

National VISA (type D) - Work

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. **Work permit** (Zezwolenie na pracę) a work permit is issued by voivode in Poland. Employment without prior authorization is strictly prohibited. Work visas are issued for multiple entries and can be valid for as long as the work permit is valid, but no longer than one year (365 days). **English language teachers** planning to work in Poland at public university/ college or school must submit a Certificate of Employment issued by the president of that school, instead of the work certificate.
2. **Flight reservation (one way required, confirmed).** The reservation must contain the name of passenger and a confirmation number verifiable online.

3. **Accommodation (confirmed and verifiable)** for the entire stay in Poland (e.g. rental agreement or hotel reservation for at least two first weeks. The hotel booking must be confirmed and verifiable, include the name of guest, address and telephone to the hotel. In case of private accommodation **invitation letter from your host** (a family member or a friend), including contact details of host, period of stay and address, informally signed and copy of Polish national ID or passport (or copy of host's residence permit and copy of a rental agreement if applicable).
4. **Proof of travel medical insurance:** confirmation letter from a health insurance company (not from a employer) 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.
5. **Proof of sufficient financial means:** e.g. last 3 bank account statements with name and address of the owner(s).

ADDITIONALLY

Certificate of marriage / Certificate of birth is required when the applicant is traveling with a spouse/child as a dependent or when a spouse/child of the applicant is an EU citizen (original certificate and/or official translation into English or Polish).

If applicant is under the age of 18: consent letter signed by both parents (signature must be certified by a notary public if parent is not present at the interview), application form signed by at least one parent.

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.