

**HOW TO APPLY FOR**

# **TEMPORARY RESIDENT CARD**

**FOR INTERNATIONAL STUDENTS AT POWIŚLAŃSKI UNIVERSITY**



[WWW.POWISLANSKA.EDU.PL](http://WWW.POWISLANSKA.EDU.PL)

# LIST OF THE DOCUMENTS

The documents required to be submitted at Pomeranian Voivoidship Office:

1. Two copies of **filled-in application** form (must be filled in polish). For the AF please use a **GENERATOR**;
2. Four **biometric passport-like photographs**;
3. Copy of **every single page of the Passport** – with stamps from your travel and every blank page as well;
4. Additional copy of Passport page with your photograph and name on it (original Passport for inspection);
5. **Confirmation of payment** of stamp duty (opłata skarbową) **340 PLN** to the bank account of the Pomeranian Voivodeship Office;

## Account details:

Pomorski Urząd Wojewódzki w Gdańsku Okopowa 21/27  
80-810 Gdańsk,

**Account number:** 93 1010 1140 0169 1313 9120 0000

**Transfer title:** „Opłata skarbową - zezwolenie na pobyt czasowy”

Payment can be also made at the office at a payment Kiosk - an ATM like machine.



6. Copy of **Residence confirmation**;

7. Additional copy of **Visa**;

8. Copy of **Insurance policy** (national or private) and **confirmation of payment**

9. **Monthly living expenses declaration** (all fields must be filled-in with help of landlord/house owner);

10. **Bank statement** of 50.000 PLN of sufficient means of subsistence for period of **15 months** and possible return trip costs;

11. \*\* **Grade sheets** for all previous semesters (not applicable for 1st Year students before finishing the 1st semester);

12. \*\* **Certificate of no arrears** with study payments;

13. \*\* **Continuation of studies certificate** or **Admission to studies certificate** if you are 1st year students.

\*\* Documents issued by the University. Student Office will prepare them for you before your visit.



# IMPORTANT!

Study documents must always be **current**, and when the semester changes new documents from the University must be submitted. If you change address, passport or finish a semester – **submit updated documents**.

All documents must be certified as true copies by an office employee or submitted in original form.

Pesel number is not required but it is very useful. You can ask to put your PESEL on TRC instead of accommodation address. It is a better option because you will probably change your address a lot and everytime you change address you will need to update this information on your TRC which means paying for another card.

If the process of issuing the TRC takes way to long you can consult a legal advisor.

- **Documents from 1-5** must be submitted at the first visit in the TRC Office.
- **Documents from 6-13** can be submitted later or by a traditional mail.

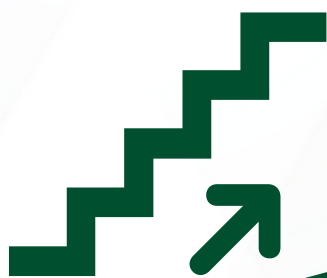
## MORE INFORMATION

You can check progress of your TRC [HERE](#).



**ARE YOUR  
DOCUMENTS  
READY?**

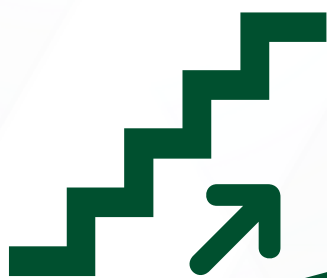
**SEE WHAT'S  
NEXT!**



[WWW.POWISLANSKA.EDU.PL](http://WWW.POWISLANSKA.EDU.PL)

# HOW TO APPLY FOR TRC

1. Please send a message to [studentoffice@powislanska.edu.pl](mailto:studentoffice@powislanska.edu.pl) stating your readiness for application.
2. Wait for a message from Student's Office in regards to your TRC appointment date. Please note that it may take at least 3 **weeks to apply** for grouped appointments.
3. After a group of **10-13 people** forms you'll go to the TRC Office (also known as **Pomeranian Voivodeship Office**) with our Student Office representative.



# HOW TO MAIL DOCUMENTS



**Address:**  
**Pomorski Urząd Wojewódzki**  
**in Gdańsk,**  
**Okopowa 21/27,**  
**80-810 Gdańsk**

You need to send the documents by the registered letter: **A4 (M) Format** envelope with **yellow confirmation card** – template attached below. It's a confirmation for You that the mail was received by the addressee (later you will get that yellow card back in your mail-box). You can do it at any **Polish Post-Office**. (Poczta Polska UP – Urząd Pocztowy).

**NOTE:** DATE OF THE STAMP ON THE ENVELOPE IS CREDITED AS THE DATE OF SUBMITTING THE DOCUMENTS.



# HOW TO ADDRESS A LETTER

 **Poland Address Format**

Sender's Full Name \_\_\_\_\_  
Address/street \_\_\_\_\_  
PO Box \_\_\_\_\_ City \_\_\_\_\_

Stamp for Registered Letter under 250g Size M

**EXAMPLE**

↓

RECIPIENT Adrian Kieślowski  
[BUILDING] ul. Łączności 1/M.3  
[STREET\_TYPE] STREET\_NAME HOUSE\_NUMBER[/SUB\_BUILDING] 82-300 ELBLAG  
POSTAL\_CODE LOCALITY POLAND  
POLAND

PO Box indicator: Skr. Poczt.





# CONFIRMATION CARD

**Front**

**POTWIERDZENIE ODBIORU**  
*Wypełnia Nadawca*

*Wyprodukowano w 20... roku, Termin trwałości kleju 2 lata.*

**Adresat przesyłki/kwoty przekazu**

Pomorski Urząd Wojewódzki Numer nadawczy  
w Gdańsku

ul. Okopowa 21/27

**80-810** **Gdańsk** ZWRÓCIĆ DO NADAWCY:  
kod pocztowy miejscowość

przesyłka polecona  
 przesyłka listowa z zadeklarowaną wartością  
 paczka pocztowa  
 kwota przekazu  
 przesyłka

**Sender's Full Name**  
.....

**Address/street + number**  
.....

**PO BOX No.** **City**  
kod pocztowy miejscowość

**Back**


*Potwierdzam własnoręcznym podpisem  
odbiór przesyłki / kwoty przekazu*

**Receiver's Signature and Date**  
.....  
(data i podpis odbiorcy)

.....  
.....  
.....  
(Miejsce na dodatkowe informacje Nadawcy)

**Pasek kleju** **Pasek kleju**

PP S.A. nr 24

 Poczta Polska



# ABOUT THE TRC OFFICE

## Citizen and Foreigner Affairs Department **The Pomeranian Voivodeship Office**

Entrance to the building from **Rzeźnicka Street**.  
(Room No. 11 – other more common name for this is  
**Information = Informacja**)

### **If you go to the office by yourself:**

After entering the building go immediate right and wait to be asked inside – usually a Security worker will ask about your reason of visit, if you have appointment you will be asked inside if you don't have appointment but want more information you will be asked to stand in line.

It is best to visit the TRC Office in the morning at **8:00 the latest**, because later the queue could even take up to 2-3 hours of waiting time. In the morning when the TRC Office is opening there are far less clients waiting.



**Adress:**  
**Pomorski Urząd Wojewódzki  
w Gdańsku  
Okopowa 21/27,  
80-810 Gdańsk**



# SUBMITTING MISSING DOCUMENTS

If you didn't submit all of the required documents during your first visit then you can do it later without making an appointment. There are two places where you can submit documents:

- At the main entrance to the office from Okopowa street. After entering you go left to the window number 2
- At the Information at Rzeźnicka street

Before submitting documents prepare your case number that you can find on the site where you track your application.



# NEED HELP?

Reach out to

**[studentoffice@powislanska.edu.pl](mailto:studentoffice@powislanska.edu.pl)**

or you can contact your fellow student  
Precious Chigogo

**[p.chigogo@psw-studia.pl](mailto:p.chigogo@psw-studia.pl)**

