

How to apply Residence Card

Please always check the website, as the required documents and procedures can vary for each period.

1. Gather the required documents:
 1. Application Form
 2. PESEL (Personal Identification Number)
 3. Copy of Passport+ Visa
 4. Bank Statement
 5. Documents from doctoral school
 6. Document from the dormitory
 7. ZUS (Social Insurance Institution) document
 8. Residence Card payment receipt (340 PLN): Szczecin
Urząd Miasta Szczecin Wydział Podatków i Opłat Lokalnych pl. Armii Krajowej 1, 70-456 Szczecin
2. Choose one of the following options:
 1. Send the required documents via the post office to the voivodeship office (recommended). Make sure to keep the receipt as proof of sending.
 2. Leave the documents at the voivodeship office (in box).
 3. Bring the documents directly after you get the reservation
Address:
Wydział Spraw Obywatelskich i Cudzoziemców
Zachodniopomorskiego Urzędu Wojewódzkiego w Szczecinie,
Wały Chrobrego 4, 70-502 Szczecin
3. Make a reservation on the website <https://rezerwacja.zuw.szczecin.pl/>.
4. Go to the voivodeship office for fingerprinting and document verification.
 1. It is advisable to bring someone who can speak Polish to assist if needed.
 2. Bring both the original and a copy of the documents in case the officer asks for verification
5. Wait for the decision on your residence card application. The decision will be sent to you via post.
6. Pay the fee for the residence card (directly in the office)
7. Once your residence card is ready, go to the voivodeship office to collect it.

Checklist Documents

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Form	Website: ZUW
Copy of PESEL	PESEL Office
Copy of Zaswiadczenie	PESEL Office
Copy of Visa	Personal Document
Copy of Passport	Personal Document
Photo (4 pieces)	Personal Document
Residence card payment receipt	Personal M banking
Copy/ Original of Zaswiadczenie	Dormitory
Zaswiadczenie (in polish: statement that you accepted/ continue the study)	Doctoral School
Student Card	Doctoral School
Wydruk karty okresowych osiagniec studenta (list of grade)	Doctoral School
Zaswiadczenie (statement that show the nominal of scholarship)	Doctoral School
Deklaracja Rozliczeniowa (Billing Declaration)	ZUS
Lista wplat na rachubek indywidualny (payment receipt)	ZUS
Bank Statement	Bank

How to Apply Health Insurance (Non-EU citizen)

1. There are two unit who handle this health insurance, NFZ (the health insurance) & ZUS (payment for health insurance).
2. When you register to NFZ (Arkonska 45) you can bring:
 - PESEL
 - student card
 - Passport + Visain NFZ they will help you to register into the system.
3. Go to ZUS (near the Galaxy mall), and bring:
 - all the document that I mention above
 - red form form NFZin ZUS they will give your personal account number to transfer the money every month.
4. Then, you can register yourself in nearby health service with PESEL number. And everytime you go there, you just give your PESEL number and can meet your GP for free consultation.
5. If you need to see a specialist fast and without NFZ, you can download app "ZnanyLekarz" to see available specialists near you and make an appointment.