

Registration of residence at the Office for Foreigners EU students

EU citizens who remain in Poland for longer than 90 days must legalize their stay by registering at the Office for Foreigners (FO in the following). You also need to have done this before you register your address at the district administration.

The application is handled by the foreigners department of the voivodeship office governing the place of your residence.

- For Warsaw students:
Mazowiecki Urząd Wojewódzki w Warszawie. Wydział Spraw Cudzoziemców.
ul. Marszałkowska 3/5
00-624 Warszawa
- For Toruń students
Kujawsko-Pomorski Urząd Wojewódzki w Bydgoszczy. Wydział Spraw Obywatelskich i Cudzoziemców.
ul. Konarskiego 1-3
85-066 Bydgoszcz

Documents that you will need.

- Completed [application for registering the residence](#). Make a copy for your own record. This is a three-language (Polish, English, and French) document. It has to be completed in Polish. Do carefully read the instructions attached to the end of the form before completing it. Some hints for completing the form are also given below.
- Your passport or national ID card. Make a copy of all filled pages in your passport.
- A confirmation that you were admitted to the doctoral school, or that you continue your education therein. This confirmation has to be up to date. We will prepare it for you. Make a request in the secretary's office.
- A proof of health insurance. European Health Insurance card from either your country of origin or last residence should be fine. In case of NFZ insurance, do copy your agreement with NFZ, the ZUS ZZA form and the proof of payment of the health insurance contribution. In case of private health insurance, copy the whole insurance policy. Take the originals of these docs with you.
- A proof that you have enough funds to cover living expenses in Poland. For doctoral students, a scholarship contract will suffice. Make a copy of your scholarship contract and take the original for your visit.
 - In case you have no scholarship contract, we will prepare a statement confirming the amount of monthly scholarship that you receive and specifying the period for which it was granted. Make a request in the secretary's office.

If you are registering your spouse or children - marriage and birth certificates are necessary, sworn translations to Polish need to be attached to the application.

There is no processing fee. Application can be submitted in person and is processed on the spot. There is no need to make a prior appointment. In Warsaw, visit the FO; the queue is handled through a ticket system at the entry - take a ticket with the letter "I".

The FO will check all the documents. If everything is fine and no documents are missing they will accept the application and give you a document proving it was accepted, then provide you with the official card (Polish: *Zaświadczenie o zarejestrowaniu pobytu obywatela Unii Europejskiej*) after about a month. The collection date will be given either during your visit at the FO, or by a letter. Take your passport/ID to collect the card.

Note that some district offices allow you to register your address just showing the document proving you applied for the registration of your stay, but there have been cases where they have required the original, in which case you must wait until it is ready before you can go to register your address.

Hints on completing the application form

You may find [this guide](#) prepared for the Warsaw University students useful. Do remember that all fields should be filled in in Polish with legible and capital letters. Do read instruction on page 6 of the application, prior to completing.

In case the required data is not applicable to you, write "NIE DOTYCZY" (does not apply).

Hints and explanations for specific sections/fields of the application form.

- Field A.2 Previous surname (Polish: *Nazwiska poprzednie*). In case you have changed the surname in the past, do fill this field, otherwise write "NIE DOTYCZY".
- Field A.7. Sex (Polish: *Płeć*). Fill in "M" for a male and "K" for a female.
- Field A.9. Country of birth (Polish: *Kraj urodzenia*). It has to be completed in Polish; you may want to use the official [Polish-English dictionary of country names](#).
- Field A.11. Marital status (Polish: *Stan cywilny*). Possible values are "PANNA" (unmarried female), "KAWALER" (unmarried, male), "MĘŻATKA" (married, female), "ŻONATY" (married, male), "ROZWIEDZIONA" (divorced, female), "ROZWIEDZIONY" (divorced, male), "WDOWA" (widow), "WDOWIEC" (widower).
- Field A.12. Colour of eyes (Polish: *Kolor oczu*): "BRAZOWE" (brown), "BURSZTYNOWE" (amber), "NIEBIESKIE" (blue), "PIWNE" (hazel), "SZARE" (gray), "ZIELONE" (green).
- Field A.12. Special marks (Polish: *Znaki szczególne*). These may be, eg., 'BLIZNA' (scar), "TATUAŻ" (tattoo), "ZNAMIEĆ" (mole) or "BRAK" (none).
- Field B.1. Document type (Polish: *Typ dokumentu*). Fill in "PASZPORT" for passport or "DOWÓD OSOBISTY" for personal ID card.
- Section C. Fill in your present residence address in Poland.
- Section D. Fill only in case you have registered your residence address at the district's office, otherwise leave empty.
- Section E. Mark the box next to "studies or vocational training" (Polish: *odbywaniem studiów lub szkolenia zawodowego*)
- List all the attachments at the end of the application (Polish: *Załączniki do wniosku*).
- Sections F and G will be filled by the FO.

Once you have your application form filled in, do visit the secretary's office for a check!

Further reading and useful websites:

- [A website of the Foreigners Office, information about registration of residence for EU citizens](#)
- [Website of the Mazowieckie Voivodeship Office](#) (in Polish)
- [Guide on legalization of stay published by Office for Foreigners](#) (pdf; in Polish)
- [Information for Warsaw University students](#)
- [Guide on filling the application for temporary residence permit](#) for students of the Warsaw University
- website of [Association for Legal Intervention](#) with an interesting [migration](#) section.

Legal basis:

The act on foreigners (Polish: *Ustawa o cudzoziemcach*):

<http://isap.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=wdu20130001650>