

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

IF YOU APPLY FIRST TIME YOU NEED:	EU CITIZENS – REGISTRATION ONLY	WHERE TO GET IT
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 valid) OR accommodation receipt		Dorm's office (for students who live in Dorms)
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
Documents certifying no tax arrears in Poland		1st Tax Department in Katowice ul. wirki i Wigury 17 (for students who live in Ligota) cost 21 zloty
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.

Procedure

Procedure	Time	Fees
Apply documents	At least 45 days before the expiration of the current card or visa !!!!!!!	PLN 340 + PLN 21
Pick up Decision , and get new 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	

If the application has been proposed **less than 45 days**, you shall be **obliged to leave the territory of European Union**.

Silesian Voivodship Office Department for Foreigners	The Dorms Office	The Dean's Office	HMI Office
ul. Jagiello ska 25, Room 119 40-032 Katowice, Poland Tel. +48 (32) 200 20 62 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 -16 ⁰⁰ 13 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 8 ⁰⁰ -16 ⁰⁰

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