

CHECKLIST FOR POLISH NATIONAL VISA – OTHER PURPOSES

Name: _____	Purpose of Visit: _____
Passport Number: _____	Contact No: _____
	E-mail address: _____

Prepare all the necessary documents listed below before you deliver the application, otherwise the application might be refused by the Embassy of the Republic of Poland. The required documents **have to be submitted in Polish or English version**.

WE REQUIRE ALL DOCUMENTS TO BE IN THE ORIGINAL FORM. WE ADVISE YOU TO BRING COPIES OF DOCUMENTS THAT YOU WANT RETURNED.
THE APPLICATION MATERIAL SHOULD BE PLACED IN THE FOLLOWING ORDER:

REQUIRED DOCUMENTS	YES	NO	REMARKS
1. PASSPORT AND DOCUMENT CONFIRMING LEGAL RESIDENCE WITHIN THE CONSULAR DISTRICT – Citizens of Malaysia or Brunei must provide ONLY passport and its photocopy.			
1.1 PASSPORT AND ITS PHOTOCOPY - travel document 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 blank pages; damaged, illegible travel documents will not be accepted.			
1.2 MALAYSIAN VISA AND ITS PHOTOCOPY - Foreigners residing in Malaysia or Brunei are required to prove their long residence permit (valid Malaysian or Brunei visa in their passport and a photocopy of both; visa must be valid for at least 14 days from the date of the application)			
2. VISA APPLICATION			
2.1. VISA APPLICATION FORM - filled via the e-konsulat system, dully filled, printed, dated and signed. In case of minors (below 18 years old), signed by both parents or legal guardians; the signature need to be as the one in the passport.			
2.2 PHOTOGRAPHS (2x) - with the following specifications: passport type, taken en face, clearly showing the eyes and face on both sides from the top of the head to the top of the shoulders with the face covering 70-80% of the photo, on the white background, 35mmx45mm, dating from the last 6 months. The photo must be taken without any headwear (exception to women of Islam religion), photos are not to be stapled to the application form.			
3. CHECKLIST FOR POLISH NATIONAL VISA - mentioning the purpose and duration of travel, list of attached documents and other useful information.			
3.1 THIS CHECKLIST – completed and printed copy of this checklist.			
4. INSURANCE COVERAGE			
4.1 TRAVEL MEDICAL INSURANCE - TRAVEL MEDICAL INSURANCE - printed copy of the certificate of TMI from insurance company in Malaysia, Poland or any of the EU country (list of approved companies is listed on our website. The information of the Minister of Foreign Affairs about insurers and the insurance they offer that meet the conditions referred to in the Act of 12 December 2013 on foreigners is available on the website of the Ministry of Foreign Affairs https://www.gov.pl/web/diplomacy/visa Travel medical insurance must meet the following requirements: - provides for the insurer's liability for the amount of insurance of at least 30 000 EUR ; - is valid for the entire period of the planned stay of the foreigner in the territory of the Republic of Poland; - covers all expenses that may arise during the foreigner's stay in this territory in the case of: <ul style="list-style-type: none"> • necessary return travel for medical reasons, • urgent medical assistance needed, • emergency hospital treatment, • death, 			Name of the insurance company: Insurance number: Validity: from..... to.....
5. FLIGHT INFORMATION			
5.1 FLIGHT ITINERARY – printed copy of flight reservation; flight cannot be booked earlier than 14 days from the date of the application appointment.			Date from to Place of first entry
6. ACCOMMODATION			
6.1 ACCOMMODATION - document confirming the availability of appropriate accommodation for the intended period of stay in Poland: A) Rental Agreement – copy of fully executed rental agreement in Poland. B) Dormitory Acceptance Letter – copy of acceptance letter to dormitory in Poland C) Proof of other type of accommodation The documents must contain information about the cost and accommodation availability for the full period of intended stay in Poland.			Type of document:
7. PROOF OF FINANCIAL RESOURCES – OF THE APPLICANT			
7.1 DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER COSTS OF LIVING AND RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE 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 ALL living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is mandatory:			
7.1.1 TRAVELER'S CHEQUE(S) – copy of the traveler's cheque(s) and original be presented at the counter. Cheque(s) must be issued to the visa applicant.			
7.1.2 CERTIFICATE OF THE AMOUNT OF THE CREDIT CARD LIMIT – original certificate issued with statement for last 3 months, stamped, dated and signed by the bank that issue the credit card (any bank located in Malaysia/Brunei, Poland or another country is allowed). Credit card must be valid and issued in the name of the applicant.			
7.1.3 A CURRENT/CHECKING OR SAVINGS ACCOUNT STATEMENT – statement for last 3 months stamped, signed and issued by the bank located in the territory of the Republic of Poland or another EU country <u>(IT CANNOT BE A BANK LOCATED IN MALAYSIA/BRUNEI OR ANOTHER NON-EU COUNTRY).</u>			
KINDLY NOTE THAT NO OTHER THAN THE LISTED ABOVE DOCUMENTS WILL BE ACCEPTED OR TAKEN INTO CONSIDERATION.			
8. PROOF OF FINANCIAL RESOURCES – IN CASE OF SPONSORSHIP (MINORS AND ADULTS FINANCIALLY DEPENDENT ON SPONSORS)			
8.1 LETTER OF SPONSORSHIP - it should states that the sponsor(s) assure(s) to cover all travel, living and accommodation expenses of the person applying for the visa. Letter (in original) should be signed by the sponsor(s) in the presence of the Consul at the time of the visa application appointment, or notarized by the Public Notary and legalized by the Ministry of Foreign Affairs office in Malaysia. Sponsorship by third person is allowed. Letter of sponsorship from another country must be notarized by the Public Notary, legalized/apostilled by the Ministry of Foreign Affairs office of this country and legalized by the Polish Embassy covering this country.			
8.2 DOCUMENTS CONFIRMING THE AVAILABILITY OF FINANCIAL RESOURCES OF THE SPONSOR – documents to be submitted by the sponsor(s) are the same as in case of the applicant (see the point 7.1 above).			
9. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP – choose the applicable option			
9.1. VISITING FAMILY AND FRIENDS – officially registered invitation			
9.1.1. Invitation letter issued by the Voivodship Office (Zaproszenie) Must be presented in original with one copy. In case of family members of Polish/EU/EEA citizens, a personal invitation suffices.			
9.1.2. Proof of relationship with visited person: A. Document confirming family ties. Official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by MFA. Please note that affidavits will not be considered official documents in this regard. The exact spelling of names in all the documents is required. *For family members of Polish/EU/EEA citizens: original marriage / birth certificate with copy and translation into Polish / English. B. For friends visit: confirmation of relationship (e.g. documents, pictures).			

9.2. VISITING FAMILY AND FRIENDS – personal invitation			
9.2.1. Invitation letter from the inviting party.			
9.2.2. Proof of relationship with visited person as per 9.1.2.			
9.2.3. 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.			
9.2.4. Accommodation – a copy of the document confirming the availability of appropriate accommodation for the intended period of stay in Poland: lease agreement OR other type of accommodation proof.			
9.3. INTERNSHIP - The internship should be adequate to the field and level of completed or completed studies.			
9.3.1. 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.			
9.3.2. 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.			
9.3.3. 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.			
9.3.4. 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.			
9.4 VOLUNTEERING ACTIVITIES			
9.4.1. 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).			
9.5. STUDENT EXCHANGE PROGRAMS			
9.5.1. The original certificate from the university in Malaysia or abroad confirming that the applicant is a student.			
9.5.2. Copy of the agreement/official information from the universities regarding the student exchange.			
9.5.3. Invitation from the Polish university.			
9.6. APPLICANT AWAITING TRC DECISION WHO LEFT POLAND FOR IMPERATIVE REASONS			
9.6.1. A stamp in the passport from the Voivodeship Office which is considering the applicant's case and documents confirming financial means (see above).			
9.7. OTHER TRAVEL PURPOSES			
9.7.1. Documents confirming the purpose of the trip and financial means (see above).			
10. IN CASE OF MINORS			
10.1 BIRTH CERTIFICATE - (if applicable, proof of legal guardianship) original document must be legalized/apostilled by the Ministry of Foreign Affairs office of the issuing country and legalized in and legalized by the Polish Embassy covering this country.			
10.2 COPIES OF SIGNED ID DOCUMENT(S)/PASSPORT(S) OF THE PARENTS/GUARDIANS OF THE APPLICANT.			
10.3 LETTER OF CONSENT FOR CHILD'S VISA APPLICATION FROM ONE PARENT – (if applicable e.g. only one parent is applying for visa with the child – the other parent must provide letter of consent). Letter (in original) should be signed by the other parent in the presence of the Consul at the time of the visa application appointment, or notarized by the Public Notary and legalized by the Ministry of Foreign Affairs office in Malaysia. In case of letter of consent from another country, it must be notarized by the Public Notary, legalized/apostilled by the Ministry of Foreign Affairs office of this country and legalized by the Polish Embassy covering this country.			
10.4 DEATH CERTIFICATE(S) OF PARENT(S) - if one or both of the parent(s) is/are dead. Original certificate(s) must be legalized/apostilled by the Ministry of Foreign Affairs office of the issuing country and legalized by the Polish Embassy covering this country.			
10.5 COURT VERDICT IN CASE THE PARENTS ARE DIVORCED AND/OR ONE OF THE PARENTS LOST CUSTODY OF THE CHILD – document(s) in original must be legalized/apostilled by the Ministry of Foreign Affairs office of the issuing country and legalized by the Polish Embassy covering this country.			
11. OPTIONAL DOCUMENTS – applicants are allowed to submit additional documents that they consider useful to explain/justify the trip			
<ul style="list-style-type: none"> ADDITIONAL SCHOOL DOCUMENTS/COURSES/CERTIFICATIONS - 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 studies conducted in English WORK PERMIT 			Optional documents:
12. COPY OF THE PAGES WITH POLISH/SCHENGEN VISAS - if applicable (if the visas were in the previous passport – copy of that passport's data page).			

I hereby confirm that I am aware of the fact that:

1. A visa with the annotation "student" can only be obtained by **full-time student** or person going to Poland in order to take a preparatory course to study at the educational institution. Please use appropriate checklist for Study vis.
2. The Embassy of the Republic of Poland reserves the right to request additional information/documentation and to interview the applicant.
3. In case of **documents issued in the countries other than Malaysia/Brunei and Poland**, only **original**, notarized (when applicable) documents that are **legalized/apostilled by the Ministry of Foreign Affairs office of this country and legalized by the Polish Embassy covering this country** will be accepted.
4. The applicant can apply for a visa **not earlier than 6 months and no later than 15 days** before the planned date of the travel (application submitted less than 15 days before intended travel date may not be accepted on applicant's own risk).
5. You are expected to come to the appointment prepared and bring all applicable documents listed above.
6. **Important note: Kindly remember that submitting documents and paying the visa fee does not guarantee receiving a visa.**
7. Please note, that receiving the visa does not guarantee that you will enter Poland - the final decision is always made by the Border Guard.

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

.....
 ADDITIONAL COMMENTS: