

# Legalization of stay in Poland (TEMPORARY RESIDENCE PERMIT FOR THE PURPOSE OF STUDIES)

Book an appointment in Pomeranian Voivodship Office in Gdańsk  
<https://kolejkagdansk.ajhmedia.pl/>

https://kolejkagdansk.ajhmedia.pl/

Pomorski Urząd Wojewódzki w Gdańsku

Online booking of visits to the Pomeranian Voivodship Office in Gdańsk

## Select the branch

Pomeranian Voivodship Office branch in Gdansk

Customer service is carried out:

- Monday 9:00-14:00
- Tuesday 11:00-18:00
- Wednesday 9:00-14:00
- Thursday 9:00-14:00
- Friday 9:00-14:00

**BOOK YOUR VISIT**

VIEWING QUEUE STATUS IN THE DEPARTMENT

Branch office in Słupsk Department of Civil Affairs and Foreigners

Pomeranian Voivodship Office branch in Gdynia

https://kolejkagdansk.ajhmedia.pl/branch/5

Pomorski Urząd Wojewódzki w Gdańsku

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Pomeranian Voivodship Office branch in Gdansk

VIEWING QUEUE STATUS IN THE DEPARTMENT

## Read carefully

### Online booking

Rules for registering a visit to the Department for Legalization of Stay of Foreigners of the Department of Citizens' Affairs and Foreigners of the Pomeranian Voivodship Office in Gdańsk:

- When booking the date of the visit, it should be remembered that applications legalizing a stay are submitted as part of the legal stay of a foreigner in Poland.


## Select a service

- I** Submission of an application legalizing a stay
- J** Supplementing or receiving documents

# REQUIRED DOCUMENTS

1. 2 filled application forms for the temporary residence permit

Form is available on <https://generator.gdansk.uw.gov.pl/>

 Pomeranian Voivodeship Office  
in Gdansk

<https://generator.gdansk.uw.gov.pl/>

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### Select application form, that you want to fill in

Application for the temporary residence permit	Annex 1 to the application for the temporary residence permit	Annex 2 to the application for the temporary residence permit
Application for work permit for the foreigner	Application for the permanent residence permit	Application for the residence permit for the long-term resident of the European Union
Application to enter the invitation into the invitation register	Application for the issue/ replacement of residence card	Notification of loss or damage of document

2. 4 biometric passport photos: 35 mm x 45 mm, facial photo in frontal position, white background, made within last 6 months; face covers 70-80% of the photo;

3. 1 copy of passport - each page

4. 2 passport copies - page with photo and personal data

5. 1 confirmation of registration at the University of Gdansk (issued by the Dean's office at your Faculty-has to be issued within one month before the appointment)

6. 1 confirmation of payment for studies issued by the University of Gdansk (issued by Foreign Students Office or the Dean's Office at your Faculty- has to be issued within one month before the appointment)

7. 1 copy of health insurance covering treatment in Poland (covering health treatment cost of 30 000 euro) – for period of 15 months (if it's issued in language other than Polish, it has to be translated to Polish by sworn translator);

8. 1 confirmation of sufficient financial support

Sufficient financial support has to cover:

at least 702 PLN per month, for the period of at least 15 months (10530 PLN)

+

200PLN if you're a citizen of the country that borders with Poland

or

2500PLN if you're from other country

+ rent for the period of at least 15 months

Documents that confirm the possibility of obtaining the required funds are:

- confirmation from the Polish bank stating current status of funds on your bank account
- traveler's cheque
- credit card together with a bank statement confirming the card limit (if confirmation is issued in language other than Polish, it has to be translated to Polish by sworn translator)
- confirmation of obtaining scholarship issued by the University proof of employment and earnings.

9. Confirmation of payment of stamp duty 340PLN to the bank account of the Pomeranian Voivodeship Office (payment can also be made in cash on the spot)

Account details:

Pomorski Urząd Wojewódzki w Gdańsku

ul. Okopowa 21/27

80-810 Gdańsk

Account number: 93 1010 1140 0169 1313 9120 0000

Transfer title: „Oplata skarbową - zezwolenie na pobyt czasowy”