



## A GUIDE TO RESIDENCE LEGALIZATION FOR DOCTORAL STUDENTS

1. Recommended actions after positive recruitment
2. Recommended actions after the arrival in Poland
  - a) citizens of the EU member states
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4. After the application
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## POSITIVE RECRUITMENT

After admitting a doctoral student Adam Mickiewicz University, Poznań:

- ✓ draws up a proof of admission letter
- ✓ draws up a proof letter, which includes the information about the granted scholarship
- ✓ recommends applying for a Polish visa for 12 months, within which a doctoral student will be able to travel to other Schengen Area countries
- ✓ recommends purchasing insurance in Poland (e.g. the NFZ insurance provided by the National Healthcare Fund of Poland)
- ✓ recommends registering the visit at the Voivodeship Office in Poznań (Wielkopolski Urząd Wojewódzki w Poznaniu) **before departing for Poland** (however, the visit must be planned in a way the doctoral student is able to attend it in person) – APPLICABLE ONLY TO NON-EU CITIZENS
- the registration is completed via the following website: <http://rejestracja.poznan.uw.gov.pl>
- the usual waiting time for the visit is approx. 2 months (depending on the time of registration)
- ✓ in order to cross the border and reside legally a doctoral student should have:
  - a valid traveling document (e.g. a passport)
  - a valid visa or other document, which legalizes entering and residing in the territory of the Republic of Poland
  - a valid residence permit issued by another Schengen Area state, which allows for entering the territory of the Republic of Poland



**AFTER THE ARRIVAL IN POLAND  
(DOCTORAL STUDENTS FROM THE EU MEMBER STATES)**

Doctoral students from the EU member states are obliged to register their residence in Poland:

- ✓ after the arrival in Poland a doctoral student should visit the Voivodeship Office in Poznań (Wielkopolski Urząd Wojewódzki w Poznaniu)
- ✓ the procedure is simplified (it requires only two proof letters confirming the admission to University and sufficient financial resources)



## **AFTER THE ARRIVAL IN POLAND (DOCTORAL STUDENTS FROM NON-EU STATES)**

Doctoral students from non-EU states are obliged to register their residence in the territory of the Republic of Poland during their education:

- ✓ it is a necessary condition not only of residing in Poland but also travelling to conferences, field studies, inquiries etc. to other countries
- ✓ **the temporary residence permit application should be filed in person during legal residence in Poland, i.e. before the visa expires**
- in exceptional circumstances a doctoral student can send the completed application by Poczta Polska (a registered mail sent from Poland, not later than on the last day of legal residence)
- after sending the application the doctoral student must visit the Office without delay in order to add their fingerprints and produce original documents
- ✓ documents should be filed in Polish (sworn translations of documents in other languages is required)



✓ **important information about the temporary residence application:**

- the temporary residence permit is issued for **15 months** for **first-year doctoral students**
- in the case of other doctoral students the temporary residence permit is issued for **the period of education prolonged by 3 months**
- the application should be completed (all positions) in Polish (sworn translations of documents in other languages is required)
- the application should include a copy of the doctoral student's passport (except blank pages, the doctoral student will be asked to produce the original document)
- the application should include the proof of payment (340 PLN)
- the application should include **4 biometric photographs**
- the application should include the proof of **valid health insurance** (a voluntary healthcare contract with NFZ or any private insurance covering medical treatment costs;

**the insurance must be valid and paid on the day of issuing the permit, hence, it is recommended to buy insurance for the following 6 months when applying)**



- the application should include a valid proof of financial resources (a proof of granted scholarships or a proof of sufficient credit card limit; not less than 701 PLN for each month of residence and resources for the return ticket)
  - the application should include a proxy for AMU Proxy for Foreign Doctoral Students (in order to allow the Proxy to obtain information from the Voivodeship Office)
  - it is recommended to include the proof of payment for printing the permit card
  - it is recommended to include the request to print the permit card without the residence address
- ✓ detailed information about applying for temporary residence permit can be found on the website of the Voivodeship Office in Poznań:

<https://www.poznan.uw.gov.pl/zezwozenie-na-pobyt-czasowy/studia>



## AFTER FILING THE APPLICATION

- ✓ the doctoral student should check their mailbox regularly – **the Voivodeship Office contacts the applicants by post**
- ✓ the doctoral student should check the application status on the following website: [www.poznan.uw.gov.pl](http://www.poznan.uw.gov.pl) (the code and password are obtained after the application)
- ✓ in case of any problems, trouble with the information sent by the Voivodeship Office – **we invite you to contact AMU Proxy for Foreign Doctoral Students**



## AMU PROXY FOR FOREIGN DOCTORAL STUDENTS

- ✓ the function of AMU Proxy for Foreign Doctoral Students is performed by

**Mateusz Jaworski, Ph. D.**

- ✓ foreign doctoral students shall contact the Proxy:
  - in the case of problems, ambiguity, lack of the application procedure's progress etc.
  - in the case of major problems related to the course of their education
- ✓ e-mail address: [matjaw@amu.edu.pl](mailto:matjaw@amu.edu.pl)
- ✓ mobile phone number: **+48 882 355 738**