

Check-list for visa applications

This check-list is designed to help you prepare for submitting your visa application at the Embassy of Poland in Bangkok. Arranging your documents in the order they appear below, will help you double-check your application and make the whole process faster and more effective. Detailed information regarding supporting documents for your specific purpose of travel can be found on our website.

√	Type of document	Description
	Application form	Print and sign before coming to the embassy. Write the place, date and sign on the 3 rd page, in section 36, 37, as well as at the bottom of the page. Parents/legal guardians signs for minors.
	Photo	1 recent biometric photo (35x45mm size, face covering 70-80% of the area, color with light background, compliant with ICAO standards)
	Purpose of journey	Such as: invitation, confirmation from travel agency, travel plan, acceptance letter from school, work permit, employment contract.
	Flight booking	Travel dates on the application form, flight booking, proof of accommodation and insurance policy should match.
	Accommodation	Such as: hotel booking, invitation, acceptance letter etc. Travel dates on the application form, flight booking, proof of accommodation and insurance policy should match.
	Travel insurance	Minimum coverage 1 500 000 THB or 30 000 EUR. Travel dates on the application form, flight booking, proof of accommodation and insurance policy should match.
	Occupation	Documents relating to your occupation in Thailand, such as proof of employment, proof of your company registration, proof of school enrolment.
	Financial means	Such as bank statements, credit card limit, sponsorship letter.
	Other supporting documents	Documents significant for your visa application, such as work certificates, educational certificates, proof of relationship with host, marriage and birth certificates, parental consent letter.
	Copies	If you would like us to return your original documents after the process is complete, please submit those documents with photocopies.
	Passport	Please include copy of passport data page and previous visas.
	Visa fee	Paid in cash at the embassy.