

GENERAL INFORMATION FOR NON-NATIONALS ON ENTERING DOCTORAL SCHOOL EDUCATION

The following information has been developed on the basis of data provided by public administration authorities other than the University of Gdańsk. In individual cases the guidelines may not be complete and measures that need to be taken may differ depending on a particular matter.

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 DOCTORAL SCHOOLS is included in Appendix 4 to Resolution on the regulations of enrolment for Doctoral Schools in the University of Gdańsk, which can be found on the doctoral school's website.

DIPLOMAS

Persons, who received a document certifying their education (a diploma, certificate of studies completion, diploma supplement, etc.) issued outside the territory of Poland, are obligated to submit copies of this document to the doctoral schools office. Documents should be marked with an apostille clause (or legalised) and translated into Polish.

Apostille

Apostille is a type of authentication certifying that a particular document originated in a competent institution. It proves that a document issued in one country is deemed legal in the territory of another country and may be safely used abroad. 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). It is issued when the country of origin and the destination country are both parties to [the Hague Convention](#). The apostille may be obtained in the country, where the document in question was issued.

Legalisation

Legalisation is also a certificate of authenticity of a document issued in another country. It needs to be obtained in case receiving the apostille is not possible, i.e. when both the country which issued a particular document and the country where the document shall be used, did not sign and ratify the Hague Convention. Therefore, if the country of origin and the destination country **are not** on the list of signatories of [the Hague Convention](#), it is necessary to legalise a particular document.

In general, legalisation is done by a Polish consul in the country where a document was issued. In order to do that, it is advisable to contact the consulate and ask about the document legalisation procedure.

Translation

Apart from obtaining the apostille or legalisation document, every certificate issued in a language other than Polish must be translated into Polish. **In case of a diploma issued by a foreign university, it is imperative that a translation of the diploma into Polish also be submitted.** 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 a Polish consul (the consulate). Additionally, a copy of a high-school diploma, *matura* certificate or diploma certifying the completion of higher education, on the basis of which a candidate was admitted to the studies completed abroad or documents which enable the evaluation of the course of studies, in particular a diploma supplement, student's accomplishment sheet or a certificate of the course of studies, should also have its equivalent in Polish certified by a sworn translator. Such a translation may be useful not only during the enrolment process, but also in the nostrification procedure, should it be deemed necessary. However, the documents certifying the academic accomplishments and qualifications of a candidate in any language other than Polish or English, should have a standard translation into Polish or English.

Education recognisability

If a foreign graduation diploma 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 graduation diploma 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 (nostrification procedure).

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 European Union and those four countries, who are called **third country nationals**.

Right of residence for up to 3 months – European Union citizens

EU citizens and their family members, who are not EU citizens, can stay in Poland for up to three months without having to meet any of the conditions of residence, other than possessing valid travel document. An EU citizen may possess another valid document confirming his/her identity and citizenship.

Residence for over 3 months – European Union citizens

If the residence in the territory of the Republic of Poland lasts longer than three months, an EU citizen and members of his family who are nationals of the EU are required to register their stay. The competent authority for registration of EU citizen's residence is the voivode competent for the his place of residence. In order to register the EU citizen's residence (including members of his family who are also citizens of the EU), and to obtain a residence card of a family member of an EU citizen, it is required for an EU citizen to meet the conditions of the right of residence exceeding 3 months.

An EU citizen has the right to stay for a period longer than three months if he studies or participates in vocational training in the territory of the Republic of Poland and is in the possession of sufficient financial means to support himself and his family members, so that they are not a strain on the social security system, and is in the possession of proper health insurance.

More information can be found here: <https://www.gov.pl/web/udsc/obywatele-ue-oraz-eogszwajcarii-i-czlonkowie-ich-rodzin>

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;
- receiving education in a doctoral school must be the basis for a 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 schools 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 cheque,
- 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 a temporary residence permit application

In order to submit a temporary residence permit application, it is necessary to make an appointment in the Pomeranian Voivodeship Office: <https://kolejkagdansk.ajhmedia.pl/>. Documents required for a temporary residence permit application include:

1. Two application forms filled out in accordance with the admonishment (forms may be generated here: <https://generator.gdansk.uw.gov.pl/wnioski/zezwozenie-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 his 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 different document validating his identity may be submitted;
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 zlotych – 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 (in the territory of Poland at least 528 zlotych for families or 701 zlotych for people living alone, for each month of the residence for an overall period of 15 months or for the entire stay if it is shorter than a year or equivalent to those sums in other currencies);

7. Documents certifying the possession of sufficient financial resources to cover the residing expenses (the amount of fixed rent fees as divided by 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 cheque,
 - 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 authority;
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 regarding 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 Gdańsk)
ul. Okopowa 21/27
80-810 Gdańsk
Account number: 93 1010 1140 0169 1313 9120 0000
Transfer name: „Opł. skarb. - zezwolenie na pobyt czasowy”
(“Stamp duty – temporary residence permit”)

„This information does not constitute a source of law. The authors exercised due diligence to ensure its compliance with the legal regulations in force. However, it should be noted that this information applies to the standard and frequent cases and cannot fully apply to the individual issues. The type and number of documents that can be requested by the administrative authorities during the procedure may differ from those specified above depending on a case. If you have any doubts, please contact the authority competent for examination of individual case or read the legislation on your own.”