurance company.
Sworn translators

• All documents submitted to the Voivodeship Office should be translated into Polish language by a sworn translator.

• The list of sworn translators can be found here: http://bip.ms.gov.pl/pl/rejestry-i-ewidencje/tlumacze-przysiegli/
Appeal procedure

• The foreigner dissatisfied with a decision made by the Voivod has the right to appeal against it to the Head of the Office for Foreigners in Warsaw (Polish: Szef Urzędu ds. Cudzoziemców), through the Voivod (Polish: Wojewoda) who has issued the decision.

• The written appeal is to be lodged within 14 days from receipt of the decision.
Residence card for a student, who intends to take a preparatory course

- The residence card can be also granted to a foreigner who intends to take a preparatory course for studying in Poland in Polish language.
- To obtain a residence card a foreigner should meet the conditions mentioned in a previous presentation slide.
- The residence card will be granted for the duration of the preparatory course + 3 months.
The residence card vs. incomplete studies

• The residence card may not be granted if a foreign student did not complete an academic year within the required period.

• In case a foreign student was removed from the list of students, rector of the university will inform about this fact a voivode who granted the residence card to a foreigner.
Difference between residence card based on full-time studies and part-time/evening/weekend studies

• Residence card based on a full-time studies entitles a foreigner to work in Poland without work permit.

• Residence card based on part-time/evening/weekend studies does not entitle a foreigner to work in Poland without a work permit. To be able to work in Poland a foreigner should possess a work permit.
# Internships in Poland during studies (general information)

<table>
<thead>
<tr>
<th>Student visa</th>
<th>Residence card based on the basis of full-time studies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unpaid internship</strong></td>
<td></td>
</tr>
<tr>
<td>No additional documents during the validity of a visa.</td>
<td>No additional documents during the validity of a residence card.</td>
</tr>
<tr>
<td><strong>Paid internship</strong></td>
<td></td>
</tr>
<tr>
<td>Without work permit <strong>only</strong> in July, August and September.</td>
<td>No additional documents required during the validity of a residence card.</td>
</tr>
<tr>
<td>Other months - work permit (Polish: zezwolenie na pracę) in Poland is required.</td>
<td></td>
</tr>
</tbody>
</table>
What kind of internship can be taken without work permit

In case of foreigners, who are:

- students who work in the framework of public employment services and their foreign partners, if a necessity to entrust a work to the foreigner is confirmed by the competent authority of employment;

- students who work within the professional internship, if they were referred for such internship by organizations that are members of international student associations;

- students who are referred for a period not exceeding six months in a calendar year, for an internship organized in the framework of an agreement between a foreign institution of higher education and the employer, registered in the labor office

work permit is not required.
Work in Poland after graduation

- A foreigner who completed full time studies in Poland **has a right** to work in Poland without a work permit.
- A foreigner who completed part-time/evening/weekend studies needs to have a **work permit** to be able to work in Poland.
Acquiring a right to stay in Poland after graduation

• According to the new Act on foreigners, a Polish university graduate looking for a job in Poland will be able to apply for a temporary residence card.

• Such card will be issued for to 1 year.
Acquiring a right to stay in Poland based on Polish origin

- The Card of the Pole (Karta Polaka)
- Permanent permit (settlement permit)

As a person of Polish origin is considered a person declaring Polish nationality, and jointly meeting the following conditions:

1. At least one parent or grandparent or two great grandparents are or were of Polish nationality or were Polish citizens;
2. Shows their connection with the Polish nation and Poland, in particular by knowledge and cultivation of the Polish language proficiency, traditions and customs.
Residence permit for a long-term resident of the EU

Residence permit for a long-term resident of the European Union (EU) may be granted to a foreigner who:

• Has been **residing** on the territory of Poland legally and **continuously** for at least 5 years directly before submission of the application;

• Had a **stable and regular source of income** during 3 years directly before submission of the application.
Continuous residence

The residence in Poland is considered to be continuous when no break in it was longer than 6 months, and all the breaks' duration did not exceed a cumulative total of 10 months.

Only half of the period of the stay of a foreigner on the territory is reckoned into the 5 year stay requirement when foreigner’s stay in Poland was on the basis of:

• a visa granted in connection with pursuing studies or professional training in Poland;
• a residence permit for a fixed period, granted in connection with the fact that the foreigner has taken up or continues full-time higher studies, full-time doctoral studies, vocational training.
Polish language courses

Free of charge courses:
• Fundacja Autokreacja [www.autokreacja.org](http://www.autokreacja.org)
• Fundacja dla Somalii [www.fundacjadlasomalii.org.pl](http://www.fundacjadlasomalii.org.pl)
• Fundacja Ocalenie [www.fundacjaocalenie.org.pl](http://www.fundacjaocalenie.org.pl)

Paid courses:
• Fundacja na rzecz Różnorodności Społecznej [www.ffrs.org.pl](http://www.ffrs.org.pl)
• Fundacji Rozwoju Oprócz Granic [www.frog.org.pl](http://www.frog.org.pl)
• Centrum Języka Polskiego i Kultury Polskiej POLONICUM [www.polonicum.uw.edu.pl](http://www.polonicum.uw.edu.pl)

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Contact information

• www.migrant.info.pl
• www.iom.pl
• Infoline: 22 490 20 44
• info@migrant.info.pl
• /InfolinaDlaMigrantow
• newsletter: http://bit.ly/1ftcbe5
Portal informacyjny dla migrantów

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NEWSLETTER
Polska podpisała porozumienie o współpracy naukowej z Omanem

Minister Lea Kolakowska-Robinska podpisała porozumienie o współpracy w naukach ścisłych wyższym z Sultanatem Omanu. To pierwsza taka umowa z krajem arabskim. Trwać usposobienie podobnych por ...

Projekt „Bezpieczna praca w Polsce” jest skierowany do obywateli Ukrainy podejmujących pracę na terytorium RP. Celem projektu jest wzrost świadomości praw i obowiązków oraz korzyści płynących z legalnego zatrudnienia wśród cudzoziemców, a także ograniczenie liczby nadużyć ze strony miejscowych pracodawców.

Bezpieczna praca w Polsce to projekt agencji EWU, mający na celu lepsze znoszenie problemy zrealizowane zatrudnienia cudzoziemców przez polskich pracodawców.

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Questions / answers
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