

**CHECKLIST FOR POLISH NATIONAL VISA – OTHERS**

Name: _____	Purpose: _____
Passport Number: _____	Contact No: _____
	E-mail address: _____

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
<b>1. PASSPORT</b> - should have been issued within the previous 10 years; its validity should extend at least 3 months after the intended date of departure from the Schengen territory; must have at least two blank pages;		
<b>2. VISA APPLICATION</b>		
2.1. Visa application form without blanks, signed twice by the applicant - at least 18 years old may lodge and sign a visa application personally; the signature as the one in the passport.		
2.2. Two color photos - specifications: passport type, white background 35mm x 45mm, no more than 6-month-old.		
<b>3. CHECKLIST</b>		
<b>4. APPLICANT'S COVERING LETTER</b> mentioning the purpose and duration of travel, list of attached documents and other useful information.		
<b>5. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP</b>		
<b>5.1. VISITING FAMILY AND FRIENDS – official invitation</b>		
<b>5.1.1. Invitation letter issued by the Voivodeship Office (Zaproszenie)</b> Must be presented in <b>original</b> with one copy. In case of family members of Polish/EU/EEA citizens, a personal invitation suffices.		
<b>5.1.2. Proof of relationship with visited person:</b> A. Document confirming family ties. Official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by MEA/MFA. Please note that affidavits will not be considered official documents in this regard. The exact spelling of names in all the documents is required. *For family members of Polish/EU/EEA citizens: original marriage / birth certificate with copy and translation into Polish / English. B. For friends visit: confirmation of relationship (e.g. documents, pictures).		
<b>5.2. VISITING FAMILY AND FRIENDS – personal invitation</b>		
5.2.1. Invitation letter from the inviting party.		
5.2.2. Proof of relationship with visited person as per 5.1.2.		
5.2.3. Proof of the residence validity of the inviting party (in Poland) for the whole period of the intended stay - residence permit OR visa OR positive TRC decision OR Blue Card.		
5.2.4. Accommodation – a copy of the document confirming the availability of appropriate accommodation for the intended period of stay in Poland: lease agreement OR other type of accommodation proof.		
5.2.5. Documents confirming the sufficient financial means to cover costs of living (75 PLN/day of the intended stay or 20 PLN in case the inviting party confirms that he/she will cover <u>ALL</u> living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is a mandatory: <ul style="list-style-type: none"> <li>• Traveler's cheque(s).</li> <li>• 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).</li> <li>• 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).</li> </ul>		
<b>5.3. INTERNSHIP</b> The internship should be adequate to the field and level of completed or completed studies.		
5.3.1. Original and one copy of document confirming the completion of higher education within at least two years prior to the submission of the application or a document confirming the completion of higher education studies outside of the European Union.		
5.3.2. Original and one copy of written statement issued by the internship institution that the institution undertakes to bear the costs associated with the issuance and implementation of the decision on the foreigner's order to return.		
5.3.3. Original and one copy of the contract signed with the internship institution with description of the internship program (e.g. educational purpose and components, theoretical and practical training, position, language and necessary level of proficiency, performed tasks, planned knowledge, practical skills and professional experience planned to be acquired), duration of the internship, conditions for completing and supervising the internship, the rights and obligations of the parties (regarding the costs, medical examinations, insurance, holidays and terms of termination of the contract), the manner of confirming the acquired knowledge, practical skills and professional experience.		
5.3.4. Documents confirming the sufficient financial means to cover costs of living (75 PLN/day of the intended stay or 20 PLN in case the inviting party confirms that he/she will cover <u>ALL</u> living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is a mandatory: <ul style="list-style-type: none"> <li>• Traveler's cheque(s).</li> <li>• 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).</li> <li>• 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).</li> </ul>		
5.3.5. Language proficiency e.g. English language test such as: IELTS min. 6.5, TOEFL iBT min. 79 and CAE min. 176 points, are highly recommended as a proof of possessing the necessary language skills for undertaking internship conducted in English.		
<b>5.4 VOLUNTEERING ACTIVITIES</b>		
5.4.1. Documents confirming the sufficient financial means to cover costs of living (75 PLN/day of the intended stay or 20 PLN in case the inviting party confirms that he/she will cover <u>ALL</u> living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is a mandatory: <ul style="list-style-type: none"> <li>• Traveler's cheque(s).</li> <li>• 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).</li> <li>• 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).</li> </ul>		
5.4.2. Original and one copy of the contract signed with the organizational unit for which the applicant is to perform the services as a volunteer with description of the voluntary service (e.g. duration, conditions and hours of performance of services, costs of living and housing, amount of money received, necessary training).		

<b>5.5. EDUCATIONAL/TRAINING PROGRAMS</b>		
5.5.1. The original certificate of the educational institution conducting the program on admission to educational training.		
5.5.2. The original proof of payment for educational program issued by the educational institution.		
5.5.3. Higher secondary certificate/Higher studies certificates/diplomas of graduation (originals should be presented at the counter)		
5.5.4. Documents confirming the sufficient financial means to cover costs of living (75 PLN/day of the intended stay or 20 PLN in case the inviting party confirms that he/she will cover <u>ALL</u> living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is a mandatory: <ul style="list-style-type: none"> <li>• Traveler's cheque(s).</li> <li>• 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).</li> <li>• 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).</li> </ul>		
<b>5.6. STUDENT EXCHANGE PROGRAMS</b>		
5.6.1. The original certificate from the university in India confirming that the applicant is a student.		
5.6.2. Copy of the agreement/official information from the universities regarding the student exchange.		
5.6.3. Invitation from the Polish university.		
5.6.4. Documents confirming the sufficient financial means to cover costs of living (75 PLN/day of the intended stay or 20 PLN in case the inviting party confirms that he/she will cover <u>ALL</u> living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is a mandatory: <ul style="list-style-type: none"> <li>• Traveler's cheque(s).</li> <li>• 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).</li> <li>• 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).</li> </ul>		
<b>5.7. OTHER TRAVEL PURPOSES</b> - Documents confirming the purpose of the trip and financial means (see above).		
<b>6. FLIGHT ITINERARY (RESERVATION ONLY)</b>		
Dates:		
<b>7. TRAVEL MEDICAL INSURANCE (TMI)</b> - one copy of the certificate of TMI issued by a company from the list of approved insurance companies which meet the necessary conditions referred to in Article 25 (1) (2) (a) and Article 25 (1b) of the Act of 12 December 2013 on Foreigners - available at <a href="https://www.gov.pl/web/diplomacy/visas">https://www.gov.pl/web/diplomacy/visas</a> (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: from.....		
<b>8. ACCOMODATION</b> - original document confirming the availability in Poland of appropriate accommodation for the intended period of stay: lease agreement or other type of accommodation proof.		
<b>9. MINORS</b>		
9.1. Birth certificate (if applicable, proof of legal guardianship) legalized/attested/apostilled by MEA/MFA.		
9.2. Permission to travel from the parent(s)/guardian(s) not present during submission of visa application, legalized/attested/apostilled by MEA/MFA except in cases of a parent having sole custody or guardianship of the minor in which case a court order or other proof of sole custody or guardianship must be provided legalized/attested/apostilled by MEA/MFA. <b>At least one of the parents/legal guardians must be present for the submission of the visa application.</b>		
9.3. Copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant.		
<b>10. ADDITIONAL DOCUMENTS</b> - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip:.....		
<b>11. RESIDENCE PROOF</b> - an ID confirming residence in Embassy / Consulate's jurisdiction.		
<b>12. PASSPORT DATA PAGES COPY</b>		
12.1. One copy of the applicant's passport data pages (the first and the last one).		
12.2. 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.		

I hereby confirm that I am aware of the fact that:

1. 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.
2. The visa processing period is 15 days however this period may be extended up to 30 days or more (application submitted less than 30 days before intended travel date is accepted on applicant's own risk).

Date, place ..... Name & Signature of Inquiry Officer/ Date ..... Applicant's Signature.....

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**ADDITIONAL COMMENTS:**