TEMPORARY RESIDANCE PERMIT - INSTRUCTION

If you have any questions regarding the Temporary Residence Permit (TRC) you can reach an English-speaking person in the Voivodeship Office (Podlaski Urząd Wojewódzki w Białymstoku) by the following number: **+48 85 74 39 251** or **+48 85 743 9600** or you can try with this e-mail address: **cudzoziemcy@bialystok.uw.gov.pl**

It's recommended to send an e-mail first, and just then make a follow-up call if needed. This is a more efficient way and you avoid misunderstandings due to the language barrier.

IMPORTANT:

Please note, that the Welcome Centre employees are not responsible for the TRC application process and they may not have complete knowledge of it. However, they can help you if you need assistance with translation, as the application needs to be filled in Polish. If you want to come to Welcome Centre for help on the matter, please create the account on MOS website first (more info below), and prepare as much as you can on your own.

HOW TO APPLY: STEP BY STEP

In order to apply for Temporary Residence Permit you need to **create Profil Zaufany (Trusted Profile)**. The fastest way is via Internet Banking. For that you need an account in any Polish bank (Bank Pekao, mBank, Credit Agricole, Alior Bank, Bank Millennium). Apart from this you should **apply for PESEL number** (it is a unique, 11-digit identification number assigned to every person in Poland (both Polish citizens and foreign nationals)

READ THIS INSTRUCTION THOROUGHLY

You should apply for the residence permit no later than the last day of your legal stay in Poland (usually it's 90 days since you arrived, depending on the visa you hold). Because the process takes a long time, we recommend you do this as soon as possible. **DO NOT WAIT TILL THE LAST MOMENT!** The entire TRC process can take up to 1.5 years. There is no way to speed this up.

As soon as you submit your TRC application, you are in Poland legally. However, we do not recommend leaving Poland with the intention of returning until your application has been finalised and you have received your temporary residence card. **THIS IS IMPORTANT BECAUSE WITHOUT THE CARD, YOU WILL NOT BE ABLE TO RE-ENTER POLAND!**

1. **Apply for a PESEL number**. You can do this at the City Hall (address: Jana Klemensa Branickiego 3/5, 15-085 Białystok, ground floor). Remember to get a ticket from the panel. Official instructions: https://www.gov.pl/web/gov/uzyskaj-numer-pesel--usluga-dla-cudzoziemcow-en
2. **Set up a Trusted Profile (Profil Zaufany)**, which you will need to access and sign your TRC application online. One of the easiest ways to create and confirm a Trusted Profile is through online banking, provided that your bank supports this service. If necessary, open a bank account with a bank that allows you to create and confirm a Trusted Profile.
3. **Prepare all the necessary attachments for the TRC application** (see the section on attachments below).

4. **Go to the MOS (Moduł Obsługi Spraw) portal and create your individual MOS account**. To access the online application service, use login.gov.pl, for example with your Trusted Profile. https://mos.cudzoziemcy.gov.pl/en/
5. **Fill in as much of the application as you can on your own**. You can save a draft and return to it later.
6. The entire application must be completed **in Polish**, and the documents attached to the application must be drawn up in Polish. If a document is in a foreign language, a translation into Polish certified by a sworn translator must be attached.
7. If you need **help filling in the application form**, please write to us or visit the Welcome Centre (welcome@umb.edu.pl). Please also get in touch with us if you have any questions about the application — it is better to ask and get it right.
8. When completing your TRC application in MOS, you will be asked to provide the **University's email address** for the purpose of completing Attachment No. 5, which confirms your student status. MOS will automatically send a link to the electronic form to the email address you provide.

Please enter the email address of the English Division Dean's Office staff member responsible for your year group: monika.korenkiewicz@umb.edu.pl or natasza.zadykowicz@umb.edu.pl.

The authorised University representative will complete and electronically sign Attachment No. 5 in MOS. You do not need to obtain or upload this document yourself.

9. **You cannot submit your TRC application until the University has completed and signed Attachment No. 5**. Once this has been done, you will receive an email notification informing you that your application is ready to be signed and submitted.

Log in to MOS again, check your application carefully, sign it electronically through login.gov.pl and submit it in MOS.

IMPORTANT: Your application has been successfully submitted only when you receive an Official Confirmation of Receipt (UPO). Download and keep the UPO as proof that your application was submitted.

10. **Wait for further instructions from the Voivodeship Office**. Make sure that the correspondence address provided in your application is correct and that you regularly check your mail. If your address changes during the proceedings, notify the Voivodeship Office.
11. **You may be required to appear in person at the Voivodeship Office**, for example to provide your fingerprints, submit or present additional documents, provide explanations, or complete other formalities. You will also need to collect your residence card once it is ready.

DOCUMENTS REQUIRED FOR THE TRC APPLICATION

YOU CAN SUBMIT ALL THE DOCUMENTS AT ONCE WHEN SUBMITTING YOUR APPLICATION ONLINE, OR JUST THE REQUIRED ONES. IF YOU DO NOT SUBMIT ALL OF THEM AT ONCE, YOU WILL BE ASKED TO PROVIDE THEM AT A LATER DATE

1. Documents required when submitting an application – to be sent via MOS

1. A recent photograph in digital format – 684 × 883 pixels
2. a scan of your current travel document (passport) – ALL PAGES, INCLUDING BLANK ONES

3. proof of payment of the stamp duty – 340 PLN

2. Documents required when submitting an application – to be provided during a personal visit to the office

1. the original travel document (passport) – to ensure that the proceedings are not discontinued;

3. Other documents – to be submitted in person during a visit to the Voivodeship Office, handed in at the voivodeship governor's reception desk, or sent by post to the address of the reception desk

1. document confirming the purpose of the stay – confirmation of admission
2. document confirming health insurance cover – either from the NATIONAL HEALTH FUND (recommended) or a private insurance policy covering at least 30,000 EUR, emergency treatment, hospitalisation and medical repatriation to the country of origin, from an insurer approved by the Polish Ministry of Foreign Affairs; if paying in instalments, proof of payment of the instalment must be provided.
3. a document confirming that you have sufficient income (the more the better) – i.e. polish bank statement in you name

The official website states that monthly income per person should be at least 1,010 PLN. As the TRC is issued for a period of 15 months, we recommend having in your account a sum equal to the monthly amount multiplied by the minimum duration of the TRC, i.e. 1,010 × 15 = 15,150 PLN

If your application is approved, you must pay the fee for a temporary residence card – 100 PLN

WHERE AND HOW TO PAY THE STAMP DUTY AND THE FEE FOR A TEMPORARY RESIDENCE CARD

TYPE OF FEE	AMOUNT	FEE TITLE	ACCOUNT NUMBER
Temporary residence permit	340 PLN	Opłata za wydanie zezwolenia na pobyt czasowy + your name and surname	Urząd Miejski w Białymstoku - Departament Finansów Miasta Bank Pekao SA 26 1240 5211 1111 0010 3553 3132
Issuing or renewing a residence card	100 PLN	Opłata za wydanie/wymianę karty pobytu + your name and surname	Wydział Finansów i Budżetu Podlaskiego Urzędu Wojewódzkiego w Białymstoku 94 1010 1049 0000 3922 3100 0000