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## Republic of Poland

Visa Options for Bangladeshi Nationals

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## **Poland: Visa Options for Bangladeshi Nationals**

Poland does not maintain a resident diplomatic mission in Dhaka. Polish Embassy in New Delhi, India is accredited to look after its bilateral relations with Bangladesh.

### **Address:**

Embassy of Poland  
50-M Shantipath, Chanakyapuri, New Delhi 110 021  
Telephone: +911141496901 fax: +91 11 268 71 91  
E-mail: newdelhi.polemb.info@msz.gov.pl  
Weblink: <https://www.gov.pl/web/india/embassy-new-delhi>

### **Visa (General Information)**

Weblink: <https://www.gov.pl/web/india/visas---general-information>

### **Visa types**

Before you apply, you must decide which visa you need:

#### **1. Airport transit Schengen visa (A-Type)**

Choose this visa type if you plan to pass through an international transit area of a Schengen airport travelling with a passport of one of these countries: Afghanistan, Bangladesh, Democratic Republic of Congo, Eritrea, Ethiopia, Ghana, Iran, Iraq, Nigeria, Pakistan, Somalia, and Sri Lanka. The A-Type visa does not authorise you to stay in the Schengen area.

You do not need to apply for an A-Type visa if you:

- hold a diplomatic passport,
- are a member of an EU citizen's closest family,
- hold a C-Type or D-Type visa or a residence permit issued by one of the EU Member States,
- hold any of the residence permits listed in Annex V of the Community Code on Visas, issued by Andorra, Canada, Japan, San Marino or the United States of America,
- hold a valid visa of a European Economic Area country or Canada, Japan or the United States of America, or you are returning from these countries after using such visa.

#### **Required documents:**

- A visa application form filled via the e-konsulat system, printed and signed.
- A 3.5 x 4.5 cm colour photo. The photo must be:
  - sharp, taken against white background and printed on a quality paper
  - newer than 6 months;
  - taken en face, clearly showing the eyes and face from 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.
- 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,

- A copy of the passport page with personal data and the photo,
- A healthcare insurance valid across the Schengen area for the amount not lower than EUR 30,000,
- A copy of an ID document to confirm residence within the consular district of your application,
- A document to confirm that you will continue your journey after leaving the transit area (for example, a plane ticket or a visa of the country of destination),
- Any information to prove that you do not intend to make your way into the territory of any of the Schengen area countries.

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

- Written consent of the child'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, 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.
- A-Type visa does not allow you to leave the airport transit area.

**2. Schengen visa (C-Type)**

Weblink: <https://www.gov.pl/web/india/c-type-schengen-visa>

Choose this visa if you plan to stay in Poland or other Schengen countries for a maximum of 90 days in each 180-day period of time. This means that you are allowed to stay in the Schengen zone legally only if your stay in Schengen countries did not exceed 90 days over the last 180 days. A special calculator on the European Commission's website Na stronie Komisji Europejskiej will help you count how long you can stay in Schengen countries.

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

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

In exceptional cases, it is possible to issue a Schengen LTV visa which is valid only in the territory of selected Schengen states.

Please note that the Schengen visa is meant for business visits, tourism, short private visits, participation in conferences, cultural and sports events. It can be issued either as single, double or multiple entry visa depending on the purpose of the trip.

## **2.a. CHECKLIST FOR POLISH SCHENGEN VISA – TOURISM**

Weblink: <https://www.gov.pl/attachment/9b09b3da-ef9b-4187-895f-ca0fb7cb33a0>

1. **PASSPORT** - 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 travel documents cannot be accepted.

2. **VISA APPLICATION** Visa application form without blanks, signed by the applicant - if minor (below 18 years old), signed by both parents or legal guardians; the signature as the one in the passport.

A. **color photography** - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.

### **3. CHECKLIST**

4. **APPLICANT'S COVERING LETTER** mentioning the purpose and duration of travel, list of attached documents and other useful information.

5. **DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP** Certificate of the travel agency confirming the booking of an organized trip or any other appropriate document indicating the travel plans.

### **6. DOCUMENTS PROVING THE ABILITY TO TRAVEL**

**Employees:** A. Proof of employer's registration. B. A letter from the employer accepting approval for leave or absence on official company paper with stamp, signature, date with contact details of the company representative signing the letter, the name of the applicant, position, salary and years of service.

**Self-employed:** official documents proving professional activity. Please note that affidavits will not be considered official documents in this regard.

If the applicant is sponsored: proof of sponsorship.

#### **Students and minors (under 18):**

A. Original letter from the school with permission for absence with contact details of the school, signed and stamped, with name and function of the person giving the permission.

B. Certificate of the establishment at which the applicant is enrolled / Copy of student ID card.

**7. FLIGHT ITINERARY (RESERVATION ONLY)** - if the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.

**8. TRAVEL MEDICAL INSURANCE (TMI)** - original and one copy of the certificate of TMI issued by a company from the list of approved Indian insurance companies of the consular posts of Schengen states (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).

**9. ACCOMODATION** - original document confirming the availability in Poland / each of visited Schengen States, of appropriate accommodation for the intended period of stay.

**10. PROOF OF SOLVENCY OF THE APPLICANT** – bank statements from the last 3 months; no deposits. Original private bank statement showing movements in the last three months, duly stamped and signed by the bank.

**Employees:** pay slips for the last three months and employment contract.

**Company owners / self-employed:** certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India.

**Retired persons:** pension statements for the last three months or other regular income (e.g. generated by ownership of property or business).

**Unemployed adults:** any other proof of regular income (e.g. if dependent on spouse: pay slips for the last three months and employment contract of the spouse and matching spouse's details in each other's passports or certificate of marriage in Polish or English, legalized/attested/apostilled by MEA/MFA).

**Minors:** above documents confirming solvency of parent(s)/legal guardian(s) - the exact same spelling of parent(s)/legal guardian(s) names in their documents confirming the solvency, IDs and documents confirming the family ties, is required. If parents' names are not correctly or fully indicated in the applicant's passport, another official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by the MEA/MFA is necessary. Please note that affidavits will not be considered official documents in this regard.

## **11. MINORS**

Notarized certificate of permission to travel from the parent(s)/guardian(s) not accompanying the minor during the travel, legalized/attested/apostilled by MEA/MFA.

Proof of parent(s)/legal guardian(s) accompanying the minor:

**Document confirming family ties (e.g. passport, birth certificate)** - the exact same spelling of parent(s)/legal guardian(s) names in the certificate of permission to travel, their IDs and documents confirming the family ties, is required. If parents' names are not correctly or fully indicated in the applicant's passport, another official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by the MEA/MFA is necessary. Please note that affidavits will not be considered official documents in this regard. Type of document:

Death certificate if one or both of the parent(s) is/are dead legalized/attested/apostilled by MEA/MFA.

Court verdict in case the parents are divorced and/or one of the parents lost custody of the child, legalized/attested/apostilled by MEA/MFA.

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

**13. RESIDENCE PROOF** - an official document proving stay in the current jurisdiction.

**14. PASSPORT DATA PAGES COPY** One copy of the applicant's passport data pages (the first and the last one). 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. (no previous Polish/Schengen visas).

## **2.b. CHECKLIST FOR POLISH SCHENGEN VISA – OTHERS**

Weblink: <https://www.gov.pl/attachment/2a9deafe-5263-42ec-813c-bdca195a0fb5>

**1. PASSPORT** - 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 travel documents cannot be accepted.

**2. VISA APPLICATION** Visa application form without blanks, signed by the applicant - if minor (below 18 years old), signed by both parents or legal guardians; the signature as the one in the passport.

A. **color photography** - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.

### **3. CHECKLIST**

**4. APPLICANT'S COVERING LETTER** mentioning the purpose and duration of travel, list of attached documents and other useful information.

### **5. DOCUMENTS CONFIRMING**

#### **5.1 STUDY, RESEARCH, OR OTHER TYPES OF INTERNSHIP**

Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company. Certificate of the establishment at which the applicant is enrolled.

## **5.2 VISITING FAMILY/FRIENDS**

Invitation letter from the family member/friend, including their address and contact details, and intended period of stay.

Proof of Schengen member states citizenship / residence proof of visited family/friends valid for the whole period of the intended stay (e.g. residence permit, valid visa).

If host provides accommodation – document indicating the right of ownership / right to use (e.g. rental agreement) clearly allowing to lodge guests at this location.

Proof of relationship with visited person: A. For family visit: document confirming family ties. Official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by the MEA/MFA.

Please note that affidavits will not be considered official documents in this regard. The exact same spelling of names in all the documents is required.

\*For family members of Polish/EU/EEA citizens: original marriage / birth certificate with copy and translation in Polish / English.

B. For friends visit: confirmation of relationship (e.g. documents, pictures).

**5.3 CULTURAL, SPORTS OR RELIGIOUS EVENTS** In case of different travel purpose Invitation, entry tickets, enrolments or programmes.

## **5.4 FILM CREWS**

A. Letter from the film company specifying title, synopsis and shooting locations of film.

B. Complete list of names of travelling crew members along with their roles.

C. Letter from the agency in the Schengen State confirming arrangements for film permits.

D. Certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce.

## **5.5 MEMBERS OF OFFICIAL DELEGATIONS**

Copy of the official invitation.

**Note verbale issued by the sending authority(ies)** concerned confirming: the identity of the applicant, the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations), the period of intended stay, the place of stay.

**5.6 MEDICAL TREATMENT** Certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in Poland.

Official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly. Proof of pre-payment of the treatment.

### **5.7 SEAFARERS**

Employment contract/appointment letter (showing duration of employment).

Seaman's book.

**Invitation from shipping company/maritime agency of the Member State where the seafarer will join the boat.** The invitation must be signed and bear the stamp of the company/agency and include the following data: name and family name of the seafarer; place and date of birth, passport number, seafarer's book number; date of issue, period of validity of passport and the seafarer's book; the seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter); name and flag of the boat; port and date of boarding and disembarking; itinerary that the seafarer will follow to arrive in Poland of destination/transit (including date and entry point (airport) to the Schengen area); name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications. The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he/she boards the ship.

**Flight reservation (if applicable).**

### **5.8 AIRPORT TRANSIT**

A. Visa or other entry permit for the third country of destination.

B. Documents in relation to the onward journey to the final destination after the intended airport transit.

**5.9 OTHER PURPOSE** Documents confirming the purpose of the trip.

## **6. DOCUMENTS PROVING THE ABILITY TO TRAVEL**

**Employees:**



A. Proof of employer's registration.

B. A letter from the employer accepting approval for leave or absence on official company paper with stamp, signature, date with contact details of the company representative signing the letter, the name of the applicant, position, salary and years of service.

**Self-employed:** official documents proving professional activity. Please note that affidavits will not be considered official documents in this regard.

Students and minors (under 18): A. Original letter from the school with permission for absence with contact details of the school, signed and stamped, with name and function of the person giving the permission.

B. Copy of student ID card.

7. **FLIGHT ITINERARY (RESERVATION ONLY)** - if the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.

8. **TRAVEL MEDICAL INSURANCE (TMI)** - original and one copy of the certificate of TMI issued by a company from the list of approved Indian insurance companies of the consular posts of Schengen states (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.

9. **ACCOMODATION** - original document confirming the availability in Poland / each of visited Schengen States, of appropriate accommodation for the intended period of stay.

10. **PROOF OF SOLVENCY OF THE APPLICANT** – bank statements from the last 3 months; no deposits. Original bank statement showing movements in the last three months, duly stamped and signed by the bank. Indian income tax return acknowledgment for the last two assessment years.

**Employees:** pay slips for the last three months and employment contract.

**Company owners / self-employed:** certificate of registration of the company, including its goods and services tax (GST) registration number for companies.

**Retired persons:** pension statements for the last three months or other regular income (e.g. generated by ownership of property or business).

**If the applicant is sponsored:** original official invitation (Zaproszenie) registered in Voivodeship Office by the sponsor in Poland.

**Unemployed adults:** any other proof of regular income (e.g. if dependent on spouse: pay slips for the last three months and employment contract of the spouse and

matching spouse's details in each other's passports or certificate of marriage in Polish or English, legalized/attested/apostilled by MEA/MFA).

**Minors:** above documents confirming solvency of parent(s)/legal guardian(s) - the exact same spelling of parent(s)/legal guardian(s) names in their documents confirming the solvency, IDs and documents confirming the family ties, is required. If parents' names are not correctly or fully indicated in the applicant's passport, another official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by the MEA/MFA is necessary. Please note that affidavits will not be considered official documents in this regard.

## 11. Minors

Notarized certificate of permission to travel from the parent(s)/guardian(s) not accompanying the minor during the travel, legalized/attested/apostilled by MEA/MFA.

**Document confirming family ties (e.g. passport, birth certificate)** - the exact same spelling of parent(s)/legal guardian(s) names in the certificate of permission to travel, their IDs and documents confirming the family ties, is required. If parents' names are not correctly or fully indicated in the applicant's passport, another official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by the MEA/MFA is necessary. Please note that affidavits will not be considered official documents in this regard.

Death certificate if one or both of the parent(s) is/are dead legalized/attested/apostilled by MEA/MFA.

Court verdict in case the parents are divorced and/or one of the parents lost custody of the child, legalized/attested/apostilled by MEA/MFA.

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

13. **RESIDENCE PROOF** - an official document proving stay in the current jurisdiction.

## 14. PASSPORT DATA PAGES COPY

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

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 ((no previous Polish/Schengen visas)

## **2.c. CHECKLIST FOR POLISH SCHENGEN VISA – BUSINESS**

Weblink: <https://www.gov.pl/attachment/099c7b78-5654-4a6a-a399-db98622d15e6>

1. **PASSPORT**- 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 travel documents cannot be accepted.

2. **VISA APPLICATION** Visa application form without blanks, signed by the applicant - at least 18 years old may lodge and sign a visa application personally; the signature as the one in the passport. A color photography - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.

### 3. CHECKLIST

4. **APPLICANT'S COVERING LETTER** mentioning the purpose and duration of travel, list of attached documents and other useful information.

5. **DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP** - must confirm, as a minimum: the applicant's identity, the purpose of the journey (meetings, conferences, training or business related events) and the period and place of intended stay. Employer's covering letter with entire travel plan (itinerary). Invitation letter from the business partner in Poland in Polish or English - for consultancy services: please provide a confirmation letter from the Polish client. Detailed schedule of business meetings (for stays over 30 days).

6. **FLIGHT ITINERARY (RESERVATION ONLY)** - if the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.

7. **TRAVEL MEDICAL INSURANCE (TMI)** - original and one copy of the certificate of TMI issued by a company from the list of approved Indian insurance companies of the consular posts of Schengen states (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 / each of visited Schengen States, of appropriate accommodation for the intended period of stay.

9. **PROOF OF SOLVENCY OF THE APPLICANT** - bank statements from the last 3 months, no deposits. Original bank statement showing movements in the last three months, duly stamped and signed by the bank. Indian income tax return acknowledgment for the last two assessment years. Employees: pay slips for the last three months and employment contract. Company owners / self-employed: certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India. If the applicant is sponsored: original official invitation (Zaproszenie) registered in Voivodship Office by the sponsor in Poland. If the applicant is retired: pension statements for the last three months, proof of regular income generated by ownership of property or business.

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

11. **RESIDENCE PROOF** - an official document proving stay in the current jurisdiction.

12. **PASSPORT DATA PAGES COPY** - One copy of the applicant's passport data pages (the first and the last one). 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. (no previous Polish/Schengen visas)

### **3. National visa (D-Type)**

Weblink: <https://www.gov.pl/web/india/d-type-national-visa>

Choose this visa if you want to stay in Poland for more than 90 days. The validity of a national visa cannot exceed one year. You also need to apply for a national visa if you seek asylum, repatriation, or if you use Polish Card privileges.

#### **3.a. CHECKLIST POLISH FOR NATIONAL VISA – EMPLOYMENT**

Weblink: <https://www.gov.pl/attachment/a3d52579-42f2-4163-b288-63ce99439f7f>

1. **PASSPORT** - 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 travel documents cannot be accepted.

2. **VISA APPLICATION** Visa application form without blanks, signed by the applicant- at least 18 years old may lodge and sign a visa application personally; the signature as the one in the passport. A color photography - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.

#### **3. CHECKLIST**

4. **APPLICANT'S COVERING LETTER** mentioning the purpose and duration of travel, list of attached documents and other useful information.

#### **5. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP.**

a. Original and valid work permit and its copy.

b. Proof of registration of the employing company.

c. Original employment letter from the applicant's employer in Poland on the official company paper with stamp and signature, date and clearly mentioning: full address and contact details of the company, the name and position of the countersigning officer, details regarding the employment of the applicant (e.g. position, salary, estimated duration), details regarding additional conditions of employment (e.g. accommodation, transport, living expenses).

d. In case of international transfer of the employee: a letter from the current employer confirming the transfer, and approving the leave/absence of the applicant.

**Supporting documents (not mandatory):**

Professional/educational certificates proving professional skills - copies and originals legalized/attested/apostilled by MEA/MFA.

Work experience certificate - copies and originals. Police Clearance Certificate. Curriculum Vitae (CV) of the applicant.

## 6. FLIGHT ITINERARY (RESERVATION ONLY)

7. **TRAVEL MEDICAL INSURANCE (TMI)** - original and one copy of the certificate of TMI issued by a company from the list of approved Indian insurance companies of the consular posts of Schengen states (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 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. **ACCOMMODATION** - original document confirming the availability in Poland of appropriate accommodation for the intended period of stay (documents shall contain information about the cost of living; the costs for a full period or monthly payment must be indicated: certificate of registration (zameldowanie), lease agreement or other type of accommodation proof.

9. **PROOF OF SOLVENCY OF THE APPLICANT** - bank statements from the current account from the last 3 months, no deposits. Proof of the solvency of the employing company - if the company pays the costs of travel and living. Proof of the applicant's personal solvency - in case personally covering the costs of travel and living.

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

11. **RESIDENCE PROOF** - an official document proving stay in the current jurisdiction.

12. **PASSPORT DATA PAGES COPY** One copy of the applicant's passport data pages (the first and the last one). 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.

### **3.b. Check list for Polish National Visa: Study**

Weblink: <https://www.gov.pl/attachment/ec3e2f88-0e09-4abd-8012-7fde9d84ef51>

1. **PASSPORT** - 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 travel documents cannot be accepted.

2. **VISA APPLICATION** Visa application form without blanks, signed by the applicant - if minor (below 18 years old), signed by both parents or legal guardians; the signature as the one in the passport. **A color photography** - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.

## 3. CHECKLIST

**4. APPLICANT'S COVERING LETTER** mentioning the purpose and duration of travel, list of attached documents and other useful information.

**5. DOCUMENTS CONFIRMING THE PURPOSE OF THE TRIP**

The original certificate of the unit conducting the studies on admission to studies or on the continuation of studies - in accordance with the format set out in the Regulation of the Minister of Science and Higher Education from 23th of September 2019.

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

Documents attesting 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 year of studies / preparatory course, one must submit the higher secondary certificate legalized/attested/apostilled by the MEA/MFA.

**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 the MEA/MFA. Type of document:

In case of student exchange: A. The original certificate from the university in India confirming that the applicant is a student. B. Copy of the agreement/official information from the universities regarding the student exchange. C. Invitation from the Polish university.

**7. TRAVEL MEDICAL INSURANCE** - original and one copy of the certificate of TMI issued by a company from the list of approved Indian insurance companies of the consular posts of Schengen states(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** - document confirming the availability in Poland of appropriate accommodation for the intended period of stay (documents shall contain information about the cost of living; the costs for a full period or monthly payment must be indicated): certificate of registration (zameldowanie), lease agreement, decision on the provision of the dormitory, other type of accommodation proof.

**9. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER COSTS OF LIVING AND RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE** - applicant applying for a national visa for study must provide a document confirming that he has sufficient financial resources to cover:

A. The cost of returning to the country of origin in the amount of 2500 PLN (minimum) to cover returning to the country of origin (other than a country neighboring Poland or an EU/EFTA members),

B. Living expenses covering the planned stay: the required minimum for each month of the planned stay is 701 PLN/person, or 528 PLN/each person in the family (if applicant will stay in Poland with family members).

C. Cost of accommodation (documents must be submitted in a way the consul will be able to estimate the cost of living e.g. lease agreement, a decision on the provision of a dormitory, etc.). E.g. Applicant for a 365-day visa must have at least 10912 PLN (701 PLN x 12 months + 2500 PLN) to cover the cost of return and living expenses and additional funds to cover the cost of accommodation. If the monthly payment for a dormitory or renting an apartment is 1000 PLN, then the cost of accommodation will be: 1000 PLN x 12 months = 12000 PLN per year. In total, the applicant needs at least 22912 PLN. \*Not applicable to National Agency for Academic Exchange (NAWA) scholarship beneficiaries (scholarship programs only waving the tuition fee not included).

**9.1. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES (OF APPLICANT OR SPONSOR)** cannot be issued more than one month before submission of visa application. Certificate of the amount of the credit card limit issued by the bank (any bank located in India or Poland or another country is allowed).

A certificate of availability of money in a bank or a cooperative savings and loan association located on the territory of the Republic of Poland (it cannot be a bank located in India). A document confirming granting of a national or foreign scholarship.

A certificate of employment with monthly salary statement.

**9.2. MINORS AND ADULTS FINANCIALLY DEPENDENT ON SPONSORS:** 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:

From the applicant's parents - the sponsor's letter must be certified by a notary.

From a third person - admissibility will be assessed by the consul; the sponsor's letter must be certified by a notary and legalized/attested/apostilled by MEA/MFA.

Documents confirming the availability of financial resources of the sponsor (indicated at p.9.1).

Document confirming relationship with the sponsor (e.g. the family ties) - the exact same spelling of sponsor's name in the document confirming the relationship with the sponsor, in the sponsor's letter and in the documents confirming the financial resources, is required, e.g. Type of document: Passport if parents' names are not correctly or fully indicated in the applicant's passport, another official document (in Polish or English) confirming the family ties (e.g. birth certificate)

legalized/attested/apostilled by the MEA/MFA should be submitted. Please note that affidavits will not be considered official documents in this regard.

Birth certificate.

## 10. MINORS

Birth certificate (if applicable, proof of legal guardianship) legalized/attested/apostilled by MEA/MFA. Copies of signed ID documents of the parents/guardians of the applicant. Notarized certificate of permission to travel from the parent(s)/guardian(s) not accompanying the minor during the travel, legalized/attested/apostilled by MEA/MFA. Proof of parent(s)/ guardian(s) accompanying minor during travel:

Death certificate if one or both of the parent(s) is/are dead legalized/attested/apostilled by MEA/MFA.

Court verdict in case the parents are divorced and/or one of the parents lost custody of the child, 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 min. 6.5, TOEFL iBT min. 79 and CAE min. 176 points, are highly recommended as a proof of possessing the necessary language skills for undertaking studies conducted in English.

12. **RESIDENCE PROOF** - an official document proving stay in the current jurisdiction

13. **PASSPORT DATA PAGES COPY** One copy of the applicant's passport data pages (the first and the last one). 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). (no previous Polish/Schengen visas)

### **3.c. CHECKLIST FOR POLISH NATIONAL VISA – OTHERS**

Weblink: <https://www.gov.pl/attachment/35a61862-99a3-4f2d-a3f7-517b2fe38d12>

1. **PASSPORT** - 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 travel documents cannot be accepted.

2. **VISA APPLICATION** Visa application form without blanks, signed by the applicant - if minor (below 18 years old), signed by both parents or legal guardians; the signature as the one in the passport. A color photography - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.

### **3. CHECKLIST**

4. **APPLICANT'S COVERING 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. **INTERNSHIP** The internship should be adequate to the field and level of completed or completed studies. If the documents and supporting materials required for the issuance of this visa are not submitted in the application, the visa applicant has the right to supplement these materials within 14 days from the date of submitting the application. In this case, the visa processing period may be extended to up to 60 days.

**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.

**Written statement issued by the internship institution** that the institution undertakes to bear the costs associated with the issuance and implementation of the decision on the foreigner's order to return.

**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.

5.2 **VOLUNTEERING ACTIVITIES** If the documents and supporting materials required for the issuance of this visa are not submitted in the application, the visa applicant has the right to supplement these materials within 14 days from the date of submitting the application. In this case, the visa processing period may be extended to up to 60 days.

**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).

### 5.3 VISITING RELATIVES OR FRIENDS

Invitation letter issued by the Voivodeship Office (Zaproszenie) must be presented in original with one copy. In case of family members of Polish/EU/EEA citizens, a personal invitation suffices. \*In case of the inviting person's ineligibility to obtain an invitation letter issued by the Voivodeship Office, admissibility of the personal invitation will be assessed by the consul.

Proof of Schengen member states citizenship / residence proof of visited family/friends valid for the whole period of the intended stay (e.g. residence permit).

If host provides accommodation – document indicating the right of ownership / right to use (e.g. rental agreement) clearly allowing to lodge guests at this location.

Proof of relationship with visited person:

A. For family visit: document confirming family ties. Official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by the MEA/MFA. Please note that affidavits will not be considered official documents in this regard. \*For family members of Polish/EU/EEA citizens: original marriage / birth certificate with copy and translation in Polish / English. The exact same spelling of names in all the documents is required.

B. For friends visit: confirmation of relationship (e.g. documents, pictures, letter of invitation from the host).

#### 5.4 FAMILY REUNIFICATION

Temporary residence permit issued by Voivodeship Office for family reunification purpose.

5.5 **OTHER TRAVEL PURPOSES** In case of different travel purpose Documents confirming the purpose of the trip. Type of document:

### 6. DOCUMENTS PROVING THE ABILITY TO TRAVEL

#### **Employees:**

A. Proof of employer's registration. B. A letter from the employer accepting approval for leave or absence on official company paper with stamp, signature, date with contact details of the company representative signing the letter, the name of the applicant, position, salary and years of service.

**Self-employed:** official documents proving professional activity. Please note that affidavits will not be considered official documents in this regard.

Retired persons: proof of pension or other regular income.

**Unemployed adults:** A. If married: Letter of employment and income of the spouse and certificate of marriage in Polish or English, legalized/attested/apostilled by MEA/MFA. B. If single/divorced/widow/widower: any other proof of regular income. Students and minors (under 18): A. Original letter from the school with permission for absence with contact details of the school, signed and stamped, with name and function of the person giving the permission. B. Copy of student ID card.

### 7. FLIGHT ITINERARY (RESERVATION ONLY)

**8. TRAVEL MEDICAL INSURANCE (TMI)** - original and one copy of the certificate of TMI issued by a company from the list of approved Indian insurance companies of the consular posts of Schengen states (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). The following must be mentioned: Name of the insurance company, Insurance number, and Validity.

**9. ACCOMODATION** - original document confirming the availability in Poland of appropriate accommodation for the intended period of stay (documents shall contain information about the cost of living; the costs for a full period or monthly payment must be indicated): certificate of registration (zameldowanie), lease agreement, decision on the provision of the dormitory, other type of accommodation proof. Type of document:

**10. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER COSTS OF LIVING AND RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE** - applicant applying for a national visa for study must provide a document confirming that he has sufficient financial resources to cover:

A. The cost of returning to the country of origin in the amount of 2500 PLN (minimum) to cover returning to the country of origin (other than a country neighboring Poland or an EU/EFTA members).

B. Living expenses (according to current regulations 75 PLN for each day of the intended stay)

**10.1. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES** - the documents cannot be issued more than one month before submission of visa application. \*Not applicable for p. 5.4.

Traveler's cheque. Certificate of the amount of the credit card limit issued by the bank (any bank located in India or Poland or another country is allowed).

A 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 (it cannot be a bank located in India). A document confirming granting of a national or foreign scholarship.

**10.2. MINORS FINANCIALLY DEPENDENT ON PARENT(S)/LEGAL GUARDIAN(S)** Documents confirming the availability of financial resources of the parent(s)/legal guardian(s) (indicated at p. 10.1).

Document confirming family ties - the exact same spelling of parent(s)/legal guardian(s) names in the document confirming the family ties and in the documents confirming the financial resources, is required. If parents' names are not correctly or fully indicated in the applicant's passport, another official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled

by the MEA/MFA is necessary. Please note that affidavits will not be considered official documents in this regard. Type of document: Passport Birth certificate

11. **MINORS** Birth certificate (if applicable, proof of legal guardianship) legalized/attested/apostilled by MEA/MFA. Copies of signed ID documents of the parent(s)/guardian(s) of the applicant. Notarized certificate of permission to travel from the parent(s)/guardian(s) not accompanying the minor during the travel, legalized/attested/apostilled by MEA/MFA. Proof of parent(s)/legal guardian(s) accompanying the minor.

Death certificate if one or both of the parent(s) is/are dead legalized/attested/apostilled by MEA/MFA.

Court verdict in case the parents are divorced and/or one of the parents lost custody of the child, legalized/attested/apostilled by MEA/MFA.

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

Optional documents:

13. **RESIDENCE PROOF** - an official document proving stay in the current jurisdiction.

14. **PASSPORT DATA PAGES COPY** One copy of the applicant's passport data pages (the first and the last one). 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. (no previous Polish/Schengen visas)

### **3.d. CHECKLIST FOR POLISH NATIONAL VISA – DEPENDENTS**

Weblink: <https://www.gov.pl/attachment/ebc59536-35b3-45b8-af01-3ca9e9405171>

1. **PASSPORT** - 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 travel documents cannot be accepted.

2. **VISA APPLICATION** Visa application form without blanks, signed by the applicant - if minor (below 18 years old), signed by both parents or legal guardians; the signature as the one in the passport. A color photography - with the following specifications: passport type, white background 35mmx45mm, dating from the last 6 months.

### **3. CHECKLIST**

4. **APPLICANT'S COVERING 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 RELATIVES** Invitation letter issued by the Voivodeship Office (Zaproszenie\*) must be presented in original with one copy. In case of family members of Polish/EU/EEA citizens, a personal invitation suffices. \*In case of the inviting person's ineligibility to obtain an invitation letter issued by the Voivodeship Office, admissibility of the personal invitation will be assessed by the consul. Proof of the residence validity of the inviting party (in Poland) for the whole period of the intended stay (e.g. residence permit, blue card OR visa). Stamp in the passport confirming application for TRC is insufficient.

**If host provides accommodation** – document indicating the right of ownership / right to use (e.g. rental agreement) clearly allowing to lodge guests at this location.

**Proof of relationship with visited person:** A. For family visit: document confirming family ties. Official document (in Polish or English) confirming the family ties (e.g. birth certificate) legalized/attested/apostilled by the MEA/MFA. Please note that affidavits will not be considered official documents in this regard.

\*For family members of Polish/EU/EEA citizens: original marriage / birth certificate with copy and translation in Polish / English. The exact same spelling of names in all the documents is required.

**5.2 FAMILY REUNIFICATION** (for spouses and children only) In case of different travel purpose Temporary residence permit issued by Voivodeship Office for family reunification purpose

Or Document confirming family ties (marriage certificate, birth certificate) and reasons for unification with proof of the residence validity of the inviting party (in Poland) for the whole period of the intended stay (e.g. residence permit, blue card OR visa). Stamp in the passport confirming application for TRC is insufficient.

## **6. FLIGHT ITINERARY (RESERVATION ONLY)**

**7. TRAVEL MEDICAL INSURANCE (TMI)** - original and one copy of the certificate of TMI issued by a company from the list of approved Indian 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 for the entire duration of the visa; 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 by dependents within Polish Social Insurance Institution – ZUS Name of the insurance company: Insurance number: Validity:

**8. ACCOMODATION** - original document confirming the availability in Poland of appropriate accommodation for the intended period of stay (documents shall contain information about the cost of living; the costs for a full period or monthly payment must be indicated); certificate of registration (zameldowanie), lease agreement, other type of accommodation proof (hotel reservation).

**9. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER COSTS OF LIVING AND RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE** - applicant applying for a national visa must provide a document confirming that he has sufficient financial resources to cover:

A. The cost of returning to the country of origin in the amount of 2500 PLN (minimum) to cover returning to the country of origin (other than a country neighboring Poland or an EU/EFTA members).

B. Living expenses (according to current regulations 75 PLN for each day of the intended stay).

**9.1. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES** - the documents cannot be issued more than one month before submission of visa application. \*Not applicable for Temporary residence permit issued by Voivodeship Office for family reunification purpose

**Traveler's cheque.**

Certificate of the amount of the credit card limit issued by the bank (any bank located in India or Poland or another country is allowed).

A 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 (it cannot be a bank located in India).

**10. MINORS** (Only parents or legal guardians shall represent minors in the visa process):

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

Copies of signed ID documents of the parent(s)/guardian(s) of the applicant.

Notarized certificate of permission to travel from the parent(s)/guardian(s) not accompanying the minor during the travel, legalized/attested/apostilled by MEA/MFA. Proof of parent(s)/legal guardian(s) accompanying the minor.

Death certificate if one or both of the parent(s) is/are dead legalized/attested/apostilled by MEA/MFA.

Court verdict in case the parents are divorced and/or one of the parents lost custody of the child, 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.

**12. RESIDENCE PROOF** - an official document proving stay in the current jurisdiction.

13. **PASSPORT DATA PAGES COPY** - One copy of the applicant's passport data pages (the first and the last one). 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.