POLAND VISA REQUIREMENT

Visa Fee & Processing Fee **PHP: 12,800**

**GENERAL REQUIREMENTS:**

* Duly accomplished and signed application form
* Two passport sized colored picture with white background (must be taken within the last 6 months; do not staple the photos on the form)
* Original passport (must be 6 months valid beyond intended stay and must have at least two blank pages)
* Copy of passport data page
* Original copy of previous visas and arrival stamps for the past 5 years
* Travel insurance covering the entire duration of the trip to the Schengen area (only accredited insurance companies are accepted; minimum coverage of 30,000 euros, non-deductible must cover emergency medical expenses, hospital treatment and repatriation for medical reasons or death)
* Round trip flight booking confirmation
* Hotel booking confirmation
* Daily travel itinerary
* Copy of proof of civil status (marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable)
* Original bank certificate with receipt and addressed to the embassy and bank statement for the last 6 months transactions

**SPECIAL REQUIREMENTS**

**FOR EMPLOYEES**

* Original employment certificate with leave of absence (must include applicant’s position, date hired, salary, date of return to work)
* Pay slips
* Copy of PRC/IBP ID (if professional)
* Copy of company ID
* Copy of recent personal income tax return

**FOR BUSINESS**

* Copy of business registration (DTI or SEC)
* Copy of business permit or mayor’s permit
* Copy of income tax return
* Copy of financial statements

**FOR STUDENT**

* Proof of enrollment
* Copy of school ID
* Leave of absence from school (if travelling while classes are ongoing)
* Consent form (signed by both parents, allowing the child to travel)

**FOR RETIREE**

* Copy of senior citizen card or retirement documents

**FOR FOREIGN NATIONALS**

* Copy of alien certificate of registration (ACR)
* Copy of international card residence (ICR)
* Re-entry permit

**IF THE COMPANY WILL SHOULDER THE TRIP**

* Guarantee letter from company
* Original bank certificate and bank statements of the company (latest 6 months)
* Copy of business documents and ITR of the company

**Processing Time: minimum 60 working days**

Notice: Processing time and fees are subject to change without prior notice.