

## REGISTRATION OF YOUR ADDRESS + obtaining PESEL number

ALL FOREIGNERS residing in Poland have the obligation to register their address (temporary stay address) – in Polish *MELDUNEK* or *ZAMELDOWANIE*. Registration consists in formal submission of your address of residence with the Szczecin City Hall.

**Non-EU citizen** is obliged to register at the place of temporary stay on the 4<sup>th</sup> day at the latest, counting from the date of arrival to Poland.

**EU citizen** must register on the 30<sup>th</sup> day after arrival in Poland at the latest.

To register your address, follow these steps:

**STEP 1.** Print the [Application Form](#) or, if you live in one of MUS dormitories, collect it from MUS dormitory administration. Fill in the Application Form with your details.

**STEP 2.** Go to the dormitory administration ("Pasat" dormitory - room 12, "Korab" dormitory - room 101) and ask for confirmation in the Application Form that you live there.

If you are renting a room or apartment, you will need a rental agreement with your name in it.

**STEP 3.** Go to the City Hall ([Szczecin, pl. Armii Krajowej 1](#) - from the dormitory you can take the bus no. 70). Find BOI room (*Biuro Obsługi Interesantów* – client service office) and collect a ticket from the ticket dispensing machine – you need to select MELDUNEK (registration of address). It's better to go there early in the morning to avoid long queues. You can also try and reserve your visit via [website](#).

**STEP 4.** Make sure to have with you:

- the Application Form – filled in, signed and stamped by the Dormitory
- your passport,
- confirmation of legal stay in Poland (biometrics, visa, residence card).

**STEP 5.** Either during the visit or sometime after the City Hall will give you your unique Polish identification number called **PESEL number**. PESEL number is given to you once and for life and it will be necessary in all official procedures. **Very important! As soon as you get it** come to MUS International Office and show it to us.

The City Hall will register you only for the validity period of your legal stay document (e.g. visa, biometrics).

If for some reason you need to obtain a confirmation of registration of your address (necessary e.g. to apply for a temporary residence card), you need to pay a stamp duty for issuing a certificate of registration for a temporary residence, which is 17 PLN. The duty can be paid by payment card in the course of the procedure, in cash at the cash desk of the Office, in a cash deposit machine in the room of the Customer Service Office or by transfer to the bank account number of the City of Szczecin Municipality for the stamp duty at Bank PKO BP S.A. 20 1020 4795 0000 9302 0277 9429. A proof of payment must be attached to the application for the certificate.

**If you are under 18 years old, you cannot register your address yourself – your parent/ guardian or a proxy can only do it on your behalf. Please read our comprehensive information for students under.**