**D-Type national 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?**

In order to apply for a visa, please book your appointment 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://e-konsulat.gov.pl/) system, printed and signed;
2.    A 3.5 x 4.5 cm colour photo. The photo must be:
a.    sharp, taken against white background and printed on a quality paper,
b.    newer than 6 months,
c.    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 must be taken without any headwear.
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.
4.    A copy of the passport page with personal data and the photo.
5.    Healthcare insurance valid across the European Union for the amount not lower than  EUR 30,000.
6.    An ID document to confirm legal residence within the consular district of your application.

7.    Proof that you have enough means of subsistence in the form decided by the mission.
8.    A proof of accommodation (for example, an official invitation or a hotel booking or reservation).
9.    Documents confirming the purpose of your stay Poland.

**National visa to work in Poland**

* The original form of the work permit issued by the local Municipal Office in Poland
* Proof of accommodation during stay in Poland

**National visa to study in Poland**

* Recent letter from your school or university. The letter should be addressed to the Visa Section of the Polish Embassy.
* Students should ensure that letter includes information about the type of the course, school attendance and intended period of leave/holidays taken from school for the journey.
* Confirmation letter from a school in Poland. This letter should include information about the type of study, duration etc. with confirmation of the fee payment
* Proof of accommodation (for intended stay in Poland)

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

* Written consent of the child’s/minor’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.
* An original and a copy of a birth certificate.

If the child is entered in the parent's or 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.
* The consul may, but does not have to, invite the applicant for an interview.
* The D-type visas allow to stay in other Schengen states for 90 days of any 180-day period. It means that you can legally stay in the Schengen Area only if your stay was shorter than 90 days over the past 180 days.
* The D-type visa is valid for a maximum of one year.
* Please note, that receiving the visa does not guarantee that you will enter Poland - the final decision is always made by the Border Guard.

**How much does it cost?**

The visa fee is 2185 CZK. The visa application fee is non-returnable, whatever the consul's decision.

**What is the waiting time?**

The decision on the issue of a visa is made within 15 working days from the payment date of application fee. If the documents need to be examined in more detail, the consideration period may be extended to 30 days. In urgent and justified cases, the decision can be made in three working days.

**How to collect the documents?**

In person on Monday, Tuesday, Thursday, 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.

Consul has 7 days to review the application. The decision issued by the consul after reconsideration of the visa application is final and is not a subject of an appellation.

The application fee in this case is 2185 CZK.

### 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)