

For the purpose of applying for the Residency Permit Card the following documents must be submitted:

NON - EU NATIONALS	EU CITIZENS – REGISTRATION ONLY	WHERE TO GET IT FROM
1 application form + (2 photocopies of filled form)	1 application form + 3 photocopies	HMI office or Silesian Voivodship Office - Department for Foreigners
4 color photographs (sized 4.5 x 3.5cm) !!! forward-facing head shots !!!		Photographer (About 20 zloty)
1 photocopy (the both sides) of your Residency Permit Card (if available and valid)		
2 photocopies of Passport (first page with photo and ALL pages with ANY visas and stamps) !!!	2 photocopies of Passport (first page with photo only)	
Documents certifying the source of income (loan receipt or a recent bank statement showing proof of sufficient funds - 13 000 PLN or <i>equivalent in USD or EURO</i>)	Written declaration of possession of enough funds to provide for student in Poland without the need to make use of social insurance benefits	From Dean's office (in case of loan) Statement of bank account
Dean's letter certifying the educational status	Dean's letter certifying the educational status	Dean's office
Receipt of your tuition payments		Dean's office
1 photocopy of Medical Insurance Policy + ORIGINAL for insight	1 photocopy of Medical Insurance Policy or European Health Insurance Card	Dean's office

Students themselves are **obliged to observe the deadlines** of documents submission and **collect** all required documents.

All documents have to be **translated** into **Polish** by a sworn translator **in Poland**.

Originals documents should be accessible for insight.

The application must be **submitted by the foreigner in person** due to the necessity of taking **fingerprints** as they are to be featured on the residence card.

Procedure

Procedure	Time	Fees
Apply documents	Before the expiration of the current card or visa !!!	PLN 340
Pick up Decision Letter , get accommodation receipt	about 1 month after apply	PLN 50
Pick up Residency Permit Card	about 1 month after delivery of new accommodation receipt, take a passport with you	

Application must be submitted prior to the expiration date of the current Residency Permit Card, Visa or EU Border Crossing Stamp.

Silesian Voivodship Office Department for Foreigners	The Dorms Office	The Dean's Office	HMI Office
ul. Jagiellońska 25, Room 119 40-032 Katowice, Poland Tel. +48 (32) 207 79 19 Tel. +48 (32) 207 79 21 Fax: +48 (32) 207 72 73 Open: Monday to Friday 7 ³⁰ - 15 ³⁰	ul. Medyków 24 40-752 Katowice, Poland Tel. +48 (32) 208 85 70 Fax: +48 (32) 252 80 18 Open: Monday-Friday 8 ⁰⁰ -15 ⁰⁰	ul. Medyków 18 40-752 Katowice, Poland Tel. +48 (32) 208 86 89 Fax: +48 (32) 252 80 10 Open: Monday, Thursday 10 ⁰⁰ -15 ⁰⁰ Tuesday, Wednesday 8 ³⁰ -13 ³⁰ Friday - closed	ul. Medyków 26/12 40-752 Katowice, Poland Tel. +48 (32) 208 87 41 Fax: +48 (32) 208 87 41 Open: Monday-Friday 9 ⁰⁰ -15 ⁰⁰

For more information please visit WWW.HOPE.COM.PL