

RESIDENCE PERMIT APPLICATION for non-EU students - INSTRUCTION

THE RESIDENCY PERMIT FOR A DEFINED PERIOD OF TIME

Dear Students,

Here are some additional information how to fill in the form for NON- EU Citizen:

You must visit www.duw.pl website and check possibilities to reserve an appointment to apply.

Application form (make the 3 copies after filling out the form)

(in Polish: Wniosek o udzielenie cudzoziemcowi zezwolenia na pobyt czasowy)

You have to fill it in using **CAPITAL LETTERS**

You have to fill it in only in **POLISH**, so here there are some answers in Polish to make it easier for you

You should address the application form:

Do/to/ à.....DOLNOŚLĄSKIEGO URZĘDU WOJEWÓDZKIEGO

part A

1-11 personal data of the foreigner, you know what to write

10 you put K for female and M for male

12 country in English	12 in polish	13 nationality male	13 nationality female	14 citizenship
Afghanistan	Afganistan	Afgańczyk	Afganka	afgańskie
Albania	Albania	Albańczyk	Albanka	albańskie
Algeria	Algieria	Algierczyk	Algierka	algierskie
Argentina	Argentyna	Argentyńczyk	Argentyнка	argentyńskie
Armenia	Armenia	Armeńczyk	Armenka	armeńskie
Azerbaijan	Azerbejdżan	Azer	Azerka	azerskie
Australia	Australia	Australijczyk	Australijka	australijskie
Bangladesh	Bangladesz	Banglijczyk	Banglijka	bangladeskie
Belarus	Białoruś	Białorusin	Białorusinka	białoruskie
Bosnia Herzegovina	Bośnia i Hercegowina	Bosnianin	Bosnianka	bosniackie
Brazil	Brazylia	Brazylijczyk	Brazylijka	brazylijskie
Canada	Kanada	Kanadyjczyk	Kanadyjka	kanadyjska
Cameroon	Kamerun	Kameruńczyk	Kamerunka	kamerunskie
China	Chiny	Chińczyk	Chinka	chińskie
Columbia	Kolumbia	Kolumbijczyk	Kolumbijka	kolumbijskie
Congo	Kongo	Kongijczyk	Kongijka	Kongijskie
Ecuador	Ekwador	Ekwadorczyk	Ekwadorka	ekwadorskie
Egypt	Egipt	Egipcjanin	Egipcjanka	egipskie
Gambia	Gambia	Gambijczyk	Gambijka	gambijskie
Ghana	Ghana	Ghańczyk	Ghańka	ghańskie
Georgia	Gruzja	Gruzin	Gruzinka	gruzińskie
Honduras	Honduras	Honduranin	Honduranka	honduraskie
India	Indie	Hindus	Hinduska	hinduskie
Indonesia	Indonezja	Indonezyjczyk	Indonezyjka	indonezyjskie
Iraq	Irak	Irakijczyk	Irakijka	irakijskie
Iran	Iran	Irańczyk	Iranka	irańskie
Japan	Japonia	Japończyk	Japonka	japońskie

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Jordan	Jordania	Jordańczyk	Jordanka	jordańskie
Kazakhstan	Kazachstan	Kazach	Kazaszka	kazachskie
Kenya	Kenia	Kenijczyk	Kenijka	kenijskie
Korea	Korea	Koreańczyk	Koreanka	koreańskie
Lebanon	Liban	Libańczyk	Libanka	libańskie
Libya	Libia	Libijczyk	Libijka	libijskie
Macedonia	Macedonia	Macedończyk	Macedonka	macedońskie
Morocco	Maroko	Marokańczyk	Marokanka	marokańskie
Mongolia	Mongolia	Mongoł	Mongołka	mongolskie
Montenegro	Czarnogóra	Czarnogórzanin	Czarnogórzanka	czarnogórckie
Malaysia	Malezja	Malezyjczyk	Malezyjka	malezyjskie
Mexico	Meksyk	Meksykanin	Meksykanka	meksykańskie
Myanmar	Birma	Birmańczyk	Birmanka	birmańskie
Namibia	Namibia	Namibijczyk	Namibijka	namibijskie
New Guinea	Nowa Gwinea	Gwinejczyk	Gwinejka	gwinejskie
New Zealand	Nowa Zelandia	Nowozelandczyk	Nowozelandka	nowozelandzkie
Nepal	Nepal	Nepalijczyk	Nepalijka	nepalskie
Nigeria	Nigeria	Nigeryjczyk	Nigeryjka	nigeryjskie
Pakistan	Pakistan	Pakistańczyk	Pakistanka	pakistańskie
Peru	Peru	Peruwiańczyk	Peruwianka	peruwiańskie
Philippines	Filipiny	Filipińczyk	Filipinka	filipińska
Rwanda	Ruanda	Ruandyjczyk	Ruandyjka	rwandyjskie
Russia	Rosja	Rosjanin	Rosjanka	rosyjskie
Serbia	Serbia	Serb	Serbka	serbskie
Saudi Arabia	Arabia Saudyjska	Saudyjczyk	Saudyjka	saudyjskie
Singapore	Singapur	Singapurczyk	Singapurka	singapurskie
Sudan	Sudan	Sudańczyk	Sudanka	sudańskie
South Sudan	Sudan Południowy	Sudańczyk	Sudanka	sudańskie
Sri Lanka	Sri Lanka	Sri Lańczyk	Sri Lankijka	sri lańskie
Taiwan	Tajwan	Tajwańczyk	Tajwanka	tajwańskie
Tanzania	Tanzania	Tanzańczyk	Tanzanka	Tanzańskie
Thailand	Tajlandia	Tajlandczyk	Tajlandka	tajlandzkie
Turkey	Turcja	Turek	Turczynka	tureckie
Turkmenistan	Turkmenistan	Turkmen	Turkmenka	turkmeńskie
Tunisia	Tunezja	Tunezyjczyk	Tunezyjka	tunezyjskie
Uganda	Uganda	Ugandyjczyk	Ugandyjka	ugandyjskie
USA	Stany Zjednoczone Ameryki Północnej	Amerykanin	Amerykanka	amerykańskie
Ukraine	Ukraina	Ukrainiec	Ukrainka	ukraińskie
Uzbekistan	Uzbekistan	Uzbek	Uzbekzka	uzbeckie
Vietnam	Wietnam	Wietnamczyk	Wietnamka	wietnamskie
Venezuela	Wenezuela	Wenezuelczyk	Wenezuelka	wenezuelskie
Yemen	Jemen	Jemeńczyk	Jemenka	jemenskie
Zambia	Zambia	Zambijczyk	Zambijka	zambijskie
Zimbabwe	Zimbabwe	Zimbabwejczyk	Zimbabwejka	zimbabwejskie

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15 Marital status

married man- ŻONATY

married woman- MEŻATKA single man- KAWALER single woman- PANNA

divorced man- ROZWIEDZIONY divorced woman- ROZWIEDZIONA

widower- WADOWIEC

widow- WADOWA

When you don't want to say if you are divorced or widower or single in Polish it is possible to choose the option "free"

man – WOLNY

woman – WOLNA

16 Education

Bachelor, Master degree- WYŻSZE secondary school- ŚREDNIE primary school- PODSTAWOWE

17 Description

Height in centimeters

Colour of eyes

- blue NIEBIESKIE
- brown BRĄZOWE
- green ZIELONE
- grey SZARE

Black CZARNY

Special marks – you don't write anything here 18 PESEL number – only if you have one

20 you know what to write

part B

place of residence - you put your address in Poland

1. DOLNOŚLĄSKIE
2. WROCŁAW
3. WROCŁAW

If you just write j/w next to headline (it means: as above)

part C

I. Reason of your stay in Poland (studies – option 5)

II. Members of your family staying in Poland

If your family lives in Poland (permanent) you should put their names here.

Degree of kinship (stopień pokrewieństwa)

mother MATKA

father OJCIEC grandmother BABKA grandfather DZIADEK sister SIOSTRA brother BRAT uncle WUJEK

aunt CIOTKA son SYN daughter CÓRKA

cousin male KUZYN

cousin female KUZYNKA

III. Your stays in Poland.

IV. Your travels within last 5 years. You know what to write, but please remember that the cities and countries names need to be in Polish. Please google it.

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V. information on your financial sources:

if you are self-paying: write what are your funds for living, i.e. NA UTRZYMANIU RODZICÓW (if you are your parents' dependant).

If you have scholarship write: STYPENDIUM

VI. Health Insurance information

you have to put here the name of the insurance that you have chosen,

i.e. UBEZPIECZENIE NFZ

VII –X you know what to write

part D – you give your signature specimen. Look out, you can't cross the line while writing.

Need to be signed when you visit the place for the first time (while under supervision of the employee, or they will ask you to sign again)

Attachments to the application

1. 3 KOPIE WNIOSKU
2. PASZPORT: KOPIA CAŁOŚCI I 3 KOPIE DANYCH OSOBOWYCH-
3. POTWIERDZENIE ZAKWATEROWANIA
4. LIST AKCEPTACYJNY Z UNIWERSYTETU WROCŁAWSKIEGO
5. ZAŚWIADCZENIE O ŚRODKACH ZAPEWNIAJĄCYCH UTRZYMANIE
6. ZAŚWIADCZENIE O UBEZPIECZENIU
7. 4 ZDJĘCIA (4,5*3,5)
8. POTWIERDZENIE WPŁATY

Required documents:

1. Application form for a Temporary Residence Card (original + 3 copy)
2. Copy of the passport (x 4 personal data, 1 x whole passport)
3. Copy of the certificate of place of registered residence (x 4)
4. Certificate issued by a university confirming enrolment for the first year of study also certificate of scholarship or evidence of financial resources for university fees and cost of living.
5. Copy of the dormitory resident card.
6. Health insurance with the National Health Fund or insurance company (which cover the costs of treatment in Republic of Poland).
7. Four color photography (dimension 4.5 x 3.5 centimeter). On the photography should be left profile of the person with left ear visible without head cover or sunglasses.
8. Confirmation of Stamp duty payment made

Original documents must be shown to the officer

All the documents should be translated by the certified translator in Polish language.

STAMP DUTY PAYMENT:

340 PLN

Payment could be made in person in the Governor's Office cash desk
or for an account no.:

Gmina Wrocław, Plac Nowy Targ 1/8, 50-141 Wrocław

PKO BP S.A.

82 1020 5226 0000 6102 0417 7895

SWIFT: BPKOPLW