**List of documents required when applying for C-Type Schengen visa**

**Visit visa**

If you wish to apply for a Schengen visa to visit your family/friends in Poland you need to submit the following documents:

* **Passport** - it should be valid for at least **three months**from the date of the planned departure from Poland or the Schengen area, it should contain at least **two blank pages** and it should have been issued within the last **ten years**
* **UK Residence Permit**should be valid for at least **three months**after the expiry date of your Schengen visa. If your residence permit is in your expired passport, please bring your old passport together with your current passport.

**The UK residence permit** should be valid for at least **three months** after the expiry date of your Schengen visa. **If you do not hold residence permit in the UK**, you need to make an application **in the country of your origin**. Please note, the applications from holders of UK tourist/visit visas (type C) will not be accepted.

* **Completed visa application form-** printed out from our website after registration
* **One biometric photograph**
* **An invitation** from your host in Poland **with a copy of the passport/ ID card of the inviting person.**

Handwritten invitation will cover a single entry visa. If you plan to go to Poland on numerous occasions, you have to provide a formal invitation issued at the municipal office in Poland (Urząd Wojewódzki)

* Proof of **travel medical insurance**to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during your stay on the territory of the Schengen countries.

The insurance should be valid throughout the territory of Member States and cover the entire period of the person's intended stay or transit. The minimum coverage should be **EUR 30 000**. The applicant should submit a written confirmation from the insuring company with information about the name of the insured person, territorial validity of the insurance, exact dates and amount of the coverage.

* Recent **letter from your employer or from your school or university**. The letter should be addressed to the Visa Section of the Polish Embassy.

**Students** should ensure that letter should include information about the type of your course, school attendance and intended period of leave/holidays taken from school for your journey.

**Self-employed** should produce evidence of registration of your business in the UK; letter from your solicitor, or letter from your accountant.

**Unemployed** should produce proof of your entitlement to social benefits;

**House-wife’s** should produce letter from your husband's employer, marriage certificate and copy of your husband passport;

* Evidence of **possession of sufficient financial means**e.g. recent bank statements or traveler’s cheque or prepaid travel card. We do not accept cash and/or credit card/saver account statements as a proof of your financial means.

Please note that the Embassy does not bear any responsibility for the travel tickets bought before the issuance of visa.

Additional documents may be requested at any stage of the procedure.

Please bear in mind that the decision whether you are allowed to enter Poland is made by Border Guard officer.

**Tourist visa**

If you wish to apply for a tourist visa you need to submit the following documents:

* **Completed Schengen visa application form**. You can print out the application form after registration at: [www.e-konsulat.gov.pl](http://www.e-konsulat.gov.pl/)

* **Passport** - it should be valid for at least **three months**from the date of the planned departure from Poland or the Schengen area, it should contain at least **two blank pages** and it should have been issued within the last **ten years**

* **UK residence permit**should be valid for at least **three months**after the expiry date of your Schengen visa. If your residence permit is in your expired passport, please bring your old passport together with your current passport

**The UK residence permit**should be valid for at least **three months**after the expiry date of your Schengen visa. **If you do not hold residence permit in the UK**, you need to make an application **in the country of your origin**. Please note, the applications from holders of UK tourist/visit visas (type C) will not be accepted.

* **One** **biometric photograph**(3,5 x 4,5) on the white background

* Confirmed **booking of the accommodation** covering the whole period of stay in Poland/Schengen area

* Recent **letter from your employer or from your school or university**. The letter should be addressed to the Visa Section of the Polish Embassy

**Students** should ensure that letter should includes information about the type of your course, school attendance and intended period of leave/holidays taken from school for your journey.

**Self-employed** should produce evidence of registration of your business in the UK; letter from your solicitor, or letter from your accountant.

**Unemployed** should produce proof of your entitlement to social benefits;

**House-wifes** should produce letter from your husband's employer, marriage certificate and copy of your husband passport;

* Proof of **travel medical insurance**to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during your stay on the territory of the Schengen countries

The insurance should be valid throughout the territory of Member States and cover the entire period of the person's intended stay or transit. The minimum coverage should be**EUR 30 000**. The applicant should submit a written confirmation from the insuring company with information about the name of the insured person, territorial validity of the insurance, exact dates and amount of the coverage.

* Evidence of **possession of sufficient financial means**e.g. recent bank statements or traveller's cheque or prepaid travel card. We do not accept cash and/or credit card/saver account statements as a proof of your financial means

Please note that the Embassy does not bear any responsibility for the travel tickets bought before the issuance of visa. Additional documents may be requested at any stage of the procedure.

Please bear in mind that the decision whether you are allowed to enter Poland is made by Border Guard officer.

**Business visa**

If you wish to apply for a business visa you need to submit the following documents:

* **Completed Schengen visa application form**. You can print out the application form from our website after registration at: [www.e-konsulat.gov.pl](http://www.e-konsulat.gov.pl/)
* **Passport** - it should be valid for at least **three months**from the date of the planned departure from Poland or the Schengen area; it should contain at least **two blank pages** and it should have been issued within the last **ten years**
* **UK residence permit**should be valid for **at least 3 months**after the expiry date of your Schengen visa. If your residence permit is in your expired passport, please bring your old passport together with your current passport.

**The UK residence permit**should be valid for at least **three months**after the expiry date of your Schengen visa.**If you do not hold residence permit in the UK**, you need to make an application**in the country of your origin**. Please note, the applications from holders of UK tourist/visit visas (type C) will not be accepted.

* **One** **biometric photograph**(3,5 x 4,5) on the white background

* Formal **letter from your employer** in the UK stating your position at the company, the purpose of the visit and its planned duration, guarantee of covering the cost of your stay in Poland (including medical expenses and repatriation).
* Formal**invitation letter** from your business partner in Poland including information of the purpose and dates of visit, guarantee of covering cost of your stay in Poland (including the health insurance).
* Proof of accommodation during intended stay in Poland
* Proof of **travel medical insurance** to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during your stay on the territory of the Schengen countries.

The insurance should be valid throughout the territory of Member States and cover the entire period of the person's intended stay or transit. The minimum coverage should be**EUR 30 000**. The applicant should submit a written confirmation from the insuring company with information about the name of the insured person, territorial validity of the insurance, exact dates and amount of the coverage.

* Evidence of possession of **sufficient financial means** e.g. recent bank statements or traveller's cheque or prepaid travel card. We do not accept cash and/or credit card/saver account statements as a proof of your financial means.

Additional documents may be requested at any stage of the procedure.

Please bear in mind that the decision whether you are allowed to enter Poland is made by Border Guard officer.