



**Visa Checklist**



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## Poland Visa



### Documents for Poland Visa application:

- Passport: Original Passport with validity of at least 3 months after the intended date of departure from Schengen area and two blank pages for visa stamp.

a) Copies of the first/last/observation/correction pages

#### **Please note :**

a) Passports issued beyond 10 years will not be accepted by the Embassy

b) Attach all your old passports (if any)

c) Indian passports with any "observation" will not be accepted.

#### **Please Note :**

Appointment for submission needs to be scheduled online after filling the online form.

OFFICE 1 : AMF TOWER,  
5A RAM NAGAR TONK ROAD BEHIND TVS SHOWROOM, JAIPUR 302015

OFFICE 2 : AYUSH TOURS & TRAVELS PREMISES, SHOP NO.27, SHANKAR NAMKEEN KI GALI,  
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### Documents for Poland Visa application:

- Photo Specification: Two recent passport size photographs with matt or semi matt finish, 60%-80% face coverage, white background and without border (Size: 35mm x 45mm)  
**Please note:** Photograph should not be more than 3 months old, scanned/stapled and should not be used in any of the previous visas.
- Covering Letter : Covering-Letter from applicant on business letter head mentioning name, designation, passport number, purpose and duration of visit in brief. The letter should be duly signed by authorized signatory with company stamp and addressed to – The Visa Officer, Embassy of the Republic of Poland, New Delhi.  
**Please Note:** Covering-Letter on Letterhead if applicant is Self Employed or on plain paper if Employed.

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## **Poland Visa**



### **Documents for Poland Visa application:**

Financials

If Employed

a) Personal ITR for last 3yrs

b) Six months salary slip

c) Original Personal Bank Statement for last six months mentioning the Bank's name, Bank's Telephone Number clearly with Seal & Signature Note :Bank statement Should be on A4 Size Paper.

d) Credit Card copy/Foreign Exchange endorsement/Traveler's Cheque

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## **Poland Visa**



### **Documents for Poland Visa application:**

If Self Employed

- a) Personal & Company ITR for last 3yrs
- b) Original Personal & Company Bank Statement for last six months mentioning the Bank's name, Bank's Telephone Number clearly with Seal & Signature Note :Bank statement Should be on A4 Size Paper.
- c) Credit Card copy/Foreign Exchange endorsement/Traveler's Cheque

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## **Poland Visa**



### **Documents for Poland Visa application:**

- **Proof of Occupation:**
  - Self Employed**
    - a) Company Registration Certificate / Certificate of Incorporation / Proof of Proprietorship / Partnership Deed
    - b) Brief Company Profile
    - c) Articles of Memorandum (Incase the applicant is MD/Director)
  - Employed**
    - a) Proof of employment like Appointment Letter / NOC from Employer
    - Studenta) Leave Sanction Letter from School
    - b) Parents have to provide ITR, Bank statement and Noc letter

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### Documents for Poland Visa application:

- Proof of Accommodation : Hotel confirmation for the entire period of stay in Schengen area and Tour Itinerary  
**Please Note:** Hotel should match the ticket dates and maximum stay should be in Poland
- Airline Reservation : Confirmed return Air ticket
- Medical: Original Medical Insurance for the stay duration amounting to 30,000 Euros.
- Authorization Letter: Applicant will have to submit an authorization letter authorizing Mr. Farroq, Mr. Deepak Sharma or Mr. Ramsunder from Udaan India Private Limited to submit and collect documents.

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