

Schengen VISA (type C)

Business Trip

BASIC REQUIREMENTS/DOCUMENTS EVERY APPLICANT HAS TO PROVIDE:

1. **Visa application form** one completed, printed and signed application – in point 36 and 37 and under data processing clause.
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:
 - ✓ it 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 non 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. **Reference letter from the US employer** including applicant's name and position, business trip details, company contact person, guarantee to cover all travel expenses (if applicable). If self-employed, tax return and the original business registration. The reference letter has to be an original document.
2. **Invitation letter from Polish partner company or branch of the company located in Poland** confirming applicant's name, business trip details, company contact person. The invitation has to be an original document. In case you should be invited for several trips over a longer period of time, the invitation letter has to clearly state this.

3. **Flight reservation (roundtrip, confirmed).** The reservation must contain the name of passenger and a confirmation number verifiable online (full itinerary if several Schengen States will be visited or if the trip covers several Schengen States and non-Schengen 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, also confirmations from hotels in other Schengen States).
5. **Proof of travel medical insurance:** confirmation letter from your 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.

A copy of an insurance card or a letter from your employer as a proof of insurance is not sufficient. If you do not have insurance or your insurance company cannot provide it, you must purchase new insurance for the entire duration of your trip and provide proof of purchase.
6. **Proof of sufficient financial means:** e.g. last 3 bank account statements with name and address of the owner(s), pay slips from 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 here.