



University of Rzeszów

ERASMUS+ ORIENTATION · 2026/27

Welcome to Rzeszów!

Legalising your stay, step by step

Three groups, three simple paths — what to do, which documents to bring and where to go in Rzeszów.

A · EU / EEA / Swiss

B · Visa-free entry

C · Student visa (D)

Barbara Jeżowska, PhD

International Relations Office · Welcome Point · EURAXESS Coordinator · University of Rzeszów

START HERE

Which group are you in?



A

EU, EEA or Swiss citizen

Register your stay at the Voivodeship Office after 3 months.

Croatia · Romania · Hungary ·
Bulgaria · Spain · Portugal · Italy



B

Non-EU, entered visa-free

Apply for a residence permit in MOS before your 90 days end.

Ukraine (biometric passport, no visa)



C

Non-EU, student visa (D)

Staying longer? Apply in MOS before your visa ends.

Türkiye · Kazakhstan (?)



Everyone: register your address (meldunek) at the City Hall — deadlines differ by group.



Three offices — which one does what?



Your STAY

Voivodeship Office

Urząd Wojewódzki

- ✓ EU registration of stay
- ✓ Residence permit (MOS)
- ✓ Residence card · visa extension

📍 ul. Grunwaldzka 15

🌐 rzeszow.uw.gov.pl



Your ADDRESS

City Hall

Urząd Miasta Rzeszowa

- ✓ Address registration (meldunek)
- ✓ PESEL number

📍 ul. Okrzei 1, rooms 14–15

🌐 erzeszow.pl



NOT for residence

Marshal's Office

Urząd Marszałkowski

- ✓ EU funds
- ✓ Regional transport
- ✓ Culture

📍 al. Ł. Ciepłińskiego 4

🌐 podkarpackie.pl

Your two deadlines



Day 0

Arrive in Rzeszów

Keep proof of your arrival date
(e.g. ticket).



By day 30

Register your address

Meldunek at the **City Hall**, ul.
Okrzei 1 — if you stay over 3
months.



Day 90 + 1

Register your stay

In person at the **Voivodeship
Office**, ul. Grunwaldzka 15 — at
the latest, the day after 3
months, but please do it before
then

Book PUW online

Certificate valid 10 years

Missing it = a fine

We suggest doing both registrations around 1 week after your arrival



Registering your address (meldunek)

What to bring

-  Valid passport or national ID card
-  [Registration form, confirmed by landlord/dorm](#)
-  Rental agreement or dorm confirmation (to show)

Where & when

-  City Hall, ul. Okrzei 1, rooms 14–15
-  Or a branch: Millenium Hall, Nowy Świat, Plaza, Galeria Rzeszów
-  [Or online via ePUAP with a Trusted Profile](#)
-  By day 30 at the address

The meldunek form — pick the TEMPORARY one

WZÓR Załącznik nr 2

Rzeczpospolita
Polska

EL/ZC/1

Zgłoszenie pobytu czasowego / Temporary residence registration form
Instrukcja wypełniania w 3 krokach / Instruction for completion in 3 steps

- WYPEŁNIAJ WIELKIMI LITERAMI / FILL IN CAPITAL LETTERS
- Pola wyboru zaznaczaj / Mark selection boxes with ☒ lub / or ☒
- Wypełniaj kolorem czarnym lub niebieskim / Complete in black or blue

1. Dane osoby, której dotyczy zgłoszenie / Details of the person to whom the application relates

Nazwisko
Surname

Imię (imiona)
Name (names)

Numer PESEL (o ile został nadany)
PESEL number (if it was issued)

Kraj urodzenia
Country of birth

Wypełnij, jeśli nie masz numeru PESEL : / Complete, if you do not have a PESEL number :

Data urodzenia
Date of birth

Miejsce urodzenia
Place of birth

Official form EL/ZC/1 · page 1 (Polish + English)

How to use it

 [Download “Zgłoszenie pobytu czasowego” \(gov.pl\)](#)

 Temporary = czasowego. Not the permanent form (stałego)

 Your landlord or dorm confirms on the form that you live there

 Hand it in at the City Hall, ul. Okrzei 1, rooms 14–15

 [Step-by-step guide in English on gov.pl](#)

Registering your stay

What to bring

-  [Form “Wniosek o zarejestrowanie pobytu”](#)
-  4 biometric photos (max. 6 months old)
-  Valid passport or national ID card (original)
-  Signed declaration or proof of funds
-  Confirmation of studies · Anna Zajac

Where & when

-  [Voivodeship Office, ul. Grunwaldzka 15](#)
-  Foreigners' Service, rooms 47/50
-  [In person only · book online: rzeszow.uw.gov.pl](#)
-  By day 90 + 1 from entry
-  Certificate issued without delay · valid 10 years

GROUP A · REGISTRATION OF STAY

The registration form — fill it in Polish

WZÓR FORMULARZA WNIOSKU O ZAREJESTROWANIE POBYTU
strona 1 z 7

(pieczęć organu przyjmującego wniosek) /
(stamp of the authority receiving the application) /
(cachet de l'autorité qui reçoit la demande)

rok / year / années / miesiąc / month / mois / dzień / day / jour

(miejsce i data złożenia wniosku) /
(place and date of submission of the application) /
(lieu et date du dépôt de la demande)

Przed wypełnieniem wniosku proszę zapoznać się z pouczeniem zamieszczonym na stronie 7
Prior to filling in the application please read the instruction with the notes on page 7
Avant de remplir la demande consultez l'instruction sur la page 7

Wniosek wypełnia się w języku polskim
The application should be filled in Polish language
La demande doit être remplie en langue polonaise

fotografia / photo /
photographie
(35 mm × 45 mm)

WNIOSEK
O ZAREJESTROWANIE POBYTU
APPLICATION FOR REGISTERING THE RESIDENCE
DEMANDE D'ENREGISTREMENT DU SÉJOUR

dotyczący / concerning / concernant
(zaznaczyć znakiem „X” odpowiednią rubrykę) / (tick the appropriate box with „X”) / (mettre un „X” dans la case adéquate)

☐ obywatela państwa członkowskiego Unii Europejskiej / citizen of a European Union Member State / citoyen d'un État membre de l'Union européenne

☐ obywatela państwa Europejskiego Obszaru Gospodarczego nienależącego do Unii Europejskiej / citizen of a non-EU European Economic Area country / citoyen d'un État de l'Espace Économique européen non membre de l'Union européenne

☐ obywatela Konfederacji Szwajcarskiej / nationals of the Swiss Confederation / citoyen de la Confédération suisse

☐ członka rodziny obywatela Unii Europejskiej lub obywatela ww. państw posiadającego obywatelstwo Unii Europejskiej lub ww. państw

Official application form · page 1 of 7 (Polish, English, French)

How to use it



[Download “Wniosek o zarejestrowanie pobytu” — MOS, section “Pozostałe wnioski”](#)



Tick: citizen of an EU Member State. Fill it in Polish (instructions on page 7)



[Book your visit online, then hand it in at PUW, ul. Grunwaldzka 15](#)



[Rzeszów office information \(KIU-167\) on gov.pl](#)



[Step-by-step guide in English on gov.pl](#)

Which path is yours?



IF YOU ENTERED

Visa-free, biometric passport

Apply in MOS before your 90 days end.

→ Group B



IF YOU ENTERED

With a national visa D

Apply in MOS before your visa ends.

→ Group C



IF YOU ALREADY HAVE

A PESEL with UKR status

Your situation is individual — let us talk after the session.

→ Individual meeting

How long can you stay visa-free?

90

days in any 180-day period

across the whole Schengen area



Days spent in other Schengen countries count too



Erasmus longer than 90 days → temporary residence permit for studies



Submit in MOS on time since we need to fill up attachment 5, around 1 month after your arrival



On time and complete → your stay is legal until the decision

MOS in six steps

1 

PESEL + Trusted Profile

Needed before you can log in

2 

Create your MOS account

mos.cudzoziemcy.gov.pl

3 

Form + Attachment No. 5

Enter mos@ur.edu.pl— it confirms your studies (up to 30 days).

4 

Wait for Attachment 5

You get an e-mail when it is signed — log in again under “My documents”

5 

Sign & send

Keep the UPO and the Electronic Certificate

6 

Visit in person

PUW: fingerprints, signature, passport
· rooms 46, 49, 51a

First, within 4 days of arrival: register your address (meldunek) at the City Hall, ul. Okrzei 1 — and ask for your PESEL there.

Only if you stay longer than your student visa!



Residence permit for studies (MOS)

- The standard route when your Erasmus is extended
- Online in MOS, before your visa expires
- Same six MOS steps as group B
- Your stay stays legal while you wait



National visa extension (exception)

- Only for unforeseeable events beyond your control
- Failed exams or known delays do not count
- Only once · in person at the Voivodeship Office
- Total stay on the visa: max. 1 year

Does your visa cover your entire Erasmus stay? Then you don't need to do anything here.

Staying longer? Apply for a residence permit in MOS (mos.cudzoziemcy.gov.pl) — at the latest on the last day of your visa, but in practice, apply at the moment when you decide to stay longer than your visa covers

SUMMARY

Deadlines at a glance

A EU / EEA / Swiss

Day 90 + 1

Register your stay at the
Voivodeship Office, ul.
Grunwaldzka 15

Meldunek: within 30 days

B Visa-free

Before day 90

Residence permit in MOS

Meldunek: within 4 days

C Student visa (D)

Before visa ends

Only if staying longer → MOS

Meldunek: within 4 days

YOU ARE NOT ALONE

Who can help you



facebook.com/WelcomeCentreUR — events, opening hours, contact

Sources: mos.cudzoziemcy.gov.pl · rzeszow.uw.gov.pl · gov.pl/web/mswia · bip.erzeszow.pl
Orientation material, not legal advice · state: September 2026.



Erasmus · Anna Zając

Confirmation of your Erasmus studies



mos@ur.edu.pl

University e-mail to fill Attachment 5 in MOS



Welcome Centre UR

Everyday questions, integration



Voivodeship Office Info Point · room 39

Free help with forms (non-EU)



MOS portal

Guides and videos in 7 languages

THANK YOU!

Enjoy your Erasmus in Rzeszów

Questions? Ask now — or contact your Erasmus coordinator, Anna Zając.

A • by day 90 + 1

B • before day 90

C • before visa ends



University of Rzeszów