

CHECKLIST FOR POLISH SCHENGEN VISA - BUSINESS

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) – return trip; if the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental. Date from to Place of first entry		
5. TRAVEL MEDICAL INSURANCE (TMI) - original and one copy of the certificate of TMI issued by a company from the list of approved insurance companies of the consular posts of Schengen states (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, hospitalization and repatriation (including in case of death). Name of the insurance company: Insurance number: Validity: from.....		
6. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP must confirm, as a minimum: the applicant's identity, the purpose of the journey (meetings, conferences, training or business related events) and the period and place of intended stay.		
6.1. INVITATION FROM THE COMPANY OR ORGANISATION IN POLAND - The invitation MUST be a letter drawn up on the letterhead of an inviting business partner with its full name, address, email ID, telephone number and MUST contain a clear indication of the purpose of the visit, the applicants identity (e.g. name and surname, passport number) and the dates of the intended stay.		
6.2. Employer's cover letter with entire travel plan (itinerary).		
7. ACCOMODATION - document confirming the booking of appropriate accommodation for the intended period of stay in Poland / Member States.		
8. PROOF OF FINANCIAL MEANS		
8.1. Original private bank statement showing movements in the last three months, duly stamped and signed by the bank.		
8.2. Income tax return acknowledgment for the last two assessment years.		
8.3. If the applicant is employed: pay slips for the last three months and employment contract.		
8.4. If the applicant is a company owner or self-employed: certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India.		
9. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip.		
10. RESIDENCE PROOF – an ID confirming legal residence within the Embassy's/Consulate's jurisdiction.		
11. PASSPORT DATA PAGES COPY		
11.1. One copy of the applicant's passport data pages (the first and the last one).		
11.2. 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. Applications shall be decided on within 15 calendar days of the date of the lodging. That period may be extended up to a maximum of 45 calendar days (application submitted less than 45 days before intended travel date is accepted on applicant's own risk).

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

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ADDITIONAL COMMENTS:

Name & Signature of Inquiry Officer/ Date