

CHECKLIST FOR SCHENGEN VISA – VISA TYPE C

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 Consulate General of the Republic of Poland. The required documents **have to be submitted in Polish or English version**.

Citizens of Malaysia and Brunei Darussalam are entitled to visa free entry to Poland and the Schengen zone for a period of up to 90 days in the period of 180 days. 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.

An individual can apply for a Schengen visa in a Polish diplomatic mission if:

- Poland is the only destination country of their visit to the Schengen zone;
- they visit more than one Schengen country, but Poland is your main destination;
- they do not know which Schengen country will be your main destination, but you cross the Schengen border for the first time in Poland.

WE REQUIRE ALL DOCUMENTS TO BE IN THE ORIGINAL FORM. 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. In case of minors (below 18 years old), signed by both parents or legal guardians; the signature need to be as the one in the passport.			
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. INSURANCE COVERAGE			
4.1 TRAVEL MEDICAL INSURANCE - TRAVEL MEDICAL INSURANCE - printed copy of the certificate of TMI from insurance company in Malaysia, 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: - 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 applicant and throughout every Schengen country ; - 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.....
5. FLIGHT INFORMATION			
5.1 FLIGHT ITINERARY – printed copy of flight itinerary (both ways); flight cannot be booked earlier than 14 days from the date of the application appointment.			Date of departure: Date of return: Place of first entry
6. ACCOMMODATION			
6.1. ACCOMMODATION - document confirming the availability of appropriate accommodation for the intended period of stay in Poland: A) Hotel Booking/Reservation – Confirmable (reserved) hotel booking, with complete address of hotel (location, contact number, booking reference number). A) Rental/Lease Agreement – copy of fully executed rental agreement in Poland. B) Official Invitation Letter – invitation letter issued by the Voivodeship office in Poland, stating the inviting person will be providing accommodation (must include full address where applicant will be staying and details of a person inviting the applicant). C) Proof of other type of accommodation The documents must contain information about the cost and accommodation availability for the full period of intended stay in Poland.			Type of document:
7. PROOFS OF FINANCIAL RESOURCES - Documents confirming the sufficient financial resources to cover costs of living and return travel to the country of origin or residence			
7.1 In Case Of The Applicant - cannot be issued more than one month before submission of visa application. Applicant must provide a document confirming that he has sufficient financial resources to cover: A. Living expenses covering the planned stay – 300 PLN for the first 3 days and 75 PLN for every next day – it should be remembered that this is based on a cost of basic needs and need to be adjusted depending on a standard of living and needs of the applicant. B. Cost of accommodation – as per point 6.1 above. Attaching one OR more of the following documents is a must:			
7.1.1 Traveler's Cheque(s) – copy of the traveler's cheque(s) issued by Malaysian bank (original be presented at the counter). Cheque(s) must be issued to the visa applicant.			
7.1.2 Current/Checking Or Savings Account Statement - recent, stamped, signed bank statement for the last 3 months that is issued by the bank.			
7.1.3 Certificate Of The Amount Of The Credit Card Limit – original certificate issued, stamped and signed by the bank that issue the credit card. Credit card must be valid and issued in the name of the applicant.			
7.2 In Case Of Sponsorship – Following documents:			
7.2.1 Letter of sponsorship - it should states that the sponsor(s) assure(s) to cover all travel, living and accommodation expenses of the person applying for the visa. Letter (in original) should be signed by the sponsor(s) in the presence of the Consul at the time of the visa application appointment, or notarized by the Public Notary and legalized by the Ministry of Foreign Affairs office in Malaysia/Brunei. Sponsorship by third person is allowed. In case of letter of sponsorship from another country, it 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.			

7.2.2 Documents confirming the availability of financial resources of the sponsor – documents to be submitted by the sponsor(s) are the same as in case of the applicant (see the point 7.1 above).					
KINDLY NOTE THAT NO OTHER THAN THE LISTED ABOVE DOCUMENTS WILL BE ACCEPTED OR TAKEN INTO CONSIDERATION.					
8. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP					
IN CASE APPLICANT IS EMPLOYED - Letter From Employer – Letter of Employment, indicating the number of vacation days granted, the position in the company and the monthly salary.					
8.1 VISITING RELATIVE(S)/FRIEND(S)					
8.1.1 Invitation Letter – if acceptable; original and a copy of the invitation letter issued by Voivodeship Office in Poland.					Invitation Letter number: Validity: From: To:
8.1.2 Proof Of Relationship With Visited Person – Document confirming family/friend ties. Official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/apostilled by the Ministry of Foreign Affairs office of the issuing country and legalized by the Polish Embassy covering this country. Please note that affidavits will not be considered official documents in this regard. <i>*For family members of Polish/EU/EEA citizens: original marriage/birth certificate legalized/apostilled by the Ministry of Foreign Affairs office of this country and legalized by the Polish Embassy covering this country, along with copy and translation in Polish/English (if applicable). The exact same spelling of names in all the documents is required.</i>					
8.2 BUSINESS VISIT					
8.2.1 Letter(s) Explaining Purpose Of The Trip – original, official letter(s) from companies (current employer and inviting firm) confirming the trip (with stamps, signatures and dates). It must clearly mention the following: • company's full address and contact details • the name and the position of the officer signing the letter • applicant's position, duration of the required visit • details regarding purpose of the trip					
8.2.2 Employment Contract/Letter Of Employment/Business License - if applicable; in case of international transfer of the employee - official letter from the current employer 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.					
8.2.3 Leave Permission Letter - an official letter from the current employer confirming the trip 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.					
8.3 TOURISM					
8.3.1 Travel Itinerary – In case of travelling with tour agency – certificate or voucher from tour organizer (original and a copy). In case of personal travel for the touristic purpose: detailed description of the trip, well documented purpose of travelling (e.g. planned schedule, booking(s) for accommodation, travel & sightseeing, reservations(s) to places of interests etc.).					
8.4 IN CASE OF STUDENTS					
8.4.1 Proof Of School Enrolment - an official letter from school.					
8.4.2 No Objection Letter – letter from school approving the travel of the student.					
8.5 IN CASE OF MINORS – Fingerprints MUST be collected for Children aged 12+					
8.5.1 Child's Birth Certificate - original document must be legalized/apostilled by the Ministry of Foreign Affairs office of the issuing country and legalized by the Polish Embassy covering this country.					
8.5.2 Application Form Signed By Both Parents/Legal Guardians					
8.5.3 Court Verdict In Case The Parents Are Divorced and/or One Of The Parents Lost Custody Of The Child – document(s) in original must be legalized/apostilled by the Ministry of Foreign Affairs office of the issuing country and legalized by the Polish Embassy covering this country.					
8.5.4 Notarized Parental Authorization – signed by both parents/guardians in case the minor is to travel without parents					
8.5.5 Parent's Passports/IDs – copies of passports/IDs of both parents (in case one parent is not present at the appointment – copy must be notarized and legalized/apostilled by the Ministry of Foreign Affairs office of the issuing country and legalized by the Polish Embassy covering this country.					
8.5.6 DEATH CERTIFICATE(S) OF PARENT(S) - if one or both of the parent(s) is/are dead. Original certificate(s) must be legalized/apostilled by the Ministry of Foreign Affairs office of the issuing country and legalized by the Polish Embassy covering this country.					
ADDITIONAL DOCUMENTS – applicants are allowed to submit additional documents that they consider useful to explain/justify the trip					
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).					
REAL ESTATE PROPERTY TITLE – original and a copy of the real estate property ownership or other proof of social or financial ties in Malaysia/Brunei.					

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

- Schengen visa "C" can only be obtained by individuals planning to stay in Poland or other Schengen countries for a maximum of 90 days in each 180-day period of time. This means that they are allowed to stay in the Schengen zone legally only if their stay in Schengen countries did not exceed 90 days over the last 180 days.
- The Consulate General of the Republic of Poland reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.
- 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.
- 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).
- You are expected to come to the appointment prepared and bring all applicable documents listed above.
- Important note:** Kindly remember that submitting documents and paying the visa fee does not guarantee receiving a visa.
- Please note, that receiving the visa does not guarantee that you will enter Poland - the final decision is always made by the Border Guard. The possession of a visa is not equivalent to the automatic right of entry. The visa holder might be asked, at the external border of the Schengen zone, to provide evidence that he/she meets the entry conditions, as provided for in Art. 5 of the Schengen Border Code.

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

.....
ADDITIONAL COMMENTS: