

Documents required for visa renewal:

- an application for visa renewal;
- a photograph which is up-to-date, in color, intact, sharp, sized 4.5 x 3.5 cm; no headgear or dark glasses are permitted; the person **must look directly ahead** with eyes open, hair removed from face, natural face expression and closed mouth; the face must be evenly lit; a person with eyesight disabilities wearing dark-lensed glasses can enclose photographs depicting him/her wearing dark-lensed glasses; a person wearing headgear for religious reasons can submit photographs depicting him/her wearing the headgear provided that the headgear does not render the person's identification impossible (sample photos are available with Provincial Offices);
- a certificate of temporary domicile;
- a travel document valid at least 3 months after the date of planned leave from Poland; this document must have at least 2 blank pages and have been issued within last 10 years (1 Xerox copy);
- documents confirming the purpose of stay and circumstances justifying the need for visa renewal;



- a confirmation that the foreigner has funds required for covering the costs of his/her stay in Poland (the foreigner staying in the territory of Poland longer than 3 days should have funds required for covering the costs of accommodation, meals, transit and return to the country of origin; the funds should amount to at least PLN 100 per each day of the planned stay or an FX equivalent);

- **for national visa renewals:** health insurance certificates in the meaning of the provisions of law on health care services financed from public funds or certificates of travel medical insurance with the minimum sum insured of EUR 30 000, valid for the length of the foreigner's stay in Poland, which will cover all expenses related to a necessary return for medical reasons, emergency medical help, urgent hospitalization, or death; such certificate should include the insurer's commitment to pay the costs of health care services provided for the insured directly to the benefit of the health care services' provider on the basis of a bill issued by the provider;
- **for Schengen visa renewals:** a valid travel medical insurance covering expenses which can be incurred during the foreigner's stay in the territory of member states in relation to the necessary return for medical reasons, emergency medical help, urgent hospitalization or death. The insurance must be valid in the territory of all member

states and for the length of the planned stay or transit of the foreigner. The minimum sum insured is EUR 30 000.

Legalization of stay of the foreigner who remains in the territory of Poland longer than permitted by visa is possible only in very exceptional situations which occurred beyond the foreigner's control and require him/her to stay in Poland. In such situations, the foreigner can apply for a residence permit for a specified period of time in Poland for the length up to 3 months.

Fees

Fee for national visa renewal – paid by bank transfer – PLN 406 (the payment confirmation should be enclosed to the application)

Fee for Schengen visa renewal – in the event that the provincial governor is obligated to renew the visa, the renewal is free of charge. In the event that the provincial governor can but does not have to renew the visa, the visa renewal fee is EUR 30. Fees are to be paid at the moment of filing the application, in the Polish zloty, at the average foreign exchange rate published by the National Bank of Poland for the currency on the last business day preceding the date of filing the application for visa renewal.

This leaflet has been prepared based on the following provisions of law:
- the Foreigners Act of June 13, 2003 (uniform text: Journal of Laws of 2006, no. 234, item 1694, as amended)
- the Regulation (EC) No 810/2009 of the European Parliament and of the Council of July 13, 2009 establishing a Community Code on Visas (Official Journal of the European Union, L 243, of September 15, 2008) – the so called Community Code on Visas
- the Regulation of the Minister of Interior and Administration of July 28, 2010 on visas for foreigners (Journal of Laws of 2010, no. 151, item 1015)

Visa renewals Terms and procedures



A **visa** is a permit which authorizes a foreigner to enter, transit through and stay within the territory of a given state for a specified period of time and purpose and on specified conditions.

In Poland, two types of visas are issued: national visas and Schengen visas. The right to enter the territory of Poland is granted with visas issued by Polish authorities (embassies, consulates) and visas issued by other states of the Schengen area. Some Schengen visas issued by other states do not give the right to enter the territory of Poland. In such case, relevant information will be included in the visa.

Extension of the visa validity during the foreigner's stay in Poland is possible only in exceptional situations. The matter is to be handled with the Provincial Office competent for the place of the foreigner's stay in Poland (Urząd Wojewódzki).

Types of visas

In Poland two types of visas are issued: Schengen visas and national visas.

Schengen visa (symbol “C”) authorizes a foreigner to transit through the territory of a Schengen state or to a planned stay within the territory of Schengen states (including Poland) for the period of no more than 3 months per 6 months, counting from the first entry to the territory of the Schengen area.

National visa (symbol “D”) authorizes a foreigner to enter and stay in the territory of the Republic of Poland for a period longer than three months however shorter than one year in the period of the visa validity. This type of visa allows for a single visit to Poland or several subsequent stays. The length of stay permitted on the basis of the national visa is specified adequately to the purpose of stay indicated by the foreigner. The length of the national visa validity cannot exceed 1 year.

The foreigner is bound to leave the territory of Poland prior to the expiry of the length of stay specified in the visa. In the event of staying in Poland after the visa expires, the foreigner puts him/herself at risk of having to commit to leave Poland or being expelled from Poland. In consequence, the foreigner has no opportunity to apply for a new visa for some time and cannot return to Poland.

Visa extension

Both Schengen visas and national visas are issued or denied by a consul. Thus, the provincial governor is not authorized to

issue visas. He/she can only renew the residence visa issued by the consul if the foreigner fulfils specified requirements.

Time limits

The application for visa renewal must be filed no later than 3 days prior to the expiry of the length of stay specified in the foreigner’s visa.

In exceptional situations, for example, when the foreigner is in hospital, the application for visa renewal can be filed on the last day of the length of stay specified in the foreigner’s Schengen or national visa.

Applications for renewing Schengen or national visas filed after the expiry of the above-mentioned time limit will not be examined. In such situation, visas will not be renewed.

In the event that the application was filed in keeping with the deadline, a stamp will be stamped into the foreigner’s travel document. The stamp confirms that the application for renewing the Schengen or national visa was filed.

In the event that the deadline for filing the application has been adhered to and the application is free from formal defects or those defects have been remedied within the required time limit, the foreigner’s stay in Poland is deemed legal from the date of filing the application (as per the stamp) till the day of issuing the final decision about

renewing the Schengen or national visa.

When to renew a visa?

The national visa or the permitted length of stay under the visa can be extended by the provincial governor if all of the following four conditions are met:

- it is justified by an important professional or personal interest of a foreigner or humanitarian reasons which make it impossible for the foreigner to leave Poland prior to expiration of the national visa or the permitted length of stay covered by the visa;
- events which are the reason for applying for the visa renewal occurred beyond the foreigner’s control and they were not foreseeable on the date of filing the visa application;
- case circumstances do not indicate that purpose of the foreigner’s stay in Poland would be different than this declared;
- there are no circumstances which



would justify the denial of issuing the national visa.

The visa can be renewed only once for, at most, the same period of time for which it was initially issued (for example, a 5-month visa can be renewed for 5 months at most).

The provincial governor is required to renew the Schengen visa if he/she recognizes that the visa holder proved that due to force majeure or for humanitarian reasons the foreigner cannot leave the territory of member states prior to the visa expiration or lapse of the permitted length of stay covered by the visa. The visa is renewed through the date the foreigner is able to leave Poland (for example, for a foreigner who is hospitalized the visa will be issued and shall be valid through the date on which the foreigner’s state of health allows him/her to leave Poland).

When taking a decision about the renewal of the visa due to a foreigner’s disease, the provincial governor may request a medical doctor to issue an opinion about the foreigner’s state of health.

The provincial governor can also renew the Schengen visa (but he/she is not bound to do that) in the event that the foreigner submitted evidence confirming the existence of important personal reasons which justify the extension of the validity period or the length of stay.

The Schengen visa renewal should not lead to a situation when the aggregate length of stay exceeds 90 days per 180 days.



Stowarzyszenie
Interwencji
Prawnej



PFM
POLSKIE FORUM
MIGRACYJNE

Information prepared by Polish Migration Forum Foundation (Fundacja Polskie Forum Migracyjne) as part of the project: „Information Center for Foreigners” („Centrum Informacyjne dla Cudzoziemców”).

Project co-financed from funds of the European Fund for the Integration of Third-Country Nationals and the State budget.

The project partners:

Association of Legal Intervention
www.interwencjaprawna.pl

Mazowieckie Province Governor
www.mazowieckie.pl

Polish Migration Forum
www.forummigracyjne.org

Polish Migration Forum is liable for the content of the publication. Opinions presented in it in no way reflect the official position of the European Union.