CHECKLIST FOR POLISH NATIONAL VISA – WORK

Embassy of the Republic of Poland in Bangkok

This check-list is designed to help you prepare for submitting your visa application at the Embassy of Poland in Bangkok.

Please note that:

- a failure to submit the documents listed below may result in visa refusal,
- Documents must be submitted **in form of originals**(if you would like us to return your originals after processing, please submit them with their copies).
- The Embassy reserves **the right to request additional documents/information** and, if deemed necessary, **to interview the applicant in person.**

The application materials should be placed in the following order:

GENERAL DOCUMENTS	
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 blank pages; damaged travel documents cannot be accepted	
VISA APPLICATION WITH PHOTO - visa application form filled in without blanks and duly signed by the applicant, 1 photo biometric, passport type, color, dimensions: 35mmx45mm, white background, dating from the last 6 months (compliant with ICAO standards: https://ec.europa.eu/home-affairs/system/files/2016-12/icao_photograph_guidelines_en.pdf)	
VISA FEE –to be paid upon submitting your application at the Consular Section, in cash, in Thai baht. The visa application fee is non-returnable, regardless of the consul's decision; please bring the correct amount.	
PURPOSE AND CONDITIONS OF STAY	
WORK PERMIT – original and 1 copy	
CONTRACT – work contract or employment letter from the employer signed by the company's representative, specifying conditions of the employment (i.e. place of work, working hours, benefits) – if applicable, original and 1 copy	
FLIGHT TICKET – one way ticket	
ACCOMMODATION – a document confirming the availability of appropriate accommodation for the whole period of stay in Poland, mentioning the address, duration of stay and cost (e.g. letter from employer, lease agreement) – original and 1 copy	
TRAVEL MEDICAL INSURANCE (TMI) - certificate of TMI issued by a company from the list of approved 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); or document confirming possession of mandatory insurance within Polish Social Insurance Institution – ZUS. A failure to submit the documents listed above may result in visa refusal.	
OTHER DOCUMENTS	
WORK EXPIERIENCE/TRAINING - documents from previous employers confirming employment, educational/skill certificates – originals and 1 copy of each	
SOCIAL OR FINANCIAL TIES TO THAILAND – e.g. copy of real estate property (title-deed), bank account, marriage certificate, birth certificate of children or other as applicable	
CERTIFICATE OF NAME CHANGE - if applicable	
PREVIOUS VISAS – copies or previous national or Schengen visas, if applicable.	
PASSPORT DATA PAGE – only first page, 1 copy	

HOW TO APPLY:

1. Please book your appointment to apply for a visa via the e-konsulat system, by choosing "National - register form" from the menu on the left of the screen. If the system does not show a date you want, it means there are no slots available on that date or the Consular Section is closed.
   After you choose the appointment date and complete the online application, the system will generate a pdf of the application form with a specific time of your appointment. Please print the application form, sign it and bring with you for the appointment along with necessary supporting documents.

2. Prepare the documents listed above and visit the Consulate. The visa application must be submitted in person. We do not accept applications sent via fax, regular mail or e-mail.

3. Submit your documents at the Consulate and pay the visa fee.

4. Collect your passport and the decision. The consul will make the decision on the visa within 15 calendar days. Exceptionally, the time to make the decision can be extended up to 45 day.