

## CHECKLIST FOR POLISH NATIONAL VISA – VISITING FRIENDS OR FAMILY

Embassy of the Republic of Poland in Bangkok

This check-list is designed to help you prepare for submitting your visa application at the Embassy of Poland in Bangkok.

### Please note that:

- a failure to submit the documents listed below may result in visa refusal,
- Documents must be submitted **in form of originals or certified true copy stamped by the local Ministry of Foreign Affairs or Polish notary office**
- Documents submitted to the visa application **will not be returned** to the applicant after the visa decision is made. If you want to keep the original of your document (birth or marriage certificates, diplomas, acceptance letters, other certificates) make sure you provide the certified true copy by the local Ministry of Foreign Affairs or Polish notary office, instead of your originals.
- The Embassy reserves **the right to request additional documents/information** and, if deemed necessary, **to interview the applicant in person.**

### The application materials should be placed in the following order:

| GENERAL DOCUMENTS   |  |
|---|--|
| <b>PASSPORT</b> - 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 blank pages; damaged travel documents cannot be accepted  |  |
| <b>VISA APPLICATION WITH PHOTO</b> - visa application form filled in without blanks and duly signed by the applicant, photo biometric, passport type, color, dimensions: 35mmx45mm, white background, dating from the last 6 months (compliant with ICAO standards: <a href="https://ec.europa.eu/home-affairs/system/files/2016-12/icao_photograph_guidelines_en.pdf">https://ec.europa.eu/home-affairs/system/files/2016-12/icao_photograph_guidelines_en.pdf</a> )   |  |
| <b>VISA FEE</b> –to be paid upon submitting your application at the Consular Section, in cash, in Thai baht. The visa application fee is non-returnable, regardless of the consul's decision; please bring the correct amount.  |  |
| PURPOSE AND CONDITIONS OF STAY  |  |
| <b>INVITATION</b> - an invitation document registered by the host in Urząd Wojewódzki (zaproszenie). In case of a family member of Polish citizen a personal invitation letter signed by the host, stating all the details of the intended stay may be accepted - original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office.   |  |
| <b>FLIGHT TICKET</b> – unpaid reservation is accepted.  |  |
| <b>ACCOMMODATION</b> – a document confirming the availability of appropriate accommodation for the whole intended period of stay in Poland, mentioning the duration of stay and cost (e.g. hotel booking, lease agreement, title deed) – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office.<br><br>Applicants holding a registered invitation are exempted from this requirement.  |  |
| <b>TRAVEL MEDICAL INSURANCE (TMI)</b> - 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 <a href="https://www.gov.pl/web/diplomacy/visas">https://www.gov.pl/web/diplomacy/visas</a> A failure to submit the TMI listed above may result in visa refusal.   |  |
| FINANCIAL DOCUMENTS   |  |
| Important: Applicants holding a registered invitation (zaproszenie) do not have to submit any proof of financial means.<br><br>Financial resources must cover: <ul style="list-style-type: none"><li>• 75 PLN per day;</li><li>• 20 PLN per day if the accommodation is covered by the host;</li><li>• 2500 PLN for the cost of return ticket</li></ul>   |  |
| <b>SPONSORSHIP LETTER</b> – if not self-sponsored, a sponsorship letter, signed by the sponsor and confirmed by a notary/competent authority stating the source of the financial means (one of the below), relation with the sponsored person and a passport/ID copy of the sponsor – original.   |  |
| <b>CREDIT CARD STATEMENT</b> – a letter from a bank stating the limit on a credit card – original   |  |
| <b>BANK ACCOUNT STATEMENT</b> – bank account statement from a bank located in Poland or another EU member state, showing movements on the account in the last 3 months – original   |  |
| <b>TRAVELER'S CHEQUES</b> ; or  |  |
| <b>PROOF OF EMPLOYMENT</b> – a letter from the employer stating the monthly salary and salary slips from the last 3 months – original   |  |
| OTHER DOCUMENTS   |  |
| <b>CURRENT OCCUPATION</b> – such as employment or school enrolment, <ul style="list-style-type: none"><li>• If employed: a company registration and a statement of employment, indicating the number of vacation days granted, the position in the company and the monthly salary- original</li><li>• If self-employed: evidence of business ownership (company registration): original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office</li><li>• If studying: letter from the educational institution, stating the number of vacation days granted/school break duration- original</li></ul> |  |
| <b>SOCIAL OR FINANCIAL TIES TO THAILAND</b> – e.g. document of real estate property (title-deed), bank account, marriage certificate, birth certificate of children or other as applicable- original or - certified true copy by the local Ministry of Foreign Affairs or Polish notary office.   |  |
| <b>PROOF OF RELATIONSHIP</b> – documents confirming applicant's relationship with the host or inviting party, as applicable, birth/marriage certificate/family book (original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office), a copy of the bio data page of the passport and travel history of the host in case of non-legal relationship, proof of correspondence, photos.  |  |

|  |  |
|--|--|
|  |  |
| <b>CERTIFICATE OF NAME CHANGE</b> - original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office |  |
| <b>PREVIOUS VISAS</b> – copies of previous Polish or Schengen visas, if applicable.  |  |
| <b>PASSPORT DATA PAGE</b> – only first page, 1 copy.   |  |

**HOW TO APPLY:**

1. Please book your appointment to apply for a visa via the [e-konsulat](#) system, by choosing "National visa - register form" from the menu on the left of the screen. If the system does not show a date you want, it means there are no slots available on that date or the Consular Section is closed. Please see [www.gov.pl/thailand/visas](http://www.gov.pl/thailand/visas) for information about when the new appointment slots are released. It is not possible to schedule an appointment via email or phone.

After you choose the appointment date and complete the online application, the system will generate a pdf of the application form with a specific time of your appointment. Please print the application form, sign it and bring with you for the appointment along with necessary supporting documents.

2. Prepare the documents listed above and visit the Consulate. The visa application must be submitted in person. We do not accept applications sent via fax, regular mail or e-mail.
3. Submit your documents at the Consulate and pay the visa fee.
4. Collect your passport and the decision. The consul will make the decision on the visa within 15 calendar days. Exceptionally, the time to make the decision can be extended up to 45 days.