

CHECKLIST FOR POLISH SCHENGEN VISA - BUSINESS

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 photograph - 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.			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 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).			Name of the insurance company: Insurance number: Validity: from..... to.....
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 Voivodeship 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.			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