**CHECKLIST POLISH FOR NATIONAL VISA - EMPLOYMENT**

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| --- | --- |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Passport Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Purpose of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Prepare all the necessary documents listed below before you deliver the application. The required documents **have to be submitted in Polish, Romanian or English version**. While the visa application is being processed, the applicant's passport remains at the Embassy 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 at the Consular Section (please mind: pt. 17 Romanian address, applicant’s email and telephone number, pt. 20 Romanian employer pt. 34 Work permit data) - at least 18 years old may lodge and sign a visa application personally; the signature as the one in the passport. Handwriting amendments on the form are not allowed. |  |  |  |
| 2.2. A color photography - with the following specifications: passport type, white background 35 mmx45 mm, dating from the last 6 months. |  |  |  |
| **3. CHECKLIST** |  |  |  |
| **4. APPLICANT'S COVER LETTER** - simple documentmentioning the purpose and intended duration of the travel. |  |  |  |
| **5. RESIDENCE PROOF** -a copy of an id document to confirm residence in Romania (ROM: permiss de sedere). |  |  |  |
| **6. TRAVEL MEDICAL INSURANCE (TMI)** – original certificate of TMI issued by a company from the list of approved 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 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); copies of the hand signed and wet stamped certificates cannot be accepted.  or document confirming possession of mandatory insurance within Polish Social Insurance Institution – ZUS. |  |  | Name of the insurance company:  …………………………………………………….  Insurance number:  …………………………………………………….  Validity: from………………….……………  to…………………………………………………. |
| **7. FLIGHT ITINERARY WITH INDICATION OF THE PRICE (RESERVATION ONLY)** |  |  | Date:………………………………………  from ................. to ..................  Place of first entry ............................ |
| **8. ACCOMODATION** – a copy of document concerning the availability of appropriate accommodation for the intended period of stay in Poland |  |  |  |
| **9. DOCUMENT CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE** (bank statement/printout form the online banking system for the bank account where salary is being transferred for last 6 months or confirmation issued by ANAF (*ROM:* *adeverinte de venit*) or payslips (*ROM: fluturache de salarie*). |  |  |  |
| **10. COPY OF THE APPLICANT’S ROMANIAN WORK EMPLOYMENT CONTRACT** |  |  |  |
| **11. ORIGINAL AND VALID POLISH WORK PERMIT AND ITS COPY** |  |  |  |
| **12. EMPLOYMENT LETTER FROM THE APPLICANT'S EMPLOYER IN POLAND** on the official company paper with stamp and signature, date and clearly mentioning: full address and contact details of the company, the name and position of the countersigning officer, details regarding the employment of the applicant (e.g. position, salary, estimated duration), details regarding additional conditions of employment (e.g. accommodation, transport, living expenses). |  |  |  |
| **13.SUPPORTING DOCUMENTS (OPTIONAL):** |  |  | Type of document: |
| 13.1. Professional/educational certificates proving professional skills. |  |  |  |
| 13.2. Work experience certificate. |  |  |  |
| **14. ADDITIONAL DOCUMENTS** - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip. |  |  | Optional documents: |
| **15. PASSPORT DATA PAGES COPY** | | | |
| 15.1. One copy of the applicant's passport data pages (the first and the last one). |  |  |  |
| 15.2. Copy of the pages with visas, if issued- if the visas were in the previous passport – copy of that passport’s data pages - the first and the last one. If visas ware issued in the second or the third – passport copy of that passport’s data pages - the first and the last one. |  |  | (no previous Polish/Schengen visas) |

I hereby confirm that I am aware of the fact that:

1. The Embassy 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 maximum up to 30 days (application submitted less than 30 days before intended travel date is accepted on applicant's own risk)

Bucharest, date …………………………….….………………………………………… Applicant’s Signature…………………………………………