

## **Checklist D06 National Visa – Student**

1. The Embassy of the Republic of Poland does not give back the documents that are submitted with the application and the applicant is advised to make an appropriate amount of copies of documents that she/he might need in the future.
2. All documents need to be attached in originals with its copies if required below. Copies are sufficient only when it is specifically mentioned in the list.
3. Incomplete applications may result in negative decision in your visa case.
4. The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant in person.
5. The required documents have to be translated into Polish or English in a separate document according to the instructions below.
6. Official documents which were neither issued in the Philippines nor in Poland must be legalized or have an apostille.
7. The passport remains at the Embassy during the review of the documents.
8. Please arrange your documents according to this checklist.
9. When in possession of all documents from the list, book your appointment with Visa Application Center in Manila or Cebu BLS.
10. The consul will make the decision on the visa within 15 calendar days. Exceptionally, the time to make the decision can be extended up to 45 day.
11. After receiving the visa, please inform yourself regarding possible exit requirements on the part of Philippine authorities and bear in mind that the Embassy can offer neither advice nor support in this matter.

### **I. GENERAL REQUIREMENTS :**

1. Visa application form without blanks, signed by the applicant.
2. Passport or other travel document and one copy of the identification page, copy of the pages with Schengen/Polish national visas (if issued) and copy of page with signature on the passport. If the visas were in the previous passport – copy of that passport identification page and the page with signature.  
Travel document must be: not older than 10 years, valid for at least 90 days after the planned departure day from Poland/Schengen and containing at least 2 blank pages. (If you travel to Poland for the first time, please submit an explanation on your will to return to the Philippines before expiration of your visa and submit the proof of those circumstances).
3. A copy of the passport page with personal data and a photo.
4. One (1) color photograph (white background, 35 mm x 45 mm, not older than 6 months, no retouch).
5. Non-refundable visa application fee to be paid upon submission of visa application.
6. A copy of Philippine Government issued ID.

### **II. SUPPORTING DOCUMENTS :**

1. **Confirmed flight ticket reservation with booking number with fixed dates  
Do not buy the ticket until a visa has been granted.**
2. Proof of Travel Medical Insurance

TRAVEL MEDICAL INSURANCE (TMI) - certificate of TMI issued by a company from the list of approved insurance companies which meet the necessary conditions referred to in Article 25 (1) (2) (a) and Article 25 (1b) of the Act of 12 December 2013 on Foreigners - available at <https://www.gov.pl/web/diplomacy/visas> (handwritten certificates will not be accepted; the name of the insured should be written in Latin alphabet; TMI must be valid in the Schengen area and for the entire duration of stay; the TMI's minimum coverage is 30.000 euro and it must cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased).

3. Certificate of the unit conducting studies on admission to studies or on continuation of studies. A model certificate can be found [here](#).
4. Proof of payment of tuition fees.
5. A high school diploma together with the results of the school-leaving examination, if such an examination exists in the country of graduation.
6. An administrative decision, issued by the relevant Education Office (<https://www.gov.pl/web/edukacja/kuratoria-oswiaty>), recognising as a document of confirmation in the Republic of Poland a secondary or upper secondary education, or an entitlement to continue education, including an entitlement to apply for admission to higher education, taking into account the scope of entitlements in the country that has issued the school-leaving certificate - **required from the people planning to commence the bachelor studies.**
7. Certificate of proficiency in the language of studies issued at the level required by the unit conducting the studies.

**8. Document confirming having sufficient financial resources to cover the cost of living and the return travel:**

- Sponsorship letter signed in the front of local notary with apostille

**AND**

- Bank statement of sponsor
- Salary certificate of sponsor

**OR**

- Travels check

**OR**

- A certificate of the credit card limit issued by the bank that issued the credit card;

**OR**

- A certificate of possession of cash in a bank or cooperative savings and credit union with its registered office in **the territory of the Republic of Poland**;

**OR**

- A document confirming the award of a domestic or foreign scholarship – only in the case of foreigners undertaking or continuing studies in the territory of the Republic of Poland or conducting scientific research or development work in the territory of the Republic of Poland;

**OR**

- A certificate of employment and earnings - only in the case of foreigners taking up or continuing studies in the territory of the Republic of Poland or conducting scientific research or development work in the territory of the Republic of Poland;

**OR**

- A certificate issued by the organizational unit for which the foreigner is to provide services as a volunteer, on covering these costs under the program

9. **For non-Filipino** applicants who have valid residence status in the Philippines

- ✓ Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States
- ✓ When applying for national visas: Non-criminal record not older than 6 months, legalized or with an Apostille.

### III. DOCUMENTS TO SUBMIT SPECIFICALLY FOR STUDY

1. **Original and a copy of** Certificate of the unit conducting studies on admission to studies or on continuation of studies.
2. Proof of appropriate accommodation for the intended duration of stay.
  - ✓ Certificate of registration (zameldowanie)
  - ✓ Lease agreement,
  - ✓ Hotel reservation,
  - ✓ Other lending contract.

Documents shall contain information about the cost of living.

3. **Diploma of vocational or academic education of the applicant and its copy with apostille.**

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(Place, Date, Applicant signature)