

Checklist – Schengen or National Visa – Work

Please be informed that a failure to submit the documents listed below may result in visa refusal by the Embassy of the Republic of Poland . The passport remains at the Embassy during the entire application period.	
Note: The application material should be placed in the following order:	
Required documents	
1.	Visa application form completed in Latin alphabet and signed by the applicant.
2.	One color photograph (white background, 35 mm x 45 mm, not older than 6 months, no retouch).
3.	Passport with a copy of the data page and copies of the pages with Schengen/Polish national visas (if issued) and a copy of page with signature on the passport. If the visas were in the previous passport – copy of that passport data page and pages with visas. Travel document must be: not older than 10 years, valid for at least 90 days after the planned departure date from Poland and containing at least 2 blank pages.
4.	Original and a copy of residence permit “boravak” (applicable only for non-Montenegrin passport holders) valid after the return and issued at least 6 months before the date of visa application.
5.	Travel medical insurance covering the entire duration of stay that is provided by one of the approved insurers: https://www.gov.pl/web/diplomacy/visas
6.	Work permit . In case the work permit is not required by Polish regulations, other proof is needed i.e. graduation diploma from a Polish university or work contract.
7.	Proof of financial means : bank statements from the current account from the last 6 months, as a proof that the applicant has financial capability to support himself/herself until receiving the first salary and buy a return ticket home, if needed.
8.	Proof of an appropriate accommodation for the intended period of stay, i.e. : rental contract, hotel reservation, information from the future employer about providing the accommodation. Documents shall contain information about the cost of living.
9.	Means of transportation - flight ticket (if travelling by plane), driving license, car registration and car insurance (if traveling by car).
10.	Additional notes: optional documents. Applicants are allowed to submit additional documents that they consider useful to explain/justify the trip.

Note: The Embassy of the Republic of Poland reserves **the right to request additional information/documentation** if deemed necessary.

The consul is entitled to assess whether the applicant's **knowledge of the language**.

The Embassy 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. The Embassy **does not copy documents** for the applicants.

The documents provided must not be issued more than **1 month** before the time of the visa application (not including Birth Certificates).

Each application is treated as a separate application, even if the **a group is traveling together** with the same purpose. Therefore each application must include the full set of listed documents. If documents are missing, please be informed that it might result in visa refusal.