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# LEGAL STAY IN POLAND

## COVID-19 EPIDEMICS



**Confinement and border crossing restrictions.**

**What to do when public offices are closed?**

**What to do when You cannot leave Poland  
due to COVID-19 restrictions?**

**What to do when Your residence permit  
procedure is pending?**



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# Restrictions.

## Border Crossing.

Sea and air border crossings, as well as land border crossings for trains are closed until April 13th 2019, with possibility of extension.

Land borders are still open so it is possible to enter Poland by car or bus but not everyone can do so.

## Who can still enter Poland with land borders ?

1. children and spouses of Polish nationals
2. holders of a Pole's Card ("Karta Polaka")
3. foreigners with temporary or permanent residence permits
4. holders of work permits, seasonal work permits, work statements ("oświadczenie"), foreigners allowed to work based on the same rules as Polish citizens

*! In exceptional circumstances Border Guards may allow other people to enter.*

**On entering** You should inform Border Guards about Your address and phone number in Poland and be **quarantined for 14 days**.

You are quarantine together with Your cohabitants. You should inform the You should provide Sanitary Inspection with name, surname and PESEL of Your cohabitants. You should inform Your employer that You are quarantined (by phone/email). No later than **3 days after** the quarantine is finished You should provide Your employer with a written statement confirming that You were quarantine, if You are allowed to be paid salary or sick leave for that period.



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You are still encouraged to contact Your embassies and consular services or airlines for information about possible departure options.

**Further information:**

Border Guards website: <https://www.strazgraniczna.pl>

Ministry of Foreigners Affairs **hotline** on crossing the border: 22 523 88 80

**Confinement.**

Everyone is obliged to stay at home, confinement announced until April 11th 2019.

**Going out is allowed only in the following situations:**

1. work related purposes
2. securing essential needs, especially visiting doctors (for Yourself and Your family)
3. volunteering for Covid-19 related purposes
4. religious practices

If You are outside on foot You should be alone or with no more than one person (unless You're with family). You should keep a distance of **2 m** between You.

**Minors** are obliged to be accompanied by parents.



**On buses and trams** - not more passengers than half of the seating places.

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**In shops** - no more clients than the number of cash registers x 3, 10:00-12:00 only persons 65 years of age or older are allowed to enter.

**Parks**, green areas, promenades, boulevards, beaches are closed for public.

Maximum number of participants in **religious ceremonies** - 5 until 11th of April, 50 after 12th of April.

### **Public Offices closed for personal visits.**

All public Offices, including Foreigners Offices, are closed for personal visits until further notice.

## **Q&A**

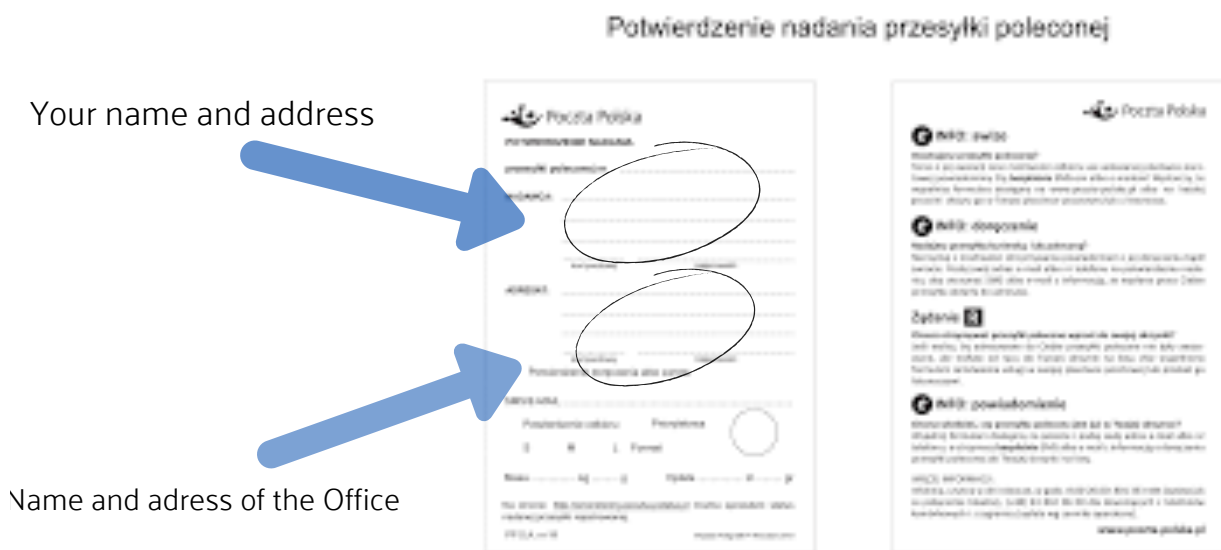
### **How to apply when public offices are closed?**

**I need to apply for a visa extension, residence permit, PESEL, etc. but the Public Offices are closed. What can I do?**

If You need to apply for a residence permit, visa extension, register Your address, get PESEL number or other You can still contact the public offices by post. You should fill an appropriate application form, attach required documents (originals) and a written request for the response to be mailed to Your address. Once ready, send it to the Office competent in dealing with Your application by mail.

\* In Kraków special boxes were placed in front of the Public Offices. Instead of sending Your applications by post, You can simply put an envelope with Your documents in such a box.

Whenever You're sending anything please remember to do it with a registered letter ("list polecony"). Fill in the form, have it stamped at the post office and keep it with You.



You can also deal with many administrative issues on internet with Profil Zaufany and ePuaP platform.

To register You need to confirm Your identity with a bank account, if You have bank account in one of the following banks: T-mobile usługi bank owe, PKO Bank Polski, inteligo, Santander, Bank PKO, mbank, ING, envelopes, Millennium, Alior Bank.

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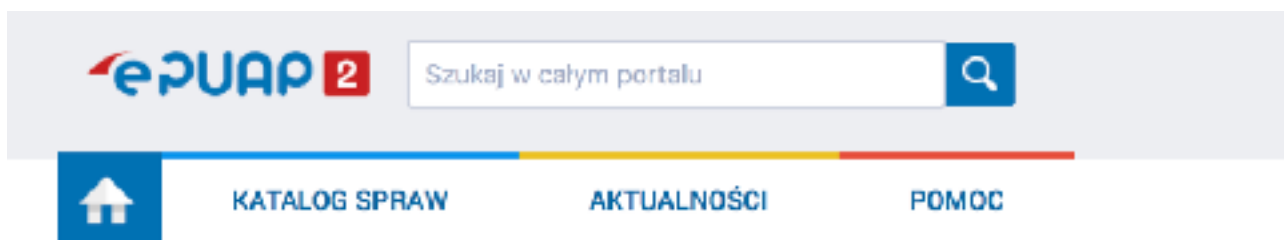
You can register for Profil Zaufany here:

<http://pz.gov.pl/pz/registerMainPage>



You can submit Your applications to the Public Offices via ePUAP platform here:

<https://epuap.gov.pl/wps/portal/strefa-klienta/polski>



## Q&A

### What to do when You cannot leave Poland due to COVID-19 restrictions?

Validity of **residence permits and national visas** (long-term, type D) is **automatically prolonged** until the state of epidemics is cancelled and for the next 30 days.



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**Deadlines for applying** for residence permits (temporary and permanent), visa extensions (Schengen visas, national visas), visa-free stay **are prolonged** until the state of epidemics is cancelled and for the next 30 days.

If You want Your stay based on **Schengen visa or a visa-free stay** that expired during the state of epidemics to be considered legal **You have to apply for extension** no later than after the state of epidemics is cancelled - You will have 30 days to do this.

**I came without a visa. My 90-days stay expires soon.**

### **What to do?**

If You are a national of one of the following countries, You may apply to prolong Your stay for next 90 days:

Brasil

Argentina

Chile

Honduras

Costarica

Nicaragua

Singapore

Uruguay

### **How to do it?**

Prepare a written application - provide Your personal details (name, surname, date of birth, nationality, address) and justify why You need to stay longer. Attach a copy of Your passport and send Your application by post to Foreigners Office closest to Your place of residence. Keep the confirmation from the Post as a proof that You sent Your application before Your legal stay expired.

### **Important!**

**Normal deadline** for applying - last day of Your legal stay.

**Deadline** for applying for visa-free stay is **prolonged** until the state of



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epidemics is cancelled and for the next 30 days. If You want Your stay based on visa-free stay that expired during the state of epidemics to be considered legal **You have to apply for extension no later** than after the state of epidemics is cancelled and the next 30 days.

*If this is not an option for You, please proceed further.*

**I came with a Schengen visa (short term, type C). My legal stay expires soon.**

### **What to do?**

If You have a Schengen visa issued by Poland or other Schengen state You may apply for visa extension.

The maximum period of stay though is 90 days, so if Your visa already allowed You to stay for 90 days, this will not be an option for You.

### **How to do it?**

Fill in the application form, attach documents confirming that You have means of subsistence and health insurance, confirmation that You paid administrative fee (30 EUR) as well as copy of Your passport and 1 biometric photo and send it to the Foreigners Office closest to Your place of residence. Keep the confirmation from the Post as a proof that You sent Your application before Your legal stay expired.

### **Important!**



**Normal deadline** for applying - last day of Your legal stay.

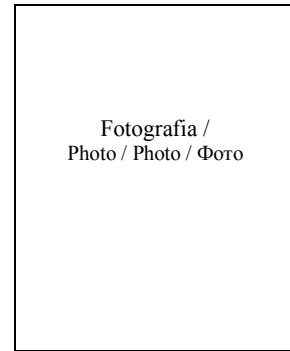
**Deadline** for applying for Schengen visa extension is **prolonged** until the state of epidemics is cancelled and for the next 30 days. If You want Your stay based on a Schengen visa that expired during the state of epidemics to be considered legal **You have to apply for extension no later** than after the state of epidemics is cancelled and the next 30 days.

*If this is not an option for You, please proceed further.*



**Wniosek wypełnia się drukowanymi literami alfabetem łacińskim**  
The application should be filled in capital letters in Latin alphabet / La demande est à remplir en majuscules, en alphabet latin / Заявка заполняется печатными буквами латинского алфавита

**Wniosek wypełnia się w języku polskim**  
The application submitted in the territory of the Republic of Poland should be filled in Polish language / La demande doit être remplie en langue polonaise / Заявка заполняется на польском языке



**WNIOSEK O PRZEDŁUŻENIE  
WIZY SCHENGEN**  
SCHENGEN VISA EXTENSION APPLICATION /  
DEMANDE DE PROLONGATION DU VISA SCHENGEN /  
ЗАЯВКА НА ПРОДЛЕНИЕ ШЕНГЕНСКОЙ ВИЗЫ

do / to / à / до .....  
(nazwa organu, do którego składany jest wniosek) /  
(name of the authority the application is submitted to) / (dénomination de l'organe où la demande est déposée) / (название органа к которому составляется заявка)

**I came with a national visa (long term, type D). My legal stay expires soon.**

**What to do?**

**Validity of Your visa is automatically prolonged** until the state of epidemics is cancelled and for the next 30 days.



After that, If You have a national visa You may apply for visa extension.

The maximum period of stay though is 365 days, so if Your visa already allowed You to stay for 365 days, this will not be an option for You.

*If this is not an option for You, please proceed further.*

**How to do it?**

Fill in the application form, attach documents confirming that You have means of subsistence and health insurance, confirmation that You paid administrative fee (406 PLN) as well as copy of Your passport and 1 biometric photo and send it to the Foreigners Office closest to Your place of residence. Keep the confirmation from the Post as a proof that You sent Your application before Your legal stay expired.

## Important!

Send the application no later than on the 30th day after the state of epidemics is cancelled.

**Wniosek wypełnia się drukowanymi literami alfabetem łacińskim**

The application should be filled in capital letters in Latin alphabet / La demande est à remplir en majuscules, en alphabet latin / Заявка заполняется печатными буквами латинского алфавита

**Wniosek wypełnia się w języku polskim**

The application submitted in the territory of the Republic of Poland should be completed in Polish language / La demande doit être remplie en langue polonaise / Заявка заполняется на польском языке

Fotografia /  
Photo / Photo / Фото

**WNIOSEK O PRZEDŁUŻENIE  
WIZY KRAJOWEJ**

**NATIONAL VISA EXTENSION APPLICATION /  
DEMANDE DE PROLONGATION DU VISA NATIONAL /  
ЗАЯВКА НА ПРОДЛЕНИЕ НАЦИОНАЛЬНОЙ ВИЗЫ**

do / to / à / до .....

(nazwa organu, do którego składany jest wniosek) /  
(name of the authority the application is submitted to) / (dénomination de l'organe où la demande est déposée) / (название органа к которому составляется заявка)

**I have a temporary residence permit. My legal stay expires soon.**

### What to do?

Validity of Your resident permit is **automatically prolonged** until the state of epidemics is cancelled and for the next 30 days. You can **apply** for a new residence permit **no later than on the 30th** days after the state of epidemics is cancelled.



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## I cannot apply for visa or visa free stay extension and my legal stay expires soon.

### What to do?

You can apply for a residence permit, adequate to Your personal situation.

For example:

If You are employed - You can apply for residence and work permit.

If You study - You can apply for student's residence permit.

If You have a close family member or are in a close relationship with a Polish citizen or foreign citizen residing in Poland - You can apply for family reunification residence permit.

If the only reason why You are staying in Poland is a COVID-19 restriction and You do not have any other ties to Poland (like work, family etc.) You can still apply for residence permit. In that case ask for a residence permit based on **other circumstances - art. 187 p. 8 of the Act on Foreigners** and justify it with the current epidemiological situation.

### How to do it?

Fill in the application form, attach documents required for Your type of application, confirmation that You paid administrative fee (340 PLN) as well as copy of Your passport and 4 biometric photos and send it by post with a registered letter to the Foreigners Office closest to Your place of residence. Keep the confirmation from the Post as a proof that You sent Your application before the deadline.

### Important!

**Normal deadline** for applying - last day of Your legal stay.

**Deadline** for applying for residence permit is **prolonged** until the state of epidemics is cancelled and for the next 30 days. If You want Your stay based on a Schengen visa or visa free stay that expired during the state of



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epidemics to be considered legal **You have to apply for residence permit** no later than after the state of epidemics is cancelled - You will have 30 days to do this.

If the only reason why You are staying in Poland is a COVID-19 restriction, the Foreigners Office suggests to apply for a residence permit **due to circumstances requiring a short stay** - <https://udsc.gov.pl/en/submission-of-applications-by-post>.

You have to remember though, that such a permit cannot be renewed or prolonged, so once You will receive such a permit for 6 months, after that period You will be obliged to leave Poland without options to apply for a new permit. This is why we would suggest applying based on "other circumstances" and art. 187 p. 8 - and putting exactly this in Your application form, as a justification of Your application.

**Przed wypełnieniem wniosku proszę zapoznać się z pouczeniem zamieszczonym na stronie 9 i 10**

Prior to filling the application form in, please read the instruction on page 9 and 10

Avant de remplir la demande, consultez l'instruction sur la page 9 et 10

Перед заполнением заявки прошу ознакомиться с инструкцией на странице 9 и 10

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photo / photo / фото  
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**WNIOSEK  
O UDZIELENIE CUDZOZIEMCOWI ZEZWOLENIA NA POBYT CZASOWY  
APPLICATION FOR GRANTING THE TEMPORARY RESIDENCE PERMIT TO A FOREIGNER  
LA DEMANDE POUR ACCORDS À UN ÉTRANGER LE PERMIS DE SEJOUR TEMPORAIRE  
ЗАЯВКА НА ПРЕДОСТАВЛЕНИЕ ИНОСТРАНЦУ РАЗРЕШЕНИЯ НА ВРЕМЕННОЕ  
ПРЕБЫВАНИЕ**

**Do / to / à / для .....**

(nazwa organu, do którego jest składany wniosek) /

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## Q&A

### What to do when my residence permit procedure is pending?

Since all Foreigners Offices are closed for personal visits the Office will contact You by sending You a regular mail. Please check Your mailbox regularly and update the Foreigners Office whenever You change Your address!

#### **I sent an application but didn't give my fingerprints.**

At the moment it is not possible to give Your fingerprints. Once the Office will open its doors for personal visits You will get a letter, asking You to come for fingerprinting at a specified date.

Please wait for the letter from the Office (be sure to update the Foreigners Office whenever You change Your address!).

Please keep a confirmation from the post office that You send Your application letter.

This will confirm Your legal stay in case of any checks or controls by Police or Border Guards.

#### **I received a decision granting me residence permit. What do I do now?**

If You want Your address to be written on Your residence card (ID) You should send a conformation of address registration (“zameldowanie”) within 7 days. It is not required though, so if You won't send Your address registration Your residence ID card will simply be issued with our adress.

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**I received a decision granting me residence permit but still didn't get my residence ID card. How can I get it?**

Since getting Your residence ID card requires fingerprinting it is not now possible to get the card. Please wait for the Offices to open their doors for personal visits.

## Q&A

### Am I entitled to any financial assistance?



If You're staying in Poland legally and work based on a civil contract ("umowa zlecenie", "umowa o dzieło") **You may apply for financial aid.**

#### What are the requirements?

- The civil contract was signed no later than on 1st of February 2020
- Income You earned for month preceding the month when You submit application for aid did not exceed 15.595,74 PLN (3x5.198,58PLN) .

#### What kind of aid will You be entitled to?

You'll be entitled to receive aid in the amount of 2080 PLN (2600x80%)

If Your income for the preceding month was lower than 1300 PLN (2600x50%) You will receive aid in the amount of Your income for that month

#### How to receive financial aid?

Your employer should submit an application with ZUS.

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if You have any other questions concerning Your stay in Poland,  
feel free to contact us!

*legal advisor Anna Strama*

NEFEL MIGRATION LAWYERS

[kontakt@nefel.pl](mailto:kontakt@nefel.pl)

[www.nefel.pl](http://www.nefel.pl)

+48 500 600 979