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Lesser Poland friendly to foreigners

MINI – GUIDE FOR THIRD COUNTRIES CITIZENS
PART 1 RESIDENCE

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1 CROSSING THE BORDER

If you cross the border of the Republic of Poland, you are obliged to have the following documents:

1.1 A VALID TRAVEL DOCUMENT.

It is a document recognized by Poland, giving the right to cross the border, issued by the authority of the foreign state, Polish authority or international organization or the entity authorized by the authority of the foreign state or the foreign authority acting with state power, e.g. a passport, temporary travel document, refugee or stateless person travel document, travel document issued by international organization or *laissez-passer*. Possession of a valid travel document is required during the crossing of the Polish border in general every time.

1.2 A VALID VISA OR OTHER VALID DOCUMENT, GIVING THE RIGHT TO ENTER THE TERRITORY OF POLAND AND TO STAY ON THIS TERRITORY IF THEY ARE REQUIRED.

The next condition is to have a valid visa or other valid document, based on which you can enter the territory of Poland. The other documents giving the right to cross the border may be residence documents (also with the annotations "ICT") and national visas issued by the member states of EU on the basis of national law. The other documents issued by Poland are: temporary residence permit, permanent residence permit or the long term EU resident's residence permit or national long-term visas, granted and issued on the basis of the Act on Foreigners provisions. The residence documents and national visas issued by the other member states of EU also give the right to enter the territory of the Republic of Poland.

1.2.1 VISA

You may have a national visa or Schengen visa. If you apply for a national visa, you have to submit the following documents:

- filled-in application for issuing a national visa;
- current photo;
- documents confirming: purpose and conditions of planned stay; possession of sufficient financial means for covering the costs of maintenance during the entire planned stay on the territory of the Republic of Poland as well as for the return travel to the country of origin or stay or for transit to the third country, which grants a permit for entering its territory, or the possibility of obtaining such means according to the law; possession of health insurance coverage in the meaning of the provisions of the Act of August 27, 2004 on health care services financed from public funds or medical travel insurance; credibility of foreigner's declaration to leave the territory of the Republic of Poland before the expiration date of visa and other circumstances provided in the application.

Additionally, your travel document (passport) must meet the following conditions:

- its expiration dates ends not earlier than after 3 months of the expiration date of the visa you apply for;
- contains at least two empty pages;
- was issued within the last 10 years.

National visa

The national visa is marked with the symbol „D”, the national visa is issued in the situation when you plan on staying on the territory of Poland for a period longer than 90 days (during one or several entries) within the period of the visa validity. It is a long-term visa. The period for which a visa is valid starts no later than 3 months since its issuance and does not exceed 1 year. The national visa entitles you to stay in Poland for the entire period indicated in it (but no longer than one year). You may stay also in the Schengen Zone for up to 90 days in every 180 day period based on this visa (within its validity period), without obtaining visas from the authorities of other specific member states of the Schengen Zone. The visas are granted due to an application which is in general considered by the consul office of a proper member state appropriate for the place of your stay. The visa in a form of a visa sticker is placed in your travel document.

Schengen visa

The Schengen visa is marked with symbol „C” and gives you the right to stay on the territory of country of destination and to travel through the whole territory of the Schengen Zone if it is uniform. The Schengen visa is issued, if you plan on staying on the territory of Poland for a period not exceeding 90 days within every 180 day period (during one or several entries), starting since the date of entry. The visas are granted due to an application which is in general considered by the consul office of a proper member state appropriate for the place of your stay. The Schengen visa on the border is issued by the commandant of the Polish Border Guard post.

The foreigners who have the right to free visa travel

The main principle of free visa travel is a fact that your entire stay exempted from the visa obligation on the territory of all member states of the Schengen Zone (including Poland) may not exceed 90 days within the every 180 day period (every such period starts on the very first day of the entry to the Schengen Zone, even for 1 day). In the course of stay without the need to obtain visa, you should meet the following conditions:

- have a valid biometrical passport;
- be able to justify the purpose and conditions of the planned stay and
- have sufficient means of subsistence or a possibility of obtaining them in accordance with the law;
- not be a person for whom an alert has been issued in the SIS for the purposes of refusing them entry as well as;
- you are not a person considered to be a threat to public policy, internal security, public health or the international relations of any of the Member States of the European Union, and in particular not be a person for whom an alert has been issued on this basis for the purposes of refusing them entry in national databases of the member states.

If you stay on the territory of the Republic of Poland based on an international agreement about the abolition of the visa requirement, then according to the regulation of the Council (EC) no 539/2001 of March 15, 2001 you are obliged to leave Poland before the date determined in the international agreement, in the unilateral abolition of the visa requirements or in the regulation.

1.2.2 FOREIGNERS WHO MAY ENTER POLAND WITHIN THE FREE VISA TRAVEL (CURRENT LIST:
[HTTPS://MSZ.GOV.PL/PL/INFORMACJE_KONSULARNE/PRZYJAZD_DO_POLSKI/LISTA_PANSTW/](https://msz.gov.pl/pl/informacje_konsularne/przyjazd_do_polski/lista_panstw/)).

- Albania (exemption from visa requirement refers only to holders of biometric passports)
- Andorra
- Antigua and Barbuda
- Argentina *
- Australia
- Barbados
- Bosnia and Herzegovina (exemption from visa requirement refers only to holders of biometric passports)
- Brazil
- Brunei
- Former Yugoslavian Republic of Macedonia (exemption from visa requirement refers only to holders of biometric passports)
- Chile *
- Montenegro (exemption from visa requirement refers only to holders of biometric passports)
- Dominican Republic (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Grenada (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Guatemala
- Honduras *
- Israel *
- Japan *
- Canada
- Kiribati (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Columbia (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- South Korea *
- Costa Rica *
- Malaysia *
- Mauritius
- Micronesia (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Mexico *
- Monaco
- Moldova (holders of biometric passports issued in accordance with ICAO standards)
- Nauru (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Nicaragua *
- New Zealand
- Palau (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Panama *
- Paraguay

- Peru (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Saint Kitts and Nevis
- Saint Lucia (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Saint Vincent and the Grenadines (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Salvador Samoa (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- San Marino
- Seychelles
- Serbia (apart from the holders of Serbian passports issued by Serbian Directorate for Coordination (in Serbian language: Koordinaciona uprava (exemption from visa requirement refers only to holders of biometric passports)
- Singapore *
- United States of America *
- East Timor (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Tonga (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Trinidad and Tobago (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Tuvalu (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Uruguay *
- Vatican
- Venezuela
- The Bahamas
- Marshall Islands (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Solomon Islands (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- Vanuatu (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union)
- United Arab Emirates (exemption from visa requirement shall apply from the effective date of the agreement on exemption from visa requirement which shall be concluded with the European Union).

Citizens of special administrative regions of the People’s Republic of China:

- Hong Kong SAR (exemption from visa requirement applies only to holders of “Hong Kong Special Administrative Region” passports) *,
- Macao SAR (exemption from visa requirement applies only to holders of “Região Administrativa Especial de Macau” passports) *.

British citizens who are not citizens of the United Kingdom of Great Britain and Northern Ireland for the purpose of the EU provisions:

- British nationals (Overseas), British Overseas Territories Citizens, British Overseas Citizens, British Protected Persons, British Subjects.

Citizens of units and territorial authorities, which are not recognized as countries by at least one member state:

- Taiwan (exemption from visa requirement applies only to holders of passport issued by the authorities of Taiwan and bearing identity card number).

* citizens of these countries or special administrative regions can re-enter Poland pursuant to visa-free traffic without complying with the 180 – day limit, on the basis of bilateral agreements regulating visa-free traffic, concluded by Poland with those countries before the accession of Poland to the EU.

Additional rights of persons bearing residency permit or national visa of one of the member states:

The foreigner bearing a valid national visa (marked with the symbol “D”) or stay document issued by one of the member state of the Schengen Zone has the right to travel on the territory of the other member states of the Schengen Zone (including Poland) within the period of not exceeding 90 days in every 180 day period (every such period starts on the very first day of the entry to the Schengen Zone, even for 1 day) under the following conditions:

- has a valid travel document,
- can justify the purpose and conditions of the planned stay,
- has the sufficient financial means or the possibility of obtaining them according to the law,
☒ is not a person considered to be a threat to public policy, internal security, public health or the international relations of any of the Member States of the European Union, and in particular not be a person for whom an alert has been issued on this basis for the purposes of refusing them entry in national databases of the member states.

The personal data of the foreigner should not be present in the national database for the purposes of refusing him entry to the given member state

2 CROSSING THE BORDER DUE TO LOCAL BORDER TRAFFIC

You may cross the border of Poland due to local border traffic, if you have:

a valid travel document which is mentioned in art. 17 sec. 3 letter a of the Convention implementing the Schengen Agreement, giving you right to cross the external borders; documents confirming your status as a resident of the frontier zone and there are justified reasons for frequent crossing of the border of Poland; you are not a person for whom an alert has been issued for on this basis for the purposes of refusing you entry in Schengen Information System (SIS); you are not a person considered to be a threat to public policy, internal security, public health or the international relations of any of the member states.

Permit for crossing the border due to local border traffic is granted, refused or revoked by a consul appropriate for the place of your permanent stay.

3 EXTENSION OF STAY IN THE REPUBLIC OF POLAND

The voivode of Lesser Poland extends or refuses to extend a national visa or Schengen visa.

ATTENTION: The application form for visa extension should be submitted **not later than on the last day of your legal stay in Poland**.

Extension of the Schengen visa

- **Extension of the Schengen visa due to humanitarian reasons:** The period of visa validity is extended, if the voivode recognizes the bearer of the Schengen visa proved he cannot leave the territory of Poland before the expiration of the visa due to force majeure or humanitarian reasons. The extension of the visa is free of charge.
- **Extension of the Schengen visa due to personal reasons:** The extension of the period of visa validity may occur if you prove an evidence for the existence **of important personal reasons justifying the extension of visa validity period**.

Opłata za przedłużenie wizy Schengen na Twój wniosek wynosi **30 euro** (przeliczenia równowartości euro na złote dokonuje się według referencyjnego kursu euro ogłoszonego przez Europejski Bank Centralny w ostatnim dniu roboczym poprzedzającym dzień złożenia wniosku o przedłużenie wizy).

ATTENTION: The fee for extension of the Schengen visa because of your application is 30 euro (the currency equivalent of euro and zloty is made according to the exchange reference rate announced by the European Central Bank on the last working day before the day of the application submission for the visa extension).

Extension of a national visa

The extension of the period of visa validity is possible, if the following conditions are met jointly:

- it is justified by an important professional or personal business of the foreigner; or
- they cannot to leave this territory for humanitarian reasons before the expiry date of a national visa or before the end of the permitted period of stay covered by this national visa;
- events that are the cause of applying for extension of a national visa, occurred regardless of the will of the foreigner and have not been predictable as of the day of submission of the application for a national visa;
- the circumstances of the case do not indicate that purpose of stay of the foreigner on the territory of the Republic of Poland will be other than declared,
- there are no circumstances due to which a national visa shall be refused.

Stamp duty for the extension of a national visa is 406 PLN.

ATTENTION: A national visa can be extended only once and the stay period based on the extended national visa cannot extend the stay period envisaged for a national visa, including the period of residence on the basis of a visa which is subject to extension (i.e. up to 365 days).

Necessary documents

- application form for the national visa extension;
- current photo;
- photocopy of a valid travel document (original available for inspection);
- documents confirming:
 - possession of sufficient financial means for covering the maintenance costs throughout the whole period of the planned stay on the territory of the Republic of Poland and the return trip to the country of their origin or residence;
 - possession of health insurance as defined by the Act of 27 August 2004 on health care services financed from the public funds or a traveler medical insurance with minimum of 30 000 euro coverage, valid for the whole period of the planned stay by the foreigner on the territory of the Republic of Poland.

Extension of stay in visa free travel

If you stay in Poland based on free visa travel, the Voivode of Lesser Poland may extend in the justified cases you period of stay on the territory of the Republic of Poland by the next 90 day, if such possibility is envisaged by a contract on visa requirements abolition. At the moment it is envisaged by the contracts with Brasil, Argentina, Chile, Honduras, Costa Rica, Nicaragua, Singapore and Uruguay.

You have to submit an application in Polish for the extension of the stay period in free visa travel in Poland personally, not later than on the last day of your legal stay based on free visa travel and you justify the application.

The application should include.

- first name and last name;
- date of birth;
- citizenship;
- address;
- justification.

The application is free of charge.

If you submit the application for the extension of the stay period in free visa travel, your stay is considered to be legal since the day of placement of the stamp confirming the extension of the stay period in your travel document or since the day of issuing by the voivode a decision refusing the extension of the stay period.

4 TEMPORARY RESIDENCE PERMIT

If there are circumstances justifying your stay in Poland by a period longer than **3 months** (with the exemption for a short-time residence permit or due to seasonal work), you may apply for a **temporary residence permit**.

You will receive a temporary residence permit for the period necessary for the realization of your stay purpose, however not longer than **3 years**.

A temporary residence permit is issued by the voivode appropriate for your place of stay, in a way of a decision (with the exemption for a temporary residence permit due to intra-enterprise transfer or use of long-term mobility).

Submission of the application – general information:

- you submit the application personally
- not later than on the last day of your legal stay in Poland
- on a signed form with required attachments
- present a valid travel document (e.g. a passport)
- 4 current biometrical photos
- documents confirming the information included in the application and circumstances justifying your application or granting a decision for the temporary residence permit

IMPORTANT! In order to get your residence card you have to submit your fingerprints. The refusal of fingerprints submission results in refusal to initiate proceedings in the case on granting a temporary residence permit.

If you submit a complete application or you fill in the deficiencies on time, you will receive a stamp confirming the application submission for granting a temporary residence permit and your stay in Poland will be legal since the day of the application submission until the day on which the decision on temporary residence permit is final.

The stamp duty for issuing a temporary residence permit depends on the purpose of your stay in Poland.

ATTENTION: You have the obligation to inform the **voivode** that granted you the temporary residence permit, within 15 working days, about **the cessation of the reasons** for this permit. If the permit was granted by the Head of The Office for Foreigners as II instance authority, you have to inform about the change of the circumstances the voivode that ruled in the case.

In the case of a child up to 18 years old the application for granting them a temporary residence permit is submitted by parents or guardians established by the court or one of the parents or one of the guardians established by the court. The presence of a person who by the date of submission of the application is under 6 years of age is not required during the submission of the application for the temporary residence permit for them.

4.1 TEMPORARY RESIDENCE AND WORK PERMIT

The temporary residence and work permit is granted, when your purpose for the stay in Poland is work. The temporary residence and work permit is also granted, when the purpose of foreigner's stay in Poland is to perform work in the profession desirable for the Polish economy, specified by the provisions of the appropriate law, a foreigner is professionally qualified to perform work in this profession and the below mentioned conditions are met jointly.

In order to get it, you have to comply with all the following conditions:

to have health insurance

to have stable and regular income source

to have a place to live in Poland

Your employer cannot find employees on the local job market*

Your income is not lower than the income on the employees performing the comparable type of work and for the same amount of work or in a comparable position

Your monthly income is not lower than the minimum pay for work

* there are exemption from that rule

You cannot apply for the temporary residence and work permit, if on the day of the application submission:

- you are a worker appointed to work in Poland for a definite period of time by an employer with its headquarters outside Poland – during the appointment period;
- you stay in Poland due to obligations determined in international contracts regarding the ease of entry and temporary residence of some of the categories of natural persons dealing with commercial exchange or investments;
- you conduct a business activity in Poland;
- you stay in Poland due to performance of seasonal work.

You submit the application for the temporary residence and work permit **personally** to the voivode appropriate because of your place of living, not later than **on the last day of your legal stay in Poland**.

Documents necessary for application for temporary residence and work permit:

- filled-in application,
- attachment No. 1 to the application filled in by your employer,
- copy of valid travel document (only written pages) and additionally a copy of the page with personal data – it is required to present an original of travel document for inspection,
- 4 current biometrical photos,
- documents confirming data included in the application and circumstances justifying application for granting a temporary residence and work permit (see below).

Stamp duties:

- temporary residence and work permit for employee: 440 PLN,

- temporary residence and work permit for the foreigner who performs work in the management of the limited liability company or a joint-stock company, shares or stocks of which he/she does not have: 340 PLN,
- fee for issue of a resident card: 50 PLN.

In addition, a foreigner applying for a residence and work permit is required to give his/her **fingerprints**.

ATTENTION: Documents listed below attached to the application at the moment of submission of the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

1. Your current health insurance on the territory of Poland
2. Documents confirming your proper place of residence
3. Confirmation of giving evidence about the amount of income (loss) in the last tax year
4. Information from the poviastarost
5. Document confirming your legal work status
6. Document confirming a stable and regular income source

1. Your current health insurance on the territory of Poland, e.g.:

- insurance policy confirming possession of a private health insurance (the foreign insurance policy needs to be submitted with a sworn translation into Polish),
- in case of being hired: form ZUS ZUA with an electronic confirmation of submission or confirmation of payment by the employer for contributions for the last period (form RCA or IMIR or RMUA confirmed by the employer)

For a possible quick realization of a case documents should confirm possession of health insurance at least for a period of 6 months after the date of the application submission. In the case of ZUS application – a current document.

2. Documents confirming a proper place of residence, e.g.:

- confirmation of address registration,
- act of ownership of a dwelling,
- dwelling lease contract,
- other contract enabling tenancy of a dwelling,
- declaration of the person authorized to tenancy of a dwelling to secure a foreigner a place to live.

For a possible quick realization of a case documents should confirm possession of a place of residence at least for period of 6 months after the date of the application submission.

3. Confirmation of giving evidence about the amount of income (loss) in the last tax year.:

- form PIT-37 for the previous tax year with an official confirmation of receipt (UPO form).

In case when the tax settlement has been submitted to the Tax Office in person or via post, it is necessary to present an original of confirmation of document submission or sending the letter.

4. The poviastarost information regarding the lack of the possibility to satisfy the employer's staff needs based on unemployed or job-seekers registers not later than 6 months (the original)¹ and documents confirming that the foreigner met the requirements for a candidate for work determined by the entity entrusting performance of the work, which are described in the poviastarost information on the lack of the possibility to satisfy the employer's staff needs, e.g.:

- copy of diplomas, school graduation certificates, course and trainings completion certificates;
- other certificates; employment certificates or work placement certificates and so on;
- in case of qualifications impossible to proof by above mentioned documents (so called „soft skills”) – it is necessary to present an employer's declaration on their fulfilment by the foreigner with a description of their verification method done by the employer.

For a possible quick realization of a case, the information should indicate the entity entrusting the performance of the work cannot satisfy its staff needs on the local labour market and the proposed remuneration is not lowered and the hiring conditions described in the poviastarost's information and employer's attachment submitted with the application are identical.

ATTENTION: The document is not needed if:

- a) the profession performed or entrusted work is within **list of occupations and kinds of work specified by the voivode;**
- b) a foreigner, immediately before submitting the application had a permit for work or residence and work permit at the same employer on the same post, or
- c) the work or profession performed by the foreigner is within the list published by the minister appropriate for work);
- d) a foreigner meets the conditions of an exemption from the obligation of having a work permit, as specified in separate regulations;
- e) the work consists in performing a function on the board of a legal person subject to entry into the register of entrepreneurs whose shares or stocks he\she does not hold.

5. Documents confirming your legal work status:

- full-time studies in Poland graduation diploma or certificate of the completion of a secondary school in Poland;
- work permit;
- Pole's Card;
- statement on entrusting the performance of the work registered by the employer at Labour Office.

¹ In case of performing the work based on statement on entrusting the performance of the work to a foreigner registered at Labor Office for the period of minimum 3 months immediately before the submission of the application for temporary residence – the work agreement with the entity entrusting the performance of the work in writing and evidences of paying the ZUS contribution for that period (form ZUS RCA or IMIR for 3 months)

6. **Document confirming a stable and regular income source** enabling to cover the costs of maintaining yourself and family members dependent on the foreigner (minimum of 701 PLN monthly per self-managing person or 528 PLN monthly per one family member).

If the work performed by you on the territory of the Republic of Poland consists in holding a function on the board of a legal person subject to entry into the register of entrepreneurs whose shares or stocks you do not have – documents confirming the entity entrusting the work complies with appropriate conditions.

Residency status following the application

If **the residence and work permit** is granted to you, you receive a decision on basis of which your stay and work in Poland is deemed to be legal under conditions specified by the decision and **the residence card**. This document is issued ex officio by the voivode, who granted the residence and work permit. Residence card confirms your identity on the territory of the Republic of Poland and entitles you, along with the travel document (passport), to **multiple crossing of the border without the need to obtain the visa**.

ATTENTION: If you obtain the residence and work permit, you do not have to get an additional document entitling to the work performance.

In your residence card an annotation is placed „**access to the labour market**” („dostęp do rynku pracy”). It is important to remember not always this annotation confirms the full access to the labour market (the conditions of your legal work status are decided by the decision).

If the conditions of your legal work status are included in the decision on granting the temporary residence and work permit, then:

the performance of work for additional entity (e.g. within the civil code contract) requires an additional work permit

the change of the entity entrusting work to the foreigner requires a new residence and work permit

the performance of work for a different employer, user (in case of temporary work) or other conditions than those specified in the permit (e.g. in different position, with lower income, the change of working hours) requires the change of temporary residence and work permit

ATTENTION: You are obliged to inform the **voivode** who granted you temporary residence and work permit within the time of **15 working days** about the cessation of the reason for granting this permission. If the temporary residence permit was granted by the Head of the Office for Foreigners in the second instance, the information about the change of circumstances is addressed to the voivode, who ruled on the granting of this permit in the first instance.

4.2 TEMPORARY RESIDENCE PERMIT IN ORDER TO PERFORM WORK IN A PROFESSION REQUIRING HIGH QUALIFICATIONS

What does it mean „high qualifications” and who has it?

The qualifications obtained because of high studies education – the completion with positive result, confirmed by a diploma, certificate or other document issued by a proper authority, the curriculum of high studies, that means the cycle of courses led by an educational institution recognized as a higher education institution by a state, on which territory its headquarters is located under the condition the period of studies necessary to obtain them lasts at least 3 years.

The performance of work in the profession requiring the high qualifications – the performance of work, based on hiring, by a foreigner having skills confirmed by the high professional qualifications who regardless of the legal relationship between the parties, performs work for or under supervision of another person and receives income.

The high professional qualifications – the qualifications obtained because of high studies education or at least five years of professional experience at the level comparable with the level of the qualifications obtained due to the completion of high studies education, necessary for the performance of work specified in a contract or job offer being an offer to conclude a contract in accordance with the provisions of the Civil Code Act of April 23, 1964.

Conditions under which the permit for residence in order to perform work in the profession requiring the high qualifications

The temporary residence permit in order to perform work in the profession requiring the high qualifications is granted if purpose of your stay in Poland is to perform work in the profession requiring the high qualifications and all the following conditions are met:

- the foreigner that means you:

- a) have concluded for the period of at least 1 year, a work contract, an agreement for cottage industry, a contract based on Civil Code due to which you perform work, provide services or remain in a service relationship,
- b) have formal qualifications and complies with other conditions required in the case of performance of work in a regulated profession,
- c) have the high professional qualifications,
- d) have the health insurance or the confirmation by the insurer for coverage of the treatment on the territory of the Republic of Poland,
- e) e) have the appropriate authority agreement for holding a specific position, performance of a profession or conducting other activity, if the obligation for its obtaining arises from different provisions;

- the entity entrusting this work that means **your employer** cannot satisfy their staff needs on the local labor market with the exemption:

- a) the profession which is performed as an entrusted work or kind of work entrusted to him is placed on the list of professions and kind of works issued by the voivode and does not require the poviastarost's information,
- b) the foreigner immediately before the submission of the application had a work permit or temporary residence and work permit, or the residence permit in order to perform work in the profession requiring the high qualifications for the same entity entrusting work and for the same position,
- c) the foreigner was legally hired on the territory of the Republic of Poland for the period of 2 years based on the temporary residence permit in order to perform work in the profession requiring the high qualifications,
- d) the foreigner meets the conditions defined in the provisions published on the basis of Article 90 passage 5 of the Act of 20 April 2004 on Promotion of Employment and Labour Market Institutions,
- e) the foreigner meets the conditions of an exemption from the obligation of having a work permit, as specified in separate regulations.

- the annual gross income arising from monthly or annual income, specified in the contract, is not lower than the equivalent of 150% the amount of the average remuneration in the national economy in the year preceding the conclusion of the contract (announced by the President of the Central Statistical Office based on art. 20 point 1 lit. and the Act of 17 December 1998 on old-age and disability pensions from the Social Insurance Fund).

The residence permit in order to perform work in the profession requiring the high qualifications is granted for the period for 3 months longer than the period of work performance, however not longer than 3 years.

Documents necessary to submit the application for the residence permit in order to perform work in the profession requiring the high qualifications:

- completed form of the application according to the information and annex No. 2;
- annex No. 1 to the application filled in by the entity entrusting work to the foreigner;
- copy of a valid travel document (passport – only written pages) – as well as an original for inspection;
- 4 biometrical photos;
- documents confirming the information contained in the application and circumstances justifying application for the temporary residence permit in order to perform work in the profession requiring the high qualifications;
- stamp duty confirmation. The lack of stamp duty confirmation results in the application return.

Stamp duties:

- temporary residence permit in order to perform work in the profession requiring high qualifications: 440 PLN,
- duty for residence card: 50 PLN.

Moreover, a foreigner applying for the temporary residence permit in order to perform work in the profession requiring high qualifications submits his/her **fingerprints**.

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

1. In the case of meeting the conditions of an exemption from the obligation of having a work permit – a document confirming meeting these conditions (e.g. Polish Card, diploma of graduation from full-time studies on a Polish university, diploma of completing a Polish high school)

2. A contract of employment concluded for a period of at least 1 year, tolling agreement, civil contract on the basis of which work is performed, services provides or work relation is maintained

3. A document confirming having high professional qualifications (obtained as a result of completion of 3 years studies or having at least 5 years of professional experience)

4. Document evidencing fulfilment of qualification requirements and other conditions in the case of the intention to perform work in a regulated profession

5. Permission of the competent authority for holding a specified position, performance of a profession or conducting other operations, when the obligation of its obtaining before entering into the contract is imposed by separate regulations

6. Document confirming a proper place of residence

7. Current health insurance policy valid on the territory of Poland

Documents confirming a proper place of residence, e.g.:

- confirmation of address registration,
- act of ownership of a dwelling,
- dwelling lease contract,
- other contract enabling tenancy of a dwelling,
- declaration of the person authorized to tenancy of a dwelling to secure a foreigner a place to live.

For a possible quick realization of a case documents should confirm possession of a place of residence at least for period of 6 months after the date of the application submission.

Your current health insurance on the territory of Poland, e.g.:

- insurance policy confirming possession of a private health insurance (the foreign insurance policy needs to be submitted with a sworn translation into Polish),
- in case of being hired: form ZUS ZUA with an electronic confirmation of submission or confirmation of payment by the employer for contributions for the last period (form RCA or IMIR or RMUA confirmed by the employer).

For a possible quick realization of a case documents should confirm possession of health insurance at least for period of 6 months after the date of the application submission. In the case of ZUS application – a current document.

Status after granting the residence permit in order to perform work in the profession requiring high qualifications:

If the residence permit in order to perform work in the profession requiring high qualifications is granted to you, you receive the decision based on which your stay and work in Poland under determined by its conditions is deemed to be legal, then the residence card is issued. This document is issued ex officio by the voivode who grants the temporary residence and work permit.

The decision determines the conditions under which you may perform the work.

ATTENTION: A foreigner who obtained the temporary residence permit in order to perform work in the profession requiring high qualifications does not have to possess any additional document enabling to perform work. On the residence card the annotation is placed "access to the labour market".

Your obligations – remember!:

- if you lose your job, **you inform within 15 working days the voivode who issued your permit**
- if in the period of the first 2 years of your stay on the territory of the Republic of Poland on the basis of this permit, works conditions have changed, which are specified in the permit concerning minimum working time and contract type on the basis of which a foreigner's work is performed, you are obliged within 15 working days to notify the change to the voivode **who issued your permit**
- **if after the period** of the 2 years of stay of a foreigner on the territory of the Republic of Poland on the basis of this permit, works conditions have changed, which are specified in the permit concerning minimum working time and contract type on the basis of which a foreigner's work is performed, a foreigner is obliged within 15 business days to notify the change to the voivode **who issued your permit**

Change of the residence permit in order to perform work in the profession requiring high qualifications:

The residence permit in order to perform work in the profession requiring high qualifications may be changed at any time due to your application by the voivode appropriate because of your actual stay, if:

- you intend to start performing work for a different entity than the one specified in the permit,
- you intend to change job position,
- you will receive lower income than specified in the permit.

ATTENTION: in the period of first 2 years of your stay on the territory of the Republic of Poland based on the residence permit in order to perform work in the profession requiring high qualifications without the change of this permit **you cannot:**

- **start performing work for a different entity than specified in the permit,**
- **change the job position you are hired for,**
- **be paid lower income than specified in the permit.**

4.3 TEMPORARY RESIDENCE PERMIT IN ORDER TO PERFORM WORK WITHIN THE INTRA-CORPORATE TRANSFER

Only the receiving unit a foreigner is to work for may submit the application to the voivode. Also, this entity will be the sole party of the proceedings regarding the permit. The new form of the application is required. In case of the temporary residence permit in order to perform work within the intra-corporate transfer the foreigner has to stay outside the EU member states territory. After granting the permit he/she can obtain a visa to realize the permit and upon the arrival to Poland the residence card with the annotation „ICT” will be issued.

The permit for temporary residence in order to perform work within the intra-corporate transfer is granted, when the purpose of foreigner's stay on the territory of the Republic of Poland is to perform work in the receiving unit with its headquarters in Poland as an employee of the managerial staff, specialist or employee in internship and the following conditions are met jointly:

1. the foreigner:

- a) has professional qualifications adequate for the subject of activity of the receiving unit and experience necessary in the unit to which he/she is to be transferred by the parent employer - in the case of work as a manager or specialist - or a higher education diploma - in the case of an employee in internship,
- b) has formal qualifications and fulfils other conditions that are required in case of the intention to work in a regulated profession within the meaning of art. 5 point 4 of the Act of 22 December 2015 on the rules for the recognition of professional qualifications acquired in the Member States of the European Union,
- c) he/she was employed within the same company or group of companies immediately before the intra-corporate transfer for a continuous period of at least:
 - 12 months - in the case of work as a manager or specialist,
 - 6 months - in the case of working as an intern,

Documents prepared in a foreign language, serving as proof of this circumstance, do not have to be submitted together with their translation into Polish made by a sworn translator.

- d) has health insurance within the meaning of the Act of 27 August 2004 on health care services financed from public funds or confirmation of coverage by the insurer of treatment costs on the territory of the Republic of Poland,
- e) has a place of residence on the territory of the Republic of Poland,
- f) after the end of the intra-corporate transfer period he/she will be able to move back to the parent employer or other company belonging to the same group of companies established outside the European Union;

2. the contract under which the foreigner is to perform work, concluded in writing, or a document issued by the parent employer, constituting the basis for the transfer within the enterprise, determines:

- a) the period of transfer of the foreigner within the enterprise,
- b) the seat of the unit,
- c) the foreigner's position in the receiving unit,
- d) remuneration and other working conditions of the foreigner in the receiving unit.

A foreigner whose purpose of residence on the territory of the Republic of Poland is to perform work as an employee taking an internship as part of an intra-corporate transfer, other than fulfilling the conditions referred to in paragraph 1, has a contract for an internship at the receiving unit, which specifies:

- internship program;
- duration of the internship;
- conditions of supervision over a foreigner during his internship.

The salary must be:

- higher than the income entitling to cash benefits from social assistance specified in the Act of 12 March 2004 on social assistance in relation to a foreigner and each member of the family who is dependent on him/her;
- not lower than the remuneration of employees performing work of comparable type or comparable position on the territory of the Republic of Poland in the same amount of time;
- 3) not lower than 70% of the average gross monthly remuneration in the national economy in the voivodship in which the receiving unit has its headquarters, in the year preceding the submission of the application for a permit, announced by the President of the Central Statistical Office pursuant to art. 30 para. 2 of the Act of 26 October 1995 on certain forms of supporting housing construction (Journal of Laws of 2018, item 1020 and 1540).

Permits, where the purpose of a foreigner's stay on the territory of the Republic of Poland is to perform work as an employee taking an internship as part of an intra-corporate transfer, is granted for a period of up to one year.

The period of validity of the permit includes periods in which the foreigner plans to use mobility on the territory of other EU member states.

The receiving unit will have to remain in specified capital and organizational relationships with the parent employer - in particular, be a branch or representative office of the parent employer or belong to the same group of companies as the parent employer. The term "group of companies" has been defined separately in the Act.

The maximum transfer time within the company will be 3 years (for managers and specialists) and 1 year (for trainees).

4.4 STAY OF FOREIGNERS ON THE TERRITORY OF THE REPUBLIC OF POLAND IN ORDER TO USE MOBILITY

Only the receiving unit in which the foreigner is to work is allowed to apply to the voivode. This entity will also be the sole party to the proceedings for granting these permits. A separate application form is required, which is adapted to the specifics of the new type of permits.

Short-term mobility of a managerial staff member, specialist or internship employee, as part of an intra-corporate transfer within the territory of the Republic of Poland is admissible if the following conditions are met:

1. the purpose of residence on the territory of the Republic of Poland of a foreigner who is an employee of the managerial staff, specialist or internship worker is to work in a receiving unit having its registered office in the Republic of Poland as an employee of the managerial staff, specialist or internship employee, as part of an intra-corporate transfer;
2. a residence permit held by a foreigner referred to in art. 1 point 2 let. a and Regulation 1030/2002, issued by another Member State of the European Union, contains the annotation 'ICT';

3. The Head of the Office for Foreigners has received notification from the host entity having its registered office in another EU Member State that issued the residence permit referred to in art. 1 point 2 lit. a and Regulation No. 1030/2002, containing the annotation "ICT", on the intention of the foreigner to use this mobility and did not issue a decision on objection within 20 days.

The notification referred to above shall be made in the Polish language and it shall contain the following data or information on the foreigner:

- first name (first names) and last name;
- date and place of birth;
- sex;
- nationality;
- the position on which the foreigner will perform work;
- planned period or periods of work on the territory of the Republic of Poland;
- the name of the European Union Member State that issued the residence permit referred to in art. 1 point 2 lit. a and Regulation No 1030/2002, with the annotation 'ICT';
- period of validity of the residence permit with the annotation "ICT";
- name and address of the receiving unit located in the territory of the Republic of Poland and the foreign employer of the foreigner;
- name, surname, official position and signature of the person or persons authorized to represent the receiving unit having its registered office in the Republic of Poland.

The notification referred to above shall be forwarded immediately by the Head of the Office for Foreigners to the Chief Commander of the Border Guard.

Permanent residence permits in order to benefit from long-term mobility of an employee of the managerial staff, specialist or internship employee, as part of an intra-corporate transfer is granted to a foreigner who is an employee of the managerial staff, specialist or internship employee when the purpose of his stay on the territory of the Republic of Poland is performing work in a receiving unit with a registered office in the Republic of Poland as an employee of the managerial staff, specialist or employee taking an internship as part of an intra-corporate transfer and the following conditions are met:

1. a foreigner:
 - a) has formal qualifications and fulfils other conditions that are required in the case of intending to entrust him with work in a regulated profession within the meaning of art. 5 point 4 of the Act of 22 December 2015 on the rules for the recognition of professional qualifications acquired in the member states of the European Union,
 - b) has a residence permit with the annotation "ICT" issued by another EU Member State,
 - c) has health insurance within the meaning of the Act of 27 August 2004 on health care services financed from public funds or confirmation of coverage by the insurer of treatment costs on the territory of the Republic of Poland,
 - d) has a place of residence on the territory of the Republic of Poland,
 - e) after the end of the intra-corporate transfer period, he will be able to move back to the parent employer or other company belonging to the same group of companies established outside of the territory of the European Union;
2. the contract under which the foreigner is to perform work, concluded in writing, or a document issued by the parent employer, constituting the basis for the transfer within the enterprise, determines:
 - a) the period of transfer of the foreigner within the enterprise,

- b) the seat of the receiving unit,
- c) the foreigner's position in the receiving unit,
- d) remuneration and other working conditions of the foreigner in the receiving unit

The salary must be:

- 1) higher than the income entitling to cash benefits from social assistance specified in the Act of 12 March 2004 on social assistance in relation to a foreigner and each member of the family who is dependent on him/her;
- 2) not lower than the remuneration of employees performing work of comparable type or comparable position on the territory of the Republic of Poland in the same amount of time;
- 3) not lower than 70% of the average gross monthly remuneration in the national economy in the voivodship in which the host entity is established, in the year preceding the submission of the application for a permit, announced by the President of the Central Statistical Office pursuant to art. 30 para. 2 of the Act of 26 October 1995 on certain forms of supporting housing construction.

Permits, where the purpose of a foreigner's stay on the territory of the Republic of Poland is to perform work as an internship employee as part of an intra-corporate transfer, is granted for a period of up to 1 year, however, this period cannot be longer than the period of validity of the document held by the foreigner residence permit referred to in article 1 point 2 letter a of the Regulation No. 1030/2002, with the annotation "ICT" issued by another member state of the European Union.

4.5 TEMPORARY RESIDENCE PERMIT IN ORDER TO PERFORM WORK BY THE FOREIGNER APPOINTED BY THE FOREIGN EMPLOYER IN THE TERRITORY OF THE REPUBLIC OF POLAND

Conditions under which the temporary residence permit in order to perform work by the foreigner appointed by the foreign employer in the territory of the Republic of Poland is granted

You may receive the temporary residence permit in order to perform work by the foreigner appointed by the foreign employer in the territory of the Republic of Poland, if:

1. you have a work permit or a written statement on entrusting the performance of the work to you, if the work permit is not required

2. you have health insurance policy or confirmation of the insurer to cover the costs of medical treatment on the territory of the Republic of Poland

3. you have a stable and regular income source enabling to cover the costs of maintaining yourself and family members dependent on you

4. you have a proper place of residence in Poland

You submit the application personally **not later than on the last day of your legal stay in Poland** to the voivode appropriate because of your place of stay.

Documents necessary to submit the application for the temporary residence permit in order to perform work by the foreigner appointed by the foreign employer in the territory of the Republic of Poland:

- completed form of the application,
- copy of a valid travel document (passport, only written pages) – as well as an original for inspection,
- 4 biometrical photos,
- stamp duty confirmation. The lack of stamp duty confirmation results in the application return.

Stamp duties:

- the residence permit: 340 PLN,
- the residence card issuance: 50 PLN.

Moreover, a foreigner applying for the temporary residence permit in order to perform work by the foreigner appointed by the foreign employer in the territory of the Republic of Poland submits his/her **fingerprints**.

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

1. A work permit or a written statement from the employer about the intention to entrust you with work if a work permit is not required. This document is not required, among others in the case of foreigners entitled to reside and work in the territory of a member state of EU/EEA or Switzerland who are employed by an employer established in that country and who are temporarily appointed to Poland to provide services

2. A document confirming appointment by the foreign employer to the territory of the Republic of Poland in order to perform work

3. Documents confirming a proper place of residence

4. Your current health insurance on the territory of Poland

5. Documents confirming having a stable and regular income source enabling to cover the costs of maintaining yourself and family members dependent on you

Documents confirming a proper place of residence, e.g.:

- confirmation of address registration,
- act of ownership of a dwelling,
- dwelling lease contract,
- declaration of the person authorized to tenancy of a dwelling to secure a foreigner a place to live.

For a possible quick realization of a case documents should confirm possession of a place of residence at least for period of 6 months after the date of the application submission.

Your current health insurance on the territory of Poland, e.g.:

- insurance policy confirming possession of a private health insurance (the foreign insurance policy needs to be submitted with a sworn translation into Polish),
- in case of being hired: form ZUS ZUA with an electronic confirmation of submission or confirmation of payment by the employer for contributions for the last period (form RCA or IMIR or RMUA confirmed by the employer).

For a possible quick realization of a case documents should confirm possession of health insurance at least for period of 6 months after the date of the application submission. In the case of ZUS application – a current document.

Document confirming a stable and regular income source enabling to cover the costs of maintaining yourself and family members dependent on the foreigner (minimum of 701 PLN monthly per self-managing person or 528 PLN monthly per one family member), e.g.:

- PIT-37 for the previous tax year with an official confirmation of receipt (UPO form);
- appropriate current ZUS statement.

Status after granting the residence permit in order to perform work by the foreigner appointed by the foreign employer in the territory of the Republic of Poland:

If the residence permit in order to perform work by the foreigner appointed by the foreign employer in the territory of the Republic of Poland is granted to you, the residence card is issued. This document is issued ex officio by the voivode who grants the temporary residence and work permit.

The residence permit in order to perform work by the foreigner appointed by the foreign employer in the territory of the Republic of Poland does not give you right to work. You must have additionally a work permit unless is not required. **The work permit is issued based on the application submitted by the entity entrusting work to the foreigner by territorially appropriate voivode.**

4.6 TEMPORARY RESIDENCE PERMIT DUE TO SEASONAL WORK

Conditions under which the temporary residence permit due to seasonal work is granted

You may be granted the temporary residence permit due to seasonal work in the case the purpose of your stay in Poland is to perform **seasonal work** for the entity entrusting work so-far or with another entity entrusting the performance of work, if you comply with the following conditions:

1. you entered Poland in regard to the visa issued for performing seasonal work or free visa travel, in connection with the application for granting a permit for seasonal work registered in application register by a poviastarost

2. you have a seasonal work permit or the extension of seasonal work permit, valid in the period extending the stay period specified by visa or free visa travel

3. you have a document confirming a stable and regular income source enabling to cover the costs of maintaining yourself

4. you have an insurance policy or confirmation of the insurer to cover costs of treatment on the territory of the Republic of Poland

5. you have a secured place of living in Poland

You have to submit an application personally, **not later than on the last day** of your legal stay to the **voivode** appropriate because of your place of stay.

You are obliged to give **your fingerprints** while submitting the application.

Documents necessary to submit the application for the temporary residence permit due to seasonal work:

- completed form of the application according to the instruction,
- copy of a valid travel document (passport, only written pages) – as well as an original for inspection,
- 4 biometrical photos,
- stamp duty confirmation. The lack of stamp duty confirmation results in the application return.

Stamp duties:

- temporary residence permit: 170 PLN,
- duty for issuing the residence card: 50 PLN.

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

1. a document confirming you entered Poland in regard to the visa issued for performing seasonal work or free visa travel, in connection with the application for granting a permit for seasonal work registered in application register by a poviastarost

2. a seasonal work permit or the extension of seasonal work permit

3. a document confirming a stable and regular income source

4. documents confirming having health insurance on the territory of Poland (e.g. ZUS statement, insurance policy)

5. a document confirming having a secured place of living in Poland (e.g. confirmation of address registration, act of ownership of a dwelling, dwelling lease contract, other contract enabling tenancy of a dwelling, declaration of the person authorized to tenancy of a dwelling to secure a foreigner a place to live)

For a possible quick realization of a case documents should confirm possession of a place of residence at least for period of 6 months after the date of the application submission.

Status after granting the residence permit due to seasonal work:

If the **temporary residence permit due to seasonal work** is granted to you, the **residence card** with the annotation “the seasonal work” is issued. This document is issued ex officio by the voivode who grants you this permit.

This permit does not give you right to access the Polish labour market independently. The work is possible only under the condition you have the permit for seasonal work or the extension of the permit for seasonal work.

4.7 TEMPORARY RESIDENCE PERMIT IN ORDER TO CONDUCT BUSINESS ACTIVITY

If the purpose of your stay in Poland is to conduct business activity based on the provisions in force regulating it, you may be granted the temporary residence permit in order to conduct business activity.

You have to comply with the following conditions:

- ✓ having health insurance as defined by the provisions of the Act of 27 August 2004 on health care services financed from the public funds or the insurer confirming covering the costs of medical treatment on the territory of the Republic of Poland;
- ✓ having **a stable and regular source of income** sufficient to cover the maintaining costs for yourself and dependent family members;
- ✓ consent of a competent authority to hold a specified position or perform a profession, when the obligation to have it results from the separate provisions;
- ✓ having **a provided place of residence**.

The entity that runs the business activity:

- in the tax year preceding the submission of your application for granting you the temporary residence permit in order to conduct business activity earned income not lower than twelvefold the average monthly pay gross in the national economics in the voivodship, where the entity has its headquarters or place of residence, in the year preceding the submission of the application, announced by the President of the Central Statistical Office based on article 30 section 2 of the Act of October 26, 1995 on some forms of support for housing or hires for an indefinite period and for full time work at least for 1 year preceding the submission of the application at least 2 employees being Polish citizens or the foreigners referred to in article 87 section 1 point 1-9 of the Act of April 20, 2004 on the promotion of employment and labor market institutions, or
- proves having means enabling meeting in the future the conditions specified above or documents proving running activities enabling in the future to meet these conditions, in particular contributing to increase in investment, technology transfer, introduction of favorable innovation or creating jobs.

You can apply for such permit as well, if the purpose of your stay in Poland is to perform work through:

- holding a position on the board of limited liability company you have established or shares of which you have hold or purchased;
- holding a position on the board of joint-stock company you have established or stocks of which you have hold or purchased;
- running business of limited partnership or limited joint-stock partnership company by a general partner;
- acting as a proxy.

Temporary residence permit is granted for a period which is necessary to complete the object of this residence on the territory of Poland, longer than 3 months but not longer than 3 years, with the possibility to apply for subsequent permits.

Necessary documents

- completed application;
- copy of a valid travel document (the original for inspection);
- 4 actual photos;
- stamp duty confirmation. The lack of stamp duty confirmation results in the application return;

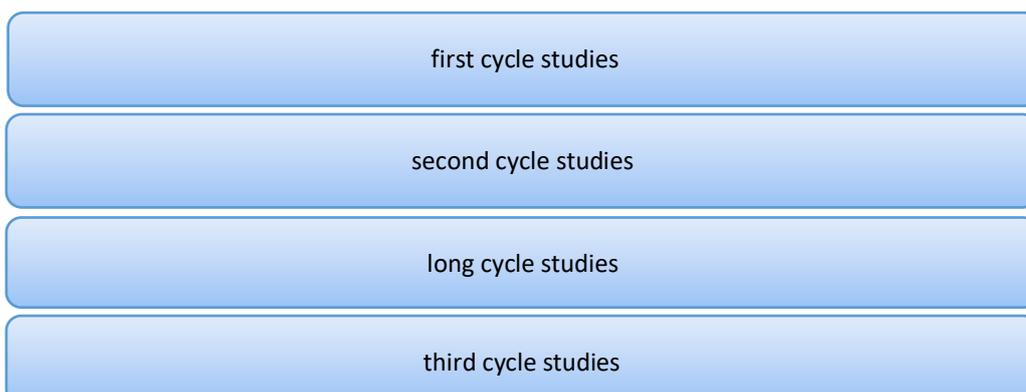
- documents proving earning in the tax year preceding submission of the application, income not lower than twelvefold the average monthly pay in the third quarter of the year preceding submission of the application, e.g. CIT 8 of the company for the previous year, accounting documents confirming the current financial performance of the company or documents proving employment for indefinite time and full time at least for a year before the period of submission of the application of at least two employees being Polish citizens or foreigners referred to in Article 87, passage 1, item 1-9 of the Act of 20 April 2004 on Promotion of Employment and Labour Market Institutions), e.g. pay list of the company employees along with Social Insurance Institution (ZUS) statements collective and individual for the last month, contract of employment; or documents confirming having means enabling meeting in the future the conditions specified above or documents proving running activities enabling in the future to meet these conditions, in particular contributing to increase in investment, technology transfer, introduction of favourable innovation or creating jobs, e.g. business plan of the company, documents confirming the made investment in supply and equipment used in the production or provided services;
- documents confirming a proper place of residence, e.g.:
 - confirmation of address registration;
 - act of ownership of a dwelling;
 - dwelling lease contract;
 - other contract enabling tenancy of a dwelling;
 - declaration of the person authorized to tenancy of a dwelling to secure a foreigner a place to live.
- insurance policy confirming possession of a private health insurance (the foreign insurance policy needs to be submitted with a sworn translation into Polish);
- in case of being hired: form ZUS ZUA with an electronic confirmation of submission or confirmation of payment by the employer for contributions for the last period (form RCA or IMIR or RMUA confirmed by the employer).

For a possible quick realization of a case documents should confirm possession of health insurance at least for period of 6 months after the date of the application submission. In the case of ZUS application – a current document.

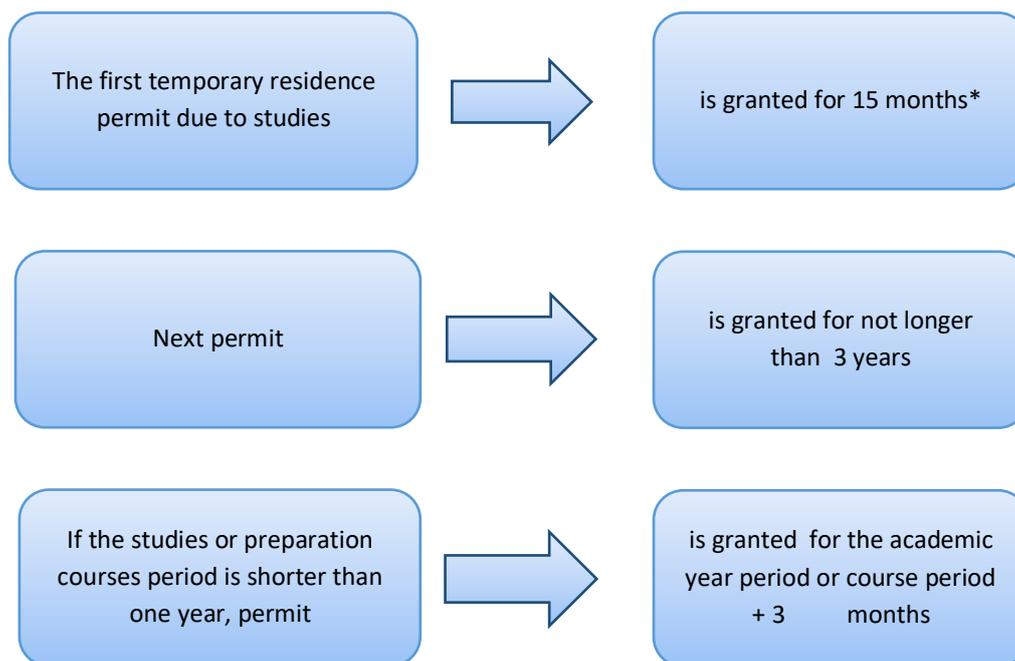
- work contract and confirmation of giving evidence about the amount of income (loss) in the last tax year or other documents confirming a stable and regular income source enabling to cover the costs of maintaining yourself and family members dependent on the foreigner (minimum of 701 PLN monthly per self-managing person or 528 PLN monthly per one family member);
- consent of a competent authority to hold a specified position or perform a profession, when the obligation to have it results from the separate provisions;
- Deed of a company/Articles of Association for the company may be required, too.

4.8 TEMPORARY RESIDENCE PERMIT DUE TO STUDIES. STUDENT MOBILITY

The temporary residence permit due to studies is granted, if your purpose for the stay in Poland are:



Project co-financed by National Programme of Fund for Asylum, Migration and Integration



** where the studies are covered by an EU program or a multilateral program including measures in the field of mobility or an agreement between at least two higher education institutions providing for intra-EU mobility, the first permit shall be granted for a period of 2 years.*

If you have already been performing work or conducting business activity in Poland, you cannot be granted the above permit unless you apply for the next permit due to studies.

Important: *The unit conducting the studies must meet the criteria set out in the regulations*

Necessary documents

- completed form of the application;
- copy of a valid travel document (passport, only written pages) – as well as an original for inspection + additional copy of the first page of passport (with data and photo);
- stamp duty confirmation: 340 PLN;
- 4 biometrical photos;
- certification from the university. You have to present the current certification on studies admittance (if yet not started) or continuation (if already started) and proof of payment for studies or statement from the university about not defaulting on any fees, if the studies are payable, the certification should include the following data:
 - date of beginning and finishing of studies (day, month, year),
 - studies mode,
 - field of study, and in the case of a doctoral school - scientific or artistic disciplines,
 - information about fees and any default/no default on payment,
 - information on the language of the studies and the level of proficiency required to complete them,
 - information as to whether the foreigner is covered by an EU program or multilateral program covering mobility measures or an agreement between at least two higher education institutions providing for intra-

EU mobility and the name of the program or agreement and the name and address of the units conducting studies covered by the agreement,

- if the certificate relates to the continuation of studies - information on the current implementation of the course of study and the completion of the required subjects in the program of studies;

- health insurance, e. g.:
- ✓ private insurance policy (including costs of hospitalization) on the territory of Poland (foreign insurance policy is to be submitted with a sworn translation into Polish);
- ✓ a written agreement with NFZ (National Health Fund) and confirmation of ZUS duty payment for the previous month.

For a possible quick realization of a case documents should confirm possession of health insurance at least for period of 6 months after the date of the application submission. In the case of ZUS application – a current document.

- documents confirming having sufficient financial means for covering costs of maintaining, after deduction of funds intended to cover the cost of place for living², e.g. flat rent (more than 701 PLN for every month of stay) and return travel to the country of origin or living, e.g.:
 - traveller's cheque;
 - bank statement on credit card limit issued by the bank issuing the card,
 - bank statement from bank account confirming having financial means with its headquarters on the territory of Poland (in case of having bank account outside Poland – a confirmation is to be submitted with a sworn translation into Polish and a copy of a payment card that can be used in Poland – the card numbers and CVV have to be obliterated),
 - certificate of a given national or foreign scholarship,
 - a written agreement confirming work performance and income (only in case of a next – not the first – temporary residence permit due to studies).

ATTENTION: all documents concerning financial means must be not older than one month before the date of the submission of the application.

A foreigner starting or continuing studies in Poland is obliged to have:

bank account balance – financial means for a stay in Poland			
permit period	15 months	less than 15 months	more than 15 months
amount	More than 10 515 PLN	More than 701 PLN x number of months (after deduction of funds intended to cover the cost of place for living, if applicable)	More than 10 515 PLN
bank account balance – financial means for covering costs of home country return			
country of origin or stay	neighbouring Poland	from UE not neighbouring Poland	others
amount	200 PLN	500 PLN	2 500 PLN

² Residual costs are not deducted in the case of citizens of countries who can be identified by way of a statutory delegation (Article 113b of the Foreigners Act) in the regulation of the Council of Ministers.

Status after granting the temporary residence permit due to studies

From the moment the temporary residence permit due to studies is granted, you receive the decision based on which your stay and work in Poland is deemed to be legal, then the residence card is issued. The document is issued by the Lesser Poland voivode as well.

After receiving that permit you are allowed to perform work in Poland with no necessity to obtain another work permit. There is an annotation "**dostęp do rynku pracy**" (**access to labour market**) placed in your residence card, granted due to studies.

ATTENTION: The performance of work by a student of full time studies staying in Poland on the basis of the visa issued for that purpose is as well deemed to be legal without the necessity to apply for the temporary residence.

Student mobility on the territory of the Republic of Poland is permissible if the following conditions are jointly met:

1. the purpose of staying on the territory of the Republic of Poland of a foreigner who is a student or doctoral student is continuation or supplementation of studies undertaken on the territory of another EU country,
2. the foreigner is covered by an EU program or a multilateral program including measures in the field of mobility or an agreement between at least two higher education institutions providing for intra-EU mobility,
3. a residence permit or a long-stay visa issued by another EU country shall be entered in the annotation "student",
4. the period of stay on the territory of the Republic of Poland in order to continue or supplement studies undertaken in the territory of another EU country does not exceed 360 days,
5. the Head of the Office has received notification from the unit conducting the study based in the Republic of Poland on the intention of the foreigner to use this mobility and did not issue a decision on objection within 30 days.

Temporary residence permit for a foreigner being a graduate of Polish university and seeking job.

If you are a graduate from the Polish University and you completed a full time studies, you may apply for the temporary residence permit in order to look for a job. The application is to be submitted personally, not later than on the last day of your legal stay in Poland to the Lesser Poland voivode. The permit is granted once, for the **period of 1 year** and directly after finishing your studies.

Necessary document

- completed application;
- 4 photos;
- copy of a valid travel document (the original for inspection);
- confirmation of stamp duty payment (340 PLN);
- diploma from the Polish university.;

- documents confirming having health insurance as defined by the Act of 27 August 2004 on health care services financed from the public funds or insurer's confirmation of covering the costs of medical treatment on the territory of the Republic of Poland;
- documents indicating that the applicant possesses sufficient means of subsistence in the territory of the Republic of Poland;
- documents confirming a proper place of residence e.g.:
 - confirmation of address registration;
 - act of ownership of a dwelling;
 - dwelling lease contract;
 - other contract enabling tenancy of a dwelling,
 - declaration of the person authorized to tenancy of a dwelling to secure a foreigner a place to live.

4.9 TEMPORARY RESIDENCE PERMIT DUE TO EDUCATION IN POLAND

You can apply for such permit, if the purpose of your stay in Poland is education for the period longer than 3 months, in a mode different from the studies, stationary doctoral studies or preparatory courses for studies in Polish languages.

The conditions for granting the temporary residence permit due to education:

- documents confirming having **health insurance** as defined by the Act of 27 August 2004 on health care services financed from the public funds or the insurer confirming covering the costs of medical treatment on the territory of the Republic of Poland;
- documents indicating that the applicant possesses sufficient means to cover costs of education, subsistence and return;
- you have a proper place to live on the territory of Poland.

Necessary documents

- completed form of the application;
- 4 biometrical photos;
- copy of a valid travel document (passport, only written pages) – as well as an original for inspection + additional copy of the first page of passport (with data and photo);
- stamp duty confirmation: 340 PLN;
- document confirming undertaking or continuing education;
- health insurance, e.g.:
 - ✓ private insurance policy (including costs of hospitalization) on the territory of Poland (foreign insurance policy is to be submitted with a sworn translation into Polish),
 - ✓ a written agreement with NFZ (National Health Fund) and confirmation of ZUS duty payment for the previous month;

For a possible quick realization of a case documents should confirm possession of health insurance at least for period of 6 months after the date of the application submission. In the case of ZUS application – a current document.

- documents confirming having sufficient financial means for covering costs of education, subsistence (at least 701 PLN for every month of stay) and return travel to the country of origin or living;
- documents confirming a proper place of residence, e.g.:
 - ✓ confirmation of address registration;
 - ✓ act of ownership of a dwelling;
 - ✓ dwelling lease contract;
 - ✓ other contract enabling tenancy of a dwelling;
 - ✓ declaration of the person authorized to tenancy of a dwelling to secure a foreigner a place to live.

For a possible quick realization of a case documents should confirm possession of a place of residence at least for period of 6 months after the date of the application submission.

Moreover, you have to remember during the submission of the application, you have to give your **fingerprints**.

4.10 TEMPORARY RESIDENCE PERMIT IN ORDER TO JOIN THE FAMILY

Conditions for granting the temporary residence permit in order to join the family

You come to Poland or you have already stayed in Poland in order to join the family and you are a member of the family of a foreigner living in Poland:

- on the basis of permanent residence permit,
- on the basis of residence permit for EU long-term resident,
- has been granted a refugee status,
- w związku z udzieleniem ochrony uzupełniającej,
- for the period of at least 2 years on the basis of subsequent temporary residence permits, including directly prior to submitting the application for temporary residence permit for family members – on the basis of the permit which was granted to him/her for a period of residence not shorter than 1 year),
- on the basis of temporary residence permit in order to conduct research,
- on the basis of temporary residence permit which was granted in order to conduct research when the foreigner has the residence document referred to in Article 1(2) a of Council Regulation no. 1030/2002, with an annotation “Researcher” issued by other EU member state, if the contract for the purpose of research project’s implementation concluded with the relevant scientific unit of this state envisages conducting research also on the territory of the Republic of Poland,
- on the basis of temporary residence permit in order to perform highly qualified employment,
- on the basis of a temporary residence permit to perform work as part of an intra-corporate transfer,
- on the basis of a temporary residence permit granted in order to use long-term mobility
- in connection with residence permit for humanitarian reasons;

You have:

- health insurance,
- sufficient financial means for covering costs for subsistence for you and your family members;

You have proper place of residence.

Who is considered to be a member of the family:

The person who remains in marital relationship regarded by the law of the Republic of Poland

Minor child of the foreigner and person who remains in marital relationship regarded by the law of the Republic of Poland, including adopted child

Minor child of the foreigner, including adopted child who is the foreigner's dependent and over whom the foreigner exercises actual parental authority

Minor child of the person mentioned in (a), including adopted child who is his/her dependant and over whom he/she exercises actual parental authority

For how long the permit may be granted:

Temporary residence permit is granted for a period which is necessary to complete the object of this residence on the territory of Poland **longer than 3 months to 3 years**, with the possibility to apply for subsequent permits.

Method of making the application:

If you live in Poland and want to apply for the temporary residence permit in order to join the family, you should go

to the voivodship's office and submit the application to the voivode.

The necessary condition is to give your fingerprints.

ATTENTION: If a foreigner is staying outside Poland the application for granting a temporary residence permit for the purpose of family reunification is made by a foreigner residing in Poland who will be joined by the family member. Submitting an application by a foreigner's family member requires his/her written consent or the consent of his/her legal representative unless the applicant is his/her statutory representative. Expressing such consent is tantamount to granting a foreigner residing in Poland the power of attorney to act on behalf of a family member in a given proceedings. Presence of the aforementioned family members will be obligatory after issuance of the decision on granting temporary residence permit, during making the application for issuing the residence card in order to take their fingerprints.

Necessary documents

- completed application form,
- copy of a valid travel document (the original for inspection),
- 4 actual photos,
- confirmation of stamp duty payment. The lack of confirmation results in application return.

Stamp duties:

- temporary residence permit: 340 PLN,
- payment for the residence card: 50 PLN (A minor foreigner who, by the date of submitting an application for a temporary residence permit, is under the age of 16, is entitled to a discount in the fee for issuing a residence card in the amount of PLN 25).

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

- documents which certify degree of kinship (copy of acts of marital status: copy of marriage certificate, copy of birth certificate);
- documents which confirm the possession of the residence title by the foreigner, with whom he/she intends to reside on the territory of the Republic of Poland;
- documents which confirm stable and regular source of income which is adequate to cover the subsistence costs and dependent family members (for a person in the family – in the amount at least PLN 528 monthly), e.g. annual PIT return concerning the amount of the foreigner's income for the last tax year application or a family member for the last year or an appropriate certificate from the Social Insurance Institution (ZUS). Note: subsistence costs may be covered by a family member living in Poland on whom the foreigner is dependent.
- a document confirming place of residence provided, e.g.:
 - a certificate of the place of residence,
 - lease contract of a flat,
 - a declaration of a person authorized to dispose of the residential premises to provide a place of residence for the foreigner;

For a possible quick realization of a case documents should confirm possession of a place of residence at least for period of 6 months after the date of the application submission.

- ✓ documents certifying that a foreigner applying for this permit has a health insurance as defined by the Act of 27 August 2004 on health care services financed from the public funds or confirmation of the insurer covering the costs of medical treatment on the territory of the Republic of Poland, e.g.:
 - insurance policy confirming possession of a private health insurance (the foreign insurance policy needs to be submitted with a sworn translation into Polish),
 - in case of being hired: form ZUS ZUA with an electronic confirmation of submission or confirmation of payment by the employer for contributions for the last period (form RCA or IMIR or RMUA confirmed by the employer)

For a possible quick realization of a case documents should confirm possession of health insurance at least for period of 6 months after the date of the application submission. In the case of ZUS application – a current document.

Status after granting the permit:

The foreigner to whom the permit is granted receives the decision and then the residence card. This document must be received in person. This permit allows you performing work without any additional document such as the work permit. The residence card has the annotation “**access to the labour market**”.

4.11 TEMPORARY RESIDENCE PERMIT FOR THE FOREIGNER’S MINOR CHILD WHO WAS BORN THROUGHOUT THE VALIDITY OF THE NATIONAL VISA OR TEMPORARY RESIDENCE PERMIT

The permit is granted if the child was born throughout the validity of the national visa or temporary residence permit and the following conditions are met:

- Possession of:
 - health insurance,
 - source of a stable and regular income sufficient to cover costs of subsistence of yourself and dependent family members;
- a proper place of living in Poland.

For how long the permit is granted:

Temporary residence permit is granted for the period until the day of expiration of validity of the national visa or temporary residence permit granted to the statutory representative of the child.

Method of the application submission:

In case of a minor child the application is to be submitted by

parents or appointed court guardians or one of parents or one of the appointed court guardians

to the voivode appropriate because of place of stay.

Necessary documents

- completed application form,
- copy of a valid travel document (the original for inspection),
- 4 actual photos,
- confirmation of stamp duty payment. The lack of confirmation results in application return.

Amount of stamp duty:

- temporary residence permit: 340 PLN,
- the residence card: 50 PLN (A minor foreigner who, by the date of submitting an application for a temporary residence permit, is under the age of 16, is entitled to a discount in the fee for issuing a residence card in the amount of PLN 25).

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

- a copy of the child's birth certificate;
- documents which confirm that the parent of the child has temporary residence permit or the visa which are required by the law;
- documents certifying stable and regular source of income which is adequate to cover the subsistence costs and dependent family members (for a person in the family-in the amount at least PLN 528 monthly), e.g. annual PIT return concerning the amount of the parent's income who submits the tax return for the last year or appropriate certificate from Social Security (ZUS);
- document which confirms place of residence, e.g.:
 - residence certificate,
 - rent contract,
 - other contract which enables the residential premises,
 - application of the authorized person to provide the foreigner the with place of residence;

For a possible quick realization of a case documents should confirm possession of a place of residence at least for period of 6 months after the date of the application submission.

- current health insurance on the territory of Poland, e.g.:
- ✓ insurance policy confirming possession of a private health insurance (the foreign insurance policy needs to be submitted with a sworn translation into Polish),
- ✓ in case of being hired: form ZUS ZUA with an electronic confirmation of submission or confirmation of payment by the employer for contributions for the last period (form RCA or IMIR or RMUA confirmed by the employer).

For a possible quick realization of a case documents should confirm possession of health insurance at least for period of 6 months after the date of the application submission. In the case of ZUS application – a current document.

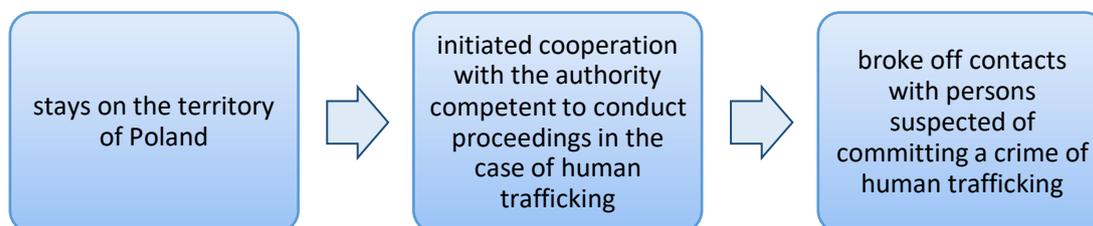
Status after granting the permit:

The foreigner to whom the permit is granted receives the decision and the residence card is issued.

4.12 TEMPORARY RESIDENCE PERMIT FOR A VICTIM OF HUMAN TRAFFICKING

Conditions for the temporary residence permit for a victim of human trafficking

The foreigner:

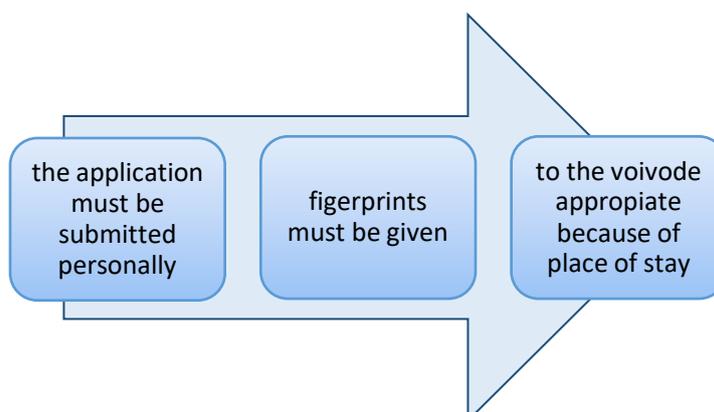


The human trafficking is:

recruitment, transport, delivery, transfer, storage or reception of a person using:

- violence or unlawful threat,
- abduction,
- deception,
- deceiving or exploiting a mistake or inability to properly understand the action taken,
- abuse of the dependency relationship, the use of a critical position or state of helplessness,
- granting or accepting a financial or personal benefit or a promise to a person caring or supervising another person - in order to use it, even with its consent, in particular in prostitution, pornography or other forms of sexual exploitation, at work or services of a compulsory nature, in begging, in slavery or in other forms of exploitation degrading human dignity or in order to obtain cells, tissues or organs against the provisions of the law.

Method of the application submission:



Necessary documents

- completed form of the application,
- copy of a valid travel document (passport, only written pages) – as well as an original for inspection,
- 4 biometrical photos,
- confirmation of stamp duty payment. The lack of confirmation results in application return.

Stamp duties:

- Temporary residence permit: for free,
- the residence card: 50 PLN (A minor foreigner who, by the date of submitting an application for a temporary residence permit, is under the age of 16, is entitled to a discount in the fee for issuing a residence card in the amount of PLN 25).

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

- documents proving starting cooperation with an authority competent for conducting the proceedings in the case concerning a crime of trafficking in human beings.

Status after granting the permit:

The foreigner who obtains temporary residence permit on the territory of Poland will be issued a decision and then the residence card. This permit allows to perform work without the necessity for the additional document in a form of work permit. The residence card has the annotation “**access to the labour market**”.

5 PERMANENT RESIDENCE PERMIT

The permanent residence permit is granted to a foreigner on his request who:

1. is a minor child of a foreigner to whom has been granted a permanent residence permit or a long term EU resident’s permit under his parental guard,
 - a) born after the decision for the permanent residence permit or long term EU resident’s resident permit for the foreigner has been granted, or
 - b) born during the period of validity of a temporary residence permit granted to that foreigner or during the stay of that foreigner on the territory of the Republic of Poland on the basis of a consent for stay for humanitarian reasons or consent for tolerated stay or in connection with granting him refugee status or granting subsidiary protection;
2. is a minor child of a Polish citizen under his parental guard;
3. is a person of Polish descent and intends to settle in Poland permanently;
4. remains in **marriage** to a Polish citizen, recognized by the law of the Republic of Poland and remained in this marriage for at least **3 years** before the date on which the application for granting permanent residence permit was submitted and immediately before submission of this application stayed on the territory of the Republic of Poland within the period not shorter than **2 years**, on the basis of temporary

residence permit granted in connection with being married to the Polish citizen or as a result of obtaining a refugee status, supplementing protection or permit for residence for humanitarian reasons;

5. is **a victim of human trafficking** and:
 - a) stayed on the territory of the Republic of Poland directly prior to submission of the application for granting permanent residence permit for the period not shorter than 1 year on the basis of temporary residence permit for victims of human trafficking,
 - b) cooperated with prosecution agencies in the criminal proceedings in the case concerning crime of human trafficking,
 - c) has reasonable concerns before the return to the country of origin;
6. directly prior to the submission of the application for granting permanent residence permit stayed on the territory of the Republic of Poland within **the period not shorter than:**
 - a) 5 years in connection with granting a refugee status, granting subsidiary protection or on the basis of permit for residence for humanitarian reasons, or
 - b) **10 years on the basis of permit for tolerated stay, or**
 - c) **4 years on the basis of a temporary residence permit and work granted due to the purpose referred to in art. 114 par. 1a (performing work in the profession desirable for the Polish economy)**, and has a source of stable and regular income sufficient to cover the costs of subsistence for himself and his dependent family members;
7. was granted **asylum** on the territory of the Republic of Poland,
8. has **valid Pole's Card** and intends to settle on the territory of the Republic of Poland.

The permanent residence permit is granted for an indefinite period.

The permanent residence permit is granted by the voivode appropriate because of place of your stay in a form of decision.

The application submission – basic information

You submit your application **personally**, not later than on the last day of your legal stay in Poland.

In case of a minor child the application for the permanent residence permit is submitted by parents or guardians appointed by court or one of the parents and one of the guardians. The person who by the date of application submission does not turn age of 6 is not required to be present at the application submission.

The application for the permanent residence permit is submitted on a special form along with additional documents. You have to present a valid travel document (e.g. passport) and submit:

- 4 actual biometrical photos,
- copy of the valid travel document,
- confirmation of stamp duty payment.

While submitting the application for the permanent residence permit in order to issue a residence card, you must give your fingerprints. The refusal to **fingerprints** giving results in the refusal to initiate the proceedings of your case on granting the permanent residence permit.

If you submitted your application on required time and this application does not lack any documents or the lacking documents were delivered on time:

- the voivode **places a stamp** in the travel document confirming submission of the application for the permanent residence permit;
- your stay in Poland is deemed to be legal from the day of the application submission until the day the decision is final.

Stamp duty for the permanent residence permit is **640 PLN**. The residence card fee is **50 PLN**.

5.1 PERMANENT RESIDENCE PERMIT FOR A MINOR CHILD OF A FOREIGNER STAYING IN POLAND ON THE BASIS OF A PERMANENT RESIDENCE PERMIT OR RESIDENCE PERMIT FOR EU LONG-TERM RESIDENT

Conditions under which the permanent residence permit for a minor child of a foreigner staying in Poland on the basis of a permanent residence permit or residence permit for EU long-term resident is granted

The permanent residence permit is granted to a foreigner who is a minor child of a foreigner staying in Poland on the basis of a permanent residence permit or residence permit for EU long-term resident, if:

born after granting a permanent residence permit or residence permit for EU long-term resident to this foreigner

or

born during the period of validity of a temporary residence permit granted to foreigner or during the stay of the foreigner in the territory of the Republic of Poland based on residence permit on humanitarian grounds or a permit for tolerated residence or in connection with granting him or her a refugee status or subsidiary protection

Method of the application submission and necessary documents:

In case of a minor child the application for the permanent residence permit is submitted by **parents or guardians appointed by court** or one of the parents and one of the guardians. The person who by the date of application submission does not turn **age of 6** is not required to be present at the application submission.

Necessary documents

- completed form of the application,
- copy of a valid travel document (passport, only written pages) – as well as an original for inspection,
- 4 biometrical photos,
- stamp duty confirmation. The lack of stamp duty confirmation results in the application return.

Stamp duties:

- the permanent residence permit: **640 PLN**,
- residence card fee: **50 PLN** (A minor foreigner who, by the date of submitting an application for a temporary residence permit, is under the age of 16, is entitled to a discount in the fee for issuing a residence card in the amount of PLN 25).

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

- child's birth certificate;
- documents confirming that the foreigner exercising parental authority over the minor foreigner is in possession of a permanent residence permit or a long-term resident of EU required by law;
- documents proving parental authority.

Status after granting the permanent residence permit for a minor child of a foreigner staying in Poland on the basis of a permanent residence permit or residence permit for EU long-term resident:

The decision is issued to the foreigner to whom the permanent residence permit was granted, then the residence card is issued by the voivode granting the permit. The first residence card is given for the period of **10 years** since the date of issuance. After this period it is required to apply for exchange of the document for a new one.

5.2 PERMANENT RESIDENCE PERMIT FOR A MINOR CHILD OF POLISH CITIZEN UNDER HIS PARENTAL GUARD

Conditions on granting the permanent residence permit for a minor child of Polish citizen under his parental guard

The permanent residence permit for a minor child of Polish citizen under his parental guard is granted for an indefinite period.

Method of the application submission and necessary documents:

In case of a minor child the application for the permanent residence permit is submitted by parents or guardians appointed by court or one of the parents and one of the guardians.

The person who by the date of application submission does not turn age of 6 is not required to be present at the application submission.

Necessary documents

- completed form of the application,
- copy of a valid travel document (passport, only written pages) – as well as an original for inspection,
- 4 biometrical photos,
- stamp duty confirmation. The lack of stamp duty confirmation results in the application return.

Stamp duties:

- the permanent residence permit: **640 PLN**,
- residence card fee: 50 PLN (a minor foreigner who, by the date of submitting an application for a permanent residence permit, is under the age of 16, is entitled to a discount in the fee for issuing a residence card in the amount of PLN 25).

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

- child's birth certificate;
- documents proving parental authority.

Status after granting to the foreigner the permanent residence permit for a minor child of Polish citizen under his parental guard:

The decision is issued to the foreigner to whom the permanent residence permit was granted, then the residence card is issued by the voivode granting the permit. The first residence card is given for the period of **10 years** since the date of issuance. After this period it is required to apply for exchange of the document for a new one.

5.3 PERMANENT RESIDENCE PERMIT FOR THE FOREIGNER OF THE POLISH DESCENT WHO INTENDS TO SETTLE IN POLAND PERMANENTLY

Conditions on granting the permanent residence permit for the foreigner of the Polish descent who intends to settle in Poland permanently

The permanent residence permit is granted to a foreigner, if he/she is a person of the Polish descent and intends to settle in Poland permanently.

In order to determine Polish descent of the person, the provisions of Article 5(1) and accordingly regulations of Article 6 (1) and (2) of the Act of 9 November 2000 on repatriation shall be used (Journal of Laws of 2018, item 609), that is the person of Polish descent is deemed to be the person declaring Polish nationality and complying with the following conditions:

- at least one of his parents or grandparents or two grand-grandparents was of Polish nationality;
- proves his relations with Polishness (among others has proofs in form of documents).

Method of the application submission and necessary documents:

You submit the application **personally**, not later than on the last day of your legal stay in Poland, to the voivode appropriate because of your place of stay.

In case of a minor child the application for the permanent residence permit is submitted by **parents** or **guardians appointed by court** or one of the parents and one of the guardians. The person who by the date of application submission does not turn age of 6 is not required to be present at the application submission.

Necessary documents

- completed form of the application,
- copy of a valid travel document (passport, only written pages) – as well as an original for inspection,
- 4 biometrical photos,
- stamp duty confirmation. The lack of stamp duty confirmation results in the application return.

Stamp duties:

- the permanent residence permit: **640 PLN**,
- residence card fee: 50 PLN (a minor foreigner who, by the date of submitting an application for a permanent residence permit, is under the age of 16, is entitled to a discount in the fee for issuing a residence card in the amount of PLN 25).

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

- documents confirming having Polish nationality by at least one of the parents or grandparents or two grand-grandparents of the foreigner,
- documents indicating the relationship with Polishness,
- documents confirming the intention to stay in Poland permanently.

Status after granting to the foreigner the permanent residence permit for the foreigner of the Polish descent who intends to settle in Poland permanently:

The decision is issued to the foreigner to whom the permanent residence permit was granted, then the residence card is issued by the voivode granting the permit. The first residence card is given for the period of 10 years since the date of issuance. After this period it is required to apply for exchange of the document for a new one.

This permit allows you to perform work without the necessity to have additional documents enabling you to perform work in a form of work permit. The annotation **“the access to the labor market”** is placed on the card issued in connection with granting the permanent residence permit.

5.4 PERMANENT RESIDENCE PERMIT FOR A BEARER OF THE VALID POLE’S CARD

Conditions on granting the permanent residence permit for a bearer of the valid Pole’s Card

If you have a valid Pole’s Card and intend to settle in Poland permanently, you may apply for the permanent residence permit for a bearer of the valid Pole’s Card.

The permit for the permanent residence is granted for an indefinite period. You apply **personally, not later than on the last day of your legal stay in Poland** to the voivode appropriate because of place of your stay. While submitting the application you are obliged to give your **fingerprints**.

In case of a minor child the application for the permanent residence permit is submitted by **parents or guardians appointed by court** or one of the parents and one of the guardians.

The person who by the date of application submission does not turn age of 6 is not required to be present at the application submission.

Stamp duties:

- permanent residence permit: none.
- residence card fee: **50 PLN** (a minor foreigner who, by the date of submitting an application for a permanent residence permit, is under the age of 16, is entitled to a discount in the fee for issuing a residence card in the amount of **PLN 25**).

Necessary documents

- filled in application form for the permanent residence permit accordingly to the instruction;
- 4 actual biometrical photos;
- copy of a valid travel document (the original for inspection).

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

- copy of the valid Pole's Card;
- documents confirming the intention to stay in Poland permanently.

IMPORTANT: In case of further investigation or clarification of evidences possessed by the office on your case, you may be asked to submit additional documents or testify to confirm circumstances described in the application.

Status after submission of the application:

If the application for the permanent residence permit was made during the foreigner's legal residence and this application did not contain formal defects or these defects were supplemented within the time limit, the voivode **stamps** your travel document which confirms registration of the application.

Your residence is deemed to be legal from the date of submission the application until the date when the decision on the permanent residence permit becomes final.

ATTENTION: Stamp in the travel document does not entitle you to travel through territories of other countries of Schengen area, while you may travel to the country of origin, however, in order to return to Poland you must obtain a visa, if you come from the country which is subject to the visa obligation.

The decision is issued to the foreigner to whom the permanent residence permit was granted, then the residence card is issued by the voivode granting the permit. You collect the card in person. In case the card was issued for the foreigner younger than 13 years old, the card is to be collected by his legal representative or curator.

The first residence card is given for the period of 10 years since the date of issuance. After this period it is required to apply for exchange of the document for a new one.

This **permit allows you to perform work** without the necessity to have additional documents enabling you to perform work in a form of work permit. The annotation **"the access to the labor market"** is placed on the card issued in connection with granting the permanent residence permit.

5.5 PERMANENT RESIDENCE PERMIT FOR THE FOREIGNER WHO IS A SPOUSE OF POLISH CITIZEN

Conditions on granting the Permanent residence permit for the foreigner who is a spouse of Polish citizen

The permanent residence permit is granted to the foreigner who is a spouse of Polish citizen and meets jointly the following conditions:

remains in marriage to Polish citizen, recognized by the law of the Republic of Poland and remained in this marriage for at least 3 years before the date on which the application for granting permanent residence permit was submitted

immediately before submission of this application stayed on the territory of the Republic of Poland within the period not shorter than 2 years, on the basis of temporary residence permit granted in connection with being married to the Polish citizen or as a result of obtaining a refugee status, supplementing protection or permit for residence for humanitarian reasons

IMPORTANT: The stay of a foreigner in Poland being a purpose for granting him the permanent residence permit is deemed to be uninterrupted if none of the interruptions was longer than 6 months and all interruptions did not exceed jointly 10 months in periods being a basis for granting him the permanent residence permit, with the exceptions the interruption was caused by:

- performance of work or fulfil professional duties outside of the territory of the Republic of Poland based on the contract with the employer whose headquarters is located on the territory of Poland, or
- accompanying a foreigner referred in point 1 by his/her spouse or minor child, or
- a particular personal situation requiring the presence of the foreigner outside of the territory of the Republic of Poland and lasted no longer than 6 months, or
- leaving the territory of Poland in order to take up internships or participate in classes provided in the course of study at a Polish university.

Method of the application submission and necessary documents:

You submit your application **personally**, not later than on the last day of your legal stay in Poland to the voivode appropriate because of place of your stay.

Necessary documents

- completed form of the application,
- copy of a valid travel document (passport, only written pages) – as well as an original for inspection,
- 4 biometrical photos,
- stamp duty confirmation. The lack of stamp duty confirmation results in the application return.

Stamp duties:

- permanent residence permit: **640 PLN**,
- residence card fee: **50 PLN**.

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

1. current copy of the marriage certificate

2. copy of the ID of the spouse (the original for inspection)

3. documents confirming the stay in Poland was interrupted or documents confirming the causes for occurred interruptions

Status after granting the permanent residence permit for the foreigner who is a spouse of Polish citizen:

The decision is issued to the foreigner to whom the permanent residence permit was granted, then the residence card is issued by the voivode granting the permit. You collect the card in person. The first residence card is given for the period of **10 years** since the date of issuance. After this period it is required to apply for exchange of the document for a new one.

This **permit allows you to perform work** without the necessity to have additional documents enabling you to perform work in a form of work permit. The annotation “the access to the labour market” is placed on the card issued in connection with granting the permanent residence permit”.

5.6 PERMANENT RESIDENCE PERMIT FOR THE FOREIGNER WHO IS A HUMAN TRAFFICKING VICTIM

Conditions on granting the permanent residence permit for the foreigner who is a human trafficking victim

The permanent residence permit for the foreigner who is a human trafficking victim is granted if the foreigner:

stayed in Poland immediately before the application submission for the permanent residence permit for a period not shorter than 1 year on the basis of the temporary residence permit for a human trafficking victim

cooperated with prosecution agencies in the criminal proceedings in the case concerning crime of human trafficking

has reasonable concerns before the return to the country of origin

Method of the application submission and necessary documents:

You submit your application **personally, not later than on the last day of your legal stay in Poland** to the voivode appropriate because of place of your stay.

In case of a minor child the application for the permanent residence permit is submitted by **parents or guardians appointed by court** or one of the parents and one of the guardians. The person who by the date of application submission does not turn age of 6 is not required to be present at the application submission.

Necessary documents

- completed form of the application,
- copy of a valid travel document (passport, only written pages) – as well as an original for inspection,
- 4 biometrical photos,
- stamp duty confirmation. The lack of stamp duty confirmation results in the application return.

Stamp duties:

- permanent residence permit: **640 PLN**,
- residence card fee: 50 PLN (a minor foreigner who, by the date of submitting an application for a permanent residence permit, is under the age of 16, is entitled to a discount in the fee for issuing a residence card in the amount of PLN 25).

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

documents confirming staying in Poland immediately before the application submission for the permanent residence permit for a period not shorter than 1 year on the basis of the temporary residence permit for a human trafficking victim

documents confirming cooperation with prosecution agencies in the criminal proceedings in the case concerning crime of human trafficking

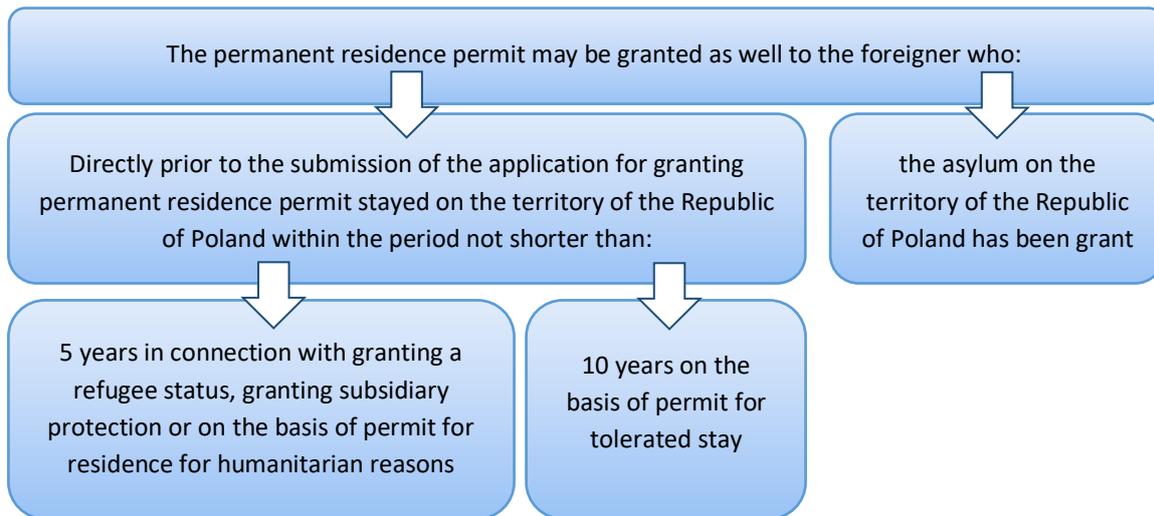
evidences proving reasonable concerns before the return to the country of origin

Status after granting the permanent residence permit for the foreigner who is a human trafficking victim:

The decision is issued to the foreigner to whom the permanent residence permit was granted, then the residence card is issued by the voivode granting the permit. You collect the card in person. The first residence card is given for the period of **10 years** since the date of issuance. After this period it is required to apply for exchange of the document for a new one.

This **permit allows you to perform work** without the necessity to have additional documents enabling you to perform work in a form of work permit. The annotation **“the access to the labor market”** is placed on the card issued in connection with granting the permanent residence permit.

5.7 OTHER CIRCUMSTANCES FOR GRANTING A FOREIGNER THE PERMANENT RESIDENCE PERMIT



6 LONG-TERM RESIDENT'S EU RESIDENCE PERMIT

Conditions on granting the long-term resident's EU residence permit

The long-term resident's EU residence permit is granted for an indefinite period of time, at your request, if you have stayed in Poland legally and continuously for at least 5 years immediately before the application submission and you jointly meet the following conditions:

you have a stable and regular income source enabling to cover the costs of maintaining yourself and family members dependent on you

you have a health insurance or confirmation of insurer's coverage of medical treatment costs in Poland

you have a proven knowledge of Polish, with the exemption for a minor who until the submission of the application for granting long-term resident's EU residence permit is not over 16 years of age

ATTENTION: The stay in Poland is deemed to be uninterrupted, if none of the interruptions:

was longer than 6 months and all interruptions did not exceed together 10 months in 5 years period being a basis for granting you the long-term resident's EU residence permit - in case you stay in Poland

was longer than 12 months and all interruptions together did not exceed 18 months in 5 years period being a basis for granting you the long-term resident's EU residence permit - in case of your stay on the territory of other EU member state with the temporary residence permit in order to perform work in the profession requiring high qualifications

IMPORTANT: unless the interruption was caused by:

- performance of your professional duties or performance of work outside the territory of Poland based on the contract with an employer whose headquarters is on the territory of Poland, or
- accompanying the foreigner specified in point (1) above by a spouse or minor child, or
- extraordinary personal circumstances requiring the presence of the foreigner outside Poland, if the absence from Poland lasted not longer than 6 months, or
- leaving Poland in order to participate in training or classes foreseen in the curriculum of a Polish academic institution.

IMPORTANT: EXEMPTIONS CONNECTED WITH GRANTING THE LONG-TERM RESIDENT'S EU RESIDENCE PERMIT:

you may apply for the permit within 2 years of your stay in Poland immediately before the application submission: in case you stayed legally and continuously on the territory of EU for at least 5 years on the basis of a residence document issued by the EU member state with the annotation "Blue Card", including the stay in Poland for at least 2 years immediately before the submission of the application for granting the long-term resident's EU residence permit on the basis of the temporary residence permit in order to perform work in the profession requiring high qualifications

if you stay in Poland in order to study (or to get education), you cannot apply for granting the long-term resident's EU residence permit. Half of the stay due to student visa or based on the temporary residence due to studies is counted to the 5 years period of stay

if you have a refugee status or subsidiary protection, it is counted either the half of the period of stay in the territory of the Republic of Poland during the proceedings on granting the international protection or the whole period of stay in the territory of the Republic of Poland during the proceedings on granting the international protection, if it has exceeded 18 months

ATTENTION: The stay of the foreigner **is not included in the 5-year period** of stay in the territory of the Republic of Poland for a foreigner a:

- *who is an employee posted by the service provider for the cross-border provision of services or himself is a provider of cross-border services;*
- *who stays in the territory of Poland on the basis of a Schengen visa authorizing only to enter the territory of the Republic of Poland and stay in this territory issued for humanitarian purposes for reasons of national interest or international obligations during his/her education in Poland;*
- *who has been obliged to return, and the deadline for voluntary return specified in the decision in this case has not yet expired (also in the event of extension of this deadline);*
- *who is obliged to leave the territory of Poland in the event of: refusal of extension of the Schengen or national visa, refusal of the temporary residence permit permanent residence permit or long-term resident's EU residence permit, decision on discontinuation of these cases' proceedings, or withdrawal of a decision on temporary residence permit, permanent residence permit or long-term resident's EU residence permit;*
 - *refusal to grant the status of refugee or subsidiary protection, recognition of the application for granting the international protection as in admissible withdrawal of the consent for stay due to humanitarian reasons;*
- *who is a member of a diplomatic mission or consular office of a foreign country or another person equated with them on the basis of statutes, international agreements or universally established international customs;*
- *on the basis of a temporary residence permit for intra-corporate transfer;*
- *on the basis of a temporary residence permit in order to benefit from long-term mobility;*
- *on the basis of a temporary residence permit due to circumstances requiring short-term residence;*
- *in the course of proceedings on granting him/her a refugee status if the proceedings ended with refusal to grant refugee status or subsidiary protection;*
- *on the basis of permit for crossing the border within local border traffic.*

The regular income sufficient to cover costs of maintenance of yourself and dependent family members means the amount of the monthly income is supposed to be higher than the amount of income entitling to financial aid of the social benefits.

The knowledge of Polish is confirmed by submission of the following documents:

official certificate for knowledge of Polish at the level of language proficiency of at least B1 issued by the State Commission for Certification of the Knowledge of Polish language as "Foreign"

certificate of the completion (graduation) in Poland the following schools: primary, secondary or artistic school or higher education institution conducting higher studies in Polish instruction language

certificate of the completion abroad of a school or higher education institution with Polish instruction language corresponding to primary, secondary or artistic school or higher education institution conducting higher studies

Method of application submission and necessary documents:

You submit your application **personally**, not later than **on the last day of your legal stay in Poland** to the voivode appropriate because of place of your stay.

In case of a minor child the application for the permanent residence permit is submitted by **parents or guardians appointed by court** or one of the parents and one of the guardians.

The person who by the date of application submission does not turn age of 6 is not required to be present at the application submission.

Necessary documents

- completed form of the application,
- copy of a valid travel document – as well as the original for inspection,
- 4 biometrical photos,
- legal title to their housing premises in which the foreigner will be staying, act of ownership, lease contract (accommodate for a flat is not regarded a legal title, unless the lessor is the foreigner's descendant, ascendant or spouse, the spouse's parents or the foreigner's siblings),
- duty stamp confirmation. The lack of duty stamp confirmation results in the application return.

Stamp duties:

- residence permit: **640 PLN**,
- residence card: 50 PLN (a minor foreigner who, by the date of submitting an application for a permanent residence permit, is under the age of 16, is entitled to a discount in the fee for issuing a residence card in the amount of PLN 25).

ATTENTION: Documents listed below attached to the application may reduce the quantity of official correspondence and shorten the time which is necessary to handle the case:

1. documents confirming at least 5-year legal residence in Poland which may be a basis for granting the long term resident's EU residence permit

2. documents confirming that residence on the territory of Poland was uninterrupted or documents proving causes of interruptions in the stay

3. documents certifying a stable and regular source of income required to obtain the long term resident's EU residence permit

4. actual health insurance in Poland (e.g. insurance policy, ZUS ZUA form)

Status after granting the long term resident's EU residence permit:

If the long term resident's EU residence permit is granted to you, you receive the decision based on which your stay is deemed to be legal, then the residence card is issued by the voivode who granted the permit. The first card is issued **for 5 years**. After this time you are required to submit an application for the exchange of the document.

This **permit allows you to perform work** without the necessity to have additional documents enabling you to perform work in a form of work permit. The annotation "**the access to the labor market**" is placed on the card issued in connection with granting the long term resident's EU residence permit.

7 USEFUL ADDRESSES

Public institutions	
Polish name and address of the institution	You can deal here with matters related to:
<p>Wydział Spraw Obywatelskich i Cudzoziemców Małopolski Urząd Wojewódzki w Krakowie ul. Przy Rondzie 6 31-547 Kraków tel. 12 39 21 854 fax 12 422 30 19 e-mail: wo@malopolska.uw.gov.pl</p> <p>Delegatura urzędu w Nowym Sączu ul. Jagiellońska 52 33-300 Nowy Sącz tel. 18 540 22 00, 18 540 24 99</p>	<ul style="list-style-type: none"> – legalization of foreigners' stay, – work permit, – foreigners invitations registration.
<p>Oddział do Spraw Integracji Cudzoziemców Wydział Polityki Społecznej Małopolski Urząd Wojewódzki w Krakowie PUNKT INFORMACYJNO-DORADCZY ul. Basztowa 22 31-156 Kraków tel. 12 39 21 588 ePUAP (adres skrytki): /ag9300lhke/skrytka e-mail: wp@malopolska.uw.gov.pl</p> <p>Delegatura urzędu w Nowym Sączu PUNKT INFORMACYJNO-DORADCZY ul. Jagiellońska 52 33-300 Nowy Sącz tel. 18 540 22 00, 18 540 24 99</p>	<ul style="list-style-type: none"> – administrative and legal advice as well as cultural counselling, – psychological support, – registration for free Polish language courses , – registration for adaptation courses.
<p>Urząd Miasta Krakowa* Pl. Wszystkich Świętych 3-4 31-001 Kraków tel. 12 616 12 00, 12 616 12 07</p>	<ul style="list-style-type: none"> – permanent residence registration, – temporary residence registration, – car registration, – confirmation of business activity registration in CEIDG, – nursery and primary school recruitment.
<p>Urząd Miasta Nowego Sącza* Rynek 1, 33-300 Nowy Sącz tel. 18 443 53 08 e-mail: urzad@nowysacz.pl</p>	
<p>Urząd Miasta Tarnowa* ul. Mickiewicza 2, 33-100 Tarnów tel. 14 688 24 00 e-mail: umt@umt.tarnow.pl</p>	
<p>Grodzki Urząd Pracy w Krakowie ul. Wąwozowa 34 31-752 Kraków</p>	

* Address of the main headquarters of City of Kraków Office, given matter can be dealt with at appropriate branches.

* Address of the main headquarters of Nowy Sącz Office, given matter can be dealt with at appropriate branches.

* Address of the main headquarters of City of Tarnów Office, given matter can be dealt with at appropriate branches.

<p>tel. 12 68 68 000 e-mail: grodzki@gupkrakow.pl</p>	<ul style="list-style-type: none"> – registration of statements on entrustment of the performance of the work, – issue of seasonal work permit.
<p>Urząd Pracy Powiatu Krakowskiego ul. Mazowiecka 21 30-019 Kraków tel. 12 299 74 25 email: krkrpow@uppk.pl</p>	
<p>Sądecki Urząd Pracy ul. Węgierska 146 33-300 Nowy Sącz tel. : 18 44 89 282 e-mail : sup@sup.nowysacz.pl</p>	
<p>Powiatowy Urząd Pracy dla Powiatu Nowosądeckiego ul. Nawojowska 118 33-300 Nowy Sącz tel. 18 440 08 08 e-mail: ko@pup.powiat-ns.pl</p>	
<p>Powiatowy Urząd Pracy w Tarnowie Plac gen. J. Bema 3 33-100 Tarnów tel. 14 68 82 300 e-mail: krta@praca.gov.pl up@up.tarnow.pl</p>	

<p>Małopolski Oddział Wojewódzki NFZ ul. Ciemna 6 31-053 Kraków tel. 12 29 88 386</p> <p>Adres do korespondencji (Kancelaria MOW NFZ) ul. Józefa 21 31-056 Kraków</p> <p>Punkt Obsługi Ubezpieczonych ul. Batorego 24 31-135 Kraków</p> <p>Delegatura w Nowym Sączu ul. Jagiellońska 52 33-300 Nowy Sącz tel. 18 44 22 300 e-mail: nowysacz@nfz-krakow.pl</p> <p>Delegatura w Nowym Targu ul. Jana Kazimierza 22 34-400 Nowy Targ tel. 18 26 49 582 e-mail: nowytarg@nfz-krakow.pl</p> <p>Delegatura w Tarnowie al. Solidarności 5-9 33-100 Tarnów tel. 14 69 63 155 e-mail: tarnow@nfz-krakow.pl</p>	<ul style="list-style-type: none"> – matters related to mandatory and voluntary health insurance.
<p>Kuratorium Oświaty w Krakowie ul. Ujastek 1 31-752 Kraków tel. 12 448 11 10 e-mail: kurator@kuratorium.krakow.pl</p>	<ul style="list-style-type: none"> – substantive supervision over public and non-public nurseries, other forms of pre-school education, schools (ways of realization of the curriculum and educational functions), – control over organization of children and youth leisure on the territory of the voivodship during winter and summer break.
<p>Miejski Ośrodek Pomocy Społecznej w Krakowie ul. Józefińska 14 30-529 Kraków tel. 12 616 54 27 e-mail: do@mops.krakow.pl</p>	<ul style="list-style-type: none"> – social assistance benefits.
<p>Miejski Ośrodek Pomocy Społecznej w Nowym Sączu ul. Żywiecka 13 33-300 Nowy Sącz tel. 18 444 36 23, 444 3624 e-mail: mops@nowysacz.pl</p>	
<p>Miejski Ośrodek Pomocy Społecznej w Tarnowie aleja Matki Bożej Fatimskiej 9 33-100 Tarnów tel. 14 688 20 20 e-mail: mops@mops.tarnow.pl</p>	
<p style="text-align: center;">Organizacje i stowarzyszenia działające na rzecz cudzoziemców</p>	

<p>Fundacja Wspierania Kultury i Języka Polskiego im. Mikołaja Reja ul. Nad Potokiem 20 Kraków tel. 606 131 281 lub 516 983 170 <u>zarzad@fundacjareja.eu</u></p>	<p>The goal of the Foundation is to promote Polish culture and Polish language on the territory of the Republic of Poland and abroad, building the foundations of intercultural dialogue, promoting cultural diversity, strengthening cultural identity while building openness towards other cultures, promoting integration and preparing Poles to meet the requirements of a society hosting foreigners, helping Poles leaving the country and returning, cooperation with Polonia, undertaking activities for Polonia, cooperation with offices and institutions of public administration and organizations dealing with human rights and education, cooperation with churches and religious associations.</p>
<p>Biuro Fundacji Zustricz ul. Karmelicka 34/204 31-131 Kraków tel: 609 876 399 e-mail: <u>info@zustricz.pl</u></p>	<p>The ZUSTRICZ Foundation works for the purpose of rapprochement and cooperation of the nations of Central and Eastern Europe, overcoming barriers and stereotypes, development of culture and science. Zustricz, through its activities, supports the integration of Ukrainians living in Poland, helping them adapt to the new environment and implement their own initiatives. As part of our activities: we run educational and integration workshops and thematic meetings, we provide assistance and psychological support for migrants and their families, we organize conferences, social campaigns, cultural and integration events, including meetings with people of culture and science, literary evenings, and film screenings. We try to create space for getting to know each other and understanding of people of different nationalities, languages and religion.</p>
<p>Stowarzyszenie INTERKULTURALNI PL <u>www.interkulturalni.pl</u> e-mail: <u>biuro@interkulturalni.pl</u></p>	<p>The INTERKULTURALNI PL association was founded by a group of psychologists and lawyers and cultural studies specialists. The mission of the Association is to promote the development of an open and multicultural society. Forms of tasks implementation:</p> <ul style="list-style-type: none"> actions to change the legal system (advocacy, awareness campaigns, supervisory activities and developing solutions) cultural education (in nurseries, schools, universities, public institutions, companies) promoting different cultures - integration programs (empowerment – help in the legalization of stay, Polish studies, career counseling, assistance in acculturation and building a social network).

**Fundacja Współpracy Polsko-Ukraińskiej "U-
WORK"**

ul. Batorego 2/28 (III p.)

fundacja@u-work.pl

u-work.pl

tel. 501 868 805

The Foundation for Polish-Ukrainian Cooperation "U-WORK" works for foreigners living in Krakow, helps them to integrate better with Poles, supports students of Kraków's universities, and also supports questions regarding the legalization of stay of foreigners and other legal issues. As part of the Foundation, several projects are being directed to foreigners, one of them is the "Foreign Entrepreneurs Support Center". The main assumption of the project is consultancy on the establishment and running of a company in Poland by foreigners. As part of the project, trainings are conducted on the principles of running a company, accounting methods and elements of labor law and employment of employees. We also provide all this information on individual consultations for interested persons.

- Other projects carried out under the Foundation are:
- "Information Point for Foreigners" with consultations available in different languages, operates under the "Open Kraków" program;
- Polish-Ukrainian Culinary and Educational Workshops
- student internships, volunteering for all volunteers, organization of integration events
- actions against the threat of social exclusion of migrants.

Information Point for Foreigners is a place where every foreigner living in Krakow can get the necessary information in the field of law and legalization of stay, psychological support, information about the education system in Poland - all this works in the form of specialist consultations and thematic meetings. The Center also provides consultations with ZUS experts as well as the National Labor Inspectorate. Our consultants and volunteers provide assistance in Polish, English, Ukrainian and Russian, and after prior agreement also in other languages, for example in Spanish or Arabic. We invite all interested parties to increase their knowledge and civic activity.

ph. +48 12 312 06 46

info.migrant@krakow.pl