

CHECKLIST POLISH FOR NATIONAL VISA - EMPLOYMENT

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**. While the visa application is being processed, the applicant's passport remains at the Embassy of the Republic of Poland.

THE APPLICATION MATERIAL SHOULD BE PLACED IN THE FOLLOWING ORDER:

REQUIRED DOCUMENTS	YES	NO	REMARKS
1. 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 consecutive blank pages; damaged travel documents cannot be accepted.			
2. VISA APPLICATION			
2.1. Visa application form without blanks, signed 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. A color photography - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.			
3. CHECKLIST			
4. APPLICANT'S COVER LETTER mentioning the purpose and duration of travel, list of attached documents and other useful information.			
5. FLIGHT ITINERARY (RESERVATION ONLY)			Date from to Place of first entry
6. TRAVEL MEDICAL INSURANCE (TMI) - A national visa applicant shall personally submit a document confirming the possession of Travel Medical Insurance, referred to in art. 25 sec. 1 point 2 letter "a" of the Act of 12 December 2013 on Foreigners or a document confirming the possession of health insurance as per the definition of the Act of 27 August 2004 on Health care services financed from public funds. Travel medical insurance with an insurance amount of no less than EUR 30,000 must be valid for the period of the intended stay of the foreigner on the territory of the Republic of Poland, cover all expenses that may occur during the stay in Poland due to the necessity of return travel for medical reasons, the need for urgent medical assistance, emergency hospital treatment or death, in which the insurer undertakes to cover the costs of healthcare services provided to the insured directly to the entity providing such benefits, on the basis of a bill issued by this entity. More information: https://www.gov.pl/web/dyplomacja/wizy under the link: Information of the Minister of Foreign Affairs about insurers and insurance offered by them that meet the conditions referred to in art. 25 sec. 1 point 2 letter "a" and paragraph 1b of the Act of 12 December 2013 on Foreigners; or document confirming possession of mandatory insurance within Polish Social Insurance Institution – ZUS.			Name of the insurance company: Insurance number: Validity: from..... to.....
7. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP			
7.1. Original and valid work permit and its copy.			
7.2. Proof of registration of the employing company. (KRS – National Court Register of Poland)			
7.3. Original employment letter from the applicant's employer in Poland on the official company paper with stamp and signature, date and clearly mentioning: full address and contact details of the company, the name and position of the countersigning officer, details regarding the employment of the applicant (e.g. position, salary, estimated duration), details regarding additional conditions of employment (e.g. accommodation, transport, living expenses).			
7.4. In case of international transfer of the employee: a letter from the current employer confirming the transfer, and approving the leave/absence of the applicant.			
7.5. Supporting documents (optional):			Type of document:
7.5.1. Professional/educational certificates proving professional skills - copies and originals apostilled by MEA/legalized.			
7.5.2. Work experience certificate - copies and originals.			
7.5.3. Police Clearance Certificate.			
7.5.4. Curriculum Vitae (CV) of the applicant.			
8. ACCOMODATION – a copy of document confirming the availability of <u>appropriate</u> accommodation for the intended period of stay in Poland: lease agreement or other type of accommodation proof.			Type of document:
9. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip.			Optional documents:
10. RESIDENCE PROOF - an official document proving stay in the current jurisdiction.			
11. PASSPORT DATA PAGES COPY			
11.1. 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.			(no previous Polish/Schengen visas)

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

1. The Embassy of the Republic of Poland reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.
2. The visa processing period is 15 days however this period may be extended up to 60 days (application submitted less than 60 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: