



Dofinansowane przez  
Unię Europejską

# SUPPORT PROCEDURES FOR FOREIGNERS

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*This document was developed based on experiences from mobilities in Portugal, Austria, and Greece within the framework of the project “Inclusive Career Counselling”, as well as on national documents: the **Austrian Integration Plan**, the **Greek National Integration Strategy**, and the **Portuguese Strategic Plan for Migration**.*

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**Remember!**

*If at any stage the procedures are unclear or difficult for you and you need help, do not hesitate to contact a WIR Foundation employee:*

*Phone: +48 500 133 504*

*Email: [biuro@fwir.pl](mailto:biuro@fwir.pl)*



## **I. Documents Required When Crossing the Border**

### **If You Are a Citizen of a Non-EU/EEA/Swiss Country:**

You must have:

1. **A passport** valid for at least 3 months after your planned return;
2. **A visa** (type D — national) or a residence permit (e.g., residence card) that allows you to work;
3. **A document confirming the purpose of your stay**, such as:
  - a) A Statement of Employment Assignment (if you are arriving under the simplified procedure),
  - b) A work permit (type A, B, C, etc.),
  - c) An employment contract or civil law contract;
4. **Health insurance** (e.g., private policy or travel insurance);
5. Financial means for subsistence and return to your home country;
6. Information about your accommodation (e.g., hotel reservation, rental agreement, invitation letter).

### **If You Are a Citizen of an EU/EEA/Swiss Country:**

1. An **identity card** or **passport**.
2. Purpose of stay (e.g., employment confirmation, rental agreement);
3. After 3 months of residence, you must register your stay at the Voivodeship Office.

## **II. Documents Required for Legal Employment**

### **For Foreigners from Outside the EU/EEA/Switzerland**

#### **Possible Legal Grounds for Employment:**

**a) Statement of Employment Assignment** (for citizens of, among others, Ukraine, Belarus, Georgia, Moldova, Armenia):

- Submitted by the employer to the labour office;
- Employment for up to 24 months;
- Does not require a work permit.

**b) Work Permit (Type A)** – issued by the voivode (regional governor):

- Required if employment exceeds 24 months or for citizens of other countries;
- The application is submitted by the employer.



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### c) Temporary Residence and Work Permit (so-called residence card):

- Applied for at the Voivodeship Office;
- Authorizes both residence and work.

#### Other Required Documents:

- **Employment contract** or **civil law contract** – concluded in accordance with Polish law;
- **Registration with ZUS** (Social Insurance Institution) by the employer (DRA ZUA form) – within 7 days of starting work;
- **PESEL number** – not mandatory, but useful for taxes, healthcare, or accessing free support such as Polish language courses, free training, or vocational courses;
- **Registration of residence** – not mandatory, but required, for example, to obtain a PESEL number.

### III. Documents to Obtain After Arrival

	<b>PESEL Number</b> – obtained at the municipal office (based on residence registration or upon request)
	<b>Bank Account</b> – necessary for receiving your salary
	<b>Registration with ZUS</b> (by the employer) – provides access to healthcare – ask your employer for a confirmation of registration.
	<b>Temporary Residence and Work Permit</b> – if you plan to stay longer than your visa allows.

#### Check! Employment Legality — Employer's Obligations:

- Verifying the foreigner's residence documents and legal basis for employment;
- Registering the foreigner with the Social Insurance Institution (ZUS);
- Complying with the Labour Code and minimum wage regulations.

#### Where to Seek Help?

- **Labour Office** (district-level office in every city);
- **Voivodeship Office** – for matters related to work and residence permits;
- [www.gov.pl](http://www.gov.pl) – official information for foreigners;
- **Employee of the WIR Foundation for Development and Innovation.**



**Arrival Checklist**

	Passport
	Visa / Residence Permit
	Employment Documents
	Health Insurance
	Place of Residence
	Financial Means
	PESEL Number (Optional)
	Bank account