



The first steps

that is, what should one remember about when submitting an application?

A very big number of applications submitted at the Department for Foreigners (Wydział Spraw Cudzoziemców, WSC) and the difficulties appearing in proceedings show the big significance of active cooperation of an applicant with the Office. For this reason, we have prepared a short guidebook with guidelines for persons submitting their applications in the Office.

Wydział
Spraw
Cudzoziemców

1. Make yourself familiar with procedures before submitting an application



The full information "step by step" is provided on the subject of the required documents, the amount of fees, the rules of arranging visits and submitting letters as well as the duration of proceedings on the Internet website of the Office *<http://mazowieckie.pl/pl/dla-klienta/cudzoziemcy>. The mentioned information can be also collected in the form of leaflets and schemes in the registered office of the DFF at ul. Marszałkowska 3/5.



You can also obtain free consultations in the points run by Caritas Polska, Fundacja dla Somalii and Polskie Forum Migracyjne, the partners in the project: „Wsparcie integracji cudzoziemców na Mazowszu”, co-financed with the funds from the Funduszu Azylu, Migracji i Integracji of the EU.



In case of doubts, use the contact form* or counselling in the consultation point open on Mondays and Thursdays in the Department's registered office.

2. Collect the set of required documents



Collect the documents required in the case. You can complete documents in the course of proceedings, but submitting an application with a set of required documents shortens the time of settling a matter significantly, and limits the amount of official correspondence.



Submit the documents attached to the application in the Polish language or with an attached sworn translation. Fill out all the applications and letters legibly in the Polish language providing true data. They ought to be signed by the right, authorized persons.

The submission of a complete application during an arranged visit allows for initiating proceedings in a given case right away; it limits the amount of correspondence, and reduces the risk of leaving the application without consideration.

3. Provide your data correctly



Write down your data in all the documents in which you have to provide them (letters, applications, forms) carefully and legibly with CAPITAL LETTERS. Provide the name, surname, and the date of birth in accordance with the record in the passport.



If you cannot provide any information, (e.g. you do not have the previous surname), and the information on this subject is required in a form, write: NIE DOTYCZY (NON-APPLICABLE).

Fill out all the required boxes writing the data of the person whom the application concerns in the contact form or the Internet calendar.

4. Arrange visits in advance



Try to book a visit a month in advance due to a big number of people eager to submit applications and a limited number of places in the Internet calendar.

While arranging a visit through the Internet calendar, make yourself familiar with all the regulations and fill out all the required boxes carefully, providing true personal data.



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Detailed information on the subject of submitting applications and arranging visits.

*
As a question through the contact form: <https://kontaktwsc.mazowieckie.pl/>





5. Submitting documents through the Registry Office or by post

If there are no places in the Internet calendar available anymore and it is not possible to arrange a visit in the Office, you can submit an application and other documents through the registry office or sent them by registered mail. You should also remember about exercising due diligence, then. Organize your letters and provide data making it possible to assign them to a particular case.



ATTENTION! The copies of documents submitted in the registry office or by post are not certified to be certified true copies. Remember that the return of the original documents attached to a case is not possible in case of all the proceedings.



6. Complete documents within the required term

The Office can request for completing additional documents in the course of proceedings which will be deemed necessary for considering a case. Make yourself familiar with the information about the required documents, term, and the rules of submitting them after collecting a letter sent by the Office.



7. Update your contact data at the Office on a regular basis

Inform the Office immediately about each change of a correspondence address, telephone number, and other data. Submit the information in the written form through a registry office or send by post.



8. How to check the status of a case?

While submitting an application for a residence permit during an arranged visit, you will receive data for logging on the Office's website, where you can check the status of a case

<https://wnioski.mazowieckie.pl/MuwWSC.pl>.

You can also obtain a login and a password sending a notification through **the contact form.***

You can also obtain information about your case and in case of applications for issuing/replacing a residence card, obtaining or confirming citizenship, the entry of an invitation to a register, the registration of the EU citizens through **the contact form.***

The lack of a change of the status of a case may mean a delay in proceedings. We ask for contact through **the contact form in case of doubts.***

Remember:

1. A residence card is a document issued on the basis of a residence permit granted to a foreigner.
2. If the validity of a temporary residence permit is expiring, you ought to apply for granting another residence permit.
3. A foreigner wanting to work in Poland must a) have a basis for residence making it possible to employ them b) the possibility of performing work at a particular employer.
4. The lack of free places in the Internet calendar means that all the free terms have been booked. Wait for making subsequent days available.
5. You will find all the essential information about changes in the regulations and procedures on the DFF website in the bookmark "Aktualności"
6. The rules of completing documents in cases of granting a residence permit, the procedure of obtaining a stamp in a passport, and plenty of other information have been described in detail on the DFF website. We encourage to read the information placed there carefully.
7. Beware of dishonest intermediaries and people extorting fees.
8. The actual date of receiving a decision and a residence card can be different from the date appointed by the Office. Remember about it when planning the purchase of tickets, commencing work, trips.
9. We ask for contact through the contact form in case of doubts.*

We ask for understanding and waiting patiently for further information on the part of the Office in case of proceedings being prolonged due to a big number of applications submitted to the Department for Foreigners.

All the information necessary for Foreigners has been given on the Office's Internet website provided nearby.



You can check the information about the length of proceedings regarding obtaining a residence permit on the Office's Internet website.

