

Checklist – National Visa – Internship

国别签证——实习——材料审核单

Name: 姓名: _____ Passport number: 护照号: _____	Purpose of visit: 访问目的: _____ Contact No.: 联系电话: _____ E-mail address: 邮件地址: _____
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Please be informed that failure to submit the documents listed below **may result in visa refusal by the Embassy/Consulate General of the Republic of Poland**. The required documents have to be translated into Polish or English in a separate document according to the instructions below. The passport remains at the Embassy/Consulate during the review of the documents.

在递交申请前请按下述清单准备所需材料，否则您的签证申请可能被波兰共和国驻华大使馆/总领事馆拒签。按照须知规定，所需材料需另附英文或波兰语翻译。在签证申请审理期间，申请人护照将会留在波兰共和国驻华大使馆/总领事馆。

Note: The application materials should be placed in the following order:

备注: 请将申请材料按以下顺序排列:

Required documents 所需材料		Yes 有	No 没有	Remarks 备注
1.	Visa application form completed in Latin alphabet and signed by the applicant. One color photograph (white background, 35 mm x 45 mm, not older than 6 months, no retouch)). 签证申请表 ，无空项，由申请人以拉丁字母签名（未成年人由父母或法定监护人签名）。 一张彩色照片 （白色背景，35 毫米 x 45 毫米，拍摄时间不早于 6 个月）。			
2.	Passport or other travel document and one copy of the identification page, copy of the pages with Schengen/Polish national visas (if issued) and copy of page with signature on the passport. If the visas were in the previous passport – copy of that passport identification page and page with signature. Travel document must be: not older than 10 years, valid for at least 90 days after the planned date of departure from Poland and containing at least 2 blank pages. 护照或其他旅行证件 ，附个人信息页复印件及签名页复印件。如有已签发的申根/波兰国别签证，则附其复印件。若已签发的签证在旧护照上，则除旧护照上的签证复印件外，还需提供此护照的个人信息页及签名页复印件。 旅行证件须：不超过 10 年，有效期至少为签证到期后 90 天，至少包含 2 页空白页。			
3.	Travel medical insurance – any insurance listed in the List of accepted insurers, available to download from: https://www.gov.pl/web/diplomacy/visas 旅行医疗保险 ：必须是波兰外交部所发布的医疗保险表格中的一项保险；表格请见： https://www.gov.pl/web/diplomacy/visas 。			
4.	Original contract signed with the internship institution. The contract must specify:			

	a. Description of the internship program, including information about its educational purpose or educational components, theoretical and practical training, the position at which the internship will take place, the language in which the internship will take place, the level of language proficiency necessary to complete the internship, scope and type performed tasks, knowledge, practical skills and professional experience planned to be acquired as a result of the internship, b. Duration of the internship, c. Conditions for completing and supervising the internship, including determining the place of performing the internship and appointing the trainee's supervisor, d. Hours of internship, e. The rights and obligations of the parties (covering the costs of internships, necessary medical examinations, insurance against accidents, holidays and terms of termination of the contract), f. The manner of confirming the acquired knowledge, practical skills and professional experience, g. Information that the foreigner has completed a Polish language course or other language in which the internship takes place, or takes a course at the language proficiency level necessary to complete the internship. The internship should be adequate to the field and level of completed or current studies. The contract must also include a written statement issued by the relevant unit that the institution undertakes the costs associated with the issuance and implementation of the decision on the foreigner's order to return to his or her home country in case of illegal stay in the territory of the Republic of Poland. 与实习机构签订的合同原件。该合同必须注明以下信息： a. 实习计划的说明，包括有关其教育目的或教育内容、理论和实践培训、实习岗位、实习语言、完成实习所需的语言水平、所执行任务的范围和类型、计划通过实习获得的知识、实践技能和专业经验。 b. 实习期限。 c. 完成和指导实习的条件，包括明确的实习地点和任命实习生的导师。 d. 实习时间。 e. 双方的权利和义务（包括实习费用、必要的体检、意外保险、假期和合同终止条款）。 f. 确认所获知识、实践技能和专业经验的方式。 g. 外国人已完成波兰语课程或实习所在的其他语言，或参加完成实习所需的语言能力水平的课程的资料。 实习内容应与已完成或正在进行的学习领域和水平相匹配。 合同中还必须包括一份由科研单位出具的书面声明，声明该机构承诺在外国人非法逗留在波兰共和国境内的情况下，该机构将承担签发和执行外国人回国命令的决定相关费用。			
5.	Proof of appropriate accommodation for the intended period of stay: 1. Certificate of registration (<i>zameldowanie</i>), 2. Lease agreement, 3. Decision on the provision of the dormitory, 4. Other lending contract. Documents shall contain information about the cost of living. 适当的住宿证明，以满足预定的逗留时间。 1. 注册登记证书（<i>zameldowanie</i>） 2. 租赁协议			

	3. 提供宿舍的决议 4. 其他租赁合同 文件应包含有关住宿费用的信息。			
6.	Flight Reservation (reservation only) 机票预订单 （仅需预订单）。			
7.	Proof of completing higher education within at least two years prior to the submission of the application notarized and legalized by the MFA, or proof of pursuing higher education studies outside the European Union, certified in line with legislation of this country. 在提交申请前至少两年内 完成高等教育的证明 ，并需由外交部进行公证和认证，或在欧盟以外的国家 接受高等教育的证明 ，并经该国法律认证。			
8.	Proof of financial means (one of the following documents): 1. Traveler's cheques, 2. Information on the credit card limit issued by the bank (any bank located in China or Poland or another country is allowed), 3. Certificate of availability of money in a Polish or European Union bank or a cooperative savings and loan association located in the territory of the Republic of Poland or European Union (certificates of Chinese banks are not accepted), 经济能力证明 （以下文件之一）： 1. 旅行支票。 2. 银行出具的信用卡额度证明（任何位于中国、波兰或其他国家的银行均可以）。 3. 波兰、欧盟银行或位于波兰共和国或欧盟境内的合作储蓄和贷款协会出具的的可用资金证明（不接受中国的银行出具的证明）。			
9.	Copies of ID and hukou (all the pages – only for Chinese nationals). In case the applicant is from another consular jurisdiction: Zan Zhu Zheng or other police certificate to prove his or her stay in the current jurisdiction. 身份证，户口本所有页的复印件（只针对中国公民） 若申请人来自其他领区，须提供暂住证或其它由公安机关开具的相关证明，证明其在本领区居住。			
10.	Original residence permit with copy (applicable only for non-Chinese passport holders) valid for at least 3 months after the date of application. 居留许可/在中国合法居留的其他证明及其复印件（适用于除中国公民外的外国公民）。 有效期至少为提交签证申请之日后 3 个月。			
11.	Additional notes: optional documents. Applicants are allowed to submit additional documents that they consider useful to explain and/or justify the trip. 附加说明：可选文件。 申请人可以提交能够说明其行程的解释/证明类附加文件。			
12.	For all non-Chinese citizens, when applying for national visas: Non-criminal record, legalized or with an Apostille; 所有非中国公民申请国别签证无犯罪证明（含领事认证或海牙认证）			

Note: 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 in person.**

备注: 波兰共和国驻华大使馆/总领事馆**有权要求申请人提供补充信息/材料。**如若必要，申请者将被要求前往大使馆/总领事馆面试。

To be completed by the Inquiry Officer:

将由资料审核员填写:

- 1 . The applicant has confirmed that she/he has **no other documents to submit**.
申请人已经确认她/他没有其他材料提交。
2. The applicant has submitted the supporting documents listed above. I have advised him/her that **failure to submit all necessary documents** may result in the application being **refused**. The applicant has chosen to proceed with the application.
申请人已经递交了上述材料，我已告知其如不提交所有必要材料可能会导致被拒签，但申请人选择继续提交申请。
- 3.I have advised the applicant that **the Embassy/Consulate does not give back the documents** that are submitted with the application and that the applicant is advised to make an appropriate amount of copies of documents that she/he might need in future.
我已告知申请人，**使/领馆不退还随申请提交的文件**，并已建议申请人复印数份所提交的文件，以备将来使用。

Visa fee 签证费		Courier fee (if any) 快递费（如选）	
Service fee 服务费		Other fees 其他费用	

Name & signature of Inquiry Officer 资料受理员签名

Date 日期

Applicant's signature 申请人签名