RESIDENCE LEGALISATION GDAŃSK / TEMPORARY RESIDENCE / 2026

Temporary residence in Gdańsk: grounds, documents and Annex 1

A four-layer guide: from a short overview, through the MOS procedure in detail, to checklists and links to official sources. Each layer is nested inside the previous one.

Layer 1. In brief

- Since 27 April 2026, applications for temporary residence, permanent residence and EU long-term resident status are filed exclusively electronically through the MOS portal (mos.cudzoziemcy.gov.pl).
- The application is completed, signed and sent by the foreigner personally; a representative cannot do this on their behalf. The MOS account is created personally via login.gov.pl.
- For a temporary residence and work permit, the employer completes and electronically signs Annex 1 in MOS. Without it, the application cannot be completed.
- After the application is sent, the voivode summons you to a personal visit at the office (including presenting the travel document, fingerprints, specimen signature).
- A temporary residence and work permit is granted for the period necessary to achieve the purpose of stay, from over 3 months up to 3 years.

Locally in Gdańsk. Residence cases are handled by the Foreigners Department of the Pomeranian Voivodeship Office, ul. Okopowa 21/27, 80-810 Gdańsk. Office helpline: 222 500 134 (working days, 7:45–15:45 Tuesday to Friday, until 18:00 on Mondays). Current information: Foreigners' affairs at the Voivodeship Office and wsc.gdansk.uw.gov.pl.

Layer 2. The procedure step by step

1. Establish the basis of stay

The scope of documents depends on the purpose of stay: work, family, studies, business activity or other circumstances provided for in the Act on Foreigners. The MOS portal has separate information paths for individual permits (e.g. single permit for temporary residence and work). Do not choose a basis "just in case": an application for the wrong permit may end with a refusal to initiate proceedings.

2. Prepare data and files

- A scan of all pages of a valid travel document (PDF). Where a passport cannot be obtained, another identity document may be accepted together with an explanation.
- A current digital photograph (JPG) meeting the requirements published on the MOS portal.
- Proof of stamp duty and of the residence card fee, where applicable to your path (e.g. for work-based permits MOS states a stamp duty of PLN 440 and PLN 100 for issuing the residence card).
- The application is completed entirely in Polish. You can return to it and correct it until it is sent; after sending, editing is not possible.

3. Annex 1: the employer's role

The employer receives a link to the form at the e-mail address given in MOS. They complete it in the system, and a person authorised to represent the employer signs it via login.gov.pl with a trusted signature, a personal signature or a qualified electronic signature. A scan of a hand-signed sheet does not replace this step. Where there are several employers, each completes their own annex. The working conditions described in the annex must match the contract and be current on the day the decision is issued. UdSC instruction for employers: UdSC information.

Remuneration threshold
The remuneration stated in Annex 1 may not be lower than the minimum wage, regardless of the working time. In 2026 the minimum wage is PLN 4,806 gross per month. Always check whether a higher threshold applies to your path.

4. Sign and send the application

Sign the application via login.gov.pl and submit it in MOS. The application is filed only once you receive the Official Confirmation of Receipt (UPO). Download and keep it. Filing from abroad is not permitted; if you are in Poland, the application must be filed during legal stay.

5. Visit to the voivodeship office

The voivode sets the date of the visit no earlier than 7 days after the summons is delivered. During the visit you present the original travel document and give fingerprints and a specimen signature. If you fail to appear or to complete the required actions, the proceedings may be discontinued. After the permit is issued, you collect your residence card.

6. After filing

- Where the application was filed correctly and during legal stay, further stay is considered legal from the date of filing until the decision becomes final. The voivode issues a certificate of filing free of charge (generated in MOS).
- The certificate does not entitle you to travel within the Schengen area. Plan foreign trips well in advance.
- A refusal decision of the voivode can be appealed to the Head of the Office for Foreigners, in writing, through the voivode, within 14 days of delivery of the decision.

Layer 3. Fees and checklist

Stamp duty for the permit	For work-based permits (including temporary residence and work, and work in a highly qualified profession) it is PLN 440. Other purposes of stay may carry a different rate: check on MOS. Account according to the Voivodeship Office: Urząd Miejski w Gdańsku, 31 1240 1268 1111 0010 3877 3935. Payment title (in Polish): “opłata za zezwolenie na pobyt czasowy/stały/rezydenta długoterminowego UE oraz imię i nazwisko wnioskodawcy”.
Fee for issuing the residence card	Payable only after you receive the permit decision (there is no obligation to pay earlier). Account according to the Voivodeship Office: Pomorski Urząd Wojewódzki w Gdańsku, 07 1010 1140 0169 1322 3100 0000. Payment title (in Polish): “opłata za wydanie karty pobytu oraz imię i nazwisko wnioskodawcy”.
Before you pay	Take account numbers and payment titles only from the current Voivodeship Office page: Fees for applications. The data may change.

Checklist before sending the application

- First names, surnames, dates, addresses and document numbers are identical in the passport, application, contract and annexes.
- The travel document is valid for the whole planned period of stay.
- The employer received the correct link to Annex 1, completed it and signed it in MOS.
- Position, type of contract, working time, remuneration and period of employment are consistent in all documents.
- The UPO and a copy of the application have been saved in PDF and XML.
- The e-mail mailbox given in MOS is active and checked regularly (the office contacts you with summonses).

Layer 4. Official sources

- MOS portal: filing, forms, Q&A; database
- MOS: single permit for temporary residence and work
- MOS: questions and answers
- Office for Foreigners: new version of the MOS portal
- Pomeranian Voivodeship Office: foreigners' affairs
- Pomeranian Voivodeship Office: fees for applications
- Foreigners Department in Gdańsk (wsc.gdansk.uw.gov.pl)
- MOS: residence card
- gov.pl: trusted profile (for signing the application)
- Journal of Laws: regulation of 10 April 2026 (temporary residence application, PDF)

> Questions about your case: **wniosek@legalizacja-pobytu-gdansk.pl**. The legalizacja-pobytu-gdansk.pl service is an independent support team, not a state website.

Informational material prepared by the independent service legalizacja-pobytu-gdansk.pl. It is not an official website, does not replace the MOS portal or legal advice. Information as of 28.11.2026. Before filing, check the current legislation and notices of the authorities.