

## CHECKLIST FOR POLISH NATIONAL VISA – RESIDENCE PERMIT COLLECTION

Embassy of the Republic of Poland in Bangkok

To collect your residence permit, you should apply for national visa (D) for the period of 91 days.

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>DECISION LETTER</b> – decision issued by Voivodeship Office (Urząd Wojewódzki) granting you temporary or permanent residence – original <b>or</b> certified true copy by the local Ministry of Foreign Affairs or Polish notary office.	
<b>FLIGHT TICKET</b> – one way ticket, unpaid reservation is accepted;	
<b>TRAVEL MEDICAL INSURANCE</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 on <a href="https://www.gov.pl/web/diplomacy/visas">https://www.gov.pl/web/diplomacy/visas</a>	
OTHER DOCUMENTS	
<b>CERTIFICATE OF NAME CHANGE</b> - if applicable, original <b>or</b> certified true copy by the local Ministry of Foreign Affairs or Polish notary office	
<b>PASSPORT DATA PAGE</b> – only first page, 1 copy	
<b>PREVIOUS VISAS</b> – 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](http://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.