

Checklist Transit Schengen Visa - Seafarers

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. **Failure to submit the documents listed below (incomplete applications) may result in negative decision in visa case.**
4. **The required documents have to be translated into Polish or English in a separate document according to the instructions below.**
5. **The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant in person.**
6. **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 Polish 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. **If a minor is travelling without the parent(s) having the legal custody, a travel permit may be necessary. Please contact the Philippine Department of Social Welfare and Development (DSWD) after you receive the visa.**
12. **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
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.

II. DOCUMENTS TO SUBMIT SPECIFICALLY for TRANSIT SCHENGEN VISA - SEAFARERS

1. Employment contract and its copy

2. Photocopy of the working contracts of the seafarer in order to board the ship (P.O.E.A. contract)
3. Seaman's book and its copy, if relevant
4. Invitation letter from the maritime agency of the Member State where the sailor will join the vessel. The signed invitation must carry the agency's seal and include the following data:
 - a. The seafarer's full name.
 - b. Place and date of birth, passport number, seaman's book number (if relevant), including the date of issue and period of validity.
 - c. Date of issue and period of validity of the invitation.
 - d. The seafarer's position on the vessel (for a group of seafarers this information may be included in a signed list carrying the agency's seal and attached to the invitation letter).
 - e. Date and airport of entry in the territory of the Member States Name of the vessel.
 - f. Port of boarding.
 - g. Duration of the contract.
 - h. Itinerary that the seafarer will follow to arrive in the Member State of destination.
 - i. The name and address of the Philippine agency that will submit the visa application and, upon the seafarer's arrival, be in charge of transporting him to the vessel.
5. If a Philippine maritime agency submits the visa application, a letter of invitation of the Philippine agency that in addition to the entries under point 4 includes the list of the seafarer(s), and carries the stamp or seal of the local Philippine port authority.'