POLAND

Required Documents :

When applying for a **Poland visa** through the **Polish Embassy in Jordan**, applicants are generally required to submit specific documents depending on the type of visa they are applying for. Here is a general list of the **required documents** for most visa categories (for short-stay **Schengen visas** and **long-stay national visas**) to **Poland**:

Required Documents for Most Visa Categories to Poland (Embassy in Jordan)

1. Completed Visa Application Form

- **Schengen Visa (Type C)** for short stays (tourism, business, family visits, etc.) or **National Visa (Type D)** for long stays (work, study, family reunification, etc.).
- The form must be filled out **completely and signed**.
- **Online applications** are available through the **Polish Embassy** website.

2. Valid Passport

- **Passport** must be valid for at least **three months beyond your intended departure date** from Poland and should have at least **two blank pages** for visa stamps.

3. Passport-Sized Photos

- **Two recent passport-sized photos** (35mm x 45mm) that meet the **Schengen photo requirements**:
    - The face must be fully visible, with a neutral expression, no glasses, and a white background.

4. Travel Health Insurance

- **Travel health insurance** that covers the entire Schengen area and is valid for the full duration of your stay.
    - The insurance must have a minimum coverage of **€30,000** for **medical emergencies**, **hospitalization**, and **repatriation**.

5. Proof of Accommodation

- **Hotel reservation** or **proof of accommodation** for the entire duration of your stay in Poland.
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    - If staying with family or friends, provide an **invitation letter** from the host along with a copy of their **passport** or **residence permit** and **proof of accommodation**.

6. Flight Reservation

- **Flight itinerary** or **round-trip flight reservation** showing entry to and exit from the Schengen area.
    - A flight **booking confirmation** is acceptable; no need for fully paid tickets at the application stage.

7. Proof of Financial Means

- Evidence that you can financially support yourself during your stay in Poland:
    - **Bank statements** from the last **3 months** showing sufficient funds.
    - **Salary slips**, or a **sponsorship letter** (if someone else is covering your expenses) are also acceptable.

8. Visa Fee Payment

- The visa fee is generally **€85** for adult applicants, **€45** for children aged 6 to 12, and may vary for specific visa types (e.g., work or study visas).

9. Cover Letter

- A **cover letter** explaining the purpose of your trip to Poland, including details of your itinerary, travel plans, and reasons for visiting.
    - This is especially important for **business** or **study** visas.

10. Proof of Ties to Jordan

- Documents to prove that you have strong ties to your home country and intend to return after your trip:

- **Employment letter** or **business registration**.

- **Property ownership** or **rental agreement**.
- **Family ties**, such as marriage certificates or children's birth certificates.

Additional Documents Based on Visa Category

For Short-Stay Tourist Visa (Schengen Visa)

- **No additional documents** beyond those listed above. If traveling with family, provide relationship proof (e.g., marriage certificate or birth certificate).

For Business Visa

- An **invitation letter** from the Polish company you will be visiting.
- **Company registration** or **business license** from the company you are representing.
- **Employment letter** or **no-objection letter** from your employer in Jordan.

For Family Visit Visa

- **Invitation letter** from your family member in Poland, stating the relationship, purpose, and duration of the visit.
- Proof of the **family relationship** (e.g., marriage or birth certificate).
- A copy of the **inviting family member's** Polish passport or **residence permit**.

For Student Visa

- An **admission letter** from a recognized Polish educational institution (e.g., university, language school).
- Proof of **financial means** to cover tuition fees and living expenses during your stay.
- **Accommodation proof** in Poland (e.g., student dormitory booking or rental agreement).

For Work Visa

- **Work contract** or **employment offer** from a Polish company.
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- A copy of the **company's registration** in Poland.
- **Proof of qualifications** (if applicable, e.g., degrees, diplomas).
- A letter from your **Jordanian employer** confirming your leave.

For Long-Term Medical Visa

- **Medical certificate** or letter from a hospital or medical center in Poland confirming the need for treatment.
- Evidence of **financial means** to cover medical costs and other living expenses in Poland.

For Family Reunification Visa

- Proof of the **family relationship** (birth certificate, marriage certificate, etc.).
- **Proof of Polish residency** or citizenship of the family member you are joining.
- **Legal residence status** of the family member in Poland (e.g., a copy of their residence permit or citizenship certificate).

General Application Process for Poland Visas:

The **general application process** for obtaining a **Poland visa** through the **Polish Embassy in Jordan** follows standard procedures for **Schengen visas** and **National visas** for long stays. Below is a step-by-step guide to help you navigate the process of applying for a **Poland visa**:

Step-by-Step Application Process for Poland Visas from the Polish Embassy in Jordan

Step 1: Determine the Type of Visa

Before applying for a visa, you need to determine which type of visa you require based on the purpose of your visit. Poland is a member of the **Schengen Area**, so your visa will typically fall into one of these categories:

- **Short-Stay Schengen Visa (Type C)**: For tourism, business, family visits, cultural exchanges, or medical treatment (up to 90 days).
- **Long-Stay National Visa (Type D)**: For long-term stays for study, work, family reunification, or other extended purposes.
- **Airport Transit Visa (Type A)**: For travelers transiting through a Polish airport en route to another destination.

Step 2: Prepare the Required Documents

Once you've identified the visa type, you need to gather all the required documents. Common documents include:

1. **Completed Visa Application Form**:
    - For **short-stay** Schengen visas (Type C) or **long-stay** national visas (Type D), you must complete the appropriate application form.
    - Forms can be filled online or downloaded from the **Polish Embassy** website.
2. **Valid Passport**:
    - Must be valid for at least **3 months beyond your intended departure** from Poland and must contain **two blank pages**.
3. **Passport-Sized Photos**:
    - Two recent passport-size photos, meeting Schengen photo requirements.
4. **Travel Insurance**:
    - **Schengen travel health insurance** covering the entire duration of your stay, with a minimum coverage of **€30,000**.
5. **Flight Reservation**:
    - Round-trip flight reservation to Poland.
6. **Proof of Accommodation**:

- Hotel bookings, invitation letters (if staying with friends or family), or a rental agreement.

7. **Proof of Financial Means**:
    - Bank statements, salary slips, or a sponsorship letter showing sufficient funds to cover the duration of your stay.
8. **Visa Fee**:
    - The fee is typically **€85** for adults, **€45** for children aged 6-12 years, and free for children under 6 years. The fee is paid at the time of submission.
9. **Cover Letter**:
    - For certain visa types, such as business or student visas, include a cover letter detailing the purpose of your trip, the dates of your visit, and your travel itinerary.

Step 3: Schedule an Appointment

- **Embassy Appointment**: you are required to submit documents directly at the embassy and schedule an appointment via Polish embassy website

Step 4: Submit the Application

- Attend the appointment at the **Polish Embassy** and submit your **completed application form**, all **supporting documents**, and **biometric data**.

Step 5: Pay the Visa Fee

- **Short-Stay Schengen Visa (Type C)**: The fee is typically **€90** for adults and **€45** for children between 6 and 12 years old. Children under 6 years old may be exempt from the fee.
- **Long-Stay National Visa (Type D)**: The fee may vary depending on the type of visa (work, study, etc.), and it is usually higher than for Schengen visas.

Step 6: Wait for Processing

- **Processing Time**:
    - For **Schengen visas (Type C)**, processing time is typically around **10-15 working days**.
    - For **long-stay visas (Type D)**, processing times can take **several weeks**.

Step 7: Collect Your Visa

- Once your visa has been approved, you will be notified to collect your passport from the **Polish Embassy**.
- If your visa is refused, you will receive a **rejection letter** stating the reason for denial. In case of a refusal, you may appeal the decision or reapply with additional documents.

Step 8: Prepare for Travel

- Ensure that you have all your documents ready for your travel to Poland, including:
    - Your **visa** and **passport**.
    - **Travel insurance**.
    - **Proof of accommodation** and **financial means** if requested upon arrival.
    - **Flight reservation**.