

Checklist D09 National Visa – Student

1. The Embassy of the Republic of Poland in Manila does not give back the documents that are submitted with the visa 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 or certified copy stamped by local Department of Foreign Affairs or Polish Notary Office.
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.

The application materials should be placed in the following order:

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. 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. 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.	
7. 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.	
8. Confirmed flight ticket reservation with booking number with fixed dates Do not buy the ticket until a visa has been granted.	
9. 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).	
DOCUMENTS TO SUBMIT SPECIFICALLY FOR STUDY	
10. Original and a copy of Certificate of the unit conducting studies on admission to studies or on continuation of studies in accordance with the format set out in the Regulation of the Minister of Science and Higher Education from 23 th of September 2019. This document must contain information about the current year of study and semester, not older than 3 months . A model certificate can be found here .	
11. Proof of payment of tuition fees.	
12. Diploma of vocational or academic education of the applicant together with the results of the school-leaving examination if such an examination exists in the country of graduation and its copy with apostille.	
13. <u>“Written information”</u> issued by National Agency for Academic Exchange (Narodowa Agencja Wymiany Akademickiej) certifying that the high school diploma being in his/her possession entitles the person indicated in the diploma to study in Poland; (alternatively, 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 applicants for 1st year of study at the first degree studies or to the 1st year of study at the uniform master's studies.	
14. Certificate of proficiency in the language of studies issued at the level required by the unit conducting the studies.	
DOCUMENT CONFIRMING HAVING SUFFICIENT FINANCIAL RESOURCES TO COVER THE COST OF LIVING AND THE RETURN TRAVEL:	

<p>15. Finance resource must cover:</p> <p>Living expenses covering the planned stay: the required minimum for each month of planned stay is 776 PLN.</p> <p>Cost of accommodation as per the amount stated in the proof of the accommodation.</p> <p>The cost of returning to the country of origin in the amount of not less than 2500 PLN.</p>	
<p>16. THE SPONSORSHIP LETTER, signed by the parents and confirmed by the local notary with apostille confirming the source of financial means (one of the below) in relation with the sponsored person and a ID copy of the sponsor.</p>	
<p>17. PL/EU BANK ACCOUNT STATEMENT: bank account statement from a bank registered in the territory Poland or another EU Member State - <u>not older than 1 month since the date of applying for visa;</u></p>	
<p>18. CREDIT CARD STATEMENT: A certificate of the credit card limit issued by the bank that issued the credit card - <u>not older than 1 month since the date of applying for visa;</u></p>	
<p>19. TRAVELS CHECK</p>	
<p>20. PROOF OF SCHOLARSHIP: A document confirming the award of a scholarship from a granting institution;</p>	
<p>21. PROOF OF EMPLOYMENT: Salary certificate of the parent - <u>not older than 1 month since the date of applying for visa</u> and salary slip from the last 3 months.</p>	
<p>22. Proof of appropriate accommodation for the intended duration of stay.</p> <ul style="list-style-type: none"> ✓ Certificate of registration (zameldowanie) ✓ Lease agreement, ✓ Hotel reservation, ✓ Other lending contract. <p>Documents shall contain information about the cost of living.</p>	

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(Place, Date, Applicant signature)