

## Schengen VISA (type C)

### Conference, Research, Cultural, Sport Event, School 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 Resident 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 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.
2. **Invitation / enrollment letter**
  - ✓ **Conference, Sport or Cultural Event:** an invitation or a confirmation of participation addressed to the applicant by the organizer and/or an admission ticket.
  - ✓ **School trip/ study program:** a letter from the inviting academic institution that indicates in particular purpose of visit, contact details, accommodation and the trip's itinerary, sponsorship information.
3. **Flight reservation (roundtrip, confirmed).** The reservation must contain the name of the passenger and a confirmation number verifiable online.

4. **Accommodation (confirmed and verifiable)** for the entire stay in Poland including dates and address (e.g. letter of admission to a dormitory, hotel reservation). The hotel booking must contain the name of the guest, address and telephone to the hotel and a confirmation number verifiable online OR in case of private accommodation **Invitation letter from your host** (family member or friend), with full name and address, informally signed, passport copy and photocopy of residence permit of inviting person if applicable.
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. bank statements from last 3 months with the name and address of the owner(s), ay slips from last 3 months OR financial support letter signed by parent/s (signature must be certified by a notary public) with parent/s bank statements from the last 3 months (or from a legal guardian or sponsoring company).

**If applicant is under the age of 18:**

birth certificate with parental information, original and official translation into English or Polish, passport copies of both parents, 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.**