

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

- **Visa application form with photo glued**, filled with Latin letters and signed by the applicant. If you are traveling with a minor, who is inscribed in the passport of a parent or legal guardian a separate completed application should be submitted. Minor will have pasted separate visa in the passport of the parent or legal guardian. The minor's application form should be signed by a parent / guardian.
 - **One color photo** 3,5 x 4,5 cm on a white background and of very good quality.
 - **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).
 - **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.
 - **Medical insurance** for a minimum coverage of 30000 euro, valid in all countries of the Schengen area (original and photocopy). In the case of a single-entry visa the policy should cover the whole period of validity of visa and all scheduled days. In the case of a multiple-entry visa - policy should cover the period of the first entry.
 - **Documents confirming financial means**, available to the applicant in order to cover the costs of the trip, for example, bank accounts, credit cards (credit card and a copy of an extract from an ATM), certificate of employment specifying position and salary level or form of PIT 2, signed traveller's checks, pension certificate (original and copy). Sponsorship letter, financial guarantees and a copy of sponsor's passport if the applicant pays for travel non-self. Validity of all financial documents is maximum 1 month.
 - **Invitation** (original or copy) from the Polish entity, company, organization, enterprise, 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
Validity of invitation is 3 months.
Invitation send by e-mail should be printed from e-mail box with data of recipient and sender.
Consulate can request additional documents confirming the fact of cooperation (agreement, contract, invoices and customs documents and etc.)
- Petition from the local employer for business visa procurement**
Individual entrepreneurs should submit confirmation of economic activities (e.g. 2 PIT or 3 PIT forms, an extract from the register of tax inspection and etc.), bank statement for the previous 3 months.
Petition and financial documents cannot be signed by the applicant himself.
- **If the applicant is a minor**, it is required to provide a birth certificate (original and copy), a

copy of parent's or legal representative passport (main pages and pages with registration). If you plan travel of a minor without parents, than you should provide notarized consent to travel from one parent (guardian) to apply for a visa. If the parent (guardian) has a visa and documents are submitted only for a minor, you must provide a copy of a valid visa of the parent (guardian) who will accompany the child.

- **Minor applicant should be mentioned in the invitation or should have reservation in the hotel.**
- **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. Exceptions are the citizens of Belarus.
- All applicants from 12 years and older should come personally for submission to provide the fingerprints. Next biometric date capture should be in 59 months.
In case you don't have any possibility to submit documents in person, you should receive a written agreement from Consulate General for exemption from personal appearance and attach it to other documents. Submission of documents by approved representative is allowed only for those who had already provided fingerprints for Schengen visa.
- **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.**