

## CHECKLIST FOR POLISH SCHENGEN VISA – BUSINESS

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	
<b>PASSPORT</b> - must be valid at least 3 months after the date of departure date from the Schengen area 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 signed by the applicant, 1 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>INVITATION</b> - an invitation letter from a company/business partner in Poland, indicating the purpose and travel dates – original	
<b>INTRODUCTION LETTER</b> - if the applicant travels as a representative of a locally registered company, indicating purpose and travel dates – original	
<b>FLIGHT TICKET</b> – round-trip ticket	
<b>ACCOMMODATION</b> – document(s) confirming the availability of appropriate accommodation for the whole intended period of stay in Poland – print-outs from hotel reservation systems are accepted.	
<b>TRAVEL MEDICAL INSURANCE</b> – covering the entire period of stay and valid throughout the Schengen Area with a minimum coverage of 30 000 EUR, including costs of emergency treatment, repatriation for medical reasons as well as transportation in case of death (list of insurance companies accepted by the Embassy is available on website: <a href="http://www.gov.pl/web/thailand/c-type-schengen-visa">www.gov.pl/web/thailand/c-type-schengen-visa</a> ).	
FINANCIAL MEANS	
Financial resources must be not less than: <ul style="list-style-type: none"> <li>• For stay up to 4 days – 300 PLN in total</li> <li>• For stay more than 4 days – 75 PLN per day</li> <li>• If accommodation cost is covered by the host – 20 PLN per day</li> <li>• Cost of return ticket if not paid yet – 2500 PLN</li> </ul>	
<b>SPONSORSHIP LETTER</b> – if the company is financing your stay – original	
<b>CREDIT CARD STATEMENT</b> – a letter from a bank stating the limit on a credit card of the applicant or the company – original	
<b>BANK ACCOUNT STATEMENT</b> – bank account statement of the applicant or the company showing movements on the account in the last 3 months – original	
<b>TRAVELER’S CHEQUES</b> ; or	
<b>PROOF OF EMPLOYMENT</b> – a letter from the employer stating the monthly salary and salary slips from the last 3 months – original	
OTHER DOCUMENTS	
<b>SOCIAL OR FINANCIAL TIES TO THAILAND</b> – e.g. copy of real estate property (title-deed), bank account, marriage certificate, birth certificate of children or other as applicable- original <b>or certified true copy</b> by the local Ministry of Foreign Affairs or Polish notary office	
<b>CERTIFICATE OF NAME CHANGE</b> - 1 copy, if applicable.	
<b>PREVIOUS VISAS</b> – copies of previous Polish or Schengen visas, if applicable.	
<b>PASSPORT DATA PAGE</b> – only first page, 1 copy.	

#### HOW TO APPLY:

1. Please book your appointment to apply for a visa via the [e-konsulat](#) system, by choosing "Schengen 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 day.