**C-Type Schengen Visa**

**Where to apply?**

You can apply at the Consular Section of the Embassy of the Republic of Poland in Prague.

**Do I have to apply in person?**

Visa application form must be submitted in person. Diplomatic mission does not accept application forms sent via fax, regular mail or e-mail.

**How to book an appointment?**

You can book your appointment to apply for a visa via the [e-konsulat](https://secure.e-konsulat.gov.pl/) system.

**What documents do I need to submit?**

1. A visa application form filled via the [e-konsulat](https://www.e-konsulat.gov.pl/) system, printed and signed.
2. A 3.5 x 4.5 cm colour photo. The photo must be:
	* sharp, taken against white background and printed on a quality paper,
	* newer than 6 months,
	* taken en face, clearly showing the eyes and face from both sides from the top of the head to the top of the shoulders with the face covering 70-80% of the photo, eyes must remain open and clearly visible, hair must not cover any parts of the eye, only glasses with clear lenses can be worn, frames must not cover any part of the eye. Reflection in lenses is not acceptable.
3. Passport issued within last ten years, valid for at least three months from the expected return date, with at least two blank pages for visas. If you have another valid passport, you should attach it to the visa application form.
4. A copy of the passport page with personal data and copy of all pages with stamps and visas.
5. Healthcare insurance valid across all countries of the Schengen area for the amount not lower than EUR 30,000, deductible $0, covering medical emergency, transportation, hospitalization, repatriation. If you apply for a multiple-entry visa, it should cover the date of the first entry. If you apply for a two-entry visa, it should cover both trips.
6. Copy of an ID document to confirm residence within the consular district of your application.
7. Proof that you have enough means of subsistence in the form decided by the mission (e.g. your bank account statement for the last 3 months). The amount of financial resources required for a foreigner for a stay in Poland is specified in the order of the Minister of the Interior of 23 February 2015 (t[ext of the order, in Polish only, can be downloaded here](http://prawo.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU20150000326)). A foreigner entering Poland must have financial means for covering the cost of stay in Poland in the amount of PLN 300, if the period of planned stay does not exceed 4 days, or PLN 75 for each day of planned stay, if the period of planned stay exceeds 4 days. Financial resources should be reported in Canadian dollars (CAD). For student visas - financial resources should cover the costs of tuition, accommodation and cost of living.
8. Proof of travel arrangements: a round trip flight/travel reservation or other proof of intended transport and full itinerary.
9. A document to confirm the purpose and the conditions of your planned stay in Poland.​​​​​​

**Tourism -** Individuals: confirmed hotel reservations, stating the name, address and telephone number of the hotel or hotels, including the booking confirmation number. Groups: the letter of the travel agency mentioning the same information as for individuals, or other proof of accommodation.

**Visiting family and friends** - Invitation letter from the friend/relative, stating the relation, address and telephone number of the friend/relative or invitation issued by the Voivodship Office where your Polish host is residing (in case of not sufficient financial means). Copy of the ID card (national or residence permit) of the friend/relative.

**Business** - Invitation letter from the business partner specifying the nature of the business. Reference letter from the employer. Confirmed accommodation/hotel reservation, stating the name, address and telephone number of the accommodation/hotel.

**Students/researchers/volunteers** - Letter from the receiving institution on the length and purpose of the stay. Letter from the home institution on enrolment. Confirmed accommodation/hotel reservation, stating the name, address and telephone number of the accommodation/hotel.

**Participation in cultural, economic, political, scientific or sport events** - An invitation letter from the organizer specifying the nature of the event. Confirmed accommodation/hotel reservation, stating the name, address and telephone number of the accommodation/hotel.

**Work** - Work permit or Certificate of Employment (only language teachers). Confirmed accommodation, stating the name, address and telephone number of the accommodation/hotel.

**Additionally, when applying for a visa for a minor you should present:**

* Written consent of the child’s parent(s) to apply for a visa, confirmed by a notary. If there is only one guardian, it should be proved by a birth certificate, a court decision on exclusive parental custody or a death certificate of the other parent.
* Originals and copies of parents' passports.
* Original and a copy of a birth certificate.

If a child is entered in their parent's or a legal guardian’s passport, please submit a separate visa application. The visa will be pasted into the parent's or the legal guardian's passport.

**Please note:**

* You must apply for a visa in a consular office or the embassy’s consular department in the consular district of your place of residence.
* Usually, the above documents are enough to receive a visa, however, the consul may require additional documents.
* Apply for a visa not earlier than three months before your planned journey.
* The consul may, but does not have to, invite the applicant for an interview.
* You may be banned from entering any of the Schengen States if you present forged documents or provide false information.
* Receiving the visa does not guarantee that you will enter the Schengen area - the final decision is always made by the authorities of the country where you intend to cross the Schengen area border.

**How much does it cost?**

The fee is 2185 CZK.

The payment must be made on the day of submitting an application. Accepted forms of payment: cash. The visa application fee is non-returnable, whatever the consul's decision.

**What is the waiting time?**

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 30 or 60 days.

**How to collect the documents?**

In person on Monday, Tuesday, Thursday or Friday: 9.00 am - 1.00 pm.

**How to appeal?**

If you do not agree with the consul's decision, you may ask to have your visa application re-considered. You must apply for the reconsideration in the office that issued the decision within 14 days of its delivery.

The application fee in this case is 2185 CZK.

You may apply for a reconsideration of your case on: Monday, Tuesday, Thursday or Friday: 9.00 am - 1.00 pm.

**Revocation or annulment of Schengen visa**

If you have received a decision to revoke or annul your Schengen visa that you do not agree with, you have the right to ask for a reconsideration. However, if you have applied yourself for your Schengen visa to be revoked and the consul has agreed, you are not entitled to appeal.

You should apply for reconsideration within 14 days of receiving the decision to annul or revoke your Schengen visa at the consular post that issued the decision.

Applications for reconsideration are accepted on: Monday, Tuesday, Thursday or Friday: 9.00 am - 1.00 pm.

If you apply for reconsideration after your Schengen visa was revoked or annulled, you do not have to pay the consular fee.

**Complaint about refusal to issue Schengen visa, decision to revoke or annul Schengen visa and the consul's activities in this respect.**

If the consul who examines your reconsideration request, issues a new decision to refuse, annul or revoke your visa, which you do not agree with, you have the right to submit a complaint to the Provincial Administrative Court in Warsaw. The complaint should be forwarded through the consul who made the decision, within 30 days of receiving the decision taken as a result of the re-examination .

You do not pay a consular fee for submitting a complaint to the consul, but you have to pay fees for proceedings before administrative courts. Therefore, you have to note that the court will ask you to pay the court fee. More information on the amount of court fees when appealing with the administrative court, possibility to apply for an exemption from the costs and the language of the procedure, is available at:

<http://bip.warszawa.wsa.gov.pl/133/wpis-sadowy-zasady-dokonywania-wpisu.html>

**Legal basis**

Rozporządzenie Parlamentu Europejskiego i Rady (WE) nr 810/2009 z dnia 13 lipca 2009 r. ustanawiające Wspólnotowy Kodeks Wizowy (kodeks wizowy)

Ustawa z dnia 12 grudnia 2013 r. o cudzoziemcach (Dz. U. z dnia 30 grudnia 2013 r. poz. 1650 z późn. zm.)

Ustawa z dnia 25 czerwca 2015 r. Prawo konsularne (Dz. U. z dnia 31 sierpnia 2015 r. poz. 1274)

[ewentualna umowa dwustronna o ułatwieniach wizowych]