



Poland Document Checklist

Poland Document Checklist - Tourist

Document	Description	Format
Application form	Fully completed in English or German language and signed by the applicant.	
Passport	• Validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States • Contains at least two blank pages; • Should have been issued within the previous 10 years • NO alteration or handwritten amendment concerning the data page	
Photograph	One Photograph shall be in accordance with the international standards as set out in the International Civil	
Flight tickets	Round-trip flight reservations - travel itinerary: airline reservation and proof of other means of travel within Poland/EU in case of onward travel	
Hotel tickets	Hotel reservation / letter of tour organizer and / or other appropriate documentation indicating the envisaged travel plans within Poland / EU	
Appointment slip	Appointment slip needs to be downloaded and to be uploaded on the customers teleport application. This needs be carried on the day of appointment	
Insurance	• Travel medical insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit. • The minimum coverage shall be EUR 30 000. • Applicants for a uniform visa for multiple entries shall prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit. In addition, a statement, declaring the awareness of the need to be in possession of travel medical insurance for subsequent stays, shall be signed.	
Cover letter	Personal cover letter mentioning the travel date, Itinerary, purpose of the trip, Passport number with contact details and applicant's name and number	

Proof of sufficient funds

- Original bank statements of the last three (3) months and / or other funds available (pension etc.)

If employed

- Salary certificate of the last three (3) months of present occupation
- Employment contract plus company NOC to leave (mentioning official email address of the applicant or email address HR department on the application form), or
- Business card mentioning the official email ID of the applicant

**Employer
NOC
Template****If self- employed**

GST certificate/ Udyog Aadhar Memorandum/ Import Export Certificate/ Certificate of Incorporation etc.

If retired

Pension statements for last 3 months and/or proof of regular income generated by ownership of property or business.

If student

- Proof of enrollment/ registration in school/ College/ University

If Minor

- a minor accompanied by one parent shall provide an Original notarized NOC by the other parent, plus copies of parents' passports or ID
- a minor travelling alone shall provide an Original notarized NOC by both parents / legal guardians, plus copies of parents' passports or ID

ITR

Income Tax Acknowledgement / ITR-V from the last three (3) years

Previous Passport

- Original(s) of previous passport(s) or proof of loss

Copy of passport pages

- Copy of the present passport (data pages, pages with evidence of previous visa, travel)

Poland Additional Information Required

Info

Details

Are you visiting any other Schengen countries during your stay?

Check list of Schengen countries: Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

What is your first country of entry?

Check list of Schengen countries: Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

Have you been issued Schengen visa in the past 5 years?

If yes, mention last visa start date and end date

Have your digital fingerprints previously been taken in connection with a previous application for a Schengen visa?

If yes, mentioned Date of taking fingerprints and Visa number of last visa

What is your marital status?

Pick one: Single, Married, Divorced, Widowed, Unmarried Partner, Separated

How long are you planning to stay in Schengen area?

No. of days

What is your employment status?

If Student, mention: name of the Institution, Institute address, Institute address and Institute email

If Employed, mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email

If Unemployed, mention last job role and last date of working

If Self Employed, mention: Job Title

If Retired, mention: Date of retirement

If Other, mention details on the other employment status

Will someone else will be paying towards the cost of your trip?

If yes, mention if it will be paid by

- 1) Friend/family
- 2) Employer
- 3) Any other company

Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying

