

## EMPLOYMENT NATIONAL CHECKLIST

Embassy kindly asks you to prepare all necessary documents in the below order. Copies of documents should be in A4 format

**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;

**1.1** All previous passports

**1.2** Residence proof- if applicable (Citizens of Pakistan can present passport for the proof)

### **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. One color photo** - specifications: passport type, white background 35mm x 45mm, no more than 6-month-old, 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 shall be taken without any headwear. (no face expression e.g. smile)

### **3. CHECKLIST**

#### **4. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP**

**4.1. Original and valid work permit and its copy.**

In case the work permit is not required according to the Polish regulations, the employer's letter confirming the intention to employ the foreigner must be presented.

**4.2. Proof of registration of the employing company.** (KRS – National Court Register of Poland)

**4.3. 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).

**4.4. 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.

**4.5. Supporting documents (optional):**

**4.5.1.** Professional/educational certificates proving professional skills - copies and originals legalized/attested/apostilled by MEA/MFA.

**4.5.2.** Work experience certificate - copies and originals.

**4.5.5.** Original bank statements of the last six months. • National Tax Number Certificate (NTN) for the previous two years and proof of income tax payment (FBR) - if applicable. • Last three salary slips - if applicable.

#### **5. FLIGHT ITINERARY**

**6. 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); or document confirming possession of mandatory insurance within Polish Social Insurance Institution – ZUS.

**7. ACCOMODATION** - document confirming the booking of appropriate accommodation for the intended period of stay in Poland: lease agreement or other type of accommodation proof. It shall include full contact details.

**8. Family Registration Certificate** issued by NADRA (in English or with a certified translation if in Urdu).

**9. Additional documents** – applicant is allowed to submit additional documents that they consider useful to explain/justify the trip.

**10. Refusal letters;** if you have been refused visa by any Embassy of High Commission in the past

**11. Photocopy of applicant's national ID card.**

#### **12. PASSPORT DATA PAGES COPY**

**12.1.** One copy of the applicant's passport data page

**12.2.** Copy of the pages with Polish/Schengen visas, if issued - if the visas were in the previous passport, please attach copy of that passport's data page

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

The Consular Section might ask for additional documents if found necessary.

The required documents have to be submitted in original Polish or English version. Diplomatic mission will only accept applications of those who legally reside in the jurisdiction of the mission.

Please note that if you wish to keep the original documents, you **MUST** provide a copy. Otherwise the document will not be returned.