TEMPORARY RESIDENCE AND WORK PERMIT

What is a temporary residence and work permit?

It is a type of temporary residence permit that combines elements of:

a residence permit (i.e. the right to reside in Poland) ⊕ **a work permit** (i.e. the right to work in Poland with the attached conditions).

Who grants the permit?

- ☑ **the voivode competent for your place of residence in Poland**
- ☑ **the Head of the Office for Foreigners (as the appellate authority)**

To whom it is granted?

To a non-EU foreigner or a stateless person who:

- intends to take up or continue work in Poland that is not seasonal work and is not a secondment by a foreign employer, or
- performs work, serving on the Management Board of a limited liability company or a joint stock company in which they do not hold shares, or acting as a proxy

⊕ and meets the additional requirements for granting this permit.

Obtaining this permit is not possible for foreigners, who *inter alia*:

- staying in Poland on the basis of a visa issued by a consul of the Republic of Poland or of another Schengen State for the purposes of tourism or visiting family or friends.

Period of validity 3 months - 3 years

Procedure for granting a temporary residence and work permit

1. **READ MORE ABOUT THIS PERMIT**
   You will find them on the MOS portal in the “Read the information” section.

2. **PREPARE FOR SUBMITTING AN APPLICATION**
   Make sure you can confirm your identity and sign the application via login.gov.pl. Gather all the information and documents you need to complete your MOS application and process it.

3. **LOG IN TO MOS**
   Do this via login.gov.pl, once you have registered your user account.

4. **FILL OUT THE APPLICATION FORM IN MOS**
   Use the prompts provided as context-sensitive help, if necessary.
   Attach a digital photograph and scan of a travel document to the application and provide the employer’s email address.

5. **CONFIRM AND SEND THE FORM BY CLICKING ON “SAVE APPLICATION AND SEND EMPLOYER THE FORM”.**
   You will receive a message confirming that the employer has been invited to complete the annex and the employer will receive a link allowing them to fill out the annex.

6. **EMPLOYER ADDING AN ATTACHMENT TO THE APPLICATION**
   The employer fills in Annex I to the application in MOS, signs it via login.gov.pl and submits it in MOS. The annex will be automatically added.

7. **WAIT FOR AN E-MAIL**
   You will receive a message about the possibility to complete the application process in MOS.

8. **RETURN TO THE APPLICATION AND VERIFY IT**
   Log back into MOS to open the application and check it for errors.

9. CONFIRM THE SUBMISSION AND SEND THE APPLICATION AND ITS ATTACHMENTS.

Sign the documents via login.gov.pl.

10. DOWNLOAD AND SAVE THE CONFIRMATION OF RECEIPT

If the application is submitted correctly, you will receive an official confirmation of receipt.

If you do not receive the receipt, it means that the application has not been successfully submitted.

11. AWAIT THE VOIVODE'S RESPONSE

You will receive a summons to appear in person at the voivodeship office and to present the necessary information and documents.

12. GO TO THE OFFICE AND COMPLETE THE REQUIREMENTS

- present your travel document,
- submit your fingerprints and specimen signature,
- complete the application with all the required documents.

13. WAIT FOR THE CERTIFICATE TO BE ISSUED

The voivode will issue you with a certificate which confirms that you have submitted your complete application on time. This will ensure that your continued stay in Poland is considered legal until the proceedings are completed with a final decision. The certificate will be sent to you via the MOS or you may collect it during your visit to the office.

14. ACTIVELY PARTICIPATE IN THE ADMINISTRATIVE PROCEDURE

The voivode will conduct the administrative proceedings and, if necessary, will request further documents or explanations. Do not ignore these summons. You will be able to familiarise yourself with the case file before the decision is issued.

15. THE VOIVODE'S DECISION

if they decide to grant you a permit – you will receive a residence permit document (collection in person required);

if not – you can lodge an appeal with the Head of the Office for Foreigners within 14 days of the delivery of the decision via the Voivode.

UNIA EUROPEJSKA FUNDUSZ AZYLU, MIGRACJI I INTEGRACJI

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