

**POLAND DOCUMENT CHECKLIST FOR A STUDY PERMIT  
CHECKLIST FOR POLISH NATIONAL VISA – STUDY**

FIRST AND SECOND DEGREE STUDIES / MASTER PROGRAMME / PhD / POSTGRADUATE STUDIES  
/ EDUCATIONAL/TRAINING PROGRAMMS

Name: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_ 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**

**1. PASSPORT:** travel document 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 - if minor (below 18 years old), signed by both parents or legal guardians; 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

The original certificate of the unit conducting the studies on admission to studies or on the continuation of studies - in accordance with the format set out in the Regulation of the Minister of Science and Higher Education from 23th of September 2019. Proof of payment for studies issued by the educational institution; if studies are free of charge, a confirmation from the university is required.

Documents attesting previous education (originals should be presented at the counter):

*A. Higher secondary certificate* - if the applicant applies for a visa on the basis of a university certificate on admission to the first year of studies / preparatory course, one must submit the higher secondary certificate legalized/attested/apostilled by the MEA/MFA.

*B. Higher studies certificates / diplomas of graduation* - if the applicant applies for a visa on the basis of a university certificate on admission to the second and third cycle studies, he/she must provide the higher studies certificate / diploma of graduation legalized/attested/apostilled by the MEA/MFA.

### **In case of student exchange:**

A. The original certificate from the university in India confirming that the applicant is a student.

B. Copy of the agreement/official information from the universities regarding the student exchange.

C. Invitation from the Polish university.

## 6. FLIGHT ITINERARY (RESERVATION ONLY)

**7. TRAVEL MEDICAL INSURANCE** - 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).

**8. ACCOMODATION** - 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, decision on the provision of the dormitory, other type of accommodation proof.

**9. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES TO COVER COSTS OF LIVING AND RETURN TRAVEL TO THE COUNTRY OF ORIGIN OR RESIDENCE** - applicant applying for a national visa for study must provide a document confirming that he has sufficient financial resources to cover:

A. The cost of returning to the country of origin in the amount of 2500 PLN (minimum) to cover returning to the country of origin (other than a country neighboring Poland or an EU/EFTA members),

B. Living expenses covering the planned stay: the required minimum for each month of the planned stay is 701 PLN/person, or 528 PLN/each person in the family (if applicant will stay in Poland with family members).

C. Cost of accommodation (documents must be submitted in a way the consul will be able to estimate the cost of living e.g. lease agreement, a decision on the provision of a dormitory, etc.).

E.g. Applicant from India for a 365-day visa must have at least 10912 PLN (701 PLN x 12 months + 2500 PLN) to cover the cost of return and living expenses and additional funds to cover the cost of accommodation. If the

monthly payment for a dormitory or renting an apartment is 1000 PLN, then the cost of accommodation will be: 1000 PLN x 12 months = 12000 PLN per year. In total, the applicant needs at least 22912 PLN.

\*Not applicable to National Agency for Academic Exchange (NAWA) scholarship beneficiaries (scholarship programs only waving the tuition fee not included).

**9.1. DOCUMENTS CONFIRMING THE SUFFICIENT FINANCIAL RESOURCES (OF APPLICANT OR SPONSOR)** cannot be issued more than one month before submission of visa application.

Traveler's cheque.

Certificate of the amount of the credit card limit issued by the bank (any bank located in India or Poland or another country is allowed).

A certificate of availability of money in a bank or a cooperative savings and loan association located on the territory of the Republic of Poland (it cannot be a bank located in India).

A document confirming granting of a national or foreign scholarship.

A certificate of employment with monthly salary statement.

## **9.2. MINORS AND ADULTS FINANCIALLY DEPENDENT ON SPONSORS:**

**Letter of sponsorship** - it should be noted that the sponsors are required to cover all travel, living and accommodation expenses of the person applying for the visa:

**From the applicant's parents** - the sponsor's letter must be certified by a notary. N/A

**From a third person** - admissibility will be assessed by the consul; the sponsor's letter must be certified by a notary and legalized/attested/apostilled by MEA/MFA.

**Documents confirming the availability of financial resources of the sponsor** (indicated at p.9.1).

**Document confirming relationship with the sponsor** (e.g. the family ties) - the exact same spelling of sponsor's name in the

document confirming the relationship with the sponsor, in the sponsor's letter and in the documents confirming the financial resources, is required, e.g.

if parents' names are not correctly or fully indicated in the applicant's passport, another official document (in Polish or English) confirming the family ties (e.g. birth certificate)

legalized/attested/apostilled by the MEA/MFA should be submitted. Please note that affidavits will not be considered official documents in this regard.

## **10. MINORS**

**Birth certificate** (if applicable, proof of legal guardianship) legalized/attested/apostilled by MEA/MFA.

**Copies of signed ID** documents of the parents/guardians of the applicant.

**Notarized certificate** of permission to travel from the parent(s)/guardian(s) not accompanying the minor during the travel, legalized/attested/apostilled by MEA/MFA.

**Death certificate** if one or both of the parent(s) is/are dead legalized/attested/apostilled by MEA/MFA.

**Court verdict** in case the parents are divorced and/or one of the parents lost custody of the child, legalized/attested/apostilled by MEA/MFA.

**11. ADDITIONAL DOCUMENTS** - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip. E.g. English Language test such as: IELTS {International English Language Testing System} (Band 6.0), TOEFL {Test of English as a Foreign Language} (minimum score of 550 points for the paper Based Test or 213 points for the Computer Based Test), and CAE (Cambridge English: Advanced) are highly recommended as a proof of possessing the necessary language skills for undertaking studies conducted in English.

**12. RESIDENCE PROOF** - an official document proving stay in the current jurisdiction.

### **13. 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).

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

A visa with the annotation "student" can only be obtained by full-time students or persons going to Poland in order to take a preparatory course to study at university.

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.

If the documents and supporting materials required for the issuance of this visa are not submitted in the application, the visa applicant has the right to supplement these materials within 14 days from the date of submitting the application.

The visa processing period may be extended to up to 60 days (application submitted less than 60 days before intended travel date is accepted on applicant's own risk).

The consul is entitled to assess whether the applicant's knowledge of the language in which the studies are to take place will allow him or her to undertake the education.

Date, place .....

Please choose the appropriate one:

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

The applicant has been informed about the right to supplement documents and supporting materials required for the issuance of visa within 14 days from the date of submitting the application and confirmed that she/he has no other documents to submit.

Name & Signature of Inquiry Officer/ Date .....

2. 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 she/he has chosen to proceed with the application.

Name & Signature of Inquiry Officer/ Date .....

Applicant's Signature.....

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.....

ADDITIONAL COMMENTS:

Name & Signature of Inquiry Officer/ Date .....