

TEMPORARY RESIDENCE PERMIT



How to fill the application form for Temporary Residence Card?

Each of our students receive from us set of informational pages, among others – the instruction how to fill out the temporary residence application together with needed words in Polish. The form by itself contains the instruction in English as well. Fill the form in Polish and do not leave any of the areas empty (if it do not apply to you just cross it out and give your little signature near). Remember that you can always visit our office and we will help you with the application form.



Immigration Office asks about confirmation of the stable and regular source of income sufficient to cover the costs of maintenance of myself and family members recognized as dependents. How much should be confirmed?

Please know that you should have:

- 702,00zł for every month of stay (first TRC is given for 15months) for a person running household alone
- the amount to cover the cost of return ticket to your home country: around 200,00zł if you are from a neighboring country / 500,00zł if you are from UE country but not neighboring to Poland / 2500,00zł if you are from other country
- the amount to cover the cost of your rent for every month of stay



I can't book appointment at Immigration Office and my visa is going to expire soon. What can I do?

Please know that you always have possibility to send the application with copies of documents by post.

POST

You must send them at the latest on the last day of your visa's validity (the date on the postmark counts) but it is better to do it earlier. Don't forget to take the confirmation from the Post Office.



IMMIGRATION OFFICE

After around 2,5 month from sending application by post you should visit the Immigration Office to give your fingerprints and show your passport and another original documents. (you will have to receive a ticket from automat so be sure to go to the Office in the early morning as there is specific number of tickets).



I have applied for TRC long time ago but I didn't get any answer, what can I do? How can I contact my inspector?

Please know that Office provides open hours for students at Tuesdays and Thursdays between 13:00 and 15:00 in room 134. You can go there and ask about consultation with your inspector if you already know her/his name. If you don't know the name of person responsible for your application you can ask about it in the INFORMATION – best one day before (just remember to receive a ticket from ticket machine).



Does the University help with an application for residence permit?

Please note that we will provide you with all required information and application form. Please know that we are unable to book an appointment in the Immigration Office for you and we do not have any influence on the process itself.