

LIST OF DOCUMENTS

which are essential when applying for a fixed-period residence permit
within the territory of the Republic of Poland (The Foreigners Act of 13 June 2003, OJ. of 2011,
No, 264, item 1573 as amended).
Students - Art. 53 par. 1 point 16 of The Foreigners Act

- one filled-in application for granting a fixed-period residence permit (plus 3 copies) including a reason for a residence within the territory of the Republic of Poland for a period longer than 3 months;
- four-colour, undamaged 4.5 cm x 3.5 cm photographs, taken within 6 months, taken against a bright uniform background, of good definition, clearly showing the eyes and the face from the top of the head to the upper part of the shoulders, so as the face occupies 70-80% of the photograph. The photographs should present the person without a hat or glasses with dark lenses, looking straight, the eyes opened and not covered with the hair, the face with natural expression and the mouth closed.
- a valid travel document (plus 4 copies of all filled-in pages);
- four copies of a valid residence card;
- a valid certificate of temporary residence (plus 1 copy);
- a certificate from an institution documenting enrolment for studies or continuation of studies, stating the period of studies determined in the regulations, a proof of payments made if required by an institution in order to undertake or continue studies;
- health insurance as understood by the regulations on health care services financed from public funds or a certificate documenting that an insurance company shall cover medical treatment costs within the territory of the Republic of Poland;
- documents stating that the applicant is in possession of sufficient financial means to cover the costs of maintenance and return travel! and shall not need to use social/assistance;
- documents stating that the applicant is in possession of sufficient financial means to cover the costs of studies;
- a certificate from a competent Revenue Office in Poland of no tax arrears or amount of overdue tax or not being registered as a tax payers;
- a birth certificate.

The fee for issuing a fixed-period residence permit is 340,00 PLN.

(Please attach the receipt to the application)

Please pay the fee in the cashier of the City Hall in Olsztyn (Urząd Miasta Olsztyn - Ratusz, Pl. Jana Pawła II, Olsztyn), ground floor, Mondays 8:00 - 17:45, Tuesday-Friday 8:00 - 15:15

or make a money transfer to the following bank account:

Urząd Miasta Olsztyna - Wydział Podatków i Opłat

Plac Jana Pawła II nr 1, 10-101 Olsztyn

Bank Handlowy w Warszawie S.A. 20 1030 1218 0000 0000 9040 1513

z tyt. : „opłata za zezwolenie na zamieszkanie na czas oznaczony”

With a note: "opłata za zezwolenie na zamieszkanie na czas określony"

The fee for issuing a residence card is 50,00 PLN. Please pay the fee in the cashier of the Provincial Office, room no. 28a.

NOTE:

- Documents shall be submitted not later than 45 days before the expiry date of a visa or residence card, whichever applies.
- All documents issued in a foreign language shall be translated into the Polish language by a certified translator.
- The above enlisted documents shall be submitted in their original version or as copies confirmed by a notary.

Departament tel.: 89-5232439, 89-5232331 , 89- 5232232, 89-5232727, 89 5232682, 89 5232230, 89 5232349.