



**University
of Gdańsk**

Cooperation and
International
Relations Office

Legalisation of stay in Poland

Introduction

www.welcomecentre.ug.edu.pl





Legalisation procedures of your stay in Poland

There are **two** procedures that you need to complete:

1) In relation to the **address** you stay at in Poland -> you go to City Hall

Both EU & non-EU citizens

- Temporary residence registration
and PESEL number (*recommend to have one*)

2) In relation to the **reason** why you stay in Poland -> go to Pomeranian Voivodeship Office

EU citizens

- Registration of residence of an EU citizen

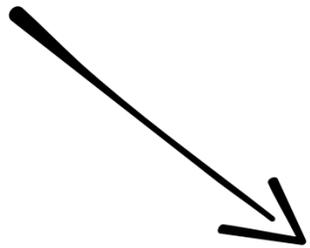
Non-EU citizens

- Temporary residence permit for the purpose of studies or to work/research

THERE ARE 2 PROCEDURES YOU NEED TO COMPLETE

**IN RELATION TO
ADDRESS**

**IN RELATION TO
REASON**



1) IN RELATION TO ADDRESS



ADDRESS	FORM	TEMPORARY RESIDENCE REGISTRATION*
	WHERE	CITY HALL
	WHO	EVERYBODY EU & NON-EU CITIZENS
	WHEN	FIRST 30 DAYS OF YOUR STAY



Application form is available in the City Hall or you can download it from [here](#)

*and PESEL number will be provided in the end of registration

How to fill the form?

On the first page you are required to fill in your personal information, such as: Surname, Name, Country of birth etc.

PESEL number will be provided during application process

In this field you need to fill in the country, where you travel from.



Rzeczpospolita
Polska

WZÓR

Załącznik nr 2



EL/ZC/1

Zgłoszenie pobytu czasowego / Temporary residence registration form

Instrukcja wypełniania w 3 krokach / Instruction for completion in 3 steps

1. WYPEŁNIAJ WIELKIMI LITERAMI / FILL IN CAPITAL LETTERS
2. Pola wyboru zaznaczaj / Mark selection boxes with lub / or
3. Wypełniaj kolorem czarnym lub niebieskim / Complete in black or blue

1. Dane osoby, której dotyczy zgłoszenie / Details of the person to whom the application relates

Nazwisko
Surname

Imię (imiona)
Name (names)

Numer PESEL (o ile został nadany)
PESEL number (if it was issued)

Kraj urodzenia
Country of birth

Data urodzenia
Date of birth

 - -

Wypełnij, jeśli nie masz numeru PESEL : / Complete, if you do not have a PESEL number :

dd-mm-rrrr / dd-mm-yyyy

Miejsce urodzenia
Place of birth

Kraj miejsca zamieszkania
Country of the place of residence

Wypełnij, jeśli nie masz miejsca pobytu stałego w Polsce : / Complete, if you have no place of permanent residence in Poland :



In the second part of page 1/3 you need to provide your email address and phone number.

! You should write an email which you have in ESRS system !

2. Dane kontaktowe osoby, której dotyczy zgłoszenie / Contact details of the person to whom the application relates

Numer telefonu komórkowego
Mobile phone number

i Numer nie jest obowiązkowy, ale ułatwi kontakt w sprawie meldunkowej. / Providing the number is optional, but it will facilitate contacting you in matters regarding residence registration.

Adres poczty elektronicznej
Email address

i Adres poczty elektronicznej nie jest obowiązkowy, ale ułatwi kontakt w sprawie meldunkowej. / Providing the email address is optional, but it will facilitate contacting you in matters regarding residence registration.

Wyrażam zgodę na przekazanie do rejestru danych kontaktowych imienia, nazwiska, numeru PESEL oraz: /
I consent to the transfer to the contact data register of my name, surname, PESEL number and:

i Jeśli wyrażasz zgodę na przekazanie danych, zaznacz co najmniej jedno pole wyboru. / If you consent to the transfer of data, mark at least one checkbox.

numeru telefonu komórkowego
mobile phone number

adresu poczty elektronicznej
email address

Zgodę możesz wyrazić jedynie, jeśli składasz wniosek w swoim imieniu. Przekazanie danych do rejestru danych kontaktowych nie jest obowiązkowe. Mogą one umożliwić innym podmiotom (np. urzędom) szybki kontakt z tobą celem sprawnego załatwienia sprawy i poinformowania cię o działaniach, jakie te podmioty podejmują w twoich sprawach. Zgodę możesz wycofać w każdej chwili. / You can only give your consent, if you submit the application on your behalf. The transfer of data to the contact data register is optional. They can be used by other entities (e.g. offices) to quickly contact you in order to efficiently handle your case and inform you about the measures, that these entities are taking regarding your matters. You can rescind your consent at any time.



3. Dane do zameldowania na pobyt czasowy / Details of the temporary residence

Adres nowego miejsca pobytu czasowego / Address of the new place of temporary residence

Ulica
Street

Numer domu
House number

Numer lokalu
Flat number

Kod pocztowy
Postal code -

Miejscowość - dzielnica
City - City district

Gmina
Commune

Województwo
Voivodeship

Deklarowany okres pobytu / Declared period of residence

Od
From - -

(i) dd-mm-rrrr / dd-mm-yyyy

do
to - -

(i) dd-mm-rrrr / dd-mm-yyyy

(i) Automatycznie zostaniesz wymeldowany z dotychczasowego miejsca pobytu czasowego /
Your previous temporary residence will be automatically deleted.

On page 2/3 you should provide the address of your dormitory.

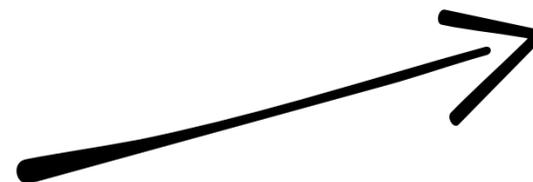
You can find addresses of all the dormitories clicking on the link below:

[Addresses of all the dormitories](#)

23/02/2026 - 28/06/2026

You declare the dates for academic year 2025/26

You can write the dates the same as employment contract from UG





4. Wymeldowanie z miejsca pobytu stałego/ Change of permanent residence

Zaznacz, jeśli chcesz się wymeldować z miejsca pobytu stałego / Check, if you wish to delete your registered permanent residence.

Tick only if you have registered with a Polish address before



5. Nazwisko i imię pełnomocnika / Surname and first name of the proxy

Wypełnij, jeśli pełnomocnik zgłasza meldunek / Complete, if a proxy notifies the registration of residence

Nazwisko
Surname

Imię
Name

6. Oświadczenia, podpisy / Statements, signatures

Potwierdzam, że wyżej wymieniona osoba przebywa pod wskazanym adresem / I hereby confirm that the above-mentioned person stays at the address provided

Miejscowość
Place

Data
Date - -
① dd-mm-rrrr / dd-mm-yyyy

Własnoręczny czytelny podpis
właściciela lokalu lub innego
podmiotu dysponującego
tytułem prawnym do lokalu
Handwritten legible signature
of the owner of the flat or a person who
holds a legal title to the flat

Oświadczam, że powyższe dane są prawdziwe / I hereby certify that the above information is true and correct

Miejscowość
Place

Data
Date - -
① dd-mm-rrrr / dd-mm-yyyy

Własnoręczny czytelny podpis
osoby zgłaszającej
Handwritten legible signature
of the applicant

Sekcja dla urzędnika / Section for official use

Przyjęto zgłoszenie pobytu czasowego / The temporary residence registration form is hereby accepted

Miejscowość
Place

Data
Date - -
① dd-mm-rrrr / dd-mm-yyyy

Pieczczęć i podpis urzędnika
Seal and signature of the official

This part (POINT 6) should be filled in by the administrator of your dormitory or, if you rent a private place, by the owner of this place.



You need to fill in this field, with a date, name of the town of the City Hall and your signature.



The last field is for the City Hall



PESEL NUMBER



PESEL is the national identification number in Poland (Polish Universal Electronic System for Registration of the Population). It consists of 11 digits that are unique for every registered person.

It is worth having a PESEL number:

- 1. necessary if you want to look for a job**
- 2. to handle official matters more easily (with governmental authorities)**
- 3. to have easier access to medical services, including vaccinations**
- 4. for easier online banking**
- 5. to obtain a Polish phone number easier**

Procedure

- You can receive a PESEL number during the procedure of registering your address in City Hall. In the application form, you need to write in your PESEL number. If you do not have it yet, it will be given to you automatically during your appointment.**
- Obtaining a PESEL number is free of charge.**

Temporary residence registration (address).



CITY HALL in GDAŃSK

Students staying in dorms in Gdańsk,
or renting a place in Gdańsk

- [Nowe Ogrody St 8/12, Gdańsk](#)
- [Partyzantów St 74, Gdańsk](#)



- <https://www.gdansk.pl/rezerwacja>
- **(Polish phone number required)**
- **Get PESEL number**

Selecting a ticket, date and place:

Group selection:	<input type="text" value="reports"/>
Select a case:	<input type="text" value="Registration of a foreigner with a PESEL number"/>
Selection of the month:	<input type="text" value="September"/>

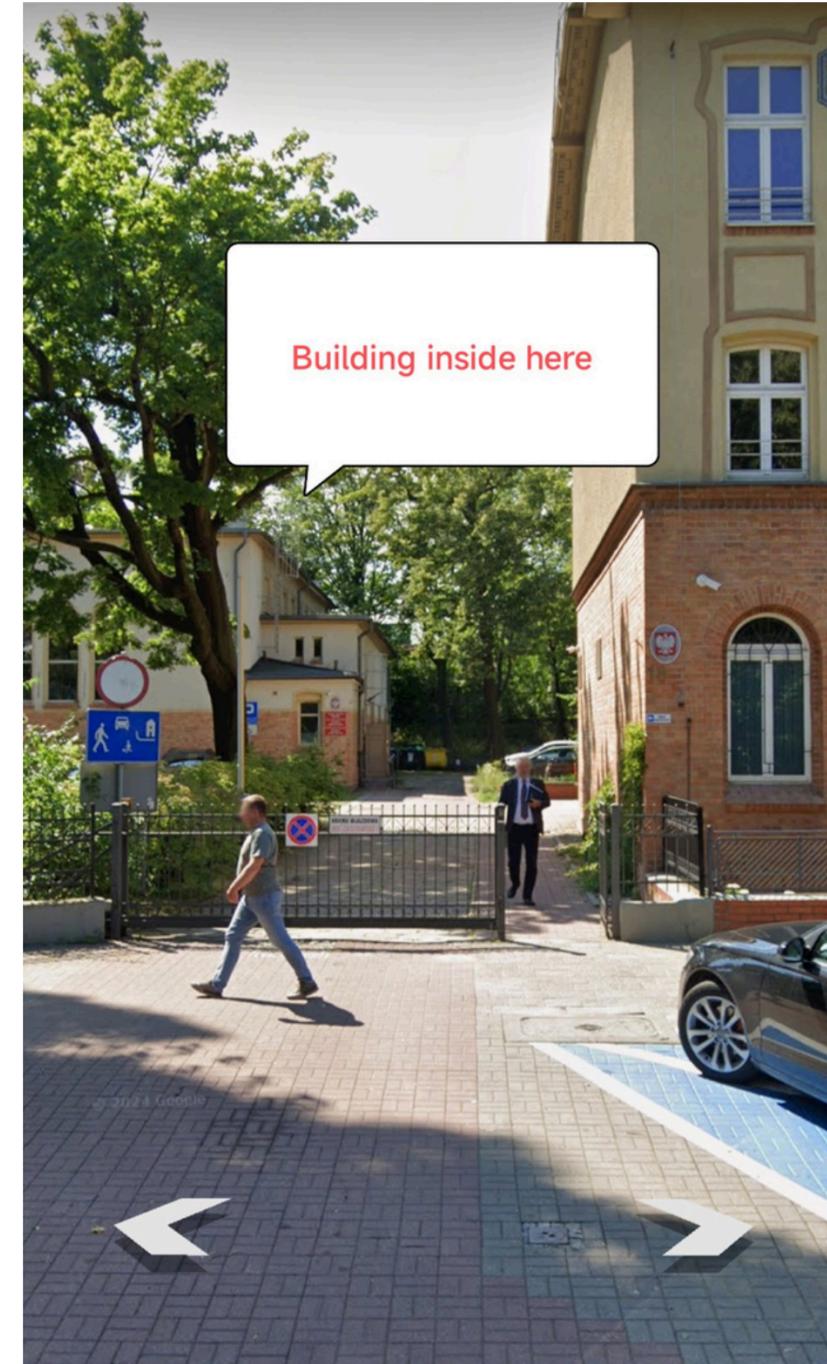
Temporary residence registration (*address*)



CITY HALL in SOPOT

Students staying in dorm 7 in Sopot,
or renting a place in Sopot:

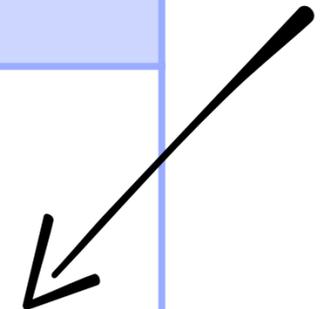
- [Tadeusza Kościuszki 18, Sopot](#)



THERE ARE 2 LEGALISATION PROCEDURES YOU NEED TO COMPLETE

**IN RELATION TO
ADDRESS**

**IN RELATION TO
REASON**





Residence registration/permit (reason).

- EU citizens

To stay in Poland for more than 90 days, an EU citizen is obliged to submit an application for registering his/her residence to Urząd Wojewódzki. After the procedure in urząd is completed, the certificate confirming the registration is issued. You submit the application and receive the certificate free of charge.

- Non-EU citizens

Most of the non-EU citizens need to have a visa to enter Poland. If they want to stay longer in Poland, they need to submit an application for temporary residence permit to Urząd Wojewódzki not later than on the date when the visa expires. If you entered Poland without a visa, you need to submit this application not later than 90 days after you entered the Schengen area.

NOTE: If you are an non-EU citizen and you have a valid temporary residence card issued in an EU country where you come from, please contact Welcome Centre (welcome@ug.edu.pl, +48 58 523 33 17) for details on the legalisation procedure which applies in such situations.

**IF YOU HAVE ANY DOUBTS OR QUESTIONS ABOUT
THE LEGALISATION OF YOUR STAY CONTACT**

WELCOME@UG.EDU.PL