

CHECKLIST FOR POLISH NATIONAL VISA - STUDY
FIRST AND SECOND DEGREE STUDIES / PhD / POSTGRADUATE STUDIES

Name _____ Passport Number: _____	Purpose of Visit: _____ Contact No _____ E-mail address: _____
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Prepare all the necessary documents listed below before you deliver your application, otherwise it application might be refused by the Embassy of the Republic of Poland. The required documents **have to be submitted in original Polish or English versions**. While the visa application is being processed, the applicant's passport remains at the Embassy of the Republic of Poland. **The Embassy will only accept applications of those who legally reside in the jurisdiction of the mission. The proof of this is either the appropriate address on the last page of the passport or the place of issue of the passport.**

THE APPLICATION MATERIAL SHOULD BE PLACED IN THE FOLLOWING ORDER:

REQUIRED DOCUMENTS	YES	NO	REMARKS
1. PASSPORT - should have been issued within the previous 10 years; its validity should extend to at least 3 months after the intended date of departure from the Schengen territory; it must have at least two consecutive blank pages; damaged travel documents will not be accepted.			
2. VISA APPLICATION			
2.1. Visa application form without blanks, signed by the applicant – applicants 18 years and above may lodge and sign a visa application personally; if minor (below 18 years old), the application must be signed by both parents or legal guardians; the signature should be the same as the one in the passport.			
2.2. A color photograph - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.			
3. CHECKLIST			
4. APPLICANT'S COVER LETTER mentioning the purpose and duration of travel, list of attached documents and other useful information.			
5. FLIGHT ITINERARY (RESERVATION ONLY)			Date from to Place of first entry
6. TRAVEL MEDICAL INSURANCE - TRAVEL MEDICAL INSURANCE - original and one copy of the certificate of TMI. The travel medical insurance must meet the following requirements: - provides for the insurer's liability for the amount of insurance of at least 30 000 EUR; - is valid for the entire period of the planned stay of the foreigner 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, and the insurer: - reimburses the costs of health services provided to the insured person directly to the entity providing these benefits - on the basis of the invoice issued, - provides a 24/7 emergency assistance, that accepts claims covered by the policy. If the insurer has no registered office or branch in Poland, or countries belonging to the EU, EFTA, EEA or Switzerland, in accordance with the Article 3 point 4 of the Act of March 6, 2018 on the principles of participation of foreign entrepreneurs and other foreign persons in business, it must meet additional conditions: - publish the results of the audit of its activities; the audit should be performed by a recognized international audit body and indicate the actual possibility of satisfying claims due to entities providing health services in the territory of the Republic of Poland; - publish (at least every six months) data on the sum of collected premiums and the size of payments in a given type of insurance. 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 We recommend you contact your employer/university about the proper insurance. In case of Indonesian citizens, the insurance has to be bought from a Poland-based insurance company.			Name of the insurance company: Insurance number: Validity: from..... to.....
7. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP			
7.1. Studies			
7.1.1. The original certificate of the unit conducting the studies on admission to studies or on the continuation of studies - in accordance with the format set out in the <i>Regulation of the Minister of Science and Higher Education from 23rd September 2019.</i>			
7.1.2. Proof of payment for studies issued by the educational institution; if studies are free of charge, a confirmation from the university is required.			
7.1.3. Documents attesting previous educational qualifications (originals should be presented at the counter): A. Higher secondary certificate - if the applicant applies for a visa on the basis of a university certificate on admission to the first year of studies /preparatory course, one must submit the higher secondary certificate apostilled by the Kemlu. The higher secondary certificate MUST include the decision of the competent POLISH education superintendent regarding the recognition of the secondary school leaving certificate abroad as a document confirming the right to apply for admission to higher education in the Republic of Poland. PLEASE READ: https://www.gov.pl/web/edukacja/recognition-of-foreign-school-certificates-and-diplomas-in-poland B. Higher studies certificates/diplomas of graduation - if the applicant applies for a visa on the basis of a university certificate on admission to the second and third cycle studies, he/she must provide the higher studies certificate/diploma of graduation apostilled by the Kemlu.			Type of document:
8. ACCOMODATION – original document confirming the availability of appropriate accommodation for the intended period of stay in Poland: lease agreement, decision on the provision of the dormitory or other type of accommodation proof. The documents must contain information about the monthly or the full period of intended stay.			Type of document:
9. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER COSTS OF LIVING AND RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE – an applicant applying for a national visa for study must provide a document confirming that he/she has sufficient financial resources to cover: <ul style="list-style-type: none"> A. The cost of returning to the country of origin in the amount of 2500 PLN (minimum) to cover returning to the country of origin; B. Living expenses covering the planned stay: the required minimum for each month of the planned stay is 776 PLN/person; C. Cost of accommodation. See Point. 8. 			
9.1. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES (OF THE APPLICANT OR SPONSOR) cannot be issued more than one month before submission of the visa application. Attaching one OR more of the following documents is a must:			
9.1.1. Traveler's cheque(s).			
9.1.2. Certificate confirming credit card limit issued by the bank (any bank located in Indonesia or Poland or another country is allowed).			
9.1.3. A certificate of availability of money in a bank or a cooperative savings and loan association located in the territory of the Republic of Poland, other EU/EFTA member state or Switzerland (it cannot be a bank located in Indonesia).			
9.1.4. A document confirming the granting of a national or foreign scholarship.			
9.1.5. A certificate of employment with monthly salary statement.			

No other documents will be accepted or taken into consideration.			
In case of sponsorship			
Attaching one OR more of the following documents is a must:			
9.2. MINORS AND ADULTS FINANCIALLY DEPENDENT ON SPONSORS:			
Letter of sponsorship - it should be noted that sponsors are required to cover all travel, living and accommodation expenses of the person applying for the visa:			
9.2.1. From the applicant's parents - the sponsor's letter must be notarized.			
9.2.2. From a third person - the sponsor's letter must be notarized.			
9.2.3. Documents confirming the availability of financial resources of the sponsor (See p.9.1).			
10. MINORS			N/A
10.1. Birth certificate (if applicable, proof of legal guardianship) apostilled by the MoFA.			
10.2. Copies of signed identification document(s) of the parents/guardians of the applicant (with photograph).			
10.3. Notarized certificate of permission to travel from the parent(s)/guardian(s) not accompanying the minor during travel, apostilled by the MoFA. At least one of the parents/legal guardians must be present at the submission of the visa application.			
10.4. Death certificate(s) if one or both parent(s) is/are deceased, apostilled by the MoFA.			
10.5. Court verdict in case the parents are divorced and/or one of the parents lost custody of the child, apostilled by the MoFA.			
11. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip e.g. English language test such as: IELTS min. 6.5, TOEFL IBT min. 79 and CAE min. 176 points, are highly recommended as a proof of possessing the necessary language skills for undertaking studies conducted in English.			Optional documents:
12. RESIDENCE PROOF - an official document proving stay in the current jurisdiction.			
13. PASSPORT DATA PAGES COPY			
13.1. One copy of the applicant's passport data pages (the first and the last ones).			
13.2. Copy of the pages with Polish/Schengen visas, if issued (if the visas were in the previous passport – copy of that passport's data pages - the first and the last ones).			

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

1. A visa with the annotation "student" can only be obtained by full-time students or persons going to Poland in order to take a preparatory course to study at university.
2. 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.
3. If the documents and supporting materials required for the issuance of this visa are not submitted in the application, the visa applicant has the right to supplement these materials within 7 days from the date of submitting the application, as per Art. 65 section 1G of the Act of December 12, 2013 on foreigners (Journal of Laws, item 769).
4. The visa processing period may be extended to up to 60 days (applications submitted less than 60 days before the intended travel date are accepted on the applicant's own risk).

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

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 ADDITIONAL COMMENTS: