

**TEMPORARY RESIDENCE CARD**  
**Lublin Voivodeship Office**  
Citizens' Affairs and Foreigners Department  
Secretariat  
ul.Czechowska 15  
20-914 Lublin  
English: tel. +48 81-74-24-559

**Conditions that You have to meet:**

- The application for a permanent residence permit is submitted in person, no later than on the last day of your legal residence in Poland
- You can pick up your residence card in person only
- Your fingerprints will be taken in order to issue your residence card
- Documents should be submitted in Polish in the original or a photocopy along with the original for inspection
- For documents in a foreign language, you should attach a translation into Polish by a sworn translator

**Documents to submit:**

- ✓ Application for a temporary residence permit completed in Polish language
- ✓ 4 recent colour photographs, undamaged, size 45x35 mm, made in the last six months on a plain white background, with good focus, clearly showing the eyes and face from the top of the head to the top of the shoulders; the face should occupy 70-80% of the photograph; the photograph should show the person looking straight ahead with their eyes open, not covered by hair, with a natural facial expression and mouth closed
- ✓ A valid travel document (passport copy with every single page including all the empty pages); previous TPR if there was one
- ✓ Confirmation from the university of acceptance for studies or continuation of studies, or a certificate of participation in training course;
- ✓ Proof of payment of the required tuition/course fee,
- ✓ Health insurance valid **3 months** after the interview
- ✓ Bank Statement - Evidence of sufficient funds to cover the costs of living and return travel to the country of origin or residence and the cost of tuition training course.
  - 776 zł x 15 (months)
  - Rent & utilities x 15 (months)
  - 2500 zł flight ticket
- ✓ Contract with the landlord
- ✓ Confirmation of payment for TRC
  - 340 PLN at the time of submission of the application, payable to the bank account
  - Urząd Miasta Lublin Wydział Finansowy 95 1240 2092 9329 9200 0620 0000 title description „wydanie zezwolenia na pobyt czasowy your name”