Documents
to be submitted by applicants for Schengen and national visas
at the Polish Embassy in Bangkok

General documents

- application form – completed and signed, one for each applicant;
- passport – valid for at least 3 months after the intended date of departure from Poland, containing at least 2 blank pages;
- copy of passport data page and previous visas;
- 1 biometric photograph (please check instructions on our website);
- name change certificate – if applicable;
- residence permit and/or work permit and re-entry visa – for non-Thai applicants.

Minors – additional documents

- birth certificate;
- proof of custody of minor (such as marriage certificate, divorce certificate, registration of residence);
- if the legal guardian(s) is/are not present at the time of submission of the application: the original letter of consent from legal guardians, verified by a legal entity (e.g. municipal registration office or court);

Tourism – additional documents

- hotel booking or other proof of accommodation for the duration of the entire stay;
- round-trip flight booking
- travel health insurance policy (please see the list of approved companies on our website);
- an itinerary of the planned trip if several countries are visited;
- if travelling in an organised trip – a certificate or voucher (original plus copy) from travel agency/tour operator confirming the booking of an organised tour;
- if employed – a company registration and a statement of employment, indicating the number of vacation days granted, the position in the company and the monthly salary;
- if self-employed – evidence of business ownership (company registration);
- bank statements covering the last three months, including bank account movements of the applicant or the person covering the cost of the trip, or other proof of sufficient means of subsistence for the intended entire journey and the duration of stay;
- copy of real estate property (title-deed), marriage certificate, birth certificate of children, if relevant.

Business – additional documents

- hotel booking or other proof of accommodation for the duration of the entire stay;
- round-trip flight booking;
- travel health insurance policy (please see the list of approved companies on our website);

- invitation letter from the business associate or company in Poland, stating the purpose, financial cover and the length of the visit;
- original certificate of employment or equivalent from the company or organisation in country of residence, stating position, length of employment, salary, purpose and duration of the trip, and who will cover the expense for the visit;
- bank statement of the last three months from the entity that is covering the cost of the trip;
- trade fair entry tickets and an invitation stating purpose and duration of the trade fair, if relevant.

Visiting family or friends – additional documents

- hotel booking or other proof of accommodation for the duration of the entire stay, such as invitation ("zaproszenie") registered with relevant Polish authorities;
- round-trip flight booking;
- travel health insurance policy for the entire period of the validity of the visa (please read more about travel insurance policies for D visas or C visas on our website);
- proof of relationship with the host or inviting party, as applicable, a birth or marriage certificate, a photocopy of the bio data page of the passport and travel history of the sponsor in case of non-legal relationship, proof of correspondence (boyfriend/girlfriend);
- if employed – a company registration and a statement of employment, indicating the number of vacation days granted, the position in the company and the monthly salary;
- if self-employed – evidence of business ownership (company registration);
- bank statements covering the last three months, including bank account movements of the applicant and the person covering the cost of the trip;
- copy of real estate property (title-deed), bank account, marriage certificate, birth certificate of children (if relevant, or other proof of social or financial ties in Thailand.

Studying in Poland – additional documents

- acceptance letter from university or school;
- proof of payment of fees, if relevant;
- proof of accommodation in Poland;
- flight booking;
- travel health insurance policy for the entire period of the validity of the visa (please read more about travel insurance policies for D visas or C visas on our website);
- educational certificates/diplomas, authenticated by local authorities, stating the student can undertake further university-level education;
- proof of sponsorship, if student is being sponsored;
- proof of financial means of student or sponsor to cover costs of stay in Poland and costs of return to country of origin: a) letter from bank in country of origin confirming the limit on the credit card or b) bank account statement from a bank registered in Poland or c) travelers cheque or d) proof of scholarship or e) proof of employment and salary (please see our website for specific ammounts necessary to cover costs of living in Poland).

Employment/work in Poland – additional documents

- polish work permit;
- proof of accommodation;
- flight booking;
- travel health insurance policy for the entire period of the validity of the visa (please read more about travel insurance policies for D visas on our website);
- documents to demonstrate previous work experience and education.

Attending conferences or other events – additional documents

- hotel booking or other proof of accommodation for the duration of the entire stay;
- round-trip flight booking;
- travel health insurance policy (please see the list of approved companies on our website);
- invitation letter/confirmation of participation;
- if employed – a company registration and a statement of employment, indicating the number of vacation days granted, the position in the company and the monthly salary;
- if self-employed – evidence of business ownership (company registration);
- original certificate of employment or equivalent from the company or organisation in Thailand, stating position, length of employment, salary, purpose and duration of the trip, and who will cover the expense for the visit;
- bank statement of the last three months from the entity that is covering the cost of the trip.