

**Poland - list of required documents**

**Type C Visa**

		YES	NO
1	Visa application form filled in online through the e-konsulat system printed and signed.		
2	<p>3.5 x 4.5 cm color biometric photograph. Required features for photography:</p> <ol style="list-style-type: none"> <li>1. The background is white, the sharpness is well adjusted and it is printed on high quality paper,</li> <li>2. Taken within the last 6 months,</li> <li>3. The face should cover 70-80% of the photograph, taken from the front, from the top of the head to the top of the shoulder, showing the eyes and face clearly. When taking photos, items that cover the head (hat) and glass-colored dark glasses should be removed.</li> </ol>		
3	Passport that is not older than ten years, valid for at least 3 months after the expiry date of the requested visa, and has at least two blank pages for visas. If there is another valid passport in possession, it must be attached to the visa application.		
4	Copy of passport page with personal data and photo.		
5	Travel health insurance with minimum coverage of 30,000 euros and valid in all Schengen countries. In case of applying for a multiple entry visa, the policy should cover the date of the first entry.		
6	Complete Extract of the civil registry		
7	<p>Proof of Residence and Other Address.</p> <p>For foreign nationals who do not have Turkish citizenship, a Place of Residence and Other Address Document showing that the region where your residence is located is under the jurisdiction of the consulate where the visa application is made , as well as a work/residence permit card valid for at least 3 months after the planned exit date from the Schengen area.</p>		
8	<p>Proof of having sufficient financial means or proof of regular income.</p> <ul style="list-style-type: none"> <li>-Bank statement for the last 3 months,</li> <li>-Credit cards (statement of transactions for the last billing period indicating the card limit),</li> <li>-Letter from the employer containing information about the employee's position and salary for the last 3 months</li> <li>-Confirmation of receiving a pension, if applicable.</li> </ul>		
9	Flight reservation or other document confirming the planned means of transport or document confirming the travel route.		
10	Documentation confirming accommodation, e.g. an official invitation (original and copy or printout if issued electronically) or hotel reservation.		
11	Document confirming the purpose and conditions of the planned stay in the territory of the Republic of Poland.		

12	<p>For minors traveling alone: Parental consent confirmed by a notary or in the case when only one parent is present: a written consent from the other parent/guardian is required (original and photocopy).</p> <p>*In case it is not possible to obtain such consent - documents explaining the reason for the lack of consent (statement or other documents confirming the particular situation of the single parent). Copy of birth certificate (original and photocopy). Copies of parents' or guardians' passports and valid visas, in case of joint travel.</p> <p>Additionally, the following documents must be attached to the Schengen visa application regardless of the purpose of the travel:</p>		
13	<p>If the applicant:</p> <ul style="list-style-type: none"> <li>• <b>Is employed:</b></li> </ul> <p>-permission for leave prepared by the employer, containing the following information: consulate information where the document will be presented. -employee's full name and passport number. -start date of work and employee's position -number of remaining days of leave indicating whether the leave is paid or unpaid.</p> <ul style="list-style-type: none"> <li>• <b>Going on business trip;</b></li> </ul> <p>-employer's contact information -full name, position of the person signing the letter -certificate of employment and social insurance information (Notification of accession to work, list of years worked with barcode)</p> <ul style="list-style-type: none"> <li>• <b>Is a farmer:</b></li> </ul> <p>-certificate of conducting agricultural activity issued by the Chamber of Agriculture.</p> <ul style="list-style-type: none"> <li>• <b>Is engaged in business activity:</b></li> </ul> <p>-registration in the Chamber of Commerce to which the company belongs, a copy of the Commercial Register Journal, photocopies of the current activity certificate, and certificates confirming tax status.</p> <ul style="list-style-type: none"> <li>• <b>Is a student:</b></li> </ul> <p>-copy of student ID and certificate from the University.</p> <ul style="list-style-type: none"> <li>• <b>Is a truck driver:</b></li> </ul> <p>-guarantee from the employer -list of drivers employed in the company -work certificate and social insurance information (Notification of accession to work and summary of years worked with barcode) -valid C2 certificate, vehicle certificate or agreement with a company holding a C2 approval certificate, -valid driver's license, professional competence certificate issued by the Ministry of Transport (SRC3) -CMR certificate and T1 or T2 declaration for the last 3 shipments made in the last 6 months, showing business relationships with the company in the destination Schengen country -invitation or partnership certificate issued by the inviting company for the driver's employer.</p>		

14	<p>Depending on the purpose of the trip, the following documents must be submitted along with the application:</p> <p><b>Application for a tourist visa:</b> -In accordance with the regulations, documents specified in points 1-13.</p> <p><b>Application for a visa to visit family or friends</b> -official invitation registered at the voivodship office or invitation attested by a notary containing confirmation of covering costs and accommodation information, and information on the planned length of stay. -documents confirming family ties, if applicable.</p> <p><b>Visa application for commercial/professional/device installation or service training purposes:</b> -invitation entered in the invitation registry of the voivode, referred to in Article 50 (1) of the Act of 12 December 2013 on Foreigners or invitation signed by the inviting person authorized to sign such documents (signature confirmed by a Polish notary). -letter confirming from the sending company that accommodation costs will be covered -admission card in case of participation in fairs or other documents related to participating in the event.</p> <p><b>Application for a visa for participation in cultural activities / sports events / international conferences:</b> -invitation from the event organizer or contract concluded by the cultural service provider or invitation to creative work -invitation from a sports club / federation or accreditation confirming participation in a sports event.</p> <p>The above documents should include information about the organization covering the costs of stay in Poland.</p>		
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**NOTE**

-Required documents must be up to date (not older than 3 months), the original and one copy of the documents must be submitted.

-I am aware that if I do not submit one or more of the above-mentioned documents, my visa application may be rejected.

-In addition to the above-mentioned documents, the Consul may request additional documents and may call the applicant for an interview.

Signature of the PPW employee

Applicant's signature