

# **CHECKLIST FOR POLISH NATIONAL VISA – VOCATIONAL TRAINING**

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. One color photo - 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. EDUCATIONAL/TRAINING PROGRAMS</b>		
5.1.2. The original certificate of the educational institution conducting the program on admission to educational training.		
5.1.3. The original proof of payment for educational program issued by the educational institution.		
5.1.4. Higher secondary certificate/Higher studies certificates/diplomas of graduation (originals should be presented at the counter)		
5.1.5. 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>6. FLIGHT ITINERARY (RESERVATION ONLY)</b> Date from ..... to ..... Place of first entry .....		
<b>7. TRAVEL MEDICAL INSURANCE (TMI)</b> - one copy of the certificate of TMI issued by a company from the list of approved Indian 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 accompanying the minor during the travel, 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.		
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. Passport/Aadhaar card		

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: