

Checklist – Schengen or National Visa – Visiting relatives or friends

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 materials should be placed in the following order:	
Required documents	
1.	Visa application form completed in Latin alphabet and signed by the applicant (in case of a minor, signed by both parents or legal guardians, if one parent is absent, please refer to the point 11).
2.	One color photograph (white background, 35 mm x 45 mm, not older than 6 months, no retouch).
3.	Passport (original and copies of the data page and 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: issued within last 10 years, valid for at least 90 days after the planned departure date from Schengen and contain 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 with a minimum coverage of 30 000 EUR, including costs of emergency medical treatment, repatriation for medical reasons and transportation in case of death valid in entire Schengen area.
6.	Official invitation letter issued by Voivodship (Provincial) Office in Poland (<i>Zaproszenie z Urzędu Wojewódzkiego</i> - in Polish language), or a letter of invitation stating the period of invitation, the address and telephone number of the inviting person.
7.	Proof of accommodation for the whole duration of intended stay: hotel booking, lease agreement, other rental contract (unless staying with the inviting person). If staying with the inviting person, the proof of ownership or rental of the apartment.
8.	Proof of financial means: bank statement from a current account covering the last 3 months (no bank deposits). Proof of employment - letter from employer stating the position and salary. If self-employed then documents proving professional activity and the income.
9.	Means of transportation: flight ticket (if travelling by plane), driving license, car registration and car insurance (if traveling by car).
10.	In case of a family member of Polish/EU/EEA citizen: original marriage/birth certificate with a copy.
11.	Minors travelling alone or with one parent: 1. Birth certificate, 2. If the minor travels only with one of the parents, notarized letter of permission to travel from the other parent, 3. If the minor travels with a third person (not parents), notarized letter of permission to travel from both parents, 4. Death certificate in case of death of a parent, 5. In case the parents are divorced and one of the parents lost custody of the child – custody ruling.
12.	Additional notes: optional documents. Applicants are allowed to submit additional documents that they consider useful to explain and/or justify the trip.

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

The Embassy does not give back the documents that are submitted with the application. The applicant is advised to make an appropriate amount of copies of documents that she/he might need in future.

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

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

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

The application can't be submitted less than 15 days from the departure date.

The Consul has 15 days to make a visa decision. In special circumstances this time can be extended up to 45 days.