

**CHECKLIST FOR POLISH NATIONAL VISA
(CATEGORY OTHER THAN WORK & STUDY)**

Embassy kindly asks you to prepare all necessary documents in the below order. Copies of documents should be in A4 format.

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;

1.1 All previous passports

1.2 Residence proof- if applicable (Citizens of Pakistan can present passport for the proof)

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. One color photo - specifications: passport type, white background 35mm x 45mm, no more than 6-month-old, 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. The photo shall be taken without any headwear (no face expression e.g. smile)

3. CHECKLIST

4. APPLICANT COVER LETTER mentioning the purpose and duration of travel, list of attached documents and other useful information.

5. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP

5.1. VISITING FAMILY AND FRIENDS – official invitation

5.1.1. Invitation letter issued by the Voivodeship Office

Must be presented in original with one copy.

5.1.3. Proof of the residence validity of the inviting party (in Poland) for the whole period of the intended stay - residence permit or visa or positive TRC decision.

5.2. VISITING FAMILY AND FRIENDS – personal invitation

5.2.1. Notarized invitation letter from the inviting party;

5.2.2. Proof of relationship with visited person as per 5.1.2.

5.2.3. Proof of the residence validity of the inviting party (in Poland) for the whole period of the intended stay - residence permit or visa or positive TRC decision.

5.2.4. Accommodation – a copy of the document confirming the availability of appropriate accommodation for the intended period of stay in Poland: lease agreement OR other type of accommodation proof. Must include contact details.

5.2.5. Documents confirming the sufficient financial means to cover costs of living (75 PLN/day of the intended stay or 20 PLN in case the inviting party confirms that he/she will cover ALL living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is a mandatory:

- Traveler's cheque(s).
- Certificate of the amount of the credit card limit issued by the bank
- Certificate of availability of money in the Polish or European Union bank or a cooperative savings and loan association located in the territory of the Republic of Poland or European Union

5.3. INTERNSHIP

5.3.1. Original and one copy of document confirming the completion of higher education within at least two years prior to the submission of the application or a document confirming the completion of higher education studies outside of the European Union.

5.3.2. Original and one copy of the contract signed with the internship institution with description of the internship program (e.g. educational purpose and components, theoretical and practical training, position, language and necessary level of proficiency, performed tasks, planned knowledge, practical skills and professional experience planned to be acquired), duration of the internship, conditions for completing and supervising the internship, the rights and obligations of the parties (regarding the costs, medical examinations, insurance, holidays and terms of termination of the contract), the manner of confirming the acquired knowledge, practical skills and professional experience. The contract must also include a written statement issued by the scientific unit that the institution undertakes to bear the costs associated with the issuance and implementation of the decision on the foreigner's

order to return to his or her home country in case of illegal stay in the territory of the Republic of Poland.

5.3.3. Documents confirming the sufficient financial means to cover costs of living (75 PLN/day of the intended stay or 20 PLN in case the inviting party confirms that he/she will cover ALL living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is a mandatory:

- Traveler's cheque(s).
- Certificate of the amount of the credit card limit issued by the bank;
- Certificate of availability of money in the Polish or European Union bank or a cooperative savings and loan association located in the territory of the Republic of Poland or European Union.

5.4 VOLUNTEERING

5.4.1. Original and one copy of the contract signed with the organizational unit for which the applicant is to perform the services as a volunteer with description of the voluntary service (e.g. duration, conditions and hours of performance of services, costs of living and housing, amount of money received, necessary training).

5.4.2. Documents confirming the sufficient financial means to cover costs of living (75 PLN/day of the intended stay or 20 PLN in case the inviting party confirms that he/she will cover ALL living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is a mandatory:

- Traveler's cheque(s).
- Certificate of the amount of the credit card limit issued by the bank;
- Certificate of availability of money in the Polish or European Union bank or a cooperative savings and loan association located in the territory of the Republic of Poland or European Union.

5.5. TRC COLLECTION

5.5.1. Original decision letter (applicant must submit original & copy)

5.5.2 Other documents supporting the purpose of travel to Poland

5.6. OTHER TRAVEL PURPOSE

5.6.1. Original document confirming the purpose of the trip with all supporting documents

5.6.2. Documents confirming the sufficient financial means to cover costs of living (75 PLN/day of the intended stay or 20 PLN in case the inviting party confirms that he/she will cover ALL living expenses) and return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is a mandatory:

- Traveler's cheque(s).
- Certificate of the amount of the credit card limit issued by the bank;

Certificate of availability of money in the Polish or European Union bank or a cooperative savings and loan association located in the territory of the Republic of Poland or European Union.

6. FLIGHT ITINERARY

7. TRAVEL MEDICAL INSURANCE (TMI) - one copy of the certificate of TMI issued by a company from the list of approved insurance companies which meet the necessary conditions referred to in Article 25 (1) (2) (a) and Article 25 (1b) of the Act of 12 December 2013 on Foreigners - available at <https://www.gov.pl/web/diplomacy/visas> (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 and repatriation for medical reasons as well as in case of death repatriation of the deceased);

8. ACCOMODATION - original document confirming the availability in Poland of appropriate accommodation for the intended period of stay: lease agreement or other type of accommodation proof. (Contact details must be provided)

9. MINORS

9.1. Birth certificate (if applicable, proof of legal guardianship) legalized/attested/apostilled by MEA/MFA.

9.2. Permission to travel from the parent(s)/guardian(s) not present during submission of visa application, legalized/attested/apostilled by MEA/MFA except in cases of a parent having sole custody or guardianship of the minor in which case a court order or other proof of sole custody or guardianship must be provided legalized/attested/apostilled by MEA/MFA. *At least one of the parents/legal guardians must be present for the submission of the visa application. Consul might ask both parents to be present during submission of the visa application.*

9.3. Copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant.

10. Family Registration Certificate issued by NADRA (in English or with a certified translation if in Urdu).

11. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip

12. PASSPORT DATA PAGES COPY

12.1. One copy of the applicant's passport data page.

12.2. Copy of the pages with Polish/Schengen visas, if issued - if the visas were in the previous passport – copy of that passport's data page

While the visa application is being processed, the applicant's passport remains at the Embassy of the Republic of Poland.

The Consular Section might ask for additional documents if found necessary.

The required documents have to be submitted in original Polish or English version.

Diplomatic mission will only accept applications of those who legally reside in the jurisdiction of the mission.

Please note that if you wish to keep the original documents, you **MUST** provide a copy. Otherwise the document will not be returned.