

## CHECKLIST FOR POLISH SCHENGEN VISA - OTHERS

Name: _____  Passport Number: _____	Purpose of Visit: _____  Contact No: _____  E-mail address: _____
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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 STUDY, RESEARCH, OR OTHER TYPES OF INTERNSHIP</b>			N/A In case of different travel purpose
<b>Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company.</b>			
<b>5.2 VISITING FAMILY/FRIENDS</b>			N/A In case of different travel purpose
<b>Invitation letter.</b>			
<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, valid visa).</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. The exact same spelling of names in all the documents is required. *For family members of Polish/EU/EEA citizens: original marriage / birth certificate with copy and translation in Polish / English. B. For friends visit: <b>confirmation of relationship</b> (e.g. documents, pictures).			Type of document:
<b>5.3 CULTURAL, SPORTS OR RELIGIOUS EVENTS</b>			N/A In case of different travel purpose
<b>Invitation, entry tickets, enrolments or programmes.</b>			
<b>5.4 FILM CREWS</b>			N/A In case of different travel purpose
<b>Letter from the film company specifying title, synopsis and shooting locations of film.</b>			
<b>Complete list of names of travelling crew members along with their roles.</b>			
<b>Letter from the agency in the Schengen State confirming arrangements for film permits.</b>			
<b>Certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce.</b>			
<b>5.5 MEMBERS OF OFFICIAL DELEGATIONS</b>			N/A In case of different travel purpose
<b>Copy of the official invitation.</b>			
<b>Note verbale issued by the sending authority(ies)</b> concerned confirming: the identity of the applicant, the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations), the period of intended stay, the place of stay.			
<b>5.6 MEDICAL TREATMENT</b>			N/A In case of different travel purpose
<b>Certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in Poland.</b>			
<b>Official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly.</b>			
<b>Proof of pre-payment of the treatment.</b>			
<b>5.7 SEAFARERS</b>			N/A In case of different travel purpose
<b>Employment contract/appointment letter (showing duration of employment).</b>			
<b>Seaman's book.</b>			
<b>Invitation from shipping company/maritime agency of the Member State where the seafarer will join the boat.</b> The invitation must be signed and bear the stamp of the company/agency and include the following data: name and family name of the seafarer; place and date of birth, passport number, seafarer's book number; date of issue, period of validity of passport and the seafarer's book; the seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter); name and flag of the boat; port and date of boarding and disembarking; itinerary that the seafarer will follow to arrive in Poland of destination/transit (including date and entry point (airport) to the Schengen area); name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications. The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he/she boards the ship.			
<b>Flight reservation (if applicable).</b>			
<b>5.8 AIRPORT TRANSIT</b>			N/A In case of different travel purpose
<b>Visa or other entry permit for the third country of destination.</b>			

Documents in relation to the onward journey to the final destination after the intended airport transit.			
<b>5.9 OTHER PURPOSE</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> <b>A. 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>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> - if the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.			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 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 / each of visited Schengen States, of appropriate accommodation for the intended period of stay.			
<b>10. PROOF OF SOLVENCY OF THE APPLICANT</b> – bank statements from the last 3 months; no deposits.			
<b>Original bank statement showing movements in the last three months</b> , duly stamped and signed by the bank.			
<b>Indian income tax return acknowledgment for the last two assessment years.</b>			
<b>Employees: pay slips for the last three months and employment contract.</b>			N/A
<b>Company owners / self-employed: certificate of registration of the company.</b>			N/A
<b>Retired persons: pension statements for the last three months or other regular income (e.g. generated by ownership of property or business).</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>Minors: above documents confirming solvency of parent(s)/legal guardian(s)</b> - the exact same spelling of parent(s)/legal guardian(s) names in their documents confirming the solvency, IDs and documents confirming the family ties, 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.			N/A
<b>11. MINORS</b>			N/A
<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>Document confirming family ties (e.g. passport, birth certificate)</b> - the exact same spelling of parent(s)/legal guardian(s) names in the certificate of permission to travel, their IDs and documents confirming the family ties, 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.			
<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 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 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).

Date, place ..... 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 the applicant has confirmed that she/he has no other documents and has chosen to proceed with the application.

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

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ADDITIONAL COMMENTS:

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