

CHECKLIST FOR POLISH NATIONAL VISA – STUDY

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	
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 blank pages; damaged travel documents cannot be accepted.	
VISA APPLICATION WITH PHOTO - visa application form filled in without blanks and duly signed by the applicant, 1 photo biometric, passport type, color, dimensions: 35mmx45mm, white background, dating from the last 6 months (compliant with ICAO standards: https://ec.europa.eu/home-affairs/system/files/2016-12/icao_photograph_guidelines_en.pdf)	
VISA FEE –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	
ACCEPTANCE LETTER - the certificate of the unit conducting the studies on admission to studies or on the continuation of studies - in accordance with the format set out in the Regulation of the Minister of Science and Higher Education from 23th of September 2019 – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office. Exchange students should provide an original letter from the university organizing the exchange and a letter from their home university confirming their students status.	
FLIGHT TICKET – one way ticket, unpaid reservation is accepted.	
ACCOMMODATION – 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. university dorm reservation, lease agreement) – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office	
TRAVEL MEDICAL INSURANCE – 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 A failure to submit the appropriate TMI may result in visa refusal.	
FINANCES	
Financial resources must cover: Living expenses covering the planned stay: the required minimum for each month of the planned stay is 776 PLN Cost of accommodation as per the amount stated in the proof of accommodation, The cost of returning to the country of origin in the amount of not less than 2500 PLN	
SPONSORSHIP LETTER – a sponsorship letter, signed by the sponsor and confirmed by a notary/competent authority (e.g. municipal registration office) 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	
CREDIT CARD STATEMENT – a letter from a bank in the country of origin, stating the limit on a credit card – original	
PL/EU BANK ACCOUNT STATEMENT – bank account statement from a bank registered in Poland or another EU member state – original	
TRAVELER'S CHEQUES	
PROOF OF SCHOLARSHIP - a document confirming the scholarship from the granting institution – original	
PROOF OF EMPLOYMENT – a letter from the sponsor's employer stating the monthly salary and salary slips from the last 3 months – original	
OTHER DOCUMENTS	
PROOF OF FEE PAYMENT – proof of payment for studies issued by the educational institution – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office	
EDUCATION CERTIFICATE/DIPLOMA – certificate confirming the student's eligibility to undertake further university-level education, authenticated by relevant authorities (legalized/apostilled) – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office	
ADMINISTRATIVE DECISION ON THE RECOGNITION OF THE EDUCATION CERTIFICATE/DIPLOMA – a decision issued by the relevant Provincial Education Superintendent in Poland (Kurator Oświaty) on the recognition in The Republic of Poland of the certificate/diploma confirming the level	

of education or the eligibility to the continuation of education, including admission to higher studies, containing the scope of rights in the country that issued the document, unless exempted – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office. Please contact your University to get information about how to obtain a decision or to check if your diploma is exempted from such recognition.	
LANGUAGE PROFICIENCY CERTIFICATE – certificate confirming the student’s language proficiency on a level required by the educational institution – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office	
APPLICANT’S COVER LETTER (optional) – in English, max. 2 pages, signed by the applicant	
CERTIFICATE OF NAME CHANGE – if applicable, 1 copy	
PASSPORT DATA PAGE – only first page, 1 copy	
PREVIOUS VISAS – copies or previous Polish or Schengen visas, if applicable.	

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 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 day.