

CHECKLIST FOR POLISH NATIONAL VISA - FIRST AND SECOND DEGREE STUDIES OR MASTER PROGRAMME OR POSTGRADUATE STUDIES OR EDUCATIONAL/TRAINING PROGRAMMS

Name: _____ Passport Number: _____	Purpose of Visit: _____ Contact No: _____ E-mail address: _____
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Prepare all the necessary documents listed below before you deliver the application, otherwise the application might be refused by the Embassy/Consulate General of the Republic of Poland. The required documents **have to be submitted in Polish or English version**. While the visa application is being processed, the applicant's passport remains at the Embassy/Consulate General of the Republic of Poland.

THE APPLICATION MATERIAL SHOULD BE PLACED IN THE FOLLOWING ORDER:

REQUIRED DOCUMENTS	YES	NO	REMARKS
1. VISA APPLICATION			
Visa application form without blanks, signed by the applicant - if minor (below 18 years old), signed by both parents or legal guardians; the signature as the one in the passport.			
A color photography - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.			
2. PASSPORT - travel document must be valid at least 90 days after the expiration of visa and not older than 10 years; travel document must have at least two consecutive blank pages; damaged travel documents cannot be accepted.			
3. APPLICANT'S COVERING LETTER mentioning the purpose and duration of travel, list of attached documents and other useful information.			
4. RESIDENCE PROOF - an official document proving stay in the current jurisdiction.			
5. TRAVEL MEDICAL INSURANCE - original and one copy of the certificate of TMI issued by a company from the list of approved Indian insurance companies of the consular posts of Schengen states (handwritten certificates will not be accepted; the name of the insured should be written in Latin alphabet; TMI must be valid in the Schengen area and for the entire duration of stay; the TMI's minimum coverage is 30.000 euro and it must cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased).			Name of the insurance company: Insurance number: Validity:
6. ACCOMODATION - original document confirming the availability in Poland of appropriate accommodation for the intended period of stay (documents shall contain information about the cost of living; the costs for a full period or monthly payment must be indicated): certificate of registration (zameldowanie), lease agreement, decision on the provision of the dormitory, other type of accommodation proof.			Type of document:
7. FLIGHT ITINERARY (RESERVATION ONLY)			
8. MINORS			
Birth certificate (if applicable, proof of legal guardianship) apostilled by MFA.			
Copies of signed ID documents of the parents/guardians of the applicant.			
Notarized certificate of permission to travel from the parent(s)/guardian(s) not accompanying the minor during the travel, apostilled by MFA, and when not in India, attested by the relevant authorities in the country of residence.			N/A Proof of parent(s)/ guardian(s) accompanying minor during travel:
Death certificate if one or both of the parent(s) is/are dead apostilled/attested by MFA.			N/A
Court verdict in case the parents are divorced and/or one of the parents lost custody of the child, apostilled/attested by MFA.			N/A
9. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER COSTS OF LIVING AND RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE - applicant applying for a national visa for study must provide a document confirming that he has sufficient financial resources to cover:			
1. The cost of returning to the country of origin in the amount of 2500 PLN (minimum) to cover returning to the country of origin (other than a country neighboring Poland or an EU/EFTA members), 2. Living expenses covering the planned stay: the required minimum for each month of the planned stay is 701 PLN/person, or 528 PLN/each person in the family (if applicant will stay in Poland with family members). 3. Cost of accommodation (documents must be submitted in a way the consul will be able to estimate the cost of living e.g. lease agreement, a decision on the provision of a dormitory, etc.). E.g. Applicant from India for a 365-day visa must have at least 10912 PLN (701 PLN x 12 months + 2500 PLN) to cover the cost of return and living expenses and additional funds to cover the cost of accommodation. If the monthly payment for a dormitory or renting an apartment is 1000 PLN, then the cost of accommodation will be: 1000 PLN x 12 months = 12000 PLN per year. In total, the applicant needs at least 22912 PLN.			
9.1. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES (OF APPLICANT OR SPONSOR) cannot be issued more than one month before submission of visa application			
Traveler's cheque.			
Certificate of the amount of the credit card limit issued by the bank (any bank located in India or Poland or another country is allowed).			
A certificate of availability of money in the Polish or European Union bank or a cooperative savings and loan association located in the territory of the Republic of Poland or European Union (it cannot be a bank located in India).			
A document confirming granting of a national or foreign scholarship.			
A certificate of employment with monthly salary statement.			
9.2. MINORS AND ADULTS FINANCIALLY DEPENDENT ON SPONSORS:			
Letter of sponsorship - it should be noted that the sponsors are required to cover all travel, living and accommodation expenses of the person applying for the visa:			
From the applicant's parents - the sponsor's letter must be certified by a notary.			N/A
From a third person - admissibility will be assessed by the consul; the sponsor's letter must be certified by a notary and apostilled by Indian MFA.			N/A
Documents confirming the availability of financial resources of the sponsor (indicated at p.9.1).			
Document confirming relationship with the sponsor (e.g. the family ties) - the exact same spelling of sponsor's name in the document confirming the relationship with the sponsor, in the sponsor's letter and in the documents confirming the financial resources, is required, e.g. if parents' names are not correctly or fully indicated in the applicant's passport, another official document (in Polish or English) confirming the family ties (e.g. birth certificate) apostilled by the MFA should be submitted. Please note that affidavits will not be considered official documents in this regard.			Type of document: Passport Birth certificate Other document
10. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP			
The original certificate of the unit conducting the studies on admission to studies or on the continuation of studies - in accordance with the format set out in the Regulation of the Minister of Science and Higher Education from 24th of September 2018.			
Proof of payment for studies - issued by the educational institution; if studies are free of charge, a confirmation from the university is required.			N/A
Documents attesting previous education (originals should be presented at the counter):			Type of document:
1. Secondary school leaving certificate - if the applicant applies for a visa on the basis of a university certificate on admission to the first year of studies / preparatory course, one must submit the secondary school leaving certificate apostilled/attested by the MFA. 2. Certificates / diplomas of graduation - if the applicant applies for a visa on the basis of a university certificate on admission to the second and third cycle studies, he/she must provide the certificate apostilled by the MFA / diploma of graduation.			
11. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip. E.g. English Language test such as: IELTS (International English Language Testing System) (Band 6.0), TOEFL (Test of English as a Foreign Language) (minimum score of 550 points for the paper Based Test or 213 points for the Computer Based Test), and CAE (Cambridge English: Advanced) are highly recommended as a proof of possessing the necessary language skills for undertaking studies conducted in English.			Optional documents:
12. PASSPORT DATA PAGES COPY			
One copy of the applicant's passport data pages (the first and the last one).			

Copy of the pages with Polish/Schengen visas, if issued (if the visas were in the previous passport – copy of that passport's data pages - the first and the last one).			N/A (no previous Polish/Schengen visas)
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I hereby confirm that I am aware of the fact that:

1. A visa with the annotation "student" can only be obtained by full-time students or persons going to Poland in order to take a preparatory course to study at university.
2. The Embassy/Consulate General of the Republic of Poland reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.
3. If the documents and supporting materials required for the issuance of this visa are not submitted in the application, the visa applicant has the right to supplement these materials within 14 days from the date of submitting the application.
4. The visa processing period may be extended to up to 60 days (application submitted less than 60 days before intended travel date is accepted on applicant's own risk).
5. The consul is entitled to assess whether the applicant's knowledge of the language in which the studies are to take place will allow him or her to undertake the education.

Date, place

Applicant's signature

Inquiry Officer to choose as appropriate:

1. The applicant has confirmed that she/he has no other documents to submit resigning from the right to supplement them within 14 days.
2. The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being refused, but she/he has chosen to proceed with the application.

VISA Fee

NAME OF TRAVEL AGENT

Service Fee

ADDRESS

Courier Fee (If any)

Other Fees

TEL.....

Name & Signature of Inquiry Officer/ Date

Applicant's Signature