

CHECKLIST FOR POLISH NATIONAL VISA – DEPENDENT

Name: _____	Contact No: _____
Passport Number: _____	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
1. PASSPORT - should have been issued within the previous 10 years; its validity should extend at least 3 months after the intended date of departure from the Schengen territory; must have at least two blank pages;		
2. VISA APPLICATION		
2.1. Visa application form without blanks, signed twice by the applicant - at least 18 years old may lodge and sign a visa application personally; the signature as the one in the passport.		
2.2. One color photo - specifications: passport type, white background 35mm x 45mm, face takes up 70–80% of the photo, no more than 6-month-old.		
3. CHECKLIST		
4. APPLICANT'S COVERING LETTER mentioning the purpose and duration of travel, list of attached documents and other useful information.		
5. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP		
5.1. FAMILY REUNIFICATION (applicable to specific cases described in Art. 159 of the <i>Act on Foreigners 2013</i>) based on temporary residence permit issued by Voivodeship Office for family reunification purpose.		
5.2. DEPENDENT SPOUSE AND/OR CHILDREN OF THE INVITING PARTY EMPLOYED OR TO BE EMPLOYED IN POLAND		
5.2.1. Invitation letter from the inviting party.		
5.2.2. Document confirming family ties. - Official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by MEA/MFA. Please note that affidavits will not be considered official documents in this regard. The exact same spelling of names in all the documents is required.		
5.2.3. 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.		
5.2.4. 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.		
5.2.5. Documents confirming the sufficient financial means to cover costs of living (75 PLN/day of the intended stay or 20 PLN in case the inviting party confirms that he/she will cover <u>ALL</u> living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is a mandatory:		
<ul style="list-style-type: none"> • Traveler's cheque(s). • 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). • 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). 		
6. FLIGHT ITINERARY (RESERVATION ONLY) - Date from to Place of first entry		
7. 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); Name of the insurance company: Insurance number: Validity: from..... ...or document confirming possession of mandatory insurance within Polish Social Insurance Institution – ZUS.		
8. MINORS If the minor is travelling with only one parent, written consent certified by public 1 notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor, in which case a court order or other proof of sole custody or guardianship must be provided; – If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor; – copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant		
8.1. Birth certificate (if applicable, proof of legal guardianship) legalized/attested/apostilled by MEA/MFA.		
8.3. Copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant.		
9. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip:.....		
10. RESIDENCE PROOF - an ID confirming residence in Embassy / Consulate's jurisdiction.		

I hereby confirm that 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 since delivery of the application to the Embassy/Consulate however this period may be extended up to 30 days or more (application submitted less than 30 days before intended travel date is accepted on applicant's own risk).

Date, place Name & Signature of Inquiry Officer/ Date Applicant's Signature.....

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ADDITIONAL COMMENTS: