

INTERNATIONAL STUDENTS' ACTION FOR ADAPTING CROSS-CULTURAL ACTIVITIES

WELCOME TO POLAND WELCOME TO WSEI UNIVERSITY - LEGAL STAY IN POLAND



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WELCOME TO WSEI UNIVERSITY - LEGAL STAY IN POLAND

ABOUT VISAS - BE PREPARED

The student visa you are given before you come to Poland is valid for a set period of time. Before it expires, it is very important to apply for a temporary residence permit, otherwise your stay will be illegal and you will be asked to leave Poland.



Make sure you know when you need to come to the University and if you need a visa plan how much time you need to get a visa before you need to come to the University.

Wait for the documents which are necessary to apply for a Visa. The Final Acceptance Letter, The Recommendation Letter to the Polish Embassy and The Certificate of Enrollment.

After receiving a certificate of admission from the university, you have to submit documents to the appropriate consular office in the country of residence in order to obtain a category D national student visa (unless there are other grounds for staying in Poland).

Visas - Pursuant to Art. 58 A foreigner may be issued a Schengen visa or a national visa. A national visa entitles to entry into the territory of the Republic of Poland and continuous stay there or to several consecutive stays in this territory, lasting a total of more than 90 days during the period of validity of the visa:

Case 1: A national study visa is issued by the consul competent for the foreigner's country of permanent residence.

Case 2: In the case of a foreigner residing legally on the territory of another EU/EEA/Switzerland Member State – a consul whose seat is located in a given country, provided that the foreigner justified submitting the application outside the country of permanent residence.

Check on the consular's website the list of the required documents to submit for the visa application apart from the documents from the University. You will be able to do so on the Polish website <https://secure.e-konsulat.gov.pl/> - just choose your country from the list.

WELCOME TO WSEI UNIVERSITY - LEGAL STAY IN POLAND

RESIDENCE CARD

A residence card, during its validity, confirms your identity during your stay in Poland. Along with a valid travel document (passport), it entitles you to stay legally in Poland without the need to obtain a visa. You will also be able to travel to other Schengen Member States as a tourist and visit your home country when needed.

"The first residence card is issued ex officio (Article 229(2) of the Act on foreigners). After obtaining a temporary residence permit and printing the residence card, the residence card is collected by the foreigner in person."

The residence card is a document issued by the voivode (who is competent with respect to the foreigner's place of residence) to foreigners who have been granted in Poland:

- a) temporary residence permit;*
- b) permanent residence permits;*
- c) long-term resident's EU residence permit;*
- d) residence permit for humanitarian reasons;*
- e) international protection (refugee status or subsidiary protection granted in Poland).*



The residence card is a document which entitles its holder to travel within the territories of other Schengen Member States for a period not exceeding 90 days within each 180-day period, if the foreigner:

- a) has a valid travel document,*
- b) is able to justify the purpose and conditions of the intended stay,*
- c) has sufficient means of subsistence or the ability to obtain them in accordance with the law,*
- d) proof of sickness insurance cover or proof of travel medical insurance with a minimum insurance amount of EUR 30 000, valid for as long as the foreign national intends to stay in the territory of the Republic of Poland.*

You have to make sure what kind of legal procedures apply to your situation.

WELCOME TO WSEI UNIVERSITY - LEGAL STAY IN POLAND

LEGAL STAY IN POLAND - APPLY FOR TEMPORARY RESIDENCE PERMIT (TRC)

The student visa you are given before you come to Poland is valid for a set period of time. Before it expires, it is very important to apply for a temporary residence permit, otherwise your stay will be illegal and you will be asked to leave Poland.



Book online a date to submit your TRC application at the "Citizens' Affairs and Foreigners Department" office website <https://bezkolejki.eu/luw-cudzoziemcy>

Remember to have your valid passport with your student visa.

You need the contract you signed with your landlord, as proof of residence.

You need your student status confirmation letter from the University to prove your student status. You obtain this certificate from English-language studies office at the university. You apply for it via email.

Remember that you need photocopies of all the pages in your passport, including the blank ones!

You need a bank statement from your bank showing enough funds, to prove that you will be able to sustain yourself for at least 15 months.

You need to pay stamp duty fees (340 PLN) into the authorities' bank account for administration purposes and provide the proof of payment when submitting your documents.

You need a filled in TRC application form, obtainable from the immigration office or online.

Make sure you submit these documents to the TRC office before your student visa expires.

WELCOME TO WSEI UNIVERSITY - LEGAL STAY IN POLAND

LEGAL STAY IN POLAND - PESEL NUMBER

When you have arrived in Poland to pursue your studies, one of the first steps to facilitate your legal stay is to register with the government, so that you are given a PESEL number.

PESEL is an 11-digit, constant numeric symbol, that uniquely identifies a specific individual registered in the PESEL database (the Common Electronic System of Population Register).



- ✓ Before 31 days have lapsed from the day you entered Poland, you need to have a PESEL number.
- ✓ Fill in the PESEL application form. The officers will assist you, if any difficulties are encountered.
- ✓ Visit the "Administrative Affairs Department" (PESEL) office at Lublin Town Hall. You need the following documents:
- ✓ You are assigned an 11 digit number as your PESEL number, which you will use forever in Poland.
- ✓ *Your valid passport, with the student visa.*
- ✓ You need your PESEL number to open a bank account.
- ✓ *The contract you signed with your landlord, as proof of residence.*
- ✓ You also need your PESEL number to apply for loan and also to buy assets like a car, for example.

WELCOME TO POLAND WELCOME TO WSEI UNIVERSITY

LEGAL STAY IN POLAND - GET A HEALTH INSURANCE COVER

During your legal stay in Poland, it is important to have an insurance health cover. This is very crucial as it covers against all your medical needs and it is required when you apply for a temporary residence permit (TRC).

You need your valid passport with your student visa.

— — —

You need the contract you signed with your landlord, as proof of residence.

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You need your PESEL certificate, to indicate your 11 digit identification number.

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Also, your student certificate to prove you are a student at the university.

— — —

When you have all the documents, visit a health insurance agent office and tell them that you need a health insurance cover.

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Apart from a private insurance company, you may visit the ZUS office at Zana street, to register your insurance cover. This applies for an NFZ (National Health Fund) insurance cover. You will be asked to sign the contract and your health insurance cover is activated.

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You will have to make monthly payments for your medical cover to keep it active.



Please remember that private companies often set so called delay periods, which means that patients have access to certain services only after longer period of paying the insurance contribution (e.g. 60 days). That is why we strongly recommend that you obtain the public insurance from National Health Fund.

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Keep your health insurance contract and declarations safe. You will need them for your temporary residence permit (TRC).

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WELCOME TO POLAND WELCOME TO WSEI UNIVERSITY

LEGAL STAY IN POLAND - DO NOT COMMIT CRIMES

Do not commit any crimes during your stay in Poland as a student, as this may present major challenges in future when you apply for a residence permits or other documents. Committing crime gives you a bad record with the authorities.

Not even small ones, like boarding a bus without a ticket or an expired bus card.

Do not participate in unlawful demonstrations.

Do not use or distribute harmful substances like drugs and skin bleaching substances.

Do not steal anything, from the shops or anywhere else.

Do not join criminal groups or organisations.

Do not commit traffic offences.

Do not be violent.



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INTERNATIONAL STUDENTS' ACTION FOR ADAPTING CROSS-CULTURAL ACTIVITIES (ISAAC)

No. 2020-1-PL01-KA203-082267



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Co-funded by the
Erasmus+ Programme
of the European Union

This project has been funded with the support from the European Commission (project no: 2020-1-PL01-KA203-082267). This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.