

## **INFORMATION REGARDING A TEMPORARY RESIDENCE PERMIT IN THE REPUBLIC OF POLAND**

A temporary residence permit may be granted to an alien if the alien demonstrates that there are circumstances which justify his/her residence in the Republic of Poland for a period longer than 3 months. These circumstances, in particular, may be as follows:

- obtaining an employment permit or a permit to perform other work for pay,
- conducting business activities,
- undertaking studies,
- marrying a Polish citizen or an alien holding a permanent residence permit.

The foregoing circumstances are solely exemplary in nature, other reasons may justify the application for a temporary residence permit.

Aliens applying for a temporary residence permit are obliged to submit the following:

1. Two counterparts of a filled out application for the temporary residence permit,
2. Four present, color, 4,5 x 3,5 cm sized, semi left angled photographs,
3. The documents confirming their source of income or their own material means and the amount thereof,
4. A copy of his/her birth certificate or copy of his/her marriage certificate,
5. A valid passport to confirm the personal data,
6. The certificates stating:
  - no overdue tax liabilities towards the country of origin,
  - no criminal record,
7. A document showing title deed of the real estate in Poland or other legal title for future place of residence,
8. A proof of payment of the consular fee.

The provincial governor may also require that the applicant submit additionally for example the following:

- an employment permit or a permit to perform other work for pay in the Republic of Poland,
- a certificate confirming the commencement or continuation of university studies (public or private),
- documents confirming the conduct of business activities such as: a current statement from the commercial registry, the notary deed on the basis of which the company was established, etc.

Moreover, before making the decision to grant a temporary residence permit the provincial governor may summon an Alien to appear in person in order to explicate material circumstances which are indispensable for making the decision.

Aliens residing abroad submit an application for a temporary residence permit to the Polish consular office. Aliens residing in Poland submit this application to the provincial governor ("wojewoda") with jurisdiction over their future place of residence.

The temporary residence permit is issued for a period of up to two years. It may be extended, however every time for a period not exceeding two years. The provincial governor with jurisdiction over the place of intended residence issues takes a decision about granting the temporary residence permit and if an alien submits the said application abroad, a decision is delivered to her/him through the Polish consular office in which the application was filed. The temporary residence permit card is issued in Poland by the provincial governor.

If the application for a decision about granting the temporary residence permit in Poland has been filed through the Polish consular office the processing time is estimated up to 4 months.

All foreign original documents are supposed to be translated into Polish by authorized translators.

Consular fees:

- application fee - **670 SEK**
- the decision granting the temporary residence permit - **1.110 SEK**

## **LEGAL GROUNDS**

- Act on Aliens dated 13 June 2003 (Journal of Laws, No 128, Item 1175)
- Decree issued by the Minister of Internal Affairs and Administration on the Detailed Principles, Course of Proceedings and Specimen of Documents pertaining to Aliens dated 27 June 2001 (Journal of Laws, No 68, Item 716 with subsequent amendments)
- Decree issued by the Minister of Internal Affairs and Administration on the Specimen of the Application Form for Temporary Residence Permit and Relevant Photographs dated 5 August 2003 (Journal of Laws, No 147, Item 1435)