

NATIONAL VISA TO STUDY IN POLAND

Citizens of South Africa, Zimbabwe, Botswana, Mozambique, Namibia, Eswatini, Lesotho and Zambia require a visa to enter the Schengen territory, which includes Poland. Students must apply for a National visa, which may be valid up to 1 year.

Any visa-related questions, remarks or requests for assistance should be **e-mailed** to the consulate: pretoria.consul@msz.gov.pl

The information in this document should be read thoroughly before such contact is made.

NATIONAL VISA APPLICATION PROCEDURE

The National visa form must be electronically completed in the e-Konsulat system. The applicant should enter www.e-konsulat.gov.pl, change the language option in the top right of the page to "English," select the letter "R" then "Republic of South Africa" then "Pretoria," and then select "**National visa – fill in form.**" Follow the prompts and ensure you print your form after completing it. You should end up with a 4 page application form which contains a barcode on page 4.

The following documents must be included for a student visa application to be accepted:

Original application form for National visa. The electronically completed printed form must feature a bar code and it must be signed by the applicant.

Passport/travel document (including COPY thereof). Must be valid for at least one year and three months after the applicant's intended date of departure for Poland, with at least two blank consecutive visa pages.

One recent passport size colour photo. 3.5 x 4.5 cm dimensions, sharp, clear and contrasting, printed on high quality paper and against a white background, no older than 6 months and enabling the identification of the applicant, *en face*, showing clearly the eyes and face from both sides from the tip of the head to the shoulders so that the face takes up 70-80% of the photo, depicting the person without headgear or headdress, looking into the camera, with closed lips, so that the face is not covered by hair. In the case of persons wearing glasses, the following requirements must be met: undimmed lenses, the frame must not cover any part of the eye, no light reflections may be visible.

Payment. Payment of the visa fee may ONLY be done in cash. The exact amount of **R1628** must be paid to the consulate.

The following supporting documents are required for a successful student visa application:

Flight booking/reservation. Itinerary must include dates and flight numbers, specifying departure from their home country and entry into the Schengen territories. A one way flight is acceptable, departing no longer than 2 weeks before studies commence.

Proof of valid travel medical insurance for the first year of studies. Must include full name, policy number, period and area of cover, medical coverage of 30 000 EUR or equivalent, and summarized schedule of benefits. It must also be signed by the insurer. The policy must be valid for a full 365 days from the date of intended departure.

List of companies which meet the criteria: Absa; ACE; AIG; AXA; Bryte; Hollard; IMG; Old Mutual; Santam; Swiss Care; Tokio Marine; Wiener

The full list of insurance companies may be found on the website of the Polish Ministry of Foreign Affairs: www.gov.pl/web/diplomacy/visas [link to PDF file at bottom of page]

Official signed Final Acceptance letter. Issued by the university, this must clearly state that the applicant has been accepted for their chosen field of study in the upcoming semester and that all outstanding fees have been paid. This must be accompanied by an official Certificate of Student Status (Zaświadczenie). A copy of the letter of no objection for further studies (typically issued by the ministry of education) should also be included. If the student will be arriving late for their studies, an official letter confirming the deadline for late students must also be presented.

Proof of accommodation for the first year of studies. A signed letter from the university or organization must be presented, confirming that accommodation arrangements have been made and for how long; alternatively, a lease agreement is acceptable (proof of ownership may also be requested when renting from private individuals).

Proof of sufficient financial funds for the first year of studies. The following is acceptable: confirmation of credit card limit from the issuing bank; confirmation of available funds from a bank in Poland; scholarship confirmation.

If the student has a *sponsor*, this person must prepare a signed declaration of the coverage of all relevant costs together with a copy of his/her ID or passport. This letter (in original) must be Notarized (prepared by a Notary Public) and then Apostilled (done by the high court in South Africa, Botswana, Namibia, Lesotho & Eswatini) OR legalized (done by the ministry of foreign affairs in Zimbabwe, Mozambique & Zambia).

In addition to this, the *sponsor* must also provide a signed confirmation of employment letter (in original) which clearly indicates his/her salary/wages, the last 3 months' pay slips (in original) and the last 3 months' bank statements (in original).

If the sponsor is self-employed, company registration documents confirming his status are required, together with the last 3 months' bank statements (in original) from the sponsor's personal account (company bank statements will not be accepted). The final balance must show at least R200 000. If the sponsor has a personal credit card, he/she may provide a letter from his/her bank (in original) confirming this. The card should have a limit of at least R100 000.

These documents should not be older than 30 days. Regarding required funds for students, at least R100 000 is required to cover 1 year of studies, accommodation and living expenses.

PLEASE NOTE:

If there are any missing or incorrect documents in your visa application, it is your responsibility to deliver these documents to the consulate as soon as possible.

The deadline for missing documents is 7 days (1 week) from your appointment date. Failure to deliver these documents in time will result in the visa application being refused.

Legalization of school certificates

School certificates may be legalized at our consulate, provided they have first been authenticated by their originating country's Ministry of Foreign Affairs.

South African certificates can only be authenticated by South African authorities. To do so, first you must contact UMALUSI to get your certificate verified: <https://www.umalusi.org.za/services/verification/> and then you must contact DIRCO to get your verified certificate Apostilled: <https://www.dirco.gov.za/consular-notarial-services/>

It is your responsibility to request legalization only if it's required by your university, and well before your intention to travel to Poland. You may bring your certificates (originals *and* authenticated copies) for legalization to your visa appointment (if you have one). The fee in cash is R611 per certificate.

If you only want to legalize your certificates, please make an appointment for "Legal Matters" through the e-Konsulat system: www.e-konsulat.gov.pl Processing time in this case is 7 days.