

CHECKLIST FOR POLISH NATIONAL VISA - OTHERS

Name: _____ Passport Number: _____	Purpose of Visit: _____ Contact No: _____ E-mail address: _____
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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	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 - if minor (below 18 years old), signed by both parents or legal guardians; the signature as the one in the passport.			
2.2. A color photography - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.			
3. CHECKLIST			
4. APPLICANT'S COVER LETTER mentioning the purpose and duration of travel, list of attached documents and other useful information.			
5. FLIGHT ITINERARY (RESERVATION ONLY)			Date from to Place of first entry
6. 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..... to.....
7. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP			
7.1. INTERNSHIP			
The internship should be adequate to the field and level of completed or completed studies.			
7.1.1. Original and one copy of document confirming the completion of higher education within at least two years prior to the submission of the application or a document confirming the completion of higher education studies outside of the European Union.			
7.1.2. Original and one copy of written statement issued by the internship institution that the institution undertakes to bear the costs associated with the issuance and implementation of the decision on the foreigner's order to return.			
7.1.3. Original and one copy of the contract signed with the internship institution with description of the internship program (e.g. educational purpose and components, theoretical and practical training, position, language and necessary level of proficiency, performed tasks, planned knowledge, practical skills and professional experience planned to be acquired), duration of the internship, conditions for completing and supervising the internship, the rights and obligations of the parties (regarding the costs, medical examinations, insurance, holidays and terms of termination of the contract), the manner of confirming the acquired knowledge, practical skills and professional experience.			
7.1.4. Language proficiency e.g. English language test such as: IELTS min. 6.5, TOEFL iBT min. 79 and CAE min. 176 points, are highly recommended as a proof of possessing the necessary language skills for undertaking internship conducted in English.			
7.2 VOLUNTEERING ACTIVITIES			
7.2.1. Original and one copy of the contract signed with the organizational unit for which the applicant is to perform the services as a volunteer with description of the voluntary service (e.g. duration, conditions and hours of performance of services, costs of living and housing, amount of money received, necessary training).			
7.3. EDUCATIONAL/TRAINING PROGRAMS			
7.3.1. The original certificate of the educational institution conducting the program on admission to educational training.			
7.3.2. The original proof of payment for educational program issued by the educational institution.			
7.3.3. Higher secondary certificate/Higher studies certificates/diplomas of graduation (originals should be presented at the counter)			
7.4. STUDENT EXCHANGE PROGRAMS			
7.4.1. The original certificate from the university in India confirming that the applicant is a student.			
7.4.2. Copy of the agreement/official information from the universities regarding the student exchange.			
7.4.3. Invitation from the Polish university.			
7.5. APPLICANT AWAITING TRC DECISION WHO LEFT POLAND FOR IMPERATIVE REASONS			
7.5.1. A stamp in the passport from the Voivodeship Office which is considering the applicant's case.			
7.6. OTHER TRAVEL PURPOSES			
Documents confirming the purpose of the trip.			Type of document:
8. ACCOMMODATION - a document confirming the availability in Poland of appropriate accommodation for the intended period of stay: certificate of registration (zameldowanie), lease agreement, other type of accommodation proof.			Type of document:
9. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER COSTS OF LIVING AND RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE - applicant applying for a national visa must provide a document confirming that he has sufficient financial resources to cover: A. The cost of returning to the country of origin in the amount of 2500 PLN (minimum) to cover returning to the country of origin (other than a country neighboring Poland or an EU/EFTA members). B. Living expenses (75 PLN for each day of the intended stay).			
9.1. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES The documents cannot be issued more than one month before submission of visa application. Attaching one OR more of the following documents is a must:			
9.1.1. Traveler's cheque(s).			

9.1.2. 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).			
9.1.3. A certificate of availability of money in a bank or a cooperative savings and loan association located in the territory of the Republic of Poland (it cannot be a bank located in India). Applicable only to pp. 7.1. and 7.2.			
9.1.4. A 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). Applicable to pp 7.3 through 7.6.			
9.1.5. A document confirming granting of a national or foreign scholarship. Applicable only to pp. 7.4.			
9.2. APPLICANT FINANCIALLY DEPENDENT ON SPONSORS			
9.2.1. Letter of sponsorship - it should be noted that the sponsors are required to cover all travel, living and accommodation expenses of the person applying for the visa:			
9.2.1.1. From the applicant's parents - the sponsor's letter must be certified by a notary.			
9.2.1.2. From a third person - the sponsor's letter must be certified by a notary.			
9.2.2. Documents confirming the availability of financial resources of the sponsor (indicated at p.9.1).			
No other documents will be accepted or taken into consideration.			
10. MINORS			
10.1. Birth certificate (if applicable, proof of legal guardianship) apostilled by MEA/legalized.			
10.2. Copies of signed ID documents of the parents/guardians of the applicant.			
10.3. Notarized certificate of permission to travel from the parent(s)/guardian(s) not accompanying the minor during the travel, apostilled by MEA/legalized.			
10.4. Death certificate if one or both of the parent(s) is/are dead apostilled by MEA/legalized.			
10.5. Court verdict in case the parents are divorced and/or one of the parents lost custody of the child apostilled by MEA/legalized.			
11. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip.			
12. RESIDENCE PROOF - an official document proving stay in the current jurisdiction.			
13. PASSPORT DATA PAGES COPY			
13.1. One copy of the applicant's passport data pages (the first and the last one).			
13.2. Copy of the pages with Polish/Schengen visas, if issued - if the visas were in the previous passport – copy of that passport's data pages - the first and the last one.			

I hereby confirm that I submitted the supporting documents mentioned above and 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. If the documents and supporting materials required for the issuance of this visa are not submitted in the application, the visa applicant has the right to supplement these materials within 14 days from the date of submitting the application. Applicable to pp. 7.1 and 7.2 only.
3. The visa processing period may be extended up to 60 days (application submitted less than 60 days before intended travel date is accepted on applicant's own risk).

Date, place

Name & Signature of Inquiry Officer/ Date

Applicant's Signature.....