

### Checklist – National Visa – Full time STUDY (bachelor, master, PhD programs)

Please be informed that a failure to submit the documents listed below may result in <b>visa refusal by the Embassy of the Republic of Poland</b> . The passport remains at the Embassy during the entire application period.	
Note: The application materials should be placed in the following order:	
Required documents	
1.	<b>Visa application form</b> completed in Latin alphabet and signed by the applicant.
2.	<b>One color photograph</b> (white background, 35 mm x 45 mm, not older than 6 months, no retouch).
3.	<b>Passport</b> with a copy of the data page and copies of the pages with Schengen/Polish national visas (if issued) and a copy of page with signature on the passport. If the visas were in the previous passport – copy of that passport data page and pages with visas. Travel document must be: not older than 10 years, valid for at least 90 days after the planned departure date from Poland and containing at least 2 blank pages.
4.	<b>Original and a copy of residence permit “boravak”</b> (applicable only for non-Montenegrin passport holders) valid after the return and issued at least 6 months before the date of visa application.
5.	<b>Travel medical insurance</b> covering the entire duration of stay with a minimum coverage of 30 000 EUR, including costs of emergency medical treatment, repatriation for medical reasons as well as transportation in case of death, issued by ANY approved insurance company. The list can be found here: <a href="https://www.gov.pl/attachment/60a84bbd-77da-4dac-9c0e-6fd883525f87">https://www.gov.pl/attachment/60a84bbd-77da-4dac-9c0e-6fd883525f87</a>
6.	<b>Admission letter</b> from the university issued on uniform template ( <a href="https://www.gov.pl/attachment/b15e778a-4bed-4f12-96a5-d68762ea83e2">https://www.gov.pl/attachment/b15e778a-4bed-4f12-96a5-d68762ea83e2</a> ).
7.	<b>Proof of highest completed level of education:</b> - for applicants starting the first year of studies/preparatory course: <b>secondary school certificate or diploma with apostille</b> , - for applicants starting the second and third cycle studies: <b>diploma of graduation with apostille</b> .
8.	<b>Language certificate of at least B2 level of the language of instruction</b> , for applicants starting the first year.
9.	<b>NAWA information on the rights resulting from the document held to pursue studies in Poland</b> (not applicable if your high school diploma was issued by: an EU, OECD or EFTA institution, or is IB or EB diploma <u>or you are continuing your studies in Poland</u> ) more information can be found: <a href="https://nawa.gov.pl/en/recognition/recognition-for-academic-purposes">https://nawa.gov.pl/en/recognition/recognition-for-academic-purposes</a>
10.	<b>Proof of payment for studies</b> (at least 1 <sup>st</sup> year) <b>or proof of receiving a scholarship</b> – issued by a scholarship providing institution.
11.	<p><b>Proof of financial means</b> (one of the following documents):</p> <ol style="list-style-type: none"> <li>1. Bank statement from the last 6 months (any bank located in Montenegro or Poland or another EU country is allowed),</li> <li>2. Certificate of availability of money in Polish or EU bank or a cooperative savings and loan association located in Poland or EU (certificates of other banks are not accepted),</li> <li>3. Document confirming the grant of a national or foreign scholarship,</li> <li>4. Certificate of employment with monthly salary statement.</li> </ol> <p><b>Minors and adults financially dependent on their parents:</b></p> <p>Notarized sponsorship letter from parents, as well as documents confirming the availability of financial means. The letter should state that parents are willing to cover all travel, accommodation and educational expenses of the applicant. The applicants should also bring the birth certificate and its copy for verification.</p> <p><b>Proof of financial means:</b></p> <ul style="list-style-type: none"> <li>• Certificates from parents' workplaces, duly signed and stamped, with a specification of monthly salary,</li> <li>• If parents are retired, proof of retirement or other regular income,</li> <li>• Documents confirming the possession of another source of income (i.e. from commercial activities, renting an apartment).</li> </ul>

12.	<b>Proof of accommodation for the intended period of stay:</b> rental agreement, decision on the provision of the dormitory issued by the unit conducting the studies etc. Documents shall contain information about the cost.
13.	<b>Means of transportation:</b> flight ticket (if travelling by plane), driving license, car registration and car insurance (if traveling by car).
14.	<b>Additional notes: optional documents.</b> Applicants are allowed to submit additional documents that they consider useful to explain and/or justify the trip.

**Note:** The Embassy of the Republic of Poland reserves **the right to request additional information/documentation** if deemed necessary.

The consul is entitled to assess whether the applicant's **knowledge of the language** (of at least B2 level) in which the studies are to take place.

**The Embassy does not give back the documents** that are submitted with the application and that the applicant is advised to make an appropriate amount of copies of documents that she/he might need in future. The Embassy **does not copy documents** for the applicants.

The documents provided must not be issued more than **1 month** before the time of the visa application (except birth certificates).

**Each application is treated as a separate application**, even if the **family members or group is traveling together** with the same purpose. Therefore each application must include the full set of listed documents. If documents are missing, please be informed that it might result in visa refusal.

The Consul has **15 days to make visa decision**. In special circumstances this period can be extended up to 30 days.

**EU, OECD or EFTA countries:** Australia, Austria, Belgium, Bulgaria, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Japan, Canada, Colombia, Costa Rica, South Korea, Liechtenstein, Lithuania, Luxembourg, Latvia, Malta, Mexico, Netherlands, Norway, New Zealand, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, USA, Great Britain, Italy + **China and Ukraine** (international agreements)