

Checklist – National Visa– ERASMUS +

Visa category eligible for applicants travelling to Poland to participate in education/training programs, including bilateral study exchanges i.e.: ERASMUS+.

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 material should be placed in the following order:	
Required documents	
1.	Visa application form completed in Latin alphabet and signed by the applicant (in case of a minor signed by both parents or legal guardians, if one parent is absent, please refer to the point 12).
2.	One color photograph (white background, 35 mm x 45 mm, not older than 6 months, no retouch).
3.	Passport with a copy 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: not older than 10 years, valid for at least 90 days after the planned departure date from Poland and containing at least 2 blank pages.
4.	Original and a copy of residence permit “boravak” (applicable only for non-Montenegrin passport holders) valid after the 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, issued by ANY approved insurance company. The list can be found here: https://www.gov.pl/attachment/60a84bbd-77da-4dac-9c0e-6fd883525f87
6.	The original certificate of the unit conducting the education/training course confirming the purpose of travel , covered expenses and duration of program/training, indicating the major, not older than 1 month.
7.	Proof of payment for studies or proof of receiving a scholarship (if applicable) – issued by the unit conducting the studies.
8.	Proof of financial means (one of the following documents): 1. Bank statement from the last 3 months (any bank located in Montenegro or Poland or another EU country is allowed), 2. Certificate of availability of money in Polish or EU bank or a cooperative savings and loan association located in Poland or EU (certificates of other banks are not accepted), 3. Document confirming the grant of a national or foreign scholarship, 4. Certificate of employment with monthly salary statement.
9.	Copy of learning agreement.
10.	Original letter from the university/school/organization in Montenegro confirming student's status.
11.	Proof of appropriate accommodation for the intended period of stay, i.e.: lease agreement, decision on the provision of the dormitory issued by the unit conducting the studies. Documents shall contain information about the cost.
12.	Means of transportation Flight ticket (if travelling by plane), driving license, car registration and car insurance (if traveling by car).
13.	Minors travelling alone or with one parent: 1. Birth certificate, 2. If the minor travels only with one of the parents, notarized letter of permission to travel from the other parent, 3. If the minor travels with a third person (not parents), notarized letter of permission to travel from both parents, 4. Death certificate in case of death of a parent, 5. In case the parents are divorced and one of the parents lost custody of the child – court verdict

	with apostille.
13.	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 consul is entitled to assess whether the applicant's **knowledge of the language** in which the studies are to take place **will allow him or her to undertake the education.**

The Embassy does not give back the documents that are submitted with the application and that 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 the 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 the **full set of listed 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 visa decision**. In special circumstances this period can be extended up to 30 days.