

## Registering a temporary residence address in Poland. (and getting a PESEL number)

Polish citizens and foreigners who plan to stay in Poland for more than 30 days are obliged to register their residence address. Since you will be staying in Poland for the duration of your doctoral studies you have to register your temporary residence address. If the PESEL number was not issued previously, it will be issued during the residence registration.

EU citizens have to register their residence address within the first 30 days of arriving in Poland (before doing so they will have had to legalize their stay by registering at the foreigner's office, described in a separate document). Non-EU citizens have to register their residence address within the first 4 days.

*In practice, non-EU citizens rarely have all the required documents (rental contract) within 4 days and hence register later. There is no penalty or other consequences for late registration.*

To register your residence address you will need the following:

- passport,
- valid visa or residence card (non-EU citizens),
- proof of registration of the stay of an EU citizen (EU citizens)<sup>1</sup>
- rental contract,
- filled [temporary residence registration form](#) (EL/ZC/1 form).

The temporary residence registration form is bilingual. Fill sections 1, 2, 3 and 6.

In Section 3, for the declared period of residence, fill the date of the actual visit to the commune/district office ('from' field). In the following 'to' field, fill either the date until which your stay in Poland is legal (visa validity or temporary residence permit date) or the date until which your rental contract is valid -- whichever date is earlier. Fill Section 6 (dates and signature) during your visit to the commune/district office.

If you stay at CAMK you will get a rental contract from the hotel administration. Send inquiries to [hotel@camk.edu.pl](mailto:hotel@camk.edu.pl) or in office 1 directly.

If you rent outside of CAMK, you should have signed a rental contract with your landlord.

One registers the residence address in the commune/district office (Polish: *urząd gminy* or *urząd dzielnicy*) governing the place of their residence. If you are staying at the CAMK hotel (or in the Mokotów district) it is:

Mokotów District Office of the capital city of Warsaw

(Polish: *Urząd Dzielnicy Mokotów m. st. Warszawy*)

Rakowiecka 25/27, 02-517 Warszawa

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<sup>1</sup> Note that some district offices allow you to register your address just showing the document proving you applied for the registration of your stay at the Office for Foreigners (which you will get there on the spot), but there have been cases where they have required the final confirmation (Polish: *Zaświadczenie o zarejestrowaniu pobytu obywatela Unii Europejskiej*), that is issued by the Office for Foreigners only after a ~month.

(From CAMK, use the 167 bus, direction *Stare Bemowo (or Fort Radiowo)*, to bus stop *Stefana Batorego*)

In the commune/district office you will get a free-of-charge confirmation of your temporary residence registration, including your PESEL number. In addition you can request an official confirmation of your temporary residence registration (Polish: *potwierdzenie zameldowania*), which you'll likely need for the resident card application; you must pay 17 zł at the cashier's office (Polish: *Kasy*) (it is not needed for other official matters).

If you change your address, you have to register the new temporary residence address in the commune/district office governing your new residence address. Your previous temporary residence address will be automatically deleted.

Legal basis:

- Act on registration of population (Polish: *Ustawa o ewidencji ludności*): <http://isap.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU20190001397> (chapter 5 refers to foreigners).
- Regulation on templates and the method of filling in forms used in the registration of residence address (Polish: *Rozporządzenie w sprawie określenia wzorów i sposobu wypełniania formularzy stosowanych przy wykonywaniu obowiązku meldunkowego*) <http://isap.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU20200000930>

**A curiosity:** What's there in the PESEL number?

The PESEL number is unique for every person. The structure of the PESEL number is the following: **YYMMDDPPPK**

<b>YY</b>	the last two digits of the year of birth
<b>MM</b>	month of birth (for those born 1900-1999; +20 for those born 2000 and later)
<b>DD</b>	day of birth
<b>PPPP</b>	a random number, but the last digit indicates the person's gender (odd for male, even for female)
<b>K</b>	a control number

**Always keep your documents in order.** Having a dedicated folder or a binder for the most important documents is a must-implement idea. The particularly important documents include:

- BSc & MSc diplomas and transcripts of grades,
- acceptance letter to the GeoPlanet Doctoral school and confirmations that you are a PhD student, which you receive from CAMK administration,
- scholarship contract,
- rental contract,
- confirmation of temporary residence address registration,
- proof of health insurance (contract with NFZ, ZUS ZZA forms, ZUS DRA reports, health insurance contribution payment confirmations),
- all docs related to the temporary residence permit,
- individual research plan.