

Checklist D06 National Visa – Work

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. Documents which are not in English or Polish language should be translated into English or Polish by a translator.
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.
3. One (1) color photograph (white background, 35 mm x 45 mm, not older than 6 months, no retouch).
4. Non-refundable visa application fee to be paid upon submission of visa application.
5. A copy of Philippine Government issued ID.
6. Proof of ties in the Philippines :
 - a) Proof of social security contributions, if relevant.
 - b) Copy of real estate property – title-deed, if relevant.
 - c) Proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).

II. SUPPORTING DOCUMENTS :

1. **Confirmed flight ticket reservation with booking number with fixed dates - one way ticket.**
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. The minimum amount of financial resources to cover the costs of return travel to the country of origin or residence or the costs of transit to a third country that grants entry permission. For the citizen of Philippines is 2500,00 Polish Zloty or relevant amount in other currency.
4. Proof of recent occupation
 - a) If employed:
 - ✓ Certificate of employment
 - ✓ Certificate of leave absence
 - ✓ Latest Income Tax Return
 - b) If self-employed:
 - ✓ Proof of company registration issued by the Department of Trade Industry (DTI)/Securities Exchange Commission (SEC) registration of business
 - ✓ Latest Income Tax Return
 - ✓ Business Financial Statement
5. NBI (National Bureau of Investigation) Clearance authenticated by the Department of Foreign Affairs (validity is 6 months from date of issuance).
6. 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 WORK

1. **Original and a copy of work permit.** In case the work permit is not required according to the Polish regulations, the employer's letter confirming the intention to employ the foreigner must be presented.
 2. **Documents proving the scope of activities of the employer.** (Printout from the Polish company registry (KRS - Krajowy Rejestr Sądowy) or CEIDG - Centralna Ewidencja i Informacji o Działalności Gospodarczej, documents confirming the income, amount of the income tax and the number of persons employed).
 3. **Preliminary employment agreement** (original in and its photocopy).
The preliminary employment agreement must stipulate place, conditions and character of employment. The document shall be signed by both parties and drawn up in Polish and English.
 4. **Written declaration from the employer**
 - The letter should confirm the intention to employ the alien as well as the character of employment, the position and the salary of the employee. The document must also include the contact details of the employer as well as the statement on providing the employee with social security scheme in Poland at the actual start of performing employment duties.
 - The letter from employer with the information of the minimum wage of salary in the current year (from 1 of January 2025 the minimum wage of salary in Poland is 4,666 Polish Zloty gross (30.50 Polish Zloty per hour gross) – net amount 3,510.92 Polish Zloty.
 5. **For applicants who had a work visa in the past – annual information on social insurance contributions** from Social Insurance Institution (Zakład Ubezpieczeń Społecznych) or/and certificate of income and contributions from Tax Authority (Urząd Skarbowy).
 6. 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.
 7. **CV of the applicant.**
 8. **Diploma of vocational or academic education of the applicant and its copy with apostille.**
 9. Additional notes: optional documents. Applicants are allowed to submit additional documents that they consider useful to explain/justify the trip.
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(Place, Date, Applicant signature)