

CHECKLIST FOR POLISH NATIONAL VISA – RESEARCH/INTERNSHIP/VOLUNTEER

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 submit the certified true copy by the local Ministry of Foreign Affairs or Polish notary office, instead of your original.
- 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 signed by the applicant, 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	
AGREEMENT <ul style="list-style-type: none">• RESEARCH: agreement to admit a foreigner for the purpose of conducting research or development work, referred to in Article 151 (1) (2) of the Act of 12 December 2013 on Foreigners – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office.• INTERNSHIP: agreement pursuant to which the internship will be conducted, referred to in Article 157a (1) (2) of the Act of 12 December 2013 on Foreigners – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office.• VOLUNTEER: agreement pursuant to which you will volunteer, referred to in Article 157g (1) (2) of the Act of 12 December 2013 on Foreigners- original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office. Please note: the institution must be authorized by the minister competent for internal affairs to accept foreigners for the purpose of research/internship/volunteer	
DECLARATION <ul style="list-style-type: none">• RESEARCH: declaration of research institution referred to in Article 151 (1) (1) (c) of the Act of 12 December 2013 on Foreigners – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office• INTERNSHIP: declaration of internship organizer referred to in Article 151 (1) (1) (e) of the Act of 12 December 2013 on Foreigners – original or certified true copy by the local Ministry of Foreign Affairs or Polish notary office	
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 Please note: Providing the TMI not listed above may be a result of 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 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 or certified true copy by the local Ministry of Foreign Affairs or Polish notary office.	
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	
EDUCATION CERTIFICATES/DIPLOMAS – originals 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 – original or certified true copy by the local Ministry of Foreign Affairs of Polish notary office	
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 days.