

## CHECKLIST FOR POLISH SCHENGEN VISA – VISITING FAMILY OR FRIENDS

Embassy of the Republic of Poland in Bangkok

This check-list is designed to help you prepare for submitting your visa application at the Embassy of Poland in Bangkok.

### Please note that:

- a failure to submit the documents listed below may result in visa refusal,
- Documents must be submitted **in form of originals** (if you would like us to return your originals after processing, please submit them with their copies).
- The Embassy reserves **the right to request additional documents/information** and, if deemed necessary, **to interview the applicant in person**.

### The application materials should be placed in the following order:

GENERAL DOCUMENTS	
<b>PASSPORT</b> - must be valid at least 3 months after the date of departure from Poland/Schengen date and not older than 10 years; travel document must have at least two blank pages; damaged travel documents cannot be accepted.	
<b>VISA APPLICATION WITH PHOTO</b> - visa application form filled in without blanks and signed by the applicant, 1 photo: biometric, passport type, color, dimensions: 35mmx45mm, white background, dating from the last 6 months (compliant with ICAO standards: <a href="https://ec.europa.eu/home-affairs/system/files/2016-12/ica_o_photograph_guidelines_en.pdf">https://ec.europa.eu/home-affairs/system/files/2016-12/ica_o_photograph_guidelines_en.pdf</a> )	
<b>VISA FEE</b> – to be paid upon submitting your application at the Consular Section, in cash, in Thai baht. The visa application fee is non-returnable, regardless of the consul's decision; please bring the correct amount.	
PURPOSE AND CONDITIONS OF STAY	
<b>INVITATION</b> - an invitation document registered by the host in Urząd Wojewódzki (zaproszenie). In case of a family member of Polish citizen a personal invitation letter signed by the host, stating all the details of the intended stay may be accepted – original and 1 copy	
<b>FLIGHT TICKET</b> – round-trip	
<b>ACCOMMODATION</b> – document(s) confirming the availability of appropriate accommodation for the whole intended period of stay in Poland (if provided by the host – a document confirming legal title to the property/owner's consent) – original and 1 copy.	
<b>TRAVEL MEDICAL INSURANCE</b> – covering the entire period of stay and valid throughout the Schengen Area with a minimum coverage of 30 000 EUR, including costs of emergency treatment, repatriation for medical reasons as well as transportation in case of death (list of insurance companies accepted by the Embassy is available on website: <a href="http://www.gov.pl/web/thailand/c-type-schengen-visa">www.gov.pl/web/thailand/c-type-schengen-visa</a> ).	
FINANCIAL MEANS	
Important: Applicants holding an invitation registered in Urząd Wojewódzki (zaproszenie) do not have to submit any proof of financial means.  Financial resources must cover: <ul style="list-style-type: none"><li>• Stay up to 4 days – 300 PLN in total</li><li>• Stay more than 4 days – 75 PLN per day</li><li>• If accommodation cost is covered by the host – 20 PLN per day</li></ul>	
<b>SPONSORSHIP LETTER</b> – if the host is financing your stay – original and 1 copy	
<b>CREDIT CARD STATEMENT</b> – a letter from a bank stating the limit on a credit card – original and 1 copy; or	
<b>BANK ACCOUNT STATEMENT</b> – bank account statement showing movements on the account in the last 3 months – original and 1 copy; or	
<b>TRAVELER'S CHEQUES</b> ; or	
<b>PROOF OF EMPLOYMENT</b> – a letter from the employer stating the monthly salary and salary slips from the last 3 months – original and 1 copy	
OTHER DOCUMENTS	
<b>CURRENT OCCUPATION</b> – such as employment or school enrolment, original and 1 copy <ul style="list-style-type: none"><li>• 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;</li><li>• If self-employed: evidence of business ownership (company registration).</li></ul>	
<b>SOCIAL OR FINANCIAL TIES TO THAILAND</b> – e.g. copy of real estate property (title-deed), bank account, marriage certificate, birth certificate of children or other as applicable.	
<b>PROOF OF RELATIONSHIP</b> – documents confirming applicant's relationship with the host or inviting party, as applicable, birth/marriage certificate/family book, a copy of the bio data page of the passport and travel history of the host in case of non-legal relationship, proof of correspondence.	
<b>CERTIFICATE OF NAME CHANGE</b> - 1 copy, if applicable.	
<b>PREVIOUS VISAS</b> – copies of previous Polish or Schengen visas, if applicable.	
<b>PASSPORT DATA PAGE</b> – only first page, 1 copy.	
MINORS (BELOW 18 YEARS OF AGE) TRAVELLING WITHOUT LEGAL GUARDIAN(S)	
<b>BIRTH CERTIFICATE</b> – original and 1 copy.	
<b>PROOF OF CUSTODY</b> – e.g. marriage certificate, divorce certificate, registration of residence – original and 1 copy.	

<b>LETTER OF CONSENT</b> – 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).	
---	--

#### HOW TO APPLY:

1. Please book your appointment to apply for a visa via the [e-konsulat](#) system, by choosing "Schengen visa - register form" from the menu on the left of the screen. If the system does not show a date you want, it means there are no slots available on that date or the Consular Section is closed.

After you choose the appointment date and complete the online application, the system will generate a pdf of the application form with a specific time of your appointment. Please print the application form, sign it and bring with you for the appointment along with necessary supporting documents.

2. Prepare the documents listed above and visit the Consulate. The visa application must be submitted in person. We do not accept applications sent via fax, regular mail or e-mail.
3. Submit your documents at the Consulate and pay the visa fee.
4. Collect your passport and the decision. The consul will make the decision on the visa within 15 calendar days. Exceptionally, the time to make the decision can be extended up to 45 day.