

**CHECKLIST FOR POLISH NATIONAL VISA - OTHERS**

Name: _____	Purpose of Visit: _____
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	REMARKS
<b>1. PASSPORT</b> - 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.			
<b>2. VISA APPLICATION</b>			
<b>Visa application form without blanks, signed by the applicant</b> - if minor (below 18 years old), signed by both parents or legal guardians; the signature as the one in the passport.			
<b>A color photograph</b> - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.			
<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. INTERNSHIP</b> The internship should be adequate to the field and level of completed or completed studies. 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. In this case, the visa processing period may be extended to up to 60 days.			N/A In case of different travel purpose
<b>Document confirming the completion of higher education</b> 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.			
<b>Written statement issued by the internship institution</b> that the institution undertakes to bear the costs associated with the issuance and implementation of the decision on the foreigner's order to return.			
<b>Contract signed with the internship institution</b> 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.			
<b>5.2 VOLUNTEERING ACTIVITIES</b> 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. In this case, the visa processing period may be extended to up to 60 days.			N/A In case of different travel purpose
<b>Contract signed with the organizational unit</b> 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>5.3 VISITING RELATIVES OR FRIENDS</b>			N/A In case of different travel purpose
<b>Invitation letter issued by the Voivodeship Office (Zaproszenie)</b> must be presented in original with one copy. In case of family members of Polish/EU/EEA citizens, a personal invitation suffices. *In case of the inviting person's ineligibility to obtain an invitation letter issued by the Voivodeship Office, admissibility of the personal invitation will be assessed by the consul.			Invitation ID number: .....
<b>Proof of Schengen member states citizenship / residence proof of visited family/friends valid for the whole period of the intended stay (e.g. residence permit).</b>			Type of document:
<b>If host provides accommodation</b> – document indicating the right of ownership / right to use (e.g. rental agreement) clearly allowing to lodge guests at this location.			Type of document:
<b>Proof of relationship with visited person:</b> A. For family visit: <b>document confirming family ties.</b> Official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by the MEA/MFA. Please note that affidavits will not be considered official documents in this regard. *For family members of Polish/EU/EEA citizens: original marriage / birth certificate with copy and translation in Polish / English. The exact same spelling of names in all the documents is required. B. For friends visit: <b>confirmation of relationship</b> (e.g. documents, pictures, letter of invitation from the host).			Type of document:
<b>5.4 FAMILY REUNIFICATION</b>			N/A In case of different travel purpose
<b>Temporary residence permit issued by Voivodeship Office for family reunification purpose.</b>			
<b>5.5 OTHER TRAVEL PURPOSES</b>			N/A In case of different travel purpose
Documents confirming the purpose of the trip.			Type of document:
<b>6. DOCUMENTS PROVING THE ABILITY TO TRAVEL</b>			N/A
<b>Employees:</b> A. <b>Proof of employer's registration.</b> B. <b>A letter from the employer accepting approval for leave or absence</b> on official company paper with stamp, signature, date with contact details of the company representative signing the letter, the name of the applicant, position, salary and years of service.			N/A
<b>Self-employed: official documents proving professional activity.</b> Please note that affidavits will not be considered official documents in this regard.			N/A
<b>Retired persons: proof of pension or other regular income.</b>			N/A
<b>Unemployed adults:</b> A. If married: Letter of employment and income of the spouse and certificate of marriage in Polish or English, legalized/attested/apostilled by MEA/MFA. B. If single/divorced/widow/widower: any other proof of regular income.			N/A

<b>Students and minors (under 18):</b> <b>A. Original letter from the school with permission for absence</b> with contact details of the school, signed and stamped, with name and function of the person giving the permission. <b>B. Copy of student ID card.</b>			N/A
<b>7. FLIGHT ITINERARY (RESERVATION ONLY)</b>			Date from ..... to ..... Place of first entry .....
<b>8. TRAVEL MEDICAL INSURANCE (TMI)</b> - 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 the 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: from..... to.....
<b>9. ACCOMODATION</b> - 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:
<b>10. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER COSTS OF LIVING AND RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE</b> - applicant applying for a national visa for study must provide a document confirming that he has sufficient financial resources to cover: <b>A. The cost of returning to the country of origin</b> 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). <b>B. Living expenses</b> (according to current regulations 75 PLN for each day of the intended stay).			
<b>10.1. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES</b> - the documents cannot be issued more than one month before submission of visa application. *Not applicable for p. 5.4.			
<b>Traveler's cheque.</b>			
<b>Certificate of the amount of the credit card limit</b> issued by the bank (any bank located in India or Poland or another country is allowed).			
<b>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</b> (it cannot be a bank located in India).			
<b>A document confirming granting of a national or foreign scholarship.</b>			
<b>10.2. MINORS FINANCIALLY DEPENDENT ON PARENT(S)/LEGAL GUARDIAN(S)</b>			
<b>Documents confirming the availability of financial resources of the parent(s)/legal guardian(s)</b> (indicated at p. 10.1).			
<b>Document confirming family ties</b> - the exact same spelling of parent(s)/legal guardian(s) names in the document confirming the family ties and in the documents confirming the financial resources, is required. 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) legalized/attested/apostilled by the MEA/MFA is necessary. Please note that affidavits will not be considered official documents in this regard.			Type of document: Passport Birth certificate Other document
<b>11. MINORS</b>			
<b>Birth certificate (if applicable, proof of legal guardianship) legalized/attested/apostilled by MEA/MFA.</b>			N/A
<b>Copies of signed ID documents of the parent(s)/guardian(s) of the applicant.</b>			
<b>Notarized certificate of permission to travel from the parent(s)/guardian(s) not accompanying the minor during the travel, legalized/attested/apostilled by MEA/MFA.</b>			N/A Proof of parent(s)/legal guardian(s) accompanying the minor: .....
<b>Death certificate if one or both of the parent(s) is/are dead legalized/attested/apostilled by MEA/MFA.</b>			N/A
<b>Court verdict in case the parents are divorced and/or one of the parents lost custody of the child, legalized/attested/apostilled by MEA/MFA.</b>			N/A
<b>12. ADDITIONAL DOCUMENTS</b> - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip.			
			Optional documents:
<b>13. RESIDENCE PROOF</b> - an official document proving stay in the current jurisdiction.			
<b>14. PASSPORT DATA PAGES COPY</b>			
<b>One copy of the applicant's passport data pages (the first and the last one).</b>			
<b>Copy of the pages with Polish/Schengen visas, if issued</b> - 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)

I hereby confirm that I submitted the supporting documents mentioned above and I am aware of the fact that:

- 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.
- The visa processing period may be extended to up to 30 days (application submitted less than 30 days before intended travel date is accepted on applicant's own risk), \*N/A to p.10.1 and 10.2.
- 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.
- The failure to submit all necessary documents may result in a negative visa decision, but I confirm that I have no other documents to submit and wish to proceed with the application, \*N/A to p. 5.1 and 5.2.

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

Only for p. 5.1 and 5.2. Please choose the appropriate one:

- The applicant has been informed about the right to supplement documents and supporting materials required for the issuance of visa within 14 days from the date of submitting the application and confirmed that she/he has no other documents to submit.

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

- The applicant has submitted the supporting documents mentioned above. I have advised him/her that failure to submit all necessary documents may result in a negative visa decision, but she/he has chosen to proceed with the application.

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

ADDITIONAL COMMENTS:

Name & Signature of Inquiry Officer/ Date .....