

## **LIST OF DOCUMENTS REQUIRED TO OBTAIN A SCHENGEN VISA FOR OFFICIAL OR BUSINESS TRAVEL**

1. Visa application form with one photograph attached, filled with Latin letters and signed by the applicant.

When traveling with a minor, who shares the passport of a parent or legal guardian must be accompanied by a completed application separately. Minor pasted separate visa in the passport of a parent or legal guardian. For a minor visa application form should be signed by a parent / guardian.

2. **Two color photos 3,5 x 4,5 cm** on a white background and of very good quality.

One photo - glued on the form of the visa application, clear, pure contrast, printed on high quality paper on white background taken not more than 6 months before the submission of the application that provides the ability to identify the applicant made full face, showing clearly the eyes and face from both sides from the top of the head to the top of the shoulders so that a person occupies 70 - 80% of the pictures. On the pictures the applicant shall be without hat, looking right, with the mouth closed, the face must not be covered by hair. If the applicant wears glasses, the photo must meet the following criteria: UN-shaded glass, frames must not cover any part of the eyes, there should be no glare. If in a passport photograph without glasses, but the attached visa photograph should be without glasses. Detailed photo requirements defined in article 10 of the EU Visa code. The second photograph should be attached to the documents.

3. Foreign passport and a copy of the first page. Passport must be signed and must be valid at least 3 months beyond the planned date of return from the Schengen territory. Validity of the passport cannot be more than 10 years. Passport with extended period will not be accepted. Passport must have at least two blank pages (for visas). In case there are other valid passports it is necessary to put them to the visa application (the original and a copy).

4. National passport (original), copies of the first page and registration, page with marital status if any stamps and page with stamp of issued second valid foreign passport if applicable.

5. Medical insurance in accordance with rule 15 p. 3 of the EU Visa code must be valid throughout the territory of the member States and must cover the entire period of the intended stay or transit of such person. The minimal sum of insurance should cover of 30,000 Euro. In case of an application for the issuance of a visa, which is valid for a limited area covering the territory of at least two member States, the insurance must act at least in the member States, which applies a visa. In the case of appeal to issue a single entry visa policy must cover the entire duration of the visa and all scheduled days of stay or transit. In case a multiple-entry visa policy must cover the period of first entry (transit visas - for the whole period of visa validity); in addition, we inform that during the following periods of stay in the Schengen area each time would be required to have medical insurance. Please submit the original and a photocopy of insurance, filled in typewritten text. The insurance must be made in Russian or Polish companies.

6. Documents confirming the availability of financial means available to the applicant in order to cover the costs of travel, e.g., the Bank statement with the movement for the last 3 months, signed traveller's cheques, the employer indicating the position and salary for the period the last 6 months, an invitation (original and copy) issued in accordance with the aliens act of 13 June 2013 (certified in voivodship office); in case of absence at the applicant of the document confirming the availability of funds, it is necessary to present a letter from the sponsor of the trip and the document on financial opportunities of the sponsor. Sponsor may be only a close relative (spouse, children, parents, grandparents) in the presence of documents confirming the kinship and copies of the home page of the national passport of the sponsor.

7. Invitation (original or copy) from the Polish entity, companies, organizations, enterprises, institutions or their branches; state and local governments of Poland, organizing committees of trade and industrial exhibitions.

Invitation must be written on the letterhead of the organization and include the following

information:

- Name, surname, date of birth, sex, citizenship, number of the identity document of invited person; his landline phone number, duration and purpose of the trip, number of entries;
- The full name and address of inviting entity, its NIP / REGON, KRS (individual taxpayer identification number and state of registration);
- The name and job position of the person who signs the invitation.

If the invitation is signed by another person, that is, not the one that has the right to sign according to an extract from the commercial register, you must provide the proper power of attorney (with notarized signature confirmation or, in the alternative, a copy of the passport of the person who prepared the invitation, or, in the case of an alien legally residing in Poland, a copy of the residence permit ( karta pobytu).

The invitation can also be made in Voivodship Office (Regional Government department).

Accompanying persons (including children) must be stated in the invitation or to have a personal invitation

Petition from the local employer for business visa procurement

8. Persons who are not citizens of the Russian Federation shall additionally submit: Russian visa (which gives the right to return to the Russian Federation) or a residence permit, residence registration, valid after the planned return to the Russian Federation at least for 3 months.

Usually the list of above mentioned documents is enough to apply for a visa, but the Consul may request any additional documents or to invite the applicant for interview.

Filing false documents and submission of false information may result in a ban on entry to the Schengen countries.

You can submit documents for a visa no earlier than 3 months before the planned visit.

. You cannot have two valid Schengen visas.

. The Schengen visa does not guarantee entry into the Schengen territory. Each time a decision on admission is taken by the Border Guard Service.