

RESIDENCE CARD – STUDENTS (language courses)

/background information/

4 STEPS TO GET RESIDENCE CARD IN POLAND

1. **APPOINTMENT** – to the Department for Foreigners to submit an application for the Residence Permit (Residence Card) – please visit dr Łukasz Wieczorek the Coordinator of International Student Services.
2. **DOCUMENTS** – collect all necessary documents for the residence card (page no. 2).
3. **APPLICATION** – fill in an application for the Residence Card – please visit dr Łukasz Wieczorek the Coordinator of International Student Services.
4. **VISIT AT THE DEPARTMENT FOR FOREIGNERS** – to submit an application together with all necessary documents (according to your appointment day).

IMPORTANT INFORMATION

1. **Application** for the Residence Permit **must be submitted** to the Department for Foreigners **no later than in the day before the visa or previous residence permit expiry**.
2. **Students under the age of 18** have to be submitted the application to the Department for Foreigners in the presence of the student's parent.
3. **State fees** for the Residence Permit is **357 PLN** and fee for the Residence Card (ID) is **50 PLN or 25 PLN** (full-time students pay less). All fees are payable to the Department for Foreigners bank account (see page no. 2).
4. **Proceeding** in terms of getting residence permit **lasts minimum 4 months** (up to 1 year even).
5. The Residence Permit (Residence Card) are given by the **Department for Foreigners** located on **3/5 Marszałkowska Street in Warsaw**.
6. All Lazarski University students can receive **professional assistance** in terms of getting Residence Permit in Poland. In this regards please contact with:

Łukasz Wieczorek, Ph.D

Coordinator of International Student Services

room no. 263 (sector F, 2nd floor)

Tel.: (22) 54 35 516; fax. (22) 54 35 506 Mobile 513 037 698

l.wieczorek@lazarski.edu.pl

Office hours:

Tuesday: 9 AM – 5 PM

Friday: 9 AM – 5 PM

The list of documents for the residence permit application:

1. Application form of the residence permit, available here: <https://www.gov.pl/web/uw-mazowiecki/zezwozenia-na-pobyt2>
2. A valid passport and valid visa or residence permit.
3. 4 present color photos, 4.5 cm x 3.5 cm depicting a person without a hat and sunglasses, face straight ahead, with 70-80% of the face visible (photo like in the passport).
4. A confirmation of enrollment from the Language Department, sector D, 1st floor.
5. A confirmation of payment for studies, issued in the Bursary office, room 203, II floor, sector D.
6. A printout confirming a possession of financial sources **from the bank account in Polish bank (bank located in Poland)** necessary to cover the costs of living and traveling back to the country of origin.
Each student must have at least **13.000 PLN** for the costs of living + **costs of tuition fee for the language course + cost of flat** (for 6 or 12 months).
Deposits or invest funds are not accepted!
7. A document confirming health insurance.
The insurance must cover the costs of medical treatment and it must be confirmed by an individual policy. Health insurance may be issued in any **insurance company** (e.g. PZU, Gothaer, Allianz, Generali, Aviva etc.) or the **National Health Fund** (so called NFZ).
Cost of one year insurance from insurance company is approx. 350 PLN per year.
Cost of National Health Fund (NFZ) is about 47 PLN per month (564 PLN per year).
Only this insurance allows students to benefit from public medical clinics (such as medical clinic located at our University) and hospitals in Poland for free.
8. **Rental agreement of the flat together with bills** of the electricity, gas, water and so on and so forth **for the last month**.
9. A student must have a **payment receipt of PLN 357** to the account given below:

Urząd Miasta Stołecznego Warszawy
Centrum Obsługi Podatnika
21 1030 1508 0000 0005 5000 0070

Title: Opłata za wydanie zezwolenia na pobyt czasowy i pełnomocnictwo + student name and surname.

Confirmation of payment must be attached to the documentation.