

Remember!

In order to **receive a passport stamp**, the application cannot contain any formal defects. Prepare the application and relevant documents in the manner specified below.

Submit a completed, appropriate application form for a residence permit, as instructed for the purpose of your stay.

A detailed description of the application can be found on the following website: udsc.gov.pl

In case of problems with filling out the application, please read **the instructions on p. 9** of the application or complete the application electronically and generate it in PDF on the following website: <https://cudzoziemcy.gov.pl/wnioski-online/>

Attach the following to your application:

- 1. Photocopy of a valid travel document (original available for viewing)**, in particularly justified cases, when a foreigner does not have a valid travel document and is unable to obtain it, he/she may present another document confirming his/her identity – in order to speed up the procedure, attach 3 copies of the page with the photo and 1 copy of all pages of the passport with an entry.
- 2. Four current photos:**
 - current photographs of the foreigner attached to the applications should reflect, without any reasonable doubt, the image of the face of the foreigner, depicting it without a hat or dark glasses.
 - The photographs should meet the following requirements:
 - undamaged, in color, in focus;
 - dimensions 35 mm x 45 mm;
 - taken not earlier than within 6 months before the day of submitting the application;
 - showing the image of the foreigner's face from the top of the head to the upper part of the shoulders, so that the face occupies 70-80% of the photograph, on a uniform bright background, in a frontal position, looking straight ahead with open eyes, uncovered hair, with a natural facial expression and closed mouth, showing the natural color of the skin;

- clearly showing the eyes of the foreigner, especially the pupils, the foreigner's eye line must be parallel to the top of the photograph;

Note: A foreigner with congenital or acquired sight defects may attach a photograph showing him/her in dark glasses to the application. In this case, the application is also accompanied by documents confirming the disability, and if it is impossible to present them, the foreigner's statement about his/her disability. A foreigner wearing a headgear in accordance with the rules of his/her religion may attach a photograph showing him/her in the headgear to the application, provided that the face is fully visible. In such a case, the application shall be accompanied by the foreigner's declaration of belonging to a religious denomination.

Note in the case of applying for a temporary stay and work:

Note: The application should be additionally accompanied by Attachment No. 1, which is filled in by the entity employing the foreigner (foreigner's employer).

Remember, the correct attachment has all the headings filled in and is signed with the name and surname of the authorized person.

In the case of limited liability companies, a signature or signatures of persons listed in the National Court Register is/are required (Section 2, column 1 - body authorized to represent the entity, item 2, the representation of the entity). In the case of civil-law companies, signatures of persons listed for representation in the civil-law company's deed are required, an extract or the original of which shall be submitted for viewing in order to confirm authorization to represent the company.

If you want to speed up the procedure, you can attach a document confirming that the person signing Attachment no. 1 is entitled to do so, e.g. CEIDG printing, National Court Register, civil partnerships' deeds, original authorizations.

Remember!

In order for your case to be processed, you must attach the due fee payment confirmation to your application:

Stamp duty applies to, among others:

- granting a temporary residence permit – 340 PLN
- granting a permit for temporary residence and work – 440 PLN
- granting a temporary residence permit in order to work in a position requiring high qualifications – 440 PLN
- granting a temporary residence permit to perform work as part of an intra-corporate transfer – 440 PLN
- granting a temporary residence permit in order to benefit from long-term mobility – 440 PLN
- granting a temporary residence permit due to seasonal work – 170 PLN
- granting a permanent residence permit – 640 PLN
- granting a residence permit to a long-term EU resident – 640 PLN
- extension of the national visa – 406 PLN
- optional extension of the Schengen visa – 30 EUR
- decision other than the above-mentioned, to which provisions of the Code of Administrative Procedure apply – 10 PLN
- issuing a certificate – 17 PLN
- submission of a document stating the granting of an authorization or its extract, excerpt or copy – 17 PLN

The fee should be paid to the following account and the original confirmation should be attached to the application.

Urząd Miasta Szczecin Wydział Podatków i Opłat Lokalnych, Pl. Armii Krajowej 1,

70 – 456 Szczecin
20 1020 4795 0000 9302 0277 9429

Note: Documents prepared in a **foreign language**, serving as evidence in the proceedings should be submitted with their **translation into Polish**, prepared by a Polish certified translator, with the exception of travel documents.

If you have not submitted the application together with the documents as indicated above, prepare the properly completed application and documents for the day when you will arrive at the office. Otherwise, you will receive a request to fill in the formal defects.

Take the original versions of documents you sent with you.

PERSONAL APPEARANCE:

Personal appearance at the information point (get a ticket number from the ticket machine with the letter I and if it is your last day to appear, report to room 89).

PASSPORT STAMP confirming the submission of the application will be given only if:

- you submitted your application during your legal stay in Poland,
- you arrived within the **term specified** for personal appearance or before the deadline set by the office,
- the application is correctly completed and contains no formal defects listed in item 1 and in items 2 and 3 in the case of work.

Remember: This stamp does not entitle you to travel to other Schengen countries or the European Union. On the basis of a passport stamp, a foreigner can go to his/her country of origin, but he/she will not be able to return to Poland on that basis - to enter Poland, a foreigner should obtain a visa.

FINGERPRINTS:

If on the day of your personal appearance, we will not be able to take your fingerprints, we will set a date to take your fingerprints.

If you did everything correctly and you received a passport stamp this means that you provided all formal documents necessary for your application to be accepted.

If any documents required for a decision to be made are missing, you will be requested to provide them in a separate letter.

Documents necessary to make a decision depending on the circumstances of applying for a stay can be found at the website of the office or at uds.gov.pl.

The same procedure applies to applications filed with the administrative desk of the office.

If you confirmed the submission of your application by personal appearance, and the application you submitted is not completed or any of the above-mentioned documents are missing, it fails to fulfill the requirements of the legal regulations and you will be requested to complete it within no more than 7 days from receiving the request under pain of leaving the application without being considered.

SUBMITTING THE APPLICATION VIA MAIL

If it is not possible to make an online reservation, and you wish to keep the deadline to submit the application, you can send the completed application via mail at a Polish Post Office; however, this causes specific consequences.

If you decide to submit your application in such a manner, you can expect a request for personal appearance. The request will be sent to the address specified in the application. If it should be sent to another address, attach the right statement indicating the mailing address.

If you appointed a representative for this case and attached an authorization to the application, the request will be sent to your representative.

Remember!

The application should be submitted **no later than on the last day of your legal stay** in the Republic of Poland.

In this procedure, the deadline will be kept if you send your application via mail at a Polish Post Office.

Send your application to:

Zachodniopomorski Urząd Wojewódzki ul. Wały Chrobrego 4, 70-502 Szczecin

Upon submitting the application within this procedure, you will receive a request for personal appearance.

Read the request carefully. The location for your appearance will be specified there.

If you used this procedure and have not received a request within 30 days from the day of sending your application, you can go to the Information point. State that you sent the application via mail and provide the date of sending it. Arrive not earlier than 14 days after the day of sending your application via mail.