

STUDY NATIONAL CHECKLIST

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. It has to be filled via e-konsulat system, printed with the bar code.

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

4. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP

4.1. **Original** certificate of admission or continuation issued by an educational establishment for the purpose of attending academic course - in accordance with the format set out in the *Regulation of the Minister of Science and Higher Education from 23th of September 2019*.

4.2. Proof of payment for studies issued by the educational institution; if studies are free of charge, a confirmation from the university is mandatory for the whole year.

4.3. Documents confirming previous education (originals should be presented at the counter):

A. Higher secondary certificate - if the applicant applies for a visa on the basis of a university certificate on admission to the first-cycle of studies, one must submit the higher secondary certificate legalized/attested/apostilled by MEA/MFA. The higher secondary certificate **MUST** include the decision of the competent POLISH education superintendent regarding the recognition of the secondary school leaving certificate abroad as a document confirming the right to apply for admission to higher education in the Republic of Poland. PLEASE READ: <https://www.gov.pl/web/edukacja/recognition-of-foreign-schoolcertificates-and-diplomas-in-poland>

B. Higher studies certificates/diplomas of graduation - if the applicant applies for a visa on the basis of a university certificate on admission to the second and third cycle studies, he/she must provide the higher studies certificate / diploma of graduation legalized/attested/apostilled by MEA/MFA.

Documents issued in Pakistan must be legalized by the Embassy of the Republic of Poland.

5. FLIGHT ITINERARY

6. 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); or document confirming possession of mandatory insurance within Polish Social Insurance Institution – ZUS.

7. ACCOMODATION - original document confirming the availability of appropriate accommodation for the intended period of stay in Poland: lease agreement, decision granting the dormitory or other type of accommodation proof. The documents must contain information about the monthly fees with full contact details.

8. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL MEANS (of applicant or sponsor) to cover: costs of living (776 PLN/month of the intended stay), cost of accommodation in line with point 8 and the cost of return travel (2500 PLN) to the country of origin or residence. Attaching one OR more of the following documents is mandatory:

8.1. Traveler's cheque(s).

8.2. Certificate of the amount of the credit card limit issued by the bank

8.3. Certificate of availability of money in a bank or a cooperative savings and loan association with its registered office in the territory of the Republic of Poland or another European Union Member State, a Member State of the European Free Trade Association (EFTA) - party agreements on the European Economic Area or the Swiss Confederation, confirmed with seal and signature of the bank's representative; (it CANNOT be a bank located in Pakistan)

8.4. A document confirming granting of a national or foreign scholarship.

In case of sponsorship:

Notarized letter of sponsorship - it should be noted that the sponsors are required to cover all travel, living and accommodation expenses of the person applying for the visa

8.5. A certificate of employment with monthly salary statement or documents listed above points - 9.1 to 9.4.

10. MINORS

10.1. 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 at the submission of the visa application. In case of doubts Consul can demand for the second parent to come for the submission of the visa application.

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

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

11. Additional documents - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip e.g. English language test such as: IELTS.

12. Refusal letters; if you have been refused visa by any Embassy of High Commission in the past

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

14 Photocopy of applicant's national ID card.

15. PASSPORT DATA PAGES COPY

15.1. One copy of the applicant's passport data pages (the first and the last one).

15.2. Copy of the pages with Polish/Schengen visas, if issued - if the visas were in the previous passport – copy of that passport's data pages - the first and the last one.

In case of formal deficiencies applicant has right to submit missing documents within 7 days from lodging the visa application. Please contact the Consular Section of the Embassy before coming for the submission of the missing documents. Applicant should send an e-mail to: islamabad.consulate@msz.gov.pl with subject line: "Additional documents_STUDY VISA_[date of submitting the visa application]" e.g. Additional documents_STUDY VISA_ 17.08.2023

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

The required documents have to be submitted in original Polish or English language. While the visa application is being processed, the applicant's passport remains at the Embassy of the Republic of Poland. 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. Embassy can return all original documents listed above if a copy is provided, except the financial proof documents and consent letter for minor's travel.