# Temporary Residence - General Information

## When Can a Foreigner Obtain a Temporary Residence Permit?

A foreigner planning to stay in Poland for more than 3 months may apply for a temporary residence permit. A temporary residence permit is issued for a maximum of 3 years. The period of validity of the permit may be shorter if justified by the basis for the application.

- Note: A temporary residence permit cannot be extended; a new permit is required.

- Note: A foreigner should leave Poland before the expiry of the temporary residence permit, unless they have another valid document allowing them to stay legally in Poland.

## Place of the Submission of the Application

The procedure for legalizing temporary stay takes place in a voivodeship office, in the department competent for foreigners. An application for a temporary residence permit should be submitted to the voivodeship office corresponding to the foreigner's place of stay.

Fingerprints are collected from the foreigner during the application process.

## Application Settling Deadline

In the case of proceedings on granting a temporary residence permit, the deadline for the voivode to settle the case is 60 days. The 60-day period is counted from specific events like submitting the application, fixing formal defects, or providing necessary documents.

## Basic Documents

The basic set of documents necessary to apply for a temporary residence permit includes:

- Application for a temporary residence permit

- 4 recent color photos

- Valid travel document

- Confirmation of payment of stamp duty

- Basic documents required for a specific type of temporary residence permit (additional documents may be required based on the purpose of stay)

## Fee

The stamp duty for examining the case of granting a temporary residence permit is PLN 340 or PLN 440, depending on the basis of the application. An additional PLN 100 is required for the issuance of a residence card in the event of a positive decision.

The costs can be paid at the cash desk of the voivodeship office or transferred to the city office's account.

## Appeal Procedure

A temporary residence permit is issued in the form of an administrative decision. If a foreigner is dissatisfied with the decision, they may appeal to the Head of the Office for Foreigners in Warsaw. Written appeals must be submitted within 14 days of receiving the decision. A foreigner can also appeal to the administrative court within 30 days from the date of receipt of the decision.

- Note: Submitting a complaint to the administrative court does not legalize the stay.

## Residence Card

The residence card is a document that confirms the identity of the foreigner during their stay in Poland. It entitles the foreigner to multiple crossings of the Polish border.

The residence card may have various annotations based on the purpose of stay, such as "researcher," "student," "intern," and more.

## How to Get a Residence Card

A residence card is issued to a foreigner who has been granted a temporary residence permit, permanent residence permit, residence permit for a long-term EU resident, refugee status, subsidiary protection, or residence permit for humanitarian reasons.

- Note: To obtain a residence card in Poland, a residence permit must be obtained first.

## Replacement or Loss of a Residence Card

A residence card should be replaced or reported as lost if the data included in the card changes, the cardholder's appearance changes significantly, the card is damaged, stolen, or if Poland takes over responsibility for international protection.

The application for replacement of the residence card should be submitted within 14 days after the reason for replacement occurs. In some cases, the application for issuing another residence card should be submitted at least 30 days before the card's expiry.

A foreigner who has lost their residence card should report this fact to the voivodeship office within 3 days and is granted a free certificate confirming the loss. Failure to comply with these obligations may result in a fine.

## Fee for Issuing and Replacing Residence Cards

The fees for issuing and replacing residence cards vary based on the circumstances. They range from PLN 100 to PLN 300. In some cases, no fee is charged.

## Legal Basis

- Act on foreigners of December 12, 2013

- Ordinance of the Minister of Internal Affairs on fees dated April 25, 2014