

CHECKLIST FOR POLISH NATIONAL VISA - WORK

Name: _____	Purpose of Visit: _____
Passport Number: _____	Contact No: _____
	E-mail address: _____

Prepare all the necessary documents listed below before you deliver the application, otherwise the application might be refused by the Embassy of the Republic of Poland. The required documents **have to be submitted in Polish or English version**.

The Embassy of the Republic of Poland can receive visa applications for National “D” visas for work only from citizens of Malaysia and Brunei Darussalam. All other third country citizens living in Malaysia and Brunei Darussalam must be holders of residence permit (visa) for a period longer than 90 days issued by the Malaysian authorities, to be eligible to submit the visa application form in the Embassy of the Republic of Poland in Kuala Lumpur. Otherwise they must register visa application form in the Embassy of the Republic of Poland accredited for their country of origin.

WE REQUIRE ALL DOCUMENTS TO BE IN THE ORIGINAL FORM (PRINTED EMAILS ARE NOT CONSIDERED ORIGINALS).

WE ADVISE YOU TO BRING COPIES OF DOCUMENTS THAT YOU WANT RETURNED.

THE APPLICATION MATERIAL SHOULD BE PLACED IN THE FOLLOWING ORDER:

REQUIRED DOCUMENTS	YES	NO	REMARKS
1. PASSPORT AND DOCUMENT CONFIRMING LEGAL RESIDENCE WITHIN THE CONSULAR DISTRICT – Citizens of Malaysia or Brunei must provide ONLY passport and its photocopy.			
1.1 PASSPORT AND ITS PHOTOCOPY - travel document 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 consecutive blank pages; damaged, illegible travel documents will not be accepted.			
1.2 MALAYSIAN VISA AND ITS PHOTOCOPY - Foreigners residing in Malaysia or Brunei are required to prove their long residence permit (valid Malaysian or Brunei visa in their passport and a photocopy of both; visa must be valid for at least 14 days from the date of the application)			
2. VISA APPLICATION			
2.1 VISA APPLICATION FORM - filled via the e-konsulat system, dully filled, printed, dated and signed.			
2.2 PHOTOGRAPHS (2x) - with the following specifications: passport type, taken en face, clearly showing the eyes and face on both sides from the top of the head to the top of the shoulders with the face covering 70-80% of the photo, on the white background , 35mmx45mm, dating from the last 6 months. The photo must be taken without any headwear (exception to women of Islam religion), photos are not to be stapled to the application form.			
3. CHECKLIST FOR POLISH NATIONAL VISA - mentioning the purpose and duration of travel, list of attached documents and other useful information.			
3.1 THIS CHECKLIST – completed and printed copy of this checklist.			
4. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP - WORK			
4.1 WORK PERMIT AND ITS PHOTOCOPY – original and a copy of the work permit issued by Voivodeship Office in Poland (electronically issued permits are acceptable).			Work Permit number: Validity: From: To:
4.2 PROOF OF REGISTRATION OF THE EMPLOYING COMPANY – from KRS – National Court Register of Poland.			
4.3 EMPLOYMENT CONTRACT OR PRELIMINARY WORK CONTRACT – original of the fully executed employment contract or preliminary work contract with stamp, signatures and date. Bring copy if you would like original returned to you. It must clearly mention the following: <ul style="list-style-type: none"> • company’s full address and contact details • the name and the position of the countersigning officer • position, salary, duration • details regarding additional conditions of the employment (accommodation, transport, living expenses etc.) 			
4.4 TRANSFER DOCUMENT - if applicable; in case of international transfer of the employee – an official letter from the current employer confirming the transfer and approving the leave/absence of the applicant. Letter need to be in original and include company stamp and signature of a person authorized to sign it.			
5. INSURANCE COVERAGE			
5.1 TRAVEL MEDICAL INSURANCE - TRAVEL MEDICAL INSURANCE - printed copy of the certificate of TMI from insurance company in Malaysia/Brunei, Poland or any of the EU country (list of approved companies is listed on our website. The information of the Minister of Foreign Affairs about insurers and the insurance they offer that meet the conditions referred to in the Act of 12 December 2013 on foreigners is available on the website of the Ministry of Foreign Affairs https://www.gov.pl/web/diplomacy/visa Travel medical insurance must meet the following requirements: <ul style="list-style-type: none"> - provides for the insurer’s liability for the amount of insurance of at least 30 000 EUR; - is valid for at least first month from the arrival in the territory of the Republic of Poland; - covers all expenses that may arise during the foreigner’s stay in this territory in the case of: <ul style="list-style-type: none"> • necessary return travel for medical reasons, • urgent medical assistance needed, • emergency hospital treatment, • death, 			Name of the insurance company: Insurance number: Validity: from..... to.....
6. FLIGHT INFORMATION			
6.1 FLIGHT ITINERARY – printed copy of flight reservation; flight departure date cannot be earlier than 14 days from the date of the application appointment.			Date of departure: Place of first entry
7. PROOFS OF FINANCIAL RESOURCES – IN THE FORM AGREED BY THE CONSULAR OFFICE			
7.1 DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER COSTS OF LIVING AND RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE – cannot be issued more than one month before submission of visa application (original Malaysian current, checking or saving account/ credit card statements for last 3 months – stamped and signed by the issuing bank) Applicant must provide original documents confirming that he has sufficient financial resources to cover: <p>A. The cost of returning to the country of origin.</p> <p>B. Living expenses covering the first month from the start of the employment in the Republic of Poland.</p> <p>C. Cost of accommodation – if applicable;</p>			
8. ACCOMMODATION			
8.1 ACCOMMODATION - document confirming the availability of appropriate accommodation for the intended period of stay in Poland: <p>A) Rental Agreement – copy of fully executed rental agreement in Poland.</p> <p>B) Letter From Employer Confirming Accommodation – letter from employer that stating the company will be providing accommodation (must include full address where applicant will be staying, company stamp and signature of a person authorized to sign it.</p> <p>C) Proof of other type of accommodation</p> <p>The documents must contain information about the cost and accommodation availability for the full period of intended stay in Poland.</p>			Type of document:

9. OTHER DOCUMENTS		
PROFESSIONAL/EDUCATIONAL CERTIFICATES PROVING SKILLS - original certificates must be legalized/apostilled by the Ministry of Foreign Affairs office of issuing country and legalized by the Polish Embassy covering this country. Bring copies if you would like originals returned to you.		
WORK EXPERIENCE CERTIFICATES – original certificates (proving required to work skills) must be notarized by the Public Notary, legalized/apostilled by the Ministry of Foreign Affairs office of this country and legalized by the Polish Embassy covering this country. Bring copies if you would like originals returned to you.		
POLICE CLEARANCE CERTIFICATES (issued by Malaysian authority)		
CURRICULUM VITAE (CV)		
COPY OF THE PAGES WITH POLISH/SCHENGEN VISAS - if applicable (if the visas were in the previous passport – copy of that passport's data page).		
ADDITIONAL DOCUMENTS – applicants are allowed to submit additional documents that they consider useful to explain/justify the trip		

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

1. A visa with the annotation "work/employment" can only be obtained by **individuals with Work Permit** issued by Voivodeship Office in Poland.
2. The Embassy of the Republic of Poland reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.
3. In case of **documents issued in the countries other than Malaysia/Brunei and Poland**, only **original**, notarized (when applicable) documents that are **legalized/apostilled by the Ministry of Foreign Affairs office of this country and legalized by the Polish Embassy covering this country** will be accepted.
4. The applicant can apply for a visa **not earlier than 6 months and no later than 15 days** before the planned date of the travel (application submitted less than 15 days before intended travel date may not be accepted on applicant's own risk).
5. You are expected to come to the appointment prepared and bring all applicable documents listed above.
6. **Important note:** Kindly remember that submitting documents and paying the visa fee **does not** guarantee receiving a visa.
7. Please note, that receiving the visa does not guarantee that you will enter Poland - the final decision is always made by the Border Guard.

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

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 ADDITIONAL COMMENTS: