

THE MOST COMMON MISTAKES MADE WHEN APPLYING FOR A RESIDENCE PERMIT



Failure to get acquainted with the information on the procedure and the rules governing it

Before filling out your application, check how to do it correctly. You can do this on the MOS website, where you will find a range of information and tips to help you submit your application correctly.



Starting your preparations for submitting the application too late

As a rule, the application for a residence permit should be submitted by the last day of your legal stay in Poland at the latest.

Do not leave it for the last minute!

You can submit your application via the MOS portal, without booking appointment at the Voivodeship Office in advance. Prepare all the attachments and a digital facial image to send with your application. Please note that in order to be able to submit your application you must have a MOS account and have a trusted profile, qualified electronic signature or a digital personal signature.



Incorrect information and data

You should include up-to-date, complete and accurate information in your application. If you provide inaccurate personal data or false information in the application, or if you attempt to conceal certain information, you must take into account that the permit may not be granted, and if one has been granted - it may be revoked.

NAME:

Incorrect entries in the application

Personal data should be consistent with those in the travel document. This remark also applies to the personal data of parents and other family members indicated in the application. If you have used other sets of personal data in the past, list them in the application or indicate that no changes have occurred. When spelling geographical names, use the Polish equivalents, e.g. not Kiev - but Kijów, not Paris - but Paryż. When in doubt, use context-sensitive help.



Fictitious address

An actual place where you reside on the territory of Poland should be submitted in the application. Indicate the actual place of residence and not the address where you will receive mail or which you visit on occasion (e.g. on a personal errand). Do not equate your place of residence with your registered address, although the two addresses should in principle be the same.



Erroneous criminal record

If you are unsure whether you were convicted, indicate on the application that the proceedings are still pending, and if you are in doubt as to whether a conviction had been expunged verify whether your details are on the National Criminal Register before submitting the application. A conviction resulting in a probation, unless it has been already expunged, should also be included, as should a penal order, which also indicates a criminal record.



Failure to pay the required stamp duty

Remember to pay the stamp duty for granting of a residence permit. If you fail to do so, the application will be returned. This means that it will not be processed by the voivode and you will have to prepare to submit it once again. If you are unable to do this during your legal stay in Poland, you will have to leave the territory of Poland and enter it again with a visa or within the scope of visa-free movement.



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