



Fundusze Europejskie

International protection - rights and obligations



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Warte zachodu

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WE INVITE YOU



Dear Ladies and Gentlemen,

We are giving you an educational brochure on the rights and obligations of foreigners staying in Poland. This publication was created with the aim of facilitating your daily life in a new country - a place that may be becoming your new home.

The information collected here will help you understand the most important aspects of life in Poland - both formal and legal, social and customary. We hope that the information it contains will make it easier for you to adapt and function in our country on a daily basis.

If, after reading the brochure, you have doubts about the presented regulations or need additional assistance, we encourage you to contact the Center for Integration of Foreigners Zielona Góra (CIC). At the CIC you will receive free and professional assistance from first contact assistants. In addition, at the Center you have the opportunity to use computers and access the Internet, which can be helpful in dealing with official matters or searching for information.

Remember that knowing your rights and responsibilities is key to full integration and comfort in your new environment.

We wish you good luck and success in Poland.

The team of the Center for Integration of Foreigners Zielona Góra



International protection - rights and obligations

Temporary Foreigner Identity Certificate (Tymczasowe Zaświadczenie Tożsamości Cudzoziemca (TZTC)

What is it?

The Temporary Foreigner's Identity Certificate (TZTC) is a document issued to foreigners who do not have valid identity documents (e.g., a passport) and are applying for international protection in Poland. The document allows a foreigner to stay legally in Poland during the international protection procedure, as well as to enjoy basic rights such as access to health care, education and employment, and is valid for 90 days and

can be extended for the duration of the procedure.

The document is particularly useful in situations where a foreigner is waiting for a permanent document to be issued, or where his or her existing identity document has been lost or stolen. It is an important tool for legally moving around the country and using various services, such as opening a bank account or gaining access to health care. With a temporary certificate, you can avoid the problems associated with a lack of formal identification.

Process for Obtaining a Temporary Foreigner Identity Certificate (TZTC)

1. Applying for international protection

The first step to obtaining TZTC is to apply for international protection in Poland. A foreigner who does not have identity documents applies for international protection (e.g., refugee status or subsidiary protection), which triggers the entire process. It is worth knowing that at the time of application, the foreigner does not need to have identity documents, but must provide other available information about his identity, such as:

- first name, last name, date of birth,
- country of origin,
- reasons why he cannot return to his country,
- any documents that can help confirm his situation (e.g., certificates, photos, official documents, if available).

The application for international protection is submitted to the **Office for Foreigners** or directly at the border crossing to the **Border Guard** if the foreigner is at the border or at the reception point.

2. Verification of identity and in need for protection

Once an application for international protection has been submitted, the Office for Foreigners begins the procedure for

assessing the foreigner's situation. Before making a decision on granting protection, the authority verifies:

- the foreigner's personal data and identity,
- reasons for seeking protection (e.g. persecution, war, danger to life),
- legal status of the foreigner in Poland and possible violations of the law.

A foreigner who does not have a passport or other identification documents can then apply for a Temporary Foreigner's Identity Certificate (TZTC).

3. Submission of application for TZTC

In the absence of identity documents, a foreigner submits a special **application for a TZTC** to the **Office for Foreigners** or directly at the border post to the border guards. The application for a TZTC is submitted concurrently with the application for international protection.

The foreigner must provide all available data that can help establish his/her identity, such as:

- surname, first name, parents' names,
- date of birth, place of birth,
- nationality, language, nationality,
- situation in the country of origin (e.g., reasons for fleeing).



If the foreigner has no documents, it may be important to provide witnesses or other evidence to prove his identity.

4. Application processing

Once the application has been submitted, the Office for Foreigners reviews the application and conducts the appropriate verification. The foreigner may be asked to provide additional clarification or missing documents (if available). The Office verifies whether the foreigner meets the conditions for obtaining a TZTC and whether he or she is eligible for other forms of assistance (e.g., due to refugee status).

5. Issuance of TZTC

After a positive decision on the issuance of a Temporary Foreigner's Identity Certificate, the foreigner receives a document that:

- confirms his identity, although it is a temporary document,
- allows him/her to stay in Poland for the duration of the international protection procedure,
- enables him/her to benefit from basic services (e.g., health care, social assistance),
- allows access to legal employment (after meeting the relevant conditions).

6. Period of validity of the TZTC

The Temporary Foreigner's Identity Certificate is issued for an indefinite period of time, but is linked to the international protection process. Its validity depends on the procedure for granting international protection:

- until a decision on granting refugee status or subsidiary protection is issued.
- foreigners can apply for renewal of the TZTC if the international protection process is prolonged.

7. Benefits of having a TZTC

Having a TZTC gives a foreigner a number of benefits:

- legal residence in Poland.
- access to basic public services (e.g., health care, education).
- the ability to take up employment if the foreigner obtains the appropriate permit.
- opportunity to apply for social assistance and receive other public benefits.
- legal security during the international protection procedure.

8 Extension of TZTC

If the procedure for international protection is taking longer than anticipated, the foreigner

may file an application to **extend the validity of the TZTC**. Submission of such an application involves the obligation to provide updated information on the foreigner's situation and the status of the administrative case. The renewal of the document is decided by the Office for Foreigners.

9. Completion of the international protection procedure.

Upon completion of the international protection procedure, a foreigner who has received a positive decision receives a full-fledged identity document (e.g., a residence card) or refugee status. In the case of a negative decision, the foreigner may be required to leave Poland, and the TZTC becomes invalid.

Summary

The process of obtaining a Temporary Foreigner's Identity Certificate (TZTC) is crucial for those seeking international protection in Poland who do not have identity documents. This document ensures foreigners' legal residence in Poland and access to basic rights and benefits while their application for international protection is being processed.



Residence Card

Process for Obtaining a Residence Card After Obtaining a Positive Decision on International Protection

After obtaining a positive decision on international protection in Poland, a foreigner can apply for a **residence card**. This is a document that confirms a foreigner's legal residence in Poland, which allows him/her to enjoy many rights, such as access to work, health care, education, and also provides a basis for further stay in Poland.

1. Obtaining a positive decision on international protection

The first step in the process of applying for a residence card is to obtain a **positive**

decision on international protection (such as refugee status or subsidiary protection). This decision is issued by the **Office for Foreigners**, after considering the application for international protection. After obtaining a positive decision, the foreigner obtains the right to legal residence in Poland and the right to various forms of assistance and support, depending on the form of protection granted.

2. Application for a residence card

After obtaining a positive decision, the foreigner must apply for a **residence card**. The application is submitted to the **Office for Foreigners** or directly to the **provincial office responsible for foreigners**. For those who have obtained international protection (e.g., refugee status or subsidiary protection), the process is simpler than for foreigners who come to Poland for other purposes. An application for a residence card is made **after receiving a positive decision** on international protection.

3. Documents required to apply for a residence card

To apply for a residence card, a foreigner must provide the following documents:

- **a positive decision to grant international protection**, issued by the Office for Foreigners (UdSC) (e.g., refugee status or subsidiary protection),
- **a completed application form for a residence card** (available at Foreigners Affairs Offices),
- **documents proving identity** (if available, e.g. passport, ID card or other identity documents),
- **providing PESEL number** (if the foreigner already has one),
- **current passport photos** (as required),
- **proof of stamp duty payment** for filing the application (the fee depends on the type of application).

For those who do not have identity documents, the Office may require additional information confirming the identity of the foreigner (e.g., personal data, information on the country of origin).

4. Processing of the application for a residence card

Once an application for a residence card is submitted, the Office for Foreigners carries out the procedure for processing it. It deals with verification of:

- the identity of the foreigner,
- compliance of the application with the requirements,
- compliance of the decision to grant international protection with the data in the application.

A foreigner who has received a positive decision may be invited to a **meeting at the Office for Foreigners** to confirm personal data and submit fingerprints. The waiting time for the issuance of a residence card after an application is submitted depends on a number of factors, such as the number of applications in a given period, the complexity of the case and the completeness of the documents. Typically, the waiting time ranges from several weeks to several months.

5. Receipt of residence card

Once the application for a residence card has been processed and an administrative decision has been issued, the foreigner is invited to pick up the residence card. The residence card is issued for a **period of 3 years**. In the case of subsidiary protection, the foreigner receives a residence card for a **period of 1 year**, after which time he can apply for renewal.

The foreigner picks up the residence card in person at the **Office for Foreigners** or at the **provincial office** if the procedure was carried out at the provincial level.

6. Rights and responsibilities after obtaining a residence card

After obtaining a residence card, a foreigner has the right to:

- **legal residence** on the territory of Poland,
- **access to work** in Poland (without the need for an additional permit),
- **access to health care** on general terms,
- **access to education** (public schools for children),
- **right to use social services** and other public benefits.

It is worth remembering that those with a residence card are required to **comply with Polish law** and may be required to **register regularly** with the relevant authorities.

7. Renewal of the residence card

The residence card after 3 years (or 1 year, in the case of subsidiary protection) needs to be renewed. The procedure for extending the residence card is similar to the procedure for applying for a residence

card after obtaining international protection. The foreigner must apply for an extension of the residence card several months before its expiration.

8. Termination of international protection

If a foreigner no longer meets the conditions for international protection, such as no longer being in a situation of persecution in the country of origin, his or her status may be revoked. In such a case, the foreigner is obliged to leave Poland and his residence card becomes invalid.

Obtaining a residence card after a positive decision on international protection is a key step for a foreigner who has been granted refugee status or subsidiary protection in Poland. The residence card allows legal residence in Poland, access to work, health care and other rights. A foreigner who obtains a residence card has an obligation to comply with Polish law and to renew the document regularly to ensure continued residence in Poland.



Participation in the IPI Program (Positive Integration and Innovative)

The IPI program is a valuable support for foreigners in the process of integration into Polish society who have obtained

international protection in Poland. The program is implemented as part of Poland's migration policy, which aims to support refugees and beneficiaries of international protection in adapting to their new environment. Thanks to the IPI Program, foreigners can more easily adapt to life in Poland, acquire the necessary professional and language skills, and improve their social and professional situation. Participation in the program increases the chances of integrating into Polish society and finding their way in the labour market, which in turn improves the quality of life and social stability of foreigners.

1. Purpose of the IPI Program - The IPI Program was created to support foreigners who have obtained international protection in the process of social, professional and cultural integration. The program includes a number of activities and works on:

- **social integration** - helping them adapt to life in Poland, learning about Polish culture, laws and customs.
- **professional integration** - enabling access to the labour market, professional courses, training, and support in the search for employment.

- **facilitation of learning the Polish language** - through courses and classes that help foreigners learn Polish, which is key to effective integration.

2. Target group of the IPI Program - the IPI program is mainly aimed at those who have been granted refugee status or subsidiary protection, as well as those who have been **granted a residence permit for humanitarian reasons**. Participants in the program are foreigners who formally reside on the territory of Poland, but need support in integrating into Polish society.

3. Scope of activities under the IPI Program - The IPI Program offers a wide range of activities and services to support foreigners in various aspects of life:

- **Polish language courses** - The program provides access to language courses that help foreigners acquire the language skills necessary to function in Poland on a daily basis, both in their personal and professional lives.
- **assistance in finding a job** - Individuals in the program can count on assistance in their job search, including career counselling, help in preparing resumes

and cover letters, and support in preparing for interviews.

- **vocational training** - The IPI program also includes the organization of vocational training and courses to help foreigners acquire new qualifications or adapt their existing skills to the Polish labour market.
- **support in the process of social adaptation** - The program offers assistance in understanding Polish laws, civic obligations and available public services. Assistance also includes an introduction to Polish culture and the organization of activities that support social integration, such as workshops and meetings with representatives of various social groups.
- **psychological support and counselling** - The IPI Program also offers psychological assistance, especially for those who have experienced difficult experiences, such as violence or war, that may affect their adaptation in Poland.

4. Benefits of participating in the IPI Program:

- **increase their chances in the labour market** - through vocational courses, training and support in finding a job.

- **better integration into Polish society** - program participants assimilate faster into Polish culture, learn the language and establish relationships with the local community.
- **increase their language skills** - which makes it easier to live daily life, find a job and integrate in Poland.
- **receive assistance in adapting to Poland's legal and administrative system** - which will help avoid mistakes in complying with the law.

5. How to join the IPI Program?

In order to join the IPI Program, a foreigner under international protection (refugee status or subsidiary protection) must submit an application to the district governor, through the District Family Assistance Center (PCPR) with jurisdiction over the place of residence. The deadline for submitting the application is 60 days from the date of obtaining one of the above-mentioned statuses. The application may also include the foreigner's spouse and minor children, as long as they also have the appropriate residence status.

The application must be accompanied by a number of documents confirming the

foreigner's status, including, among others, a decision on international protection, a residence card, a travel document provided for in the Geneva Convention (for those with refugee status), as well as a declaration of intent to live in a particular province, a declaration of non-application in another province, and readiness to join an integration program.

Change of place of residence

Changing the place of residence during the implementation of the integration program is possible only in particularly justified cases, such as taking up employment, obtaining housing in another county, family reunification or the need for specialized treatment. Then the foreigner is required to submit an appropriate statement and documentation confirming the situation.

Organizations supporting foreigners in Poland

There are many organizations in Poland that help applicants for international protection and refugees adapt to life in their new country. They offer legal assistance, psychological assistance and support in finding housing and jobs.

- Helsinki Foundation for Human Rights - www.hfhr.pl
- Foundation for Survival - www.ocalenie.org.pl
- UNHCR Poland - www.unhcr.org/pl
- Caritas Poland - www.caritas.pl
- Legal Intervention Association - www.interwencjaprawna.pl

If you need detailed information about the process or assistance with your application, come to the Center for Integration of Foreigners Zielona Góra or the Center which has jurisdiction of your residence, work or study.



IMPORTANT

Note: The educational brochure is not a source of law.

The authors have made every effort to ensure that the content of the brochure is in compliance with applicable laws. However, please note that the publication deals with typical situations and the most common cases, so it may not fully apply to individual cases.

The number and type of documents that may be requested by administrative authorities in the course of proceedings to legalize residence and work in POLAND, health and education cases may differ from those given in the brochure, depending on the specific case.

In case of any doubt, it is recommended:

- contact the relevant administrative body (e.g., Provincial Office, Office for Foreigners),
- familiarize yourself with the law,
- take advantage of the free assistance of the Center for Integration of Foreigners in Zielona Góra.



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