

CHECKLIST POLISH FOR NATIONAL VISA - EMPLOYMENT

| | |
|------------------------|-------------------------|
| 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 Embassy/Consulate General of the Republic of Poland. The required documents **have to be submitted in Polish or English version**. While the visa application is being processed, the applicant's passport remains at the Embassy/Consulate General of the Republic of Poland.

THE APPLICATION MATERIAL SHOULD BE PLACED IN THE FOLLOWING ORDER:

| REQUIRED DOCUMENTS | YES | NO | REMARKS |
|---|-----|----|---|
| 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 | | | |
| Original and valid work permit and its copy. | | | N/A |
| Proof of registration of the employing company. | | | |
| 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). | | | |
| 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. | | | N/A |
| Supporting documents (not mandatory): | | | |
| Professional/educational certificates proving professional skills - copies and originals legalized/attested/apostilled by MEA/MFA. | | | Type of document: |
| Work experience certificate - copies and originals. | | | |
| Police Clearance Certificate. | | | |
| Curriculum Vitae (CV) of the applicant. | | | |
| 6. FLIGHT ITINERARY (RESERVATION ONLY) | | | |
| | | | Date from to |
| | | | Place of first entry |
| 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 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. | | | Name of the insurance company: Insurance number: Validity: from..... to..... to..... |
| 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. | | | Type of document: |
| 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. | | | |
| | | | Optional documents: |
| 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. | | | N/A (no previous Polish/Schengen visas) |

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

1. The Embassy/Consulate General of the Republic of Poland reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.
2. The visa processing period may be extended to up to 30 days (application submitted less than 30 days before intended travel date is accepted on applicant's own risk).

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

The applicant has submitted the supporting documents mentioned above. I have advised him/her that failure to submit all necessary documents may result in a **negative visa decision, but the applicant has confirmed that she/he has no other documents and has chosen to proceed with the application.**

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

ADDITIONAL COMMENTS:

Name & Signature of Inquiry Officer/ Date