

## **VISA INFORMATION**

### **Schengen C-type visa**

The unified Schengen visa (C-type visa valid in Schengen states) entitles the holder to stay in the territory of all Schengen states.

The Schengen visa with limited territorial validity (C-type visa valid only in Poland or with validity excluded for a specified Schengen state/states) only entitles the holder to stay in the territory of the state/states for which it is valid.

The citizens of the Republic of Serbia are not required to have a visa when entering Poland, except for those whose passports are issued by the Coordination unit (Koordiciona uprava). The citizens of third countries may apply for the C-type Schengen visa for working in Poland only in their permanent residence countries.

The consulate will take your fingerprints every time you apply for a Schengen visa.

### **Documents you need when submitting a visa application:**

#### 1. Travel document:

- valid at least three months after your planned departure from Poland/Schengen territory;
- with at least 2 blank pages;
- issued within the last ten years.

#### 2. Completed and signed visa application form.

#### 3. Biometric photo.

#### 4. Health insurance of at least EUR 30000, valid in the entire Schengen territory.

#### 5. Supplementary documents, confirming:

- the purpose of the visit,
- possession of accommodation;
- possession of sufficient funds to cover the cost of entry, stay and departure from the Schengen territory or Poland; the bank confirmation of the turn-over on the bank account and pay slips for last 3 months needed,
- willingness to leave Schengen territory after expiry of the visa.

## **National D-type visa**

If you intend to stay in the territory of Poland for a total of more than 90 days (at least 91 days) during one or more visits within a half-year period calculated from the date of first entry, you need to apply for a **national D-type visa**.

The national D-type visa entitles the holder to:

- stay in the territory of Poland throughout the period of its validity;
- additionally move within the territory of other Schengen states for up to three months within a half-year period.

You can apply for a D-visa being a permanent resident of Serbia, e.g. for working, for studying or in order to visit relatives or friends.

In order to apply for a visa, please book your appointment via the [e-konsulat](#) system. Remember to apply for a visa not later than three weeks before the planned departure.

1. a visa application form filled via the [e-konsulat](#) system, printed and signed;
2. a 3.5 x 4.5 cm colour photo. The photo must be:
  - sharp, taken against white background and printed on a quality paper,
  - newer than 6 months,
  - taken en face, clearly showing the eyes and face on both sides from the top of the head to the top of the shoulders with the face covering 70-80% of the photo. The photo must be taken without any headwear.
3. passport issued within last ten years, valid for at least three months after the expected return date, with at least two blank pages for visas.
4. a copy of the passport page with personal data and the photo.
5. Healthcare insurance valid across the European Union for the amount not lower than EUR 30,000.
6. a copy of an ID document to confirm legal permanent residence within the consular district of your application. The document should be valid at least 3 months till the date of departure from Serbia.
7. proof that you have enough means of subsistence in the form decided by the mission.
8. a proof of accommodation (for example, an official invitation or a hotel booking or reservation).
9. documents confirming the purpose of your stay Poland.

## **Additional documents for:**

### **National D- type visa to work in Poland**

The original form of the work permit issued by the local Municipal Office in Poland

Proof of accommodation during stay in Poland

### **National D- type visa to study in Poland**

- Recent **letter from your school or university**. The letter should be addressed to the Visa Section of the Polish Embassy.
- Students should ensure that letter includes information about the type of the course, school attendance and intended period of leave/holidays taken from school for the journey.
- Confirmation letter from a school in Poland. This letter should include information about the type of study, duration etc. with confirmation of the fee payment
- Proof of accommodation (for intended stay in Poland)
- Proof of possession of sufficient funds to cover the cost of entry, stay and departure
  - for return travelling to the country of origin – at least 600 Euro,
  - for accommodation – accordingly to the hotel daily fees or an agreement for renting a room,
  - for maintenance – at least 165,- Euro,

All documents confirming the financial status are to be presented in the consulate.

### **Additionally, when applying for a visa for a minor you should present:**

Written consent of the child's/minor's parent(s) to apply for a visa, confirmed by a notary. If there is only one guardian, it should be proved by a birth certificate, a court decision on exclusive parental custody or a death certificate of the other parent.

Originals and copies of parents' passports.

An original and a copy of a birth certificate.

If the child is entered in the parent's or legal guardian's passport, please submit a separate visa application. The visa will be pasted into the parent's or the legal guardian's passport.

**Please note:**

You must apply for a visa in a consular office or the embassy's consular department in the consular district of your place of residence

Usually, the above documents are enough to receive a visa, however, the consul may require additional documents.

The consul may, but does not have to, invite the applicant for an interview.

The D-type visas allow to stay in other Schengen states for 90 days of any 180-day period. It means that you can legally stay in the Schengen Area only if your stay was shorter than 90 days over the past 180 days.

The D-type visa is valid for a maximum of one year.

Please note, that receiving the visa does not guarantee that you will enter Poland - the final decision is always made by the Border Guard.

The visa fee is 80 Euro.

The visa application fee is non-returnable, whatever the consul's decision.

The decision on the issue of a visa is made within 15 working days from the payment date of application fee. If the documents need to be examined in more detail, the consideration period may be extended to 30 days. In urgent and justified cases, the decision can be made in three working days.

**Transit airport visa**

If you intend to travel by air from a third state to another third state with a stopover at an airport in the Schengen area (in the territory of the Republic of Poland) and also: (1) you do not intend to leave the international transit area of the airport and (2) you hold the citizenship of Afghanistan, Bangladesh, Democratic Republic of Congo, Eritrea, Ethiopia, Ghana, Iran, Iraq, Nigeria, Pakistan, Sudan or Sri Lanka, - you need to apply for an **A-type airport transit visa**.

**The visa regular fees:**

- a Schengen visa – 35 or 80 Euro,
- a national visa – 80 Euro.

## **The consular competences for processing your Schengen visa application**

The consul of the Schengen state which is the main destination of your visit is always the consul competent to process your visa application.

If you are going to visit several Schengen states, a Polish consul will be competent to process your application only if Poland is the main destination of your entry into Schengen territory or if Poland is the state in which you intend to spend most of your time. If you are going to transit through the territory of Schengen, you should apply in the consulate of the state of the first entry into the Schengen zone.

If you intend to stay in the territory of Poland and/or any other Schengen states (during one or more visits) for a total of up to 90 days within a half-year period calculated from the date of first entry, or if you plan to pass through Schengen territory (by train, car or plane), you need to apply for a **Schengen C-type visa**.

**Transit visa to Russia or Ukraine: the visa should be granted by the country of the first entry to the Schengen area.**

### **Legal basis:**

Ustawa z dnia 12 grudnia 2013 r. o cudzoziemcach (Dz. U. z dnia 30 grudnia 2013 r. poz. 1650 z późn. zm.)

Ustawa z dnia 25 czerwca 2015 r. Prawo konsularne (Dz. U. z dnia 31 sierpnia 2015 r. poz. 1274)

## **Visa for a family member of EU citizen**

This procedure applies to citizens from third countries who travel to a Member State other than the Member State of whose nationality a family member – an EU citizen is or already stay in that country.

The application for a visa is free of charge. Visa applicants are admitted to the consulate without prior registration.

An EU citizen is a citizen of an EU Member State, a citizen of a Member State of the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area (Norway, Iceland, Liechtenstein), a citizen of the Swiss Confederation.

### **A family member of an EU citizen is:**

- a spouse,
- a direct descendant of EU citizen who is under the age of 21 or is dependent and those of the spouse, living in the common household with EU citizen,
- a dependent direct relatives of EU citizen in the ascending line and those of the spouse or living in the common household with EU citizen.

### **Visa Requirements:**

- a completed and signed application form for a Schengen or national visa should be submitted by the applicant in person together with (filled on <http://www.e-konsulat.gov.pl/> );
- one photograph of passport style and size [35 x 45 mm]
- a valid travel document;
- documents confirming the identity of an EU citizen and the family relationship with the applicant (the original marriage certificate, the birth certificate or other applicable certificates)
- a proof of traveling to Poland together with family member of the EU citizen (i.e. a written statement issued by a EU citizen).

Here you can find examples of fulfilled [Schengen visa application](#) and [national visa application](#).

### **Refusal to issue a visa:**

- The entry of the applicant takes place during the period of validity of the entry concerning the person on the list of foreigners whose stay on the territory of the Republic of Poland is undesirable or the stay of that person in the territory of the Republic of Poland may pose a threat to the defense or security of the state or to the protection of public security and public order or public health.

Refusal is issued in form of decision by a consul. The Ministry of Foreign Affairs will review the appeal.

**Legal basis:**

- ustawa z dnia 14 lipca 2006 r. o wjeździe na terytorium Rzeczypospolitej Polskiej, pobycie oraz wyjeździe z tego terytorium obywateli państw członkowskich Unii Europejskiej i członków ich rodzin (Dz. U. z dnia 11 sierpnia 2006 r. poz. 1525) – transposed Directive 2004/38/EC of European Parliament and Council from 29th April 2004 into national law
- ustawa z dnia 12 grudnia 2013 r. o cudzoziemcach (Dz. U. z dnia 30 grudnia 2013 r. poz. 1650 z późn. zm.).
- ustawa z dnia 25 czerwca 2015 r. prawo konsularne (Dz. U. z dnia 31 sierpnia 2015 r. poz. 1274).