

POLAND GUEST SCIENTISTS / SHORT TERM STUDENT / RESEARCH / INTERNSHIP VISA

Documents	Particulars
Passports	<ul style="list-style-type: none"> * Original Passport with atleast 6 months validity and atleast 2 blank pages. * Original old passport booklets if any
Photographs	<ul style="list-style-type: none"> * 3 photographs each * White background; Glossy finish; 80% face coverage with a little shoulder to be seen; Eyes and face to be clearly visible; Dimensions: 45mm x 35mm
Covering Letter	<ul style="list-style-type: none"> * A covering letter per individual / family/ company addressed to The Visa officer, Embassy of the Republic of Poland * The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates * Covering Letter can be on a plain paper for individuals and on the company letterhead for officials / sponsored applicants
Bank Statements	<ul style="list-style-type: none"> * Original 6 months personal and company's bank statements with the seal and signature from the bank * Bank statements should be of relevant and active accounts which shows the proof of funds and income * Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
IT Returns	<ul style="list-style-type: none"> * Latest 3 years Income Tax Acknowledgement / ITR-V (Sarl) of individuals and the company
Itinerary / Air tickets	<ul style="list-style-type: none"> * Return airtickets with all internal flight / train tickets if any
Purpose of Travel / Accommodation	<ul style="list-style-type: none"> * Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses * Student cards or certificates of the establishment at which the applicant is enrolled. * Approval letter from the Polish educational institution / company confirming conditions of the stay in Poland, including payment * Proof of qualification (diploma, academic degree certificate or marksheets duly attested by means of the Apostille certification) * Cover letter from the inviting company; * Certificate of Incorporation of the company * No-objection letter of the local university / research institute * Invitation letter from Polish university / research institute confirming conditions of the stay in Poland, including payment (scholarship) * Proof of qualification (diploma, academic degree certificate or marksheets duly attested by means of the Apostille certification) * Any proof of your accommodation/ purpose at the destination. * Hotel vouchers or Hostel or other lodging proof.
Supporting Credentials	<p>Employees:</p> <ul style="list-style-type: none"> * Leave sanction letter from the company (from the Government body incase of Government employees / public servants) * Last 3 months Salary Statements (only for Private firms) * Company ID card (optional) * Retirement Certificate or Letter / Copy of Pension Book (for retired employees) <p>Students:</p> <ul style="list-style-type: none"> * Letter from the school detailing the purpose of trip if on a Student Exchange program * Bonafide Certificate from the educational institution * School/ College ID card (optional) <p>Travellers unaccompanied by spouses/partners</p> <ul style="list-style-type: none"> * A notary attested NOC on a stamp paper from the unaccompanied spouse * Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted. <p>Additional supporting documents if available</p> <ul style="list-style-type: none"> * FD Receipts from banks * Public shares / debentures certificate * Asset evaluation report from a CA
Travel Insurance	<ul style="list-style-type: none"> * Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000
Disclaimers	<ul style="list-style-type: none"> * The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification. * Visa applications should be submitted by the applicant IN PERSON. A short interview will be conducted by Consulate / Embassy on the same day. * BPVS offers Visa Facilitation services to our customers against a Service Fee * BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission

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Handphone: +91 9562353322 | E-mail: info@bpvs.in