

Checklist – Schengen Visa – Business

Please be informed that a failure to submit the documents listed below may result in visa refusal by the Embassy of the Republic of Poland . 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.	Visa application form completed in Latin alphabet and signed by the applicant.
2.	One color photograph (white background, 35 mm x 45 mm, not older than 6 months, no retouch).
3.	Passport (original and copies 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: issued within last 10 years, valid for at least 90 days after the planned departure date from Poland and contain at least 2 blank pages.
4.	Original and a copy of residence permit “boravak” (applicable only for non-Montenegrin passport holders) valid after the planned return and issued at least 6 months before the date of visa application.
5.	Travel medical insurance 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 valid in entire Schengen area.
6.	Original invitation letter from the business partner on official company paper with stamp and signature, mentioning: 1) the full address and contact of the inviting company, 2) the name and position of the countersigning person, 3) the purpose and duration of the visit, 5) the person or the entity who will bear applicant's travel and living costs.
7.	Printout from the Polish company registry (KRS - <i>Krajowy Rejestr Sądowy</i>) or CEIDG - <i>Centralna Ewidencja i Informacji o Działalności Gospodarczej</i>).
8.	Original letter from the current employer confirming the purpose of the trip (on company paper, signed and stamped). If self-employed, then the letter explaining the purpose of the visit and printout from the companies registry to prove the status of the company.
9.	Proof of accommodation for the whole duration of intended stay (hotel bookings, lease agreement, other rental contracts), if not guaranteed by the inviting person.
10.	Proof of financial means: bank statement from a current account covering last 3 months (no bank deposits). Proof of employment - letter from employer stating the position and salary. If self-employed then documents proving professional activity and the income.
11.	Means of transportation: flight ticket (if travelling by plane), driving license, car registration and car insurance (if traveling by car).
12.	Additional notes: optional documents. 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 Embassy does not give back the documents that are submitted with the application. The applicant is advised to make an appropriate amount of copies of documents that she/he might need in future.

The documents provided must not be issued more than **1 month** before the time of visa application (not including 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 full set of documents. If documents are missing, please be informed that it might result in visa refusal.

The Embassy **does not copy documents** for the applicants.

The application can't be submitted less than 15 days from the departure date.

The Consul has 15 days to make a visa decision. In special circumstances this time can be extended up to 45 days.