

CHECKLIST FOR POLISH SCHENGEN VISA - OTHERS

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 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.

THE APPLICATION MATERIAL 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. STUDY, RESEARCH, OR OTHER TYPES OF INTERNSHIP		
5.1.1. Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company.		
5.1.2. Certificates of the establishment at which the applicant is enrolled.		
5.2. VISITING FAMILY/FRIENDS		
5.2.1. Official invitation or personal invitation letter from the family member/friend, including their address and contact details, and intended period of stay.		
5.2.2. Evidence of legal residence of family/friends visited valid for the whole period of the intended stay (e.g. residence permit, valid visa).		
5.2.3. If host provides accommodation – document indicating the right of ownership / right to use (e.g. rental agreement) clearly allowing to lodge guests at this location.		
5.2.4. Proof of relationship with visited person: A. For family visit: document confirming family ties. Official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by MEA/MFA. Please note that affidavits will not be considered official documents in this regard. The exact same 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 in Polish / English. B. For friends visit: confirmation of relationship (e.g. documents, pictures).		
5.3. CULTURAL, SPORTS OR RELIGIOUS EVENTS - Invitation, entry tickets, enrolments or programs.		
5.4. FILM CREWS		
5.4.1. Letter from the film company specifying title, synopsis and shooting locations of film.		
5.4.2. Complete list of names of travelling crew members along with their roles.		
5.4.3. Letter from the agency in the Schengen State confirming arrangements for film permits.		
5.4.4. Certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce.		
5.5 MEMBERS OF OFFICIAL DELEGATIONS		
5.5.1. Copy of the official invitation.		
5.5.2. <i>Note verbale</i> issued by the sending authority(ies) concerned confirming: the identity of the applicant, the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations), the period and places of intended stay.		
5.6. MEDICAL TREATMENT		
5.6.1. Certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in Poland.		
5.6.2. Official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly.		
5.6.3. Proof of pre-payment of the treatment.		
5.7. SEAFARERS		
5.7.1. Employment contract/appointment letter (showing duration of employment).		
5.7.2. Seaman's book.		
5.7.3. Invitation from shipping company/maritime agency of the Member State where the seafarer will join the boat. The invitation must be signed and bear the stamp of the company/agency and include the following data: name and family name of the seafarer; place and date of birth, passport number, seafarer's book number; date of issue, period of validity of passport and the seafarer's book; the seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter); name and flag of the boat; port and date of boarding and disembarking; itinerary that the seafarer will follow to arrive in Poland of destination/transit (including date and entry point (airport) to the Schengen area); name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications.		

The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he/she boards the ship.		
5.8. AIRPORT TRANSIT		
5.8.1. Visa or other entry permit for the third country of destination.		
5.8.2. Documents in relation to the onward journey to the final destination after the intended airport transit.		
5.9. OTHER PURPOSE - Documents confirming the purpose of the trip:		
6. FLIGHT ITINERARY (RESERVATION ONLY) - if the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental. Date from to Place of first entry		
7. TRAVEL MEDICAL INSURANCE (TMI) - original certificate of TMI issued by a company from the list of approved insurance companies of the consular posts of Schengen states (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, hospitalization and repatriation (including in case of death). Name of the insurance company: Insurance number: Validity: from		
8. ACCOMODATION - original document confirming the availability in Poland / each of visited Schengen States, of appropriate accommodation for the intended period of stay.		
9. PROOF OF FINANCIAL MEANS		
9.1. Original private bank statement showing movements in the last three months , duly stamped and signed by the bank.		
9.2. Income tax return acknowledgment for the last two assessment years.		
9.3. If the applicant is:		
9.3.1. Employed – (A) pay slips for the last three months, (B) employment contract and (C) employers' statement on approval for holidays.		
9.3.2. Company owner or self-employed - certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India.		
9.3.3. Retired person - pension statements for the last three months and/ proof of regular income generated by ownership of property or business.		
9.3.4. Unemployed - any other proof of regular income (e.g. if dependent on spouse: proof of spouse's financial means and matching spouse's details in each other's passports or certificate of marriage in Polish or English, legalized/attested/apostilled by MEA/MFA).		
9.3.5. Minor - proof of financial means of parent(s)/legal guardian(s) - If parents' names are not correctly or fully indicated in the applicant's passport, another official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by MEA/MFA is necessary. Please note that affidavits will not be considered official documents in this regard.		
9.3.6. Sponsored: original official invitation (Zaproszenie) registered in Voivodeship Office by the sponsor in Poland, proof of sponsorship and/or private accommodation.		
10. MINORS		
10.1. Notarized certificate of 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 for 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.		
11. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip:.....		
12. RESIDENCE PROOF - an ID confirming residence in the Embassy / Consulate jurisdiction.		
13. PASSPORT DATA PAGES COPY		
13.1. One copy of the applicant's passport data pages (the first and the last one).		
13.2. 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 fact that:

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.
2. Applications shall be decided on within 15 calendar days of the date of the lodging. That period may be extended up to a maximum of 45 calendar days (application submitted less than 45 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