TEMPORARY RESIDENCE PERMIT

What is a temporary residence permit?

It is an entitlement to reside temporarily in Poland for a specific purpose indicated by you. The permit is granted in the form of an administrative decision.

Who grants the permit?

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

To whom is the permit granted?

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

- meets certain conditions required for its granting, depending on the purpose of his/her planned stay in Poland. This purpose should, as a rule, justify the stay in Poland for a period longer than 3 months.

Persons who cannot apply for the permit include those who:

- were granted indefinite permits, benefiting from international protection in Poland or applying for such protection. Apart from certain exceptions specified in the Act, the permit is not granted in the case of, among others, illegal stay in Poland.

Period of validity depending on the purpose of stay

3 months - 3 years

Only in some cases it is possible to submit an application while the foreigner is outside Poland, but these cases are not handled through the MOS.

Procedure for granting a temporary residence permit

1. **READ INFORMATION ON THE PERMIT FOR A SPECIFIC PURPOSE OF STAY**
You will find them on the MOS portal in the “Read the information” section.

2. **PREPARE TO SUBMIT YOUR APPLICATION**
Make sure you can confirm your identity and sign the application via login.gov.pl. Gather all the information and documents you need for completing and processing your MOS application.

3. **LOG IN TO THE MOS**
You will do this through login.gov.pl, once you have registered your user account.

4. **FILL IN THE APPLICATION FORM IN THE MOS**
Use the prompts provided as context-sensitive help, if necessary. Attach a digital photo, a scan of all pages of the travel document and other necessary attachments to your application.

If you have any doubts - before submitting the application - raise them with the relevant voivodship office using the contact form, via the hotline or during an appointment at the Voivodeship Office.

5. **CONFIRM AND SEND THE APPLICATION WITH ATTACHMENTS**
Sign the documents with a trusted signature, qualified electronic signature or personal signature via login.gov.pl.

6. **DOWNLOAD AND SAVE UPO**
If the application is sent correctly, you will receive an official confirmation of receipt (UPO).

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

7. AWAIT THE VOIVODE'S RESPONSE

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

8. GO TO THE OFFICE AND COMPLETE THE FORMALITIES

- present your travel document,
- give your fingerprints and specimen signature,
- supply all the required documents.

9. WAIT FOR THE CERTIFICATE TO BE ISSUED

The voivode will issue you with a certificate confirming that you have submitted your application in 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 can collect it during your appointment.

10. ACTIVELY PARTICIPATE IN THE PROCEDURE

The voivode will conduct administrative proceedings and, if necessary, will summon you to provide further documents or explanations. Do not ignore these summons. You will be able to access your case file before the decision is issued.

11. THE VOIVODE'S DECISION

- if they decides to grant you a permit - you will receive a residence card (personal collection 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.

UNIA EUROPEJSKA FUNDUSZ AZYLU, MIGRACJI I INTEGRACJI

URZĄD DO SPRAW CUDZOZIEMCÓW | mos moduł obsługi spraw

Project No. 1/8-2018/BK-FAMI entitled "Modernisation of the Pobyt System v.2 with regard to creation of a Case Handling Module" is co-financed by the National Programme of Asylum Migration and Integration Fund - Safe Haven.