

CHECKLIST FOR POLISH NATIONAL VISA – WORK

Name: _____	Contact No: _____
Passport Number: _____	E-mail address: _____

Prepare all the necessary documents listed below before you deliver the application, otherwise the application might be refused by the Embassy/Consulate General of the Republic of Poland. The required documents **can ONLY be submitted with the visa application (no documents will be later accepted via email) in Polish or English**. While the visa application is being processed, the applicant's passport remains at the Embassy/Consulate General of the Republic of Poland.

THE APPLICATION MATERIAL SHOULD BE PLACED IN THE FOLLOWING ORDER:

REQUIRED DOCUMENTS	YES	NO
1. PASSPORT - should have been issued within the previous 10 years; its validity should extend at least 3 months after the intended date of departure from the Schengen territory; must have at least two blank pages;		
2. VISA APPLICATION		
2.1 Visa application form without blanks, signed twice by the applicant - at least 18 years old may lodge and sign a visa application personally; the signature as the one in the passport.		
2.2. Two color photos - specifications: passport type, white background 35mm x 45mm, no more than 6-month-old.		
3. CHECKLIST		
4. FLIGHT ITINERARY (RESERVATION ONLY) Date: Place of first entry		
5. TRAVEL MEDICAL INSURANCE (TMI) - one copy of the certificate of TMI issued by a company from the list of approved Indian 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 (handwritten certificates will not be accepted; the name of the insured should be written in Latin alphabet; TMI must be valid in the Schengen area and for the entire duration of stay; the TMI's minimum coverage is 30.000 euro and it must cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased); Name of the insurance company: Insurance number: Validity: from..... ...or document confirming possession of mandatory insurance within Polish Social Insurance Institution – ZUS.		
6. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP		
6.1. Original and valid work permit and its copy. Requirements regarding the costs of living and return travel to the country of origin or residence contained in <i>The Regulation of the Minister of the Interior of Poland of 23 February 2015 on financial resources required from a foreigner entering the territory of the Republic of Poland and documents that may confirm the possibility of obtaining such funds, as well as the purpose and duration of the planned stay, Journey of Law item 326/2015</i>		
6.2. Proof of registration of the employing company. (KRS – National Court Register of Poland)		
6.3. Original employment letter from the applicant's employer in Poland on the official company paper with stamp and signature, date and clearly mentioning: full address and contact details of the company, the name and position of the countersigning officer, details regarding the employment of the applicant (e.g. position, salary, estimated duration), details regarding additional conditions of employment (e.g. accommodation, transport, living expenses).		
6.4. In case of international transfer of the employee: a letter from the current employer confirming the transfer, and approving the leave/absence of the applicant.		
6.5. Supporting documents (optional):		
6.5.1. Professional/educational certificates proving professional skills - copies and originals legalized/attested/apostilled by MEA/MFA.		
6.5.2. Work experience certificate - copies and originals.		
6.5.3. Police Clearance Certificate.		
7. ACCOMODATION - document confirming the booking of appropriate accommodation for the intended period of stay in Poland: lease agreement or other type of accommodation proof.		
8. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip.		
9. RESIDENCE PROOF – an ID confirming legal residence within the Embassy's / Consulate's jurisdiction.		
10. PASSPORT DATA PAGES COPY		
10.1. One copy of the applicant's passport data pages (the first and the last one).		
10.2. Copy of the pages with Polish/Schengen visas, if issued - if the visas were in the previous passport, please attach copy of that passport's data pages - the first and the last one.		

I hereby confirm that I am aware of the fact that:

1. The Embassy/Consulate General of the Republic of Poland reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.
2. The visa processing period is 15 days however this period may be extended up to 30 days or more (application submitted less than 30 days before intended travel date is accepted on applicant's own risk).

Date, place Name & Signature of Inquiry Officer/ Date Applicant's Signature.....

ADDITIONAL COMMENTS: