

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

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

Information Updated on 05.06.2024