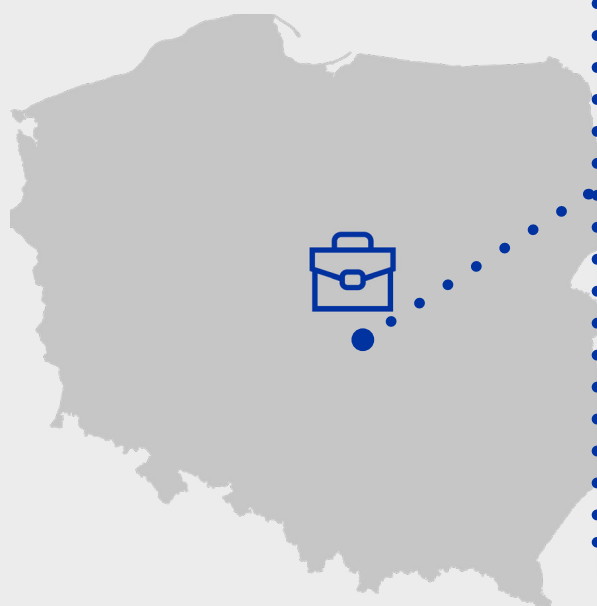


PROCEDURE FOR AMENDING A TEMPORARY RESIDENCE AND WORK PERMIT



Information obligations

If you are staying in Poland on the basis of a temporary residence and work permit, and you have lost your job with any of the employers listed in your permit - send a written notification to the voivode:



who granted you this permit, or



who originally had ruled on its granting, before it was granted by the Head of the Office for Foreigners.

15



You are required to do so within 15 days.

If you do so, your residence and work permit will not be revoked within 30 days starting on the day you lost your job. Remember that such a situation may not happen more than once during the validity of the permit.



You will also fulfil your information obligation if, within 15 working days from the day on which you lost your job, you apply to the voivode competent for the place of your current residence in Poland for an amendment of your temporary residence and work permit under the permit amendment procedure.



You should also apply for an amendment of permit if:

- you have changed your employer or user's employer;
- you intend to perform work under the conditions of the work permit exemption (i.e. without specifying the employer and the conditions for performing the work, such as the position or working hours);
- the position specified in the permit has changed;
- the remuneration amount indicated in the permit has been reduced;
- the working hours have changed;
- the type of contract under which the work is to be performed has changed.



Performing work in contravention of the conditions set out in the permit may result not only in the revocation of that permit, but may result, inter alia, in a return decision.



Conditions to be met for an amendment of the permit:

- existence of grounds for amendment of the permit;
- fulfilment of the formal requirements of the procedure, including submitting application form with the necessary attachments and documents to the voivode and payment of stamp duty;
- fulfilment of the requirements relevant to the granting of a temporary residence and work permit.



Permit amendment procedure



1. Familiarise yourself with the information on the temporary residence and work permit and its amendment, available from the MOS.



2. Download and fill out - in full, legibly, in Polish - the application form for the permit amendment, according to the instructions provided in the MOS.



3. The person representing the employer must complete and sign Annex I to the application.



4. Submit the application at the voivodeship's office or send it by post together with the attachments, i.e.:
- Annex I to the application;
 - proof of payment of stamp duty;
 - a photocopy of the decision on granting the permit which is subject to change;
 - original of the starosta's notice or documents confirming your right to be exempted from the work permit requirement (if you have acquired such right);
 - in the case of a work contract, a document confirming that you have health insurance;
 - in the case of regulated professions, documents proving that you have formal qualifications or that you meet the conditions required.



The documents should be submitted in the original form or as a certified copy signed by a notary or by a party's legal representative that is either a solicitor or a legal counsel. The conformity of the copy with the original may also be certified by an authorised employee of the voivodeship office, upon presentation of the original.



5. The voivode will issue the decision on the permit change after verification of the documents and their possible supplementation by the foreigner.
- ✓ **if the requirements are fulfilled** – the amendment of the permit will be granted. Issuing such decision does not involve issuing a new residence card.
 - ✗ **if the conditions are not met** – a refusal will be issued. The foreigner has a right to appeal against the decision to the Head of the Office for Foreigners.



UNIA EUROPEJSKA
FUNDUSZ AZYLU,
MIGRACJI I INTEGRACJI

URZĄD DO SPRAW
CUDZOZIEMCÓW

moduł
obsługi
spraw