

LIST OF DOCUMENTS REQUIRED TO OBTAIN A SCHENGEN TOURIST VISA

- **Visa application form with photo glued**, filled with Latin letters and signed by the applicant. If you submit documents for the 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 enclose them to the visa application (original and a copy).
- **National passport** (original), copies of the personal data 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 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. Please note: your financial document cannot be signed by you.**
- **Confirmation of the accommodation in Poland (hotel reservation, apartments) with 50% prepayment. All applicants should be shown in the confirmation of reservation.** In case of partly travel to other Schengen Member States - accommodation in this country must be confirmed and paid in full (100%).
- If the documents are submitted for a multiple entry tourist visa, you should submit:
1) completed application form for a multiple entry tourist visa; 2) the confirmation of payment of staying in hotels in Poland during previous trips (at least 3 days); 3) the confirmation of reservation and 50% payment of accommodation in Poland for at least 3 days in a planned trip; 4) copies of 2 previous Schengen visas properly used according to its purpose and type. Besides the reservation you must prove the fact of pre-payment. Hostel reservation is not applicable for multi-entry tourist visa.
- **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. Only parents (guardians) can submit documents for the minor.
- **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.
- You can submit documents only under evidence of permanent registration in Kaliningrad Region or temporary registration valid for at least 6 months before the submission.
- All applicants aged 12 years and older are required to appear in person for taking fingerprints. Next fingerprints capture will be done 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 representative may be allowed only for those persons who already provided

fingerprints for Schengen visa.

- The consent to the processing of personal data.
- **Usually the list of above mentioned documents is enough to apply for a visa, but the Consul may request any additional documents or invite the applicant for interview.**
- **Filling 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 for the same period.**
- **The Schengen visa does not guarantee entry into the Schengen territory. Each time a decision on admission is taken by the Border Guard Service.**