

Schengen VISA (type C)

Tourism / Visiting family and friends

PLEASE NOTE! The application has to be submitted to the Consulate of the Schengen country that is your main destination in terms of length of your stay! If you are spending an equal amount of time in each country, the application can be submitted to the Consulate of the country that will be your first entry point to the Schengen area.

BASIC REQUIREMENTS/DOCUMENTS EVERY APPLICANT HAS TO PROVIDE:

1. **Visa application form** one completed, printed and signed application.
2. **One photograph**, in color, passport size, taken within the last 6 months against plain white background, with mouth closed.
3. **Passport or equivalent travel document**
Please make a copy of the passport's data page (the one with a photo).
Please note these important regulations concerning your passport:
 - ✓ is valid for at least 3 months after the date of intended departure from Poland (Schengen States),
 - ✓ contains at least two blank visa pages,
 - ✓ has been issued within the last 10 years.
4. **Proof of legal residence** in the United States of America and a valid re-entry document (for not US citizens):
 - original of Permanent Residence Card (so called Green Card)
 - or U.S. resident visa type A, E, F (with endorsed I-20 - each endorsement is valid for one year, may be used for re-entry of the student), G, H, I, J plus J1 documents, L, O, R

Please make a copy of the visa/Permanent Resident Card. The U.S. residence permit or a visa and also endorsed I-20 must be valid at least **three months beyond the intended departure** from the territory of Poland or other Member States (Schengen)
5. **Proof of address**, e.g. valid driver's license, utility bill, lease.

SUPPORTING DOCUMENTS:

1. **Applicant's visa letter** describing the purpose and details of trip (trip plan).
2. **Reference letter of employment / student status/ unemployment/ pension letter** that must be recent, in the original signed. If you are self-employed: business license + last tax return.
3. **Flight reservation (roundtrip, confirmed).** The reservation must contain the name of the passenger and a confirmation number verifiable online (if several Schengen States will be visited or if the trip covers several Schengen States and non-Schengen countries – full itinerary – connections between visiting countries).

- 4. Hotel reservation (confirmed and verifiable)** for the entire stay in Poland. The hotel booking must contain the name of the guest, address and telephone of the hotel and a confirmation number verifiable online (if several Schengen States will be visited or if the trip covers several Schengen States and non-Schengen countries confirmations of accommodation in other Schengen States) **OR** **Invitation letter from your host** (family member or friend), informally signed, passport copy and photocopy of residence permit if applicable **OR** a formal sponsorship letter (Zaproszenie dla cudzoziemca) issued by a voivode's office.
- 5. Proof of travel medical insurance:** confirmation letter from a health insurance company including all listed conditions:
- ✓ first and last name of the applicant,
 - ✓ information about area of coverage – all Schengen States,
 - ✓ insurance content: medical treatment, medical evacuation and medical repatriation back into the USA as well as repatriation of mortal remains,
 - ✓ with a minimum of 30,000 Euros (or 50,000 USD) for trips outside the U.S., no deductible,
 - ✓ issued in either the US or in the Schengen State.
- 6. Proof of sufficient financial means:** e.g. last 3 bank account statements with name and address of the owner(s) or a proof of regular income, e.g. pay slips of last 3 months.

Important:

- ❖ All supporting documents that are submitted will not be returned.
- ❖ Please make copies of original documents such as a passport, proof of immigration status and bring the originals to the review.
- ❖ The Consulate reserves the right to return incomplete documentation at the applicant's own risk and cost and the visa fee will not be refunded.
- ❖ The Consulate reserves the right to ask for additional documentation or to conduct an additional personal interview with the applicant.
- ❖ The Consulate does not bear any responsibility for any expenses made by the applicant with connection to the upcoming trip.

Please Note: Although the information on this website has been prepared with utmost care, we cannot accept any responsibility for inaccuracies contained herein.