

CHECKLIST FOR POLISH NATIONAL VISA – DEPENDENTS

Name: _____	Purpose of Visit: _____
Passport Number: _____	Contact No: _____
	E-mail address: _____

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
1. PASSPORT - 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.			
2. VISA APPLICATION			
2.1. Visa application form without blanks, signed by the applicant - if minor (below 18 years old), signed by both parents or legal guardians; the signature as the one in the passport.			
2.2. A color photography - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.			
3. CHECKLIST			
4. APPLICANT'S COVER LETTER mentioning the purpose and duration of travel, list of attached documents and other useful information.			
5. FLIGHT ITINERARY (RESERVATION ONLY)			Date from to
			Place of first entry
6. TRAVEL MEDICAL INSURANCE (TMI) - one copy of the certificate of TMI issued by a company from the list of approved Indian insurance companies which meet the necessary conditions referred to in Article 25 (1) (2) (a) and Article 25 (1b) of the Act of 12 December 2013 on Foreigners - available at https://www.gov.pl/web/diplomacy/visas (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); or document confirming possession of mandatory insurance within Polish Social Insurance Institution – ZUS.			Name of the insurance company: Insurance number: Validity: from..... to.....
7. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP (choose either 7.1 or 7.2 or 7.3)			
7.1. VISITING RELATIVES (Spouses and children only of the inviting party employed in Poland)			
7.1.1. Invitation letter issued by the Voivodeship Office (Zaproszenie) must be presented in <u>original</u> with one copy. In case of family members of Polish/EU/EEA citizens, a personal invitation suffices.			Invitation ID number:
7.1.2. Proof of relationship with visited person: Document confirming family ties. Official document (in Polish or English) confirming the family ties (e.g. birth certificate) apostilled by the MEA/legalized. Please note that affidavits will not be considered official documents in this regard. *For family members of Polish/EU/EEA citizens: original marriage / birth certificate with copy and translation in Polish/English. The exact same spelling of names in all the documents is required.			Type of document:
7.2. FAMILY REUNIFICATION (applicable ONLY to specific cases described in the Act on Foreigners 2013)			
7.2.1 Temporary residence permit issued by Voivodeship Office for family reunification purpose.			
7.3. DEPENDENT SPOUSES AND/OR CHILDREN OF THE INVITING PARTY EMPLOYED OR TO BE EMPLOYED IN POLAND			
7.3.1. Document confirming family ties. Official document (in Polish or English) confirming the family ties (e.g. birth certificate) apostilled by the MEA/legalized. Please note that affidavits will not be considered official documents in this regard.			Type of document:
7.3.2. Proof of the residence validity of the inviting party (in Poland) for the whole period of the intended stay - residence permit OR visa OR positive TRC decision OR Blue Card.			Type of document:
7.3.3. Accommodation – a copy of the document confirming the availability of <u>appropriate</u> accommodation for the intended period of stay in Poland: lease agreement OR other type of accommodation proof.			Type of document:
7.3.4. Documents confirming the sufficient financial resources to cover costs of living and return travel to the country of origin or residence on the basis of Regulation of the Minister of the Interior of Poland of 23 February 2015 on financial resources required from a foreigner entering the territory of the Republic of Poland and documents that may confirm the possibility of obtaining such funds, as well as the purpose and duration of the planned stay. Applicant applying for a national visa must provide a document confirming that he has sufficient financial resources to cover: a) The cost of returning to the country of origin in the amount of 2500 PLN (minimum) to cover returning to the country of origin (other than a country neighboring Poland or an EU/EFTA members). b) Living expenses (75 PLN for each day of the intended stay). The documents cannot be issued more than one month before submission of visa application.			
Attaching one OR more of the following documents is a must:			
7.3.4.1. Traveler's cheque(s).			
7.3.4.2 Certificate of the amount of the credit card limit issued by the bank (any bank located in India or Poland or another country is allowed).			
7.3.4.3. A certificate of availability of money in the Polish or European Union bank or a cooperative savings and loan association located in the territory of the Republic of Poland or European Union (It cannot be a bank located in India).			
No other documents will be accepted or taken into consideration.			

8. MINORS (Only parents or legal guardians shall represent minors in the visa process)			
8.1. Birth certificate (if applicable, proof of legal guardianship) apostilled by MEA/normalized.			
8.2. Copies of signed ID documents of the parent(s)/guardian(s) of the applicant.			
8.3 Both Parents Travelling with minor(s) - YES or NO a) If YES – present the proof of parents accompanying the minor – written statement and flight reservations b) If NO - 8.3.1			
8.3.1. Original notarized certificate of permission to travel from the parent(s)/guardian(s) not accompanying the minor during the travel.			Proof of parent(s)/legal guardian(s) accompanying the minor:
8.4. Death certificate if one or both of the parent(s) is/are dead apostilled by MEA/normalized.			
8.5 Court verdict in case the parents are divorced and/or one of the parents lost custody of the child, apostilled by MEA/normalized.			
9. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip.			
10. RESIDENCE PROOF - an official document proving stay in the current jurisdiction.			
11. PASSPORT DATA PAGES COPY			
11.1. One copy of the applicant's passport data pages (the first and the last one).			
11.2. Copy of the pages with Polish/Schengen visas, if issued - if the visas were in the previous passport – copy of that passport's data pages - the first and the last one.			

I hereby confirm that I submitted the supporting documents mentioned above and 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 is 15 days however this period may be extended up to 60 days.

Date, place

Name & Signature of Inquiry Officer/ Date

Applicant's Signature.....

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ADDITIONAL COMMENTS: