

Exchange program / other studies

No.	Document	Details
1	Application form	- must be fully completed via the e-Konsulat system and printed out
2	Passport	- issued within 10 years - with at least two blank pages - valid for at least 3 months prior to your departure from Poland
3	Passport copy	- only a page with photo and personal data - copy of other Polish/Schengen visas if applicable
4	1 photo	- passport format and full-colored in 35x45mm - on white background - height of the face should be 70-80% of the photo (it is 32-36mm) - taken in the last 6 months
5	Residence card (<i>zairyu</i> card)	- original for perusal and a copy - not required from Japanese citizens
6	Acceptance letter	- must be submitted in 1. original hardcopy or 2. printout from a document with qualified electronic/digital signature.
7	Proof of tuition fee payment	- not required if stated in the acceptance letter or you are exempt from the tuition fees
8	Enrollment certificate	- issued by the host university in Japan
9	Flight reservation	- round-trip from Japan to Poland and vice versa - If a return ticket is not reserved yet, you should submit a statement that you will purchase it later instead.
10	Proof of accommodation	- lease agreement, hotel reservation etc. - a confirmation from your university/dormitory is also accepted
11	Travel medical insurance	- The minimum coverage for repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death must be EUR 30 000. - The insurance must be valid throughout the territory of all Schengen countries and cover the entire period of the person's intended stay or transit. - The applicant must submit a confirmation issued by the insurer with information about the name of the insured person, territorial validity of the insurance, exact period and amount of the coverage. - It must be on the list of accepted insurers by the Poland's Ministry of Foreign Affairs available here Ministry of Foreign Affairs .
12	Proof of financial means	- 75 PLN per day for stays over 4 days (2250 PLN per one month) - 2500 PLN additionally if a return flight is not purchased You should submit at least one of the following issued within 1 month:

		1	Original certificate of credit card limit amount issued by the bank/company which issued the credit card
		2	Original bank certificate (statement) with transaction history for the last 3 months issued by the bank
		3	Scholarship certificate
13	Sponsor's document	- not required unless you submit a proof of financial means of a sponsor (e.g. one of the parents)	
		1	Sponsor's letter of consent
		2	Proof of family relationship (e.g. applicant's birth certificate or <i>koseki</i> certificate)
		3	Sponsor's employment certificate with salary information
14	In case of minors	A consent certified by a notary public is required if at least one of the parents does not accompany the applicant when submitting the visa application, along with his/her/their passport copy and a proof of family relationship (e.g. applicant's birth certificate or <i>koseki</i> certificate)	
15	Others	N/A	