

CHECKLIST FOR POLISH NATIONAL VISA – STUDY
FIRST AND SECOND DEGREE STUDIES / PhD / POSTGRADUATE STUDIES

Name: _____ Passport Number: _____	Purpose of Visit: _____ Contact No: _____ E-mail address: _____
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Prepare all the necessary documents listed below before you deliver the application, otherwise the application might be refused by the Embassy/Consulate General of the Republic of Poland. The required documents **have to be submitted in original Polish or English version**. While the visa application is being processed, the applicant's passport remains at the Embassy/Consulate General of the Republic of Poland. **Diplomatic mission will only accept applications of those who legally reside in the jurisdiction of the mission. The proof of that is either the appropriate address at the last page of the passport or the place of issue of the passport.**

THE APPLICATION SHOULD BE PLACED IN THE FOLLOWING ORDER:

REQUIRED DOCUMENTS	YES	NO
1. PASSPORT - should have been issued within the previous 10 years; its validity should extend at least 3 months after the intended date of departure from the Schengen territory; must have at least two blank pages;		
2. VISA APPLICATION		
2.1. Visa application form without blanks, signed twice by the applicant - at least 18 years old may lodge and sign a visa application personally ; the signature as the one in the passport.		
2.2. Two color photos - specifications: passport type, white background 35mm x 45mm, no more than 6-month-old.		
3. CHECKLIST		
4. APPLICANT'S COVERING LETTER mentioning the purpose and duration of travel, list of attached documents and other useful information.		
5. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP		
5.1. ORIGINAL certificate of admission or continuation issued by an educational establishment for the purpose of attending academic course - in accordance with the format set out in the <i>Regulation of the Minister of Science and Higher Education from 23th of September 2019</i> .		
5.2. Proof of payment for studies issued by the educational institution; if studies are free of charge, a confirmation from the university is mandatory.		
5.3. Documents attesting previous education (originals should be presented at the counter): A. Higher secondary certificate - if the applicant applies for a visa on the basis of a university certificate on admission to the first year of studies / foundation course, one must submit the legalized/apostilled higher secondary certificate. The higher secondary certificate MUST include additional document from National Agency for Academic Exchange (Narodowa Agencja Wymiany Akademickiej) called "recognition statement" to the effect that the high school diploma being in his/her possession entitles the person indicated in the diploma to study in Poland. PLEASE READ: https://nawa.gov.pl/en/recognition/how-to-obtain-a-recognition-statement/secondary-school-certificate B. Higher studies certificates/diplomas of graduation - if the applicant applies for a visa on the basis of a university certificate on admission to the second and third cycle studies, one must provide the legalized/apostilled higher studies certificate/diploma of graduation. Indian documents MUST be authenticated by the Regional Authentication Centers in the States from where the document was issued before they are apostilled by MEA.		
6. FLIGHT ITINERARY (RESERVATION ONLY) - One way reservation required		
Date: _____		
7. TRAVEL MEDICAL INSURANCE (TMI) - one copy of the 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); Name of the insurance company: Insurance number: Validity: from		
8. ACCOMODATION - original document confirming the availability of appropriate accommodation for the intended period of stay in Poland: lease agreement, decision granting the dormitory or other type of accommodation proof. The documents must contain information about the monthly fees.		
9. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL MEANS (of applicant or sponsor) to cover: costs of living (776 PLN/month of the intended stay), cost of accommodation in line with point 8 and the cost of return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is mandatory:		
9.1. Traveler's cheque(s).		

9.2. Certificate of the amount of the credit card limit issued by the bank (any bank located in India or Poland or another country is allowed).		
9.3. A certificate of availability of money in a bank or a cooperative savings and loan association located in the territory of the Republic of Poland (The bank MUST be located in Poland – it cannot be located abroad).		
9.4. A document confirming granting of a national or foreign scholarship.		
In case of sponsorship: Notarized letter of sponsorship - it should be noted that the sponsors are required to cover all travel, living and accommodation expenses of the person applying for the visa		
9.5. A certificate of employment with monthly salary statement or documents listed above points - 9.1 to 9.4.		
No other documents will be accepted or taken into consideration.		
10. MINORS		
10.1. Permission to travel from the parent(s)/guardian(s) not present during submission of visa application, legalized/attested/apostilled by MEA/MFA except in cases of a parent having sole custody or guardianship of the minor in which case a court order or other proof of sole custody or guardianship must be provided legalized/attested/apostilled by MEA/MFA. At least one of the parents/legal guardians must be present at the submission of the visa application.		
10.2. Copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant.		
10.3. Birth certificate (if applicable, proof of legal guardianship) legalized/attested/apostilled by MEA/MFA.		
11. OPTIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip 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.		
12. PASSPORT DATA PAGES COPY		
12.1. One copy of the applicant's passport data pages (the first and the last one).		
12.2. Copy of the pages with Polish/Schengen visas, if issued - if the visas were in the previous passport – copy of that passport's data pages - the first and the last one.		

I hereby confirm that I am aware of the facts below:

1. The Embassy/Consulate General of the Republic of Poland reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant. In case of formal deficiencies in your application you have the right to submit the additional documents within 7 days from lodging the visa application as per Art. 65 section 1g of the Act of December 12, 2013 on foreigners (Journal of Laws of 2024, item 769). The documents can be sent directly via courier to the consular office or submitted at the VFS counter. Otherwise, the visa application will be assessed based on the documents already attached.
2. Visa decision will be taken within 30 calendar days of the date of registration of the application at the Embassy/Consulate. Application submitted less than 30 days before intended travel date is accepted on applicant's own risk.

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

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 ADDITIONAL COMMENTS:

Name & Signature of Inquiry Officer/ Date