



Embassy
of the Republic of Poland

SCHENGEN VISA
LIST OF DOCUMENTS TO BE PRESENTED BY VISA APPLICANTS

DOCUMENTS TO BE SUBMITTED BY ALL VISA APPLICANTS:

- a. The **application form** filled in online at www.e-konsulat.gov.pl in Polish or English language, printed out and signed by the applicant
- b. Original **passport**/travel document with copies of the first/last/observation/correction pages

Please note:

- travel document should contain at least two blank pages;
- the validity of the travel document should extend at least 3 months after the intended date of departure from Schengen area;
- travel document should have been issued within the previous 10 years;
- in addition, as informed by the Indian Authorities, the Schengen states' consulates do not accept:
(1) handwritten or not machine readable passports issued after 01/04/2010;

- c. One (1) **photograph** in accordance with the standards presented [here](#).

Please note:

- improper photographs will not be accepted.

- d. Proof of possession of adequate and valid travel medical **insurance**

Please note:

- the insurance should cover the entire period of intended stay and be valid for all Schengen States as well as cover any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during your stay (minimum coverage EUR 30 000);
- applications for [multiple entry visa](#) - the insurance should cover the period of the first intended stay; in addition, the applicant should sign the statement, set out in the application form, declaring that they are aware of the need to be in possession of travel medical insurance for subsequent stays;
- applications for [employment visas](#) - the insurance should cover first three (3) months of the intended stay (starting from the date of travel).

- e. Supporting documents:

1. Proof of means of transport:

Flight reservation of return or round ticket. If applicant is travelling to several Schengen States, domestic flight reservation, train itinerary or proof of car rental.

Please note:

The Consular Division of the Embassy of the Republic of Poland accepts ticket reservations – there is no need to purchase the ticket before the visa is issued.

2. Proof of lodging:

Hotel reservations/rental of holiday home/campus residence reservation. If applicant stays with family member or friend, proof of private accommodation (official invitation) from the host. If applicant is travelling to several Schengen States, proof of lodging in each of them.

3. Proof of financial means (the minimum amount can be checked [here](#)):

- Original private bank account statement showing the turnover during the last three months, duly stamped and signed by the bank;
- Indian income tax return acknowledgment for the last two assessment years;
- In addition:

If the applicant is employed:

- payslips for the last three months;
- employment contract;
- employer's statement on approval for holidays;

If the applicant is a company owner or self-employed:

- certificate of registration of the company;

If the applicant is sponsored:

- official invitation (*Zaproszenie*) registered in Urząd Wojewódzki by the sponsor in Poland;

If the applicant is retired:

- pension statements for the last three months;

- Or regular income generated by ownership of property or business.

Please note:

Applicants holding the official invitation (*Zaproszenie*) registered in Urząd Wojewódzki by the sponsor in Poland or holding a valid work permit in Poland do not need to prove the possession of financial means.

4. If the applicant is a minor:

- If the minor travels with one parent only, written consent of the other parent or guardian, except in cases of a parent having the care or custody alone;
- If the minor travels alone (without parents), written consent of both parents or guardians having the care and custody of the applicant;
- Copies of the passport of the parents. If not applicable, birth certificate of the applicant and copies of the ID cards of the parents.

5. Additional documents:

A. **Business** trips:

- Invitation from the inviting company or organisation;
- Cover letter from the applicant's employer;

- Both letters must at least confirm:
 - a. The applicant's identity
 - b. The purpose of the journey (meetings, conferences, training or business related events);
 - c. The period of intended stay;
The place of stay.

- B. Journeys undertaken for the purpose of **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;
 - Student cards or certificates of the current enrolled institute.

- C. Journeys undertaken for the purpose of **tourism**:
 - Certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the envisaged travel plans;
 - Marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of the ration card, if applicable;

Please note:

If applicant is married and cannot provide evidence of marital status in the passport, the marriage certificate should be apostilled/legalized (details of the procedure can be checked [here](#)).

- D. Journeys undertaken for the purpose or **family/friends visit**:
 - official invitation (*Zaproszenie*) registered in Urząd Wojewódzki by the host in Poland covering the whole period of planned trip;
 - if the host is not a permanent resident in Poland – personal invitation specifying accommodation details and financial arrangement;
 - marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of the ration card, if applicable;
 - certificate proving the existence of family relations, if applicant is visiting relatives;

Please note:

If applicant is married and cannot provide evidence of marital status in the passport, the marriage certificate should be apostilled/legalized (details of the procedure can be checked [here](#)).

If applicant is **married to Polish citizen**, the original Polish marriage certificate (and one copy) should be submitted. If not possible, the Indian marriage certificate apostilled by the Ministry of External Affairs of the Republic of India will also be accepted, but in such case the visa fee will not be waived. In case of Nepal and Sri Lanka the marriage certificate should be legalized by the Ministry of Foreign Affairs of the respective state and by the Embassy of the Republic of Poland in New Delhi. For more details please check [here](#) (information available in Polish language).

- E. Journeys undertaken for **cultural, sports or religious events** and **film crews**:
 - Invitation, entry tickets, enrolments or programmes;
 - For film crews:
 - a. letter of the film company specifying name, synopsis of the film and shooting locations;
 - b. complete list of names of travelling crew members along with their function;
 - 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.

F. Journeys of members of **official delegations**:

- Copy of the official invitation;
- Verbal note issued by the sending authority(ies) concerned confirming:
 - a. The identity of the applicant;
 - b. The purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations);
 - c. The period of intended stay;
 - d. The place of stay.

G. Journeys undertaken for the purpose of **medical** treatment:

- Certificate from a medical doctor or a medical institution confirming the need of specific medical treatment to be received in Poland;
- Official document of the receiving medical institution confirming that specific medical treatment can be performed and patient be accepted accordingly;
- Proof of pre-payment of the treatment;
- Any other correspondence between the sending medical doctor and the receiving medical institution.

H. Airport transit visa

- Visa or other entry permit for the third country of destination.
- Documents in relation to the onward journey to the final destination after the intended airport transit.