



Bezpieczna przystań

Projekt współfinansowany z Programu Krajowego Funduszu Azylu, Migracji i Integracji

Wyłączna odpowiedzialność za wyrażone opinie spoczywa na autorze i Komisja Europejska oraz Ministerstwo Spraw Wewnętrznych i Administracji nie ponoszą odpowiedzialności za sposób wykorzystania udostępnionych informacji.

## Vademecum of an foreigner

**Depending on what is the purpose of your stay in the territory of the Republic of Poland, you may apply for the following types of temporary residence permits:**

- 1) a single permit for temporary residence and work;
- 2) EU Blue Card - higher-skilled jobs;
- 3) secondment;
- 4) economic activity;
- 5) studies;
- 6) family members of a citizen of the Republic of Poland;
- 7) family reunification;
- 8) a short stay;
- 9) other circumstances;
- 10) seasonal work;
- 11) a temporary residence permit to benefit from long-term mobility;
- 12) a temporary residence permit for the purpose of work carried out by a foreign national in the context of an intra-corporate transfer.

**If you apply for a temporary residence permit, you must do so:**

- 1) read the instructions on pages 8 and 9 of the form before filling in the application form;
- 2) select only one destination and mark it in the form;
- 3) fill in the application form legibly in capital letters in Polish;
- 4) indicate the current place of residence so that correspondence sent by the Office is received;
- 5) indicate in the section on criminal records information on judgments handed down against you or on ongoing proceedings;
- 6) attach the stamp duty receipt to the application;
- 7) attach to the application photographs taken in an appropriate format;
- 8) submit a handwritten, legible signature (name and surname) using the Latin alphabet;
- 9) attach a copy of a valid travel document.

**Remember, a correctly filled in application form, submitted in person and without formal defects will help to speed up the procedure!**

#### **WHAT YOU NEED TO KNOW!**

- 1) Fingerprints shall be taken when applying for a single temporary residence and work permit.
- 2) The documents are submitted in originals or in photocopies together with the originals for inspection.
- 3) If you submit documents drawn up in a foreign language to the application, it is required to submit a translation of this document into Polish, made by a sworn translator (entered in the list of the Minister of Justice).
- 4) The letters are delivered to the address indicated in the application or, if you appoint an attorney, to the address of the attorney.
- 5) If you reside abroad and do not appoint an attorney to handle the case residing in the country (Poland), you are obliged to appoint an attorney for service in the country (Poland). If an attorney for service is not indicated, we will leave the letters intended for you in the case file with the effect of service.
- 6) We grant a temporary residence permit for the period necessary to achieve the purpose of your stay on the territory of the Republic of Poland, however, not longer than for 3 years.
- 7) A temporary residence permit is issued or refused by a decision of the provincial governor responsible for your place of residence.
- 8) Obtaining a temporary residence and work permit does not exempt you from meeting the requirements for the exercise of regulated professions or activities, as laid down in separate regulations.

#### **WORK PERMIT FOR A FOREIGNER**

- 1) Remember that only the employer is a party to the procedure for issuing a work permit.
- 2) If you want to obtain a work permit for a foreigner then:
  - Remember to fill in all the fields in the application form carefully;
  - Remember that the application should be signed by a person authorised to do so;
  - Remember to attach information of the starost to the application - if required;
  - Remember to include the work permit fee.
- 3) Detailed information on the various types of work permits and the required documents can be found on the website: <https://www.duw.pl/pl/obsługa-klienta/cudzoziemcy>

Attention!

On the website of the Ministry of Family, Labour and Social Policy:

<https://www.mpips.gov.pl/praca/zatrudnienie-cudzoziemcow/zatrudnianie-cudzoziemcow-->

[zmiany-od-2018-r you will](#) find the necessary information on the regulations in force from 1 January 2018, editable versions of documents and electronic versions of information brochures - also translated into other languages.

### **Granting a long-term resident's EU residence permit**

Who can apply?

- 1) You may submit an application for a long-term resident's EU residence permit if you have been legally and continuously residing on the territory of the Republic of Poland for at least 5 years directly before submitting the application and if you prove that during the last 3 years you have had and still have a stable regular source of income.
- 2) You submit the application in person, not later than on the last day of your legal stay on the territory of the Republic of Poland.
- 3) If you submit your application within the deadline and there are no formal deficiencies or formal deficiencies within the deadline indicated by us, your stay will be legal from the date of filing the application until the date on which the decision on the matter becomes final.
- 4) If you apply for the suspension of the procedure for granting a long-term resident's EU residence permit, your stay during this time will not be considered legal.

Note: The affixing of a stamp in a travel document does not entitle the foreigner to travel within the territory of other Schengen States, whereas the foreigner may leave for his/her country of origin.

### **Granting of a permanent residence permit**

You can make a request if:

- 1) you are a person of Polish descent and intend to settle permanently on the territory of the Republic of Poland, or
- 2) you have been married to a Polish citizen for at least 3 years prior to the date on which you applied for a permanent residence permit and immediately prior to submitting this application you stayed continuously on the territory of the Republic of Poland for at least 2 years on the basis of a temporary residence permit granted in connection with being married to a Polish citizen or in connection with obtaining refugee status, subsidiary protection or a residence permit for humanitarian reasons, or
- 3) you are a victim of trafficking in human beings and meet the conditions set out in the Aliens Act, or
- 4) you stayed continuously on the territory of the Republic of Poland for a period of not less than 5 years on the basis of refugee status, subsidiary protection or a residence permit for humanitarian reasons, or
- 5) you stayed continuously on the territory of the Republic of Poland for at least 10 years on the basis of a permit for tolerated stay directly before submitting the application for a permanent residence permit, or

6) you have been granted asylum on the territory of the Republic of Poland.

An application for a permanent residence permit shall be submitted in person, not later than on the last day of legal residence on the territory of the Republic of Poland.

If you submit your application within the deadline and there are no formal deficiencies or formal deficiencies within the deadline indicated by us, your stay will be legal from the date of filing the application until the date on which the decision on the matter becomes final.

If you apply for the suspension of the permanent residence permit procedure, your stay during this time will not be considered legal.

Note: The affixing of a stamp in a travel document does not entitle the foreigner to travel within the territory of other Schengen States, whereas the foreigner may leave for his/her country of origin.

### **Permanent residence - Card of the Pole**

Who can apply?

- 1) You can apply for permanent residence if you have a valid Card of the Pole and intend to settle permanently on the territory of the Republic of Poland.
- 2) An application for a permanent residence permit shall be submitted in person, not later than on the last day of legal residence on the territory of the Republic of Poland.
- 3) If you submit an application for permanent residence within the deadline and there are no formal deficiencies or formal deficiencies within the deadline indicated by us, your stay will be legal from the date of filing the application until the date on which the decision on the matter becomes final.
- 4) If you apply for the suspension of the permanent residence permit procedure, your stay during this time will not be considered legal.

Note: The affixing of a stamp in a travel document does not entitle the foreigner to travel within the territory of other Schengen States, whereas the foreigner may leave for his/her country of origin.

Remember that granting a permanent stay in connection with your Card of the Pole is not subject to stamp duty. Documents prepared in a foreign language, with the exception of identity cards or travel documents used as proof in the permit application procedure, shall be submitted together with their translation into Polish by a sworn translator.

Detailed information on individual proceedings and required documents can be found on the website: <https://www.duw.pl/pl/obsługa-klienta/cudzoziemcy>