



## EU/EFTA NATIONALS

### **REGISTRATION OF RESIDENCE**

All EU/EFTA residents who stay in Poland longer than 3 months are required to register their residence. You need to submit your application form in person to the Mazovian Voivodeship Office in Warsaw no later than the next day after the end of the 3-month period following the date of entry into the territory of Poland.

### **Where to submit documents:**

#### **MAZOVIAN VOIVODESHIP OFFICE, DEPARTMENT FOR FOREIGNERS**

#### **Mazowiecki Urząd Wojewódzki w Warszawie, Wydział Spraw Cudzoziemców**

address: ul. Marszałkowska 3/5, 00-624 Warsaw, stand 21, mezzanine, ticket with letter "1"

office hours: Monday 10:00-17:30, Tuesday-Friday 8:00-15:00

### **Documents required:**

1. Pre-filled **Application form for registration of residence of an EU citizen** ([WORD](#))
2. **One photocopy of your passport or ID**  
**NOTE:** if your passport contains any pages that hold any stamps, seals, visas, annotations or entries of any kind, you need to include them in the photocopy as well. In such a scenario, it will not be sufficient to provide merely the main page of your document.
3. **Passport or other ID confirming your citizenship** (for verifying your identity and the photocopy provided)
4. **4 recent photos** (35mm x45mm)

**NOTE:** Failure to submit any of the above-mentioned documents or lack of personal appearance in the Mazovian Voivodeship Office will result in the foreigner being served a formal request to provide the missing documents within 7 days from the date of the service. Failure to comply with the above requirements will result in your application not being examined.

5. **A certificate of enrolment for the studies** issued by the University
6. **A confirmation of your valid health insurance** or **proof of entitlement to healthcare** under the provisions on the coordination of social security systems.  
[The list of insurers accepted by the Polish Ministry of Foreign Affairs \(PDF\)](#)

If you already have a foreign insurance policy you need to provide a translation into Polish made by a sworn translator.  
[The list of sworn translators](#)

7. **A written statement on having sufficient resources to cover the costs of your stay in Poland** not to become a burden for the Polish welfare system or a proof of having such resources. This includes in particular:
  - your credit card
  - a certificate issued by your bank confirming possession of sufficient funds on the account issued no later than one month before the date of application for registration of residence.



Please bear in mind that all the documents need to be completed **in Polish**. Documents written in a foreign language need to be translated into Polish by a sworn translator. [The list of sworn translators](#)

No fees are charged for registering EU citizen residence. However, if you wish to submit a power of attorney you will need to pay stamp duty in the amount of PLN 17.

Detailed information on the procedure is available at [the MOS portal](#) (Cases Handling Module).

### **REGISTRATION OF ADDRESS**

Additionally, **EU/EFTA nationals who intend to stay in Poland for more than 3 months are obliged to register their address** (it is called "zameldowanie") at the District Office (*Urząd Dzielnicy*) competent for the district they are staying in, no later than **on the 30th day** after their arrival to Poland.

Upon registration, the foreigner can obtain a PESEL number.

Further information at [\*\*wepoint.sggw.edu.pl\*\*](http://wepoint.sggw.edu.pl)