



POLAND



- Poland is a member of the Schengen agreement.
- The country of your longest stay will issue your Schengen visa. Only if your stay in the Schengen states is the same number of days in each country would you apply through the country of the first port of entry.
- From 6 June 2013 all applicants over the age of 12 must appear in person for biometric data collection (finger printing and digital photographs). Elite visas can assist with a meet and greet service

ALL APPLICANTS : Please ensure that question 37 on the application form is signed!!

BIOMETRIC DATA IS VALID FOR 5 YEARS AT A TIME

REQUIREMENTS

STEP-BY-STEP PROCEDURE

STEP 1 – registration in the e-konsulat system

From 15 September 2011, visa application forms (Schengen or National) must be electronically registered through the e-konsulat system. Applicant should enter <http://www.e-konsulat.gov.pl>, then from the menu "VISA" choose *Schengen or National Visa - register form and follow the guidelines*. The application enables registration of the application and printing of the visa form. The printed visa form with a bar code and number on the front page has to be presented at the Embassy. The system will automatically give a date of appointment at the Embassy (date and time). There is no possibility to apply for a visa before the date given by the system.

STEP 2 – Appointment at the Embassy

From 1 June 2013 each Schengen visa applicant must come in person to the Embassy, with the exception of children below 12 and applicants over 70. In

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the case of applications for a NATIONAL VISA (family, study or work reasons ONLY), the decision concerning the physical presence of the applicant at the embassy will be taken individually.

While applying for a visa, each applicant has to present the documents listed below:

- **Original application form for Schengen/National visa.** With a bar code and reference number, electronically completed and signed by the applicant (or the legal guardian for children).
- **Passport/travel document** (including copy thereof). Valid for at least three months after the applicant's last day of stay in the Schengen territory, with at least two blank consecutive visa pages, issued within the previous ten years. In the case of non-South African nationals, proof of legal stay or a residence permit in South Africa is required, valid for a period of at least three months after the intended date of departure from the Schengen territory. Please note that temporary RSA passports are no longer recognized by most Schengen states.
- **One recent passport size colour photo.** 3.5 x 4.5 cm dimensions, sharp, clear and contrasting, printed on high quality paper and against a white background, no older than 6 months and enabling the identification of the applicant, *en face*, showing clearly the eyes and face from both sides from the tip of the head to the shoulders so that the face takes up 70-80% of the photo, depicting the person without headgear or headdress, looking into the camera, with closed lips, so that the face is not covered by hair. In the case of persons wearing glasses, the following requirements must be met: undimmed lenses,

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the frame must not cover any part of the eye, no light reflections may be visible.

- **Round trip air ticket and itinerary.** Must include dates and flight numbers specifying entry to and exit from the Schengen territories. Please provide the full itinerary, including departure from and return to South Africa. *If more than one entry into the Schengen territory is required, a reason must be provided.*

- **Official Invitation.** From the person to be visited, registered in the District Authority Office in Poland (Urząd Wojewódzki) - *required when physical or legal person invites the applicant to the Republic of Poland and is going to provide accommodation and financial support.*

For specific events such as business meetings, professional training, conferences, workshops, short term studies or research, cultural or sports events, or official meetings: official signed invitation letter from a company, institution or organisation in the Republic of Poland. The invitation should include clear identification of both the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant. If expenses are covered by the host, this needs to be clearly established in the invitation. For conferences, proof of registration and payment is also required. For official visits, a *note verbale* from the Department of International Relations and Cooperation or other relevant ministerial department must be presented. For medical treatment, the certificate of the receiving health institution must be presented, including reference to the fact that the expected coverage of the medical treatment is available, and other certification of the coverage of the medical treatment. For work purposes, an official signed invitation letter from the company or institution must be presented, which clearly mentions the

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nature and duration of employment, expected remuneration and healthcare coverage; in addition, the work contract should be presented as well as an official work permit from the Polish government. For study purposes, an official signed invitation letter from the institution or organisation must be presented, which clearly states that the applicant has been accepted for their chosen field of study and that all outstanding fees have been paid.

- Proof of accommodation** for the entire duration of the intended stay. Confirmed hotel reservation is requested, as well as proof of sufficient funds to pay for it. If the applicant will be staying with a relative or a friend, a signed letter from the host (as well as a copy of his/her Polish ID or passport) must be presented which clearly identifies both host and invitee (name, address, birthdate, official identification number, occupation and permanent residence), and details the purpose of the visit and length of stay. The Consul reserves the right to demand an official invitation if any doubts arise regarding the applicant's intended stay. For work or study purposes, a signed letter from the company, institution or organisation must be presented, confirming that accommodation arrangements have been made and for how long; alternatively, a lease agreement is acceptable.
- Proof of employment.** Signed letter from company confirming employment and stating monthly salary, continued employment after period of leave and duration of absence. In the case of self-employed individuals, a certification from SA Companies and Intellectual Property Commission or SA Revenue Service is required. In the case of students, a letter from the school/college/university in South Africa certifying the applicant's student status is required.

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- **Proof of sufficient financial funds** for the entire duration of the intended stay. Typically, the applicant's last three months' bank statements, certified by their bank. Also acceptable are original income certificates from the applicant's employer (last three months') and pension slips. In the case of minors or students, a signed declaration by the legal representative or sponsor on the coverage of all the costs is required (including a copy of said representative's /sponsor's ID or passport, as well as three months' of their bank statements).
- **Proof of valid travel/health medical insurance** for the entire duration of stay in the Schengen territory. Must include full name, policy number, period and area of cover, medical coverage of ZAR equivalent to 30 000 EUR, and summarised schedule of benefits.

List of travel agencies which meet criteria of Article 15 of the Visa Code

"Travel medical insurance":

1. TRAVEL GUARD CHARTIS
2. TRAVEL INSURANCE CONSULTANTS (TIC)
3. DISCOVERY
4. AXA ASSISTANCE
5. ACE INSURANCE LIMITED
6. ABSA INSURANCE COMPANY
7. MOMENTUM HEALTH
8. REGENT
9. OTHER RELIABLE INTERNETIONAL INSURANCE COMPANIES

- **IMPORTANT:** Children under 18 require an unabridged birth certificate and certified parental consent from both parents. If only one parent has guardianship of the minor, the relevant court documents must be presented. Parental consent letter must be stamped by a

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Commissioner of Oaths. Copies of both parents' IDs or passports are required. A school letter confirming attendance should also be presented.

STEP 3:

After the application has been accepted by the Visa Officer in the Consular Section, the applicant will be given a receipt with the date of collection of the passport. Usually the procedure takes 15 working days. The receipt must be shown on collection. The visa may be collected by an agent of a courier agency who should have an authorization letter with him that has been signed by the passport holder, although the visa receipt will suffice. There is no need to make an appointment for the collection of the passport.

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