

Work

No.	Document	Details
1	Application form	- must be fully completed via the e-Konsulat system and printed out
2	Passport	- issued within 10 years - with at least two blank pages - valid for at least 3 months prior to your departure from Poland
3	Passport copy	- only the page with photo and personal data - copy of other Polish/Schengen visas if applicable
4	1 photo	- passport format and full-colored in 35x45mm - on white background - height of the face should be 70-80% of the photo (it is 32-36mm) - taken in the last 6 months
5	Residence card (<i>zairyu</i> card)	- not required from Japanese citizens - original for perusal and a copy - valid for at least 3 months after the date of application
6	Work permit	- must be submitted in 1. original hardcopy or 2. printout from a document with qualified electronic/digital signature - If the work permit is not required according to Polish law, the employer's letter confirming the intention to employ the foreigner must be submitted instead.
7	Invitation letter	- issued by the employer in Poland - must be submitted in 1. original hardcopy or 2. printout from a document with qualified electronic/digital signature.
8	Flight reservation	- round-trip from Japan to Poland and vice versa - If a return ticket is not reserved yet, you must submit a statement that you will purchase it later instead.
9	Proof of accommodation	- a lease agreement, hotel reservation, certificate of registration (<i>zameldowanie</i>) etc.
10	Travel medical insurance	- The minimum coverage for repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death must be EUR 30 000. - The insurance must be valid throughout the territory of all Schengen countries and cover the entire period of the person's intended stay or transit. - The applicant must submit a confirmation issued by the insurer with information about the name of the insured person, territorial validity of the insurance, exact period and amount of the coverage. - It must be on the list of accepted insurers by the Poland's Ministry of Foreign Affairs available here Ministry of Foreign Affairs . - A travel medical insurance valid for the entire period of applied visa is required also when applying for a visa for work.
11	Proof of financial means	- not required if the work permit contains salary amount - 75 PLN per day for stays over 4 days (2250 PLN per one month)

		- 2500 PLN additionally if a return flight is not booked yet	
		You must submit at least one of the following issued within 1 month:	
		1	Original certificate of credit card limit amount issued by the bank/company which issued the credit card
		2	Original bank certificate (statement) with transaction history for the last 3 months issued by the bank
12	Others	Current employment certificate if applicable	