

INFORMATION FOR NON-NATIONALS ENTERING DOCTORAL SCHOOL EDUCATION IN THE ACADEMIC YEAR 2020/2021

A non-national (foreigner), in accordance with the Polish law, is every person who does not have Polish citizenship. A non-national is both a stateless person and a person having dual or more citizenship provided that one of them is not Polish.

Non-nationals may enter and receive education in doctoral schools on the basis of:

- International agreements
- Agreements concluded with foreign entities by universities
- Ministerial decisions
- The NAWA director's decision regarding its scholarship holders
- The rector's administrative decision.

A LIST OF DOCUMENTS REQUIRED FOR THE ENROLMENT PROCEDURE TO THE DOCTORAL SCHOOL

Appendix 4 to resolution no. 13/20 of the Senate of the University of Gdańsk of 27 February 2020 on the regulations of enrolment for Doctoral Schools in the University of Gdańsk in the academic year 2020/2021.

DIPLOMAS

Persons, who received a document certifying their education (a diploma, diploma supplement, etc) issued outside the territory of Poland, are asked to send copies of this document to the doctoral school's office via email during the online registration process. Documents should be marked with an apostille clause (or legalised) and translated into Polish.

Apostille

Apostille is a statement on the basis of which official documents (including diplomas and certificates) issued in one country are deemed legal in the territory of another country. The apostille was introduced by the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (Journal of Laws of 2005, no. 112, item 938) and it applies to the countries which signed the Convention.

How to receive the apostille?

Such a document may be obtained in the country which it was issued in.

Legalisation

Legalisation is a certificate of document authenticity (e.g. a diploma or certificate) issued in another country. It needs to be obtained in case receiving the apostille is not possible due to the fact that the country, which issued the document in question, did not sign and ratify the Hague Convention that abolished the requirement of legalisation for foreign public documents. If the country where the document was issued is not a party to the Hague Convention, you must legalise the document.

How to legalise a document?

In general, document legalisation is done by the Polish consul in the country where the document was issued. Contact your consulate and ask about the document legalisation procedure.

Translation

Apart from obtaining the apostille or legalisation document, every certificate issued in language other than Polish must be translated into Polish. The translation must be certified by a Polish

sworn translator (a translator entered into the sworn translators list governed by the Ministry of Justice), by a sworn EU translator (if such an institution operates in the country in question) or by the Polish consul (the consulate).

Education recognisability

If a diploma certifying graduation abroad authorises a person to apply for a doctoral degree in the country where the issuing university operates within the higher education system, this document authorises a foreigner to apply for a doctoral degree in Poland as well.

A diploma certifying graduation issued by a foreign university does not certify the appropriate level of education in Poland and does not give any authorisation if the issuing institution or the institution that provided education:

- a.) does not operate within the higher education system of any country or
- b.) within the law of the country, where the institution operates in the higher education system, the institution, on the day the diploma was issued, was not an accredited university or it implemented a study program that did not have an accreditation (a study program or its elements were not implemented in accordance with the law of the country where the education took place).

A foreign graduation diploma may be considered equivalent to its Polish counterpart on the basis of an international agreement, which defines equivalence or in case of lack thereof, through the process of validation of foreign studies and degrees.

LEGALISATION OF A FOREIGNER'S RESIDENCE

Basic information

Residency rights of nationals from the EU member states as well as nationals from the EFTA member states (so the three EEA parties, that is, Norway, Iceland and Lichtenstein, plus the Swiss Confederation), and members of their families, are different than the rights of non-nationals outside the EU and those four countries, who are called third country nationals.

In order to be granted a temporary residence permit for the purpose of doctoral school education it is necessary to comply with the following requirements:

- both the declared and the actual aim of a foreigner's stay in the Republic of Poland must be to enter or continue doctoral school education;
- gaining education in a doctoral school must be the basis for temporary residence permit application and it must justify a foreigner's stay in the territory of Poland for a period longer than 3 months;
- a non-national produced a certificate of acceptance to a doctoral school or a statement proving the continuation of studies issued by a doctoral school office;
- a non-national has insurance (a document that certifies holding a health insurance policy or the European Health Insurance Card for a particular academic year) or a document that verifies the coverage of treatment costs in Poland by an insurance company
The insurance policy should cover at least the first year of studies. Such a document is for instance the European Health Insurance Card. A travel policy is not regarded an insurance policy since those policies are usually issued for a period shorter than a year.
- a non-national should have sufficient funds to cover the cost of studies. Those should amount to:
 - 200 zlotych – in case of non-nationals from a neighbouring country (i.e. Russia, Lithuania, Belarus, the Ukraine, Slovakia, Czech or Germany);

- 500 zlotych – in case of non-nationals from the EU member state not neighbouring with the Republic of Poland or the EFTA member states (so the three EEA parties, that is, Norway, Iceland and Lichtenstein, plus the Swiss Confederation);
- 2500 zlotych – in case of non-nationals from other countries;
- or it should be equivalent to those sums in other currencies (according to the currency exchange rate of the National Bank of Poland on the last business day preceding the submission of a temporary residence permit application)

Documents which confirm the possibility of obtaining the financial funds for covering the living and travel expenses of a foreigner and a foreigner's family members who are under his care are:

- Traveller's check,
- Certificate of a credit card limit issued by the bank which also issued the card,
- Certificate of possession of financial resources in a bank or in cooperative savings and credit union which must be headquartered in the territory of Poland,
- Document certifying a grant of a foreign or domestic scholarship,
- Work and salary certificate.

DOCUMENTS REQUIRED FOR TEMPORARY RESIDENCE PERMIT APPLICATION

In order to submit a temporary residence permit application you need to make an appointment in the Pomeranian Voivodeship Office: <https://kolejkagdansk.ajhmedia.pl/>

1. Two application forms filled out in accordance with the admonishment (forms may be generated here: <https://generator.gdansk.uw.gov.pl/wnioski/zezwolenie-pobyt-czasowy>).
2. 4 photographs that comply with the following requirements:
 - are undamaged, in colour and good focus,
 - measuring 35 mm x 45 mm,
 - are taken no earlier than 6 months before the application submission,
 - showing a foreigner's face from the top of the head to the upper part of the shoulders, so that the face covers 70-80% of the photograph; the background must be bright; the person must be in a frontal position, looking straight ahead with the eyes open, uncovered by the hair, with a natural facial expression and closed mouth, reflecting the foreigner's natural skin colour,
 - clearly showing the foreigner's eyes, especially the pupils; the eyeline must be parallel to the upper edge of the photograph,
 - key information: a non-national wearing a headdress in accordance with religious practice may submit a photograph in a headdress, provided that the face is fully visible. In such a case a non-national attaches a statement of belonging a particular religion to the application form.
3. A copy of a valid travel document (the original document must be available on request), in a particularly justified case, when a non-national does not have a valid travel document and has no way of obtaining it, a non-national may submit a different document validating his identity.
4. 2 copies of the passport pages that contain personal data and the photograph.
5. Documents validating the possession of sufficient financial resources to cover the cost of return travel to the country of nationality or residency, or the costs of transit to a third country that will give permission to enter, in the amount that is equivalent to the ticket cost of that country, though no less than:
 - 200 zlotych – in case of non-nationals from a neighbouring country;
 - 500 zlotych – in case of non-nationals from the EU member state, other than the ones established in the bullet point above;

- 2500 złotych – in case of non-nationals from other countries that are not a EU member state.
6. Documents certifying the possession of sufficient financial resources to cover the living expenses (at least 702 złotych for each month of the residence for an overall period of 15 months).
 7. Documents certifying the possession of sufficient financial resources to cover the residing expenses (the amount of fixed rent fees as divided to the number of users as well as the electricity, gas, water and garbage disposal fees) for a period of 15 months.
Documents which confirm the possibility of obtaining the financial resources:
 - traveller's check,
 - certificate of a credit card limit issued by the bank which also issued the card,
 - certificate of possession of financial resources in a bank or in cooperative savings and credit union which must be headquartered in the territory of Poland,
 - document certifying a grant of a foreign or domestic scholarship,
 - work and salary certificate.
 8. A certificate of acceptance to the university or of continuation of studies or a training course issued by an appropriate entity.
 9. Proof of payment for the studies if a non-national enters or continues paid studies.
 10. Documents confirming the possession of health insurance in accordance with the laws of the bill of 27 August 2004 concerning the health care benefits financed by public resources, or a confirmation of the coverage of treatment costs in Poland (e.g. an appropriate ZUS statement, insurance policy)
 11. A receipt of stamp duty payment for issuing a permit in the amount of 340 złotych to the following account:
Pomorski Urząd Wojewódzki w Gdańsku (Pomeranian Voivodeship Office in Gdansk)
ul. Okopowa 21/27
80-810 Gdańsk
Account number: 93 1010 1140 0169 1313 9120 0000
Transfer name: "stamp duty – temporary residence permit"