**RESIDENCE PERMIT - INSTRUCTION**

If you have any questions regarding the Temporary Residence Permit (TRC) you can reach an English-speaking person in the Voivodeship Office (Podlaski Urząd Wojewódzki w Białymstoku) by the following number: **+48 85 74 39 251** or you can try with this e-mail address: bczajkowska@bialystok.uw.gov.pl

It’s recommended to send an e-mail first, and just then make a follow-up call if needed. This is a more efficient way and you avoid misunderstandings due to the language barrier.

**IMPORTANT:**

**Please note, that the Welcome Centre employees are not responsible for the TRC application process and they may not have complete knowledge of it. However, they can help you if you need assistance with translation, as the application needs to be filled in Polish. If you want to come to Welcome Centre for help on the matter, please create the account on mos website first (more info below), and prepare as much as you can on your own.**

**HOW TO APPLY: STEP BY STEP**

1. READ THIS INSTRUCTION THOROUGHLY
2. READ THE INFORMATION ON TRC APPLICATION/ WATCH THE INSTRUCTIONAL VIDEO <https://www.youtube.com/watch?v=-RQUQ-DjxWc&t=2s>
3. CREATE AN ACCOUNT ON <https://www.mos.cudzoziemcy.gov.pl/en>
4. FILL AS MUCH OF THE APPLICATION AS YOU CAN ON YOUR OWN (YOU CAN SAVE A DRAFT AND FINISH LATER)
5. IF YOU NEED ASSISTANCE WITH TRANSLATION OF PARTS OF THE APPLICATION – SCHEDULE A MEETING AT WELCOME CENTRE BY SENDING AN E- MAIL TO welcome@umb.edu.pl
6. PAY THE TRC APPLICATION FEE
7. ONCE YOUR APPLICATION IS READY, SUBMIT IT IN THE SYSTEM, PRINT IT OUT AND TAKE WITH 4 MOST IMPORTANT ATTACHMENTS (DESCRIBED LATER IN THIS INSTRUCTION) TO THE VOIVODESHIP OFFICE
8. WAIT 2-3 MONTHS FOR A LETTER FROM THE OFFICE – CHECK YOUR LETTER BOX EVERY DAY! IN THE LETTER, THEY WILL CALL YOU TO COME TO THE OFFICE ON A SPECIFIC DATE, AS THEY NEED TO COLLECT YOUR FINGERPINTS AND THEY WILL ASK YOU FOR MORE DOCUMENTS (ALSO LISTED LATER IN THIS INSTRUCTION)
9. DURING THE FINGERPRINT MEETING YOU WILL GET A STAMP IN YOUR PASSPORT CONFIRMING THAT YOU’RE IN POLAND LEGALLY, AS YOU ARE WAITING FOR YOUR RESIDENCE PERMIT CARD.
10. MAKE THE PAYMENT FOR THE RESIDENCE PERMIT CARD
11. YOU SHOULD APPLY FOR THE RESIDENCE PERMIT NO LATER THEN THE LAST DAY OF YOUR LEGAL STAY IN POLAND (USUALLY IT’S 90 DAYS SINCE YOU ARRIVED)
12. IF YOU EXCEEDED THE 90 DAYS PERIOD AND YOU ARE WAITING FOR THE RESIDENCE PERMIT CARD IT IS NOT RECOMMENDED TO TRAVEL ABROAD, AS YOU ARE ALLOWED TO LEAVE POLAND BUT YOU WILL NOT BE LET BACK IN – YOU WOULD HAVE TO APPLY FOR A NEW VISA.

**WHERE TO SUBMIT THE TRC APPLICATION**

**Podlaski Urząd Wojewódzki w Białymstoku**

**Wydział Spraw Obywatelskich i Cudzoziemców**

**ul. Mickiewicza 3**

PUNKT OBSŁUGI CUDZOZIEMCÓW - FOREIGNERS' SERVICE POINT, GROUND FLOOR

Clients are accepted:

Mondays 7.15 - 16.45

Tuesdays, Thursdays and Fridays 7.45 - 15.15

Wednesday closed

**WHEN TO SUBMIT THE TRC APPLICATION**

Once the application has been submitted via the MOS system, it must be printed, signed and submitted on paper with its attachments to the Voivodeship Office, no later than on the last day of your legal stay (before your Visa expires) in the territory of the Republic of Poland. We recommend doing it as soon as possible as the procedure takes a few months.

If the application is not submitted in person or is sent by post - after the application has been delivered to the voivode, the foreigner will be requested to appear in person within 7 days of the delivery of the summons, otherwise the application will not be verified.

**IMPORTANT:**

A call for the submission of other documents and fingerprints will be sent to the address of residence provided in the TRC. IN CASE OF CHANGE OF RESIDENCE ADDRESS, PLEASE NOTIFY VOIVODHSIP OFFICE at: bczajkowska@bialystok.uw.gov.pl

**TYPICAL DOCUMENTS REQUIRED FOR THE APPLICATION – YOU PUT THOSE IN THE LIST OF ATTACHMENTS**

In the application there is space for the list of attachments. Below you have the list of necessary attachments with Polish transcriptions and English explanations. Put the appropriate Polish transcriptions in the list of attachments in your application.

The documents in **bold** should be submitted together with the TRC application, the rest of the documents should be provided after you have received a letter inviting for the “fingerprint appointment”.

1. **4 FOTOGRAFIE - Four up to Date Photos (35mmx45mm)**
2. **KOPIA PASZPORTU – Copy of your Passport**
3. **KOPIA WIZY - Copy of your Visa (if you have one)**
4. **POTWIERDZENIE OPŁATY ZA UDZIELENIE ZEZWOLENIA NA POBYT CZASOWY- Confirmation that you paid for the residence permit**
5. KOPIA UBEZPIECZENIA ZDROWOTNEGO - Copy of the Medical Insurance
6. ZAŚWIADCZENIE O PRZYJĘCIU CUDZOZIEMCA NA STUDIA STACJONARNE I PŁATNOŚCI ZA STUDIA – Certificate of Enrolment of the Foreigner as a Full-Time Student and a Payment for Studies (Available in the Dean's Office of the Faculty of Medicine -English Division)
7. DOKUMENT POTWIERDZAJĄCY POSIADANIE ZAPEWNIONEGO MIEJSCA ZAMIESZKANIA WRAZ Z INFORMACJĄ O WYSOKOŚCI PONOSZONYCH OPŁAT - document confirming the accommodation provided, together with information on the fees paid
8. DOKUMENTY POTWIERDZAJĄCE ŚRODKI FINANSOWE - documents confirming sufficient financial resources to cover the costs of living and return travel to the country of origin or residence. **The amount of monthly financial resources, after deduction of funds for living expenses and accommodation, should exceed PLN 776 for single person (as per 25th April 2024).**

Examples of documents confirming sufficient financial resources:

* Traveler's check
* a certificate of the limit on the credit card issued by the bank that issued the credit card,
* a certificate of possession of means of payment in a bank or a cooperative savings and credit union based in the territory of the Republic of Poland,
* a document confirming the granting of a national or foreign scholarship,
* a polish bank account statement – it has to be in your name, not your parents,
* in the case of working people - a contract from work and a certificate of earnings.

It is believed that the above-mentioned costs of living include at least the amount of fixed fees related to the operation of the premises occupied by the number of people living in the premises, as well as charges for the supply of electricity, gas, water to the premises, as well as collection of sewage, waste and liquid waste.

**All documents enclosed with the application must be in Polish; in the case of documents in a foreign language, they must be accompanied by a translation into Polish made by a sworn translator.**

**FEES RELATED TO GRANTING THE RESIDENCE PERMIT**

**Fee for granting a Temporary Residence Permit - 340 PLN**

It should be paid before physically submitting the TRC, to the bank account:

**Urząd Miejski w Białymstoku - Departament Finansów Miasta**

**Bank Pekao SA**
**26 1240 5211 1111 0010 3553 3132**

*(And title the transfer „Oplata za udzielenie zezwolenia na pobyt czasowy” + your name and surname )*

**Fee for the residence card in the amount of 50 PLN (after you have been granted the permit)**

The fee for the issue or replacement of the residence card is paid before its collection to the following bank account:

**Wydział Finansów i Budżetu**

**Podlaskiego Urzędu Wojewódzkiego w Białymstoku**

**94101010490000392231000000**
**O/O NBP Białystok**

*(And the transfer title should be „Opłata za wydanie karty pobytu” + name and surname)*

In the case of making payments via the Internet, please remember that the printout should contain the annotation ,,Dokument sporządzony elektronicznie na podstawie art. 7 ust. i 2 ustawy Prawo bankowe. Nie wymaga stempla i podpisu,, which means "Document prepared electronically pursuant to Art. 7 sec. and 2 of the Banking Law. It does not require a stamp and signature ,,.

**Another option is to pay by cash. You can do it in one of these two points:**

Cash desk of Urząd Miejski w Białymstoku, ul. Słonimska 1, room. 18,

Cash desk of Urząd Miejski w Białymstoku, ul. Składowa 11

**PLEASE CHECK YOUR LETTERBOX REGULARLY AS YOU WILL RECEIVE A LETTER FROM THE VOIVODESHIP OFFICE. IF YOU MISS THE APPOINTMENT MENTIONED IN THE LETTER YOUR CASE WILL BE CLOSED AND YOU WILL HAVE TO APPLY ONCE AGAIN FROM THE BEGINNING**