**TEMPORARY RESIDENCE PERMIT**

The foreigner submits the application, not later than on the last day of legal stay at the territory of the Republic of Poland **to the voivode competent for the place of residence according to the place of living. Your passport must be valid at this time.**

**The first**temporary resident permit for studies for the foreigner taking-up the studies at the territory of the Republic of Poland during the first year of education is granted for  **15 months,** and in the case when the studies are covered with an EU program or multilateral program covering the mobility measures or an agreement between two or more higher education institutions providing for the intra-EU mobility, the first permit is granted for the period of **2 years**.

When the studies justify the residence of the foreigner at the territory of the Republic of Poland for the period not exceeding 1 year, the first permit is granted for the period of the academic year or of the studies, extended by 3 months.

The subsequent temporary residence permit for studies is granted for the period of studies, extended by 3 months however in any case not exceeding 3 years.

**Fees for granting the temporary residence permit**

Stamp duty – PLN 340

Fee for issuing the residence card – PLN 25

**CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **No.** | **List of required documents** | **Check** |
| 1. | 2 x filled in polish and signed application forms |  |
| 2. | 3 biometric photos (35mm x 45mm) – the photos should be stuck to the application forms and on the signature specimen card |  |
| 3. | Payment for the residency temporary permit of 340 PLN should be paid to the following account no.  52 1020 2313 2672 0211 1111 1111  Urząd Miasta Katowice  40-098 Katowice, ul. Młyńska 4  Please provide the first and last name of the foreigner in the title of the transfer |  |
| 4. | Copy of the passport (without empty pages) |  |
| 5. | **Copy of the temporary residence card if you already have one** |  |
| 6. | **Copy of the temporary residence permit if you already have one** |  |
| 7. | **Confirmation**from the university on accepting the foreigner for studies or continuation of the studies |  |
| 8. | **Proof of payment of the tuition fees for the actual academic year or proof of exemption from the tuition fees** |  |
| 9. | Grade card In case you continue the studies |  |
| 10. | The insurance :   * Contract with the national health company (NFZ) with confirmation of payment for the month before submitting the application form   Or   * Insurance policy with confirmation of payment   **The insurance must be valid on the date of the decision**  **The insurance must be cover the cost of the medical treatment (hospital and ambulatory treatment)**  **The insurance without confirmation of payment is not valid** |  |
| 11. | **Documents confirming that the foreigner holds sufficient funds to cover the costs of stay and return to the country of origin or residence or costs of transit to a third country granting the entry permit :**   * Bank statement of polish bank or * Travel vouchers or * confirmation of credit card limit or * information on received student grants or   Costs of return to the country of origin  200 PLN – if you come from a country neighboring the Republic of Poland  500 PLN – if you come from a European Union member state other than neighboring Poland  2500 PLN – if you come from a country that is not a member of the European Union  Important :  If the foreigner lives In Poland alone must have 701 PLN for each month  If the foreigner lives In Poland with family (e.g. wife, husband, children) must have 528 PLN per person for each month.  Important :  How to calculate how much money you need?  EXAMPLE 1:  *You come from Ukraine, you live alone in Poland, you live in a dormitory for which you pay 500 PLN per month.*   * *maintaining yourself ( 701 PLN x 15 months = 10,515PLN )* * *travel costs ( 500 PLN )* * *accommodation costs ( 500 PLN x 15 months = 7500 PLN )*   *TOTAL YOU NEED MIN: SUMMARY 18 515 PLN*  EXAMPLE 2:  *You come from Nigeria, you live in Poland with your minor son, the cost of renting an apartment is a rent of 700 PLN and utilities (gas, electricity, water, waste disposal) 300 PLN.*   * *supporting yourself and your son (528 PLN x 2 persons x 15 months = 15 840 PLN)* * *travel costs (2500 PLN)* * *housing costs (rent 700 PLN x 15 months + utilities 300 PLN x 15 months).*   *IN TOTAL YOU NEED MIN: TOTAL 33 340 PLN* |  | |
| 12. | **Declaration of housing costs.** |  | |