



Up Date: 24-Aug-2010

EMBASSY OF THE REPUBLIC OF POLAND
Diplomatic Enclave II, Street 24, G-5/4 PO Box 1032 Islamabad
Phone: 92-51-2279491-2
Fax: 92-51-260-0583/92-51-260-0852
Email: polemb@isb.comsats.net.pk

Note: Please note that the Embassy have right to ask for additional / original documents and Embassy reserves the right to call for personal appearance.

Telephonic Appointment is required for Submission
Personal Appearance is must

- 1. One application form**
- 2. Three recent passport-size photographs**
- 3. Original plus Previous passport(s), if any.**
- 4. Photocopy of the first 4 pages of current applicant's passport and all previous Polish visas and Schengen visas should be attached.**
- 5. Covering letter - should contain short information about the company, about the transaction with the Polish company, purpose and time of the visit to Poland, Photocopy of the latest correspondence.**
- 6. Sponsorship:**
 - a) Official invitation from the Polish Partner, standing duration and purpose of visit (one copy of the invitation has to be send directly to the Consulate of Poland) as well**
 - b) Proof of business activities with the company in Poland**
- 7. Confirmed airline reservation**
- 8. Schengen Travel health insurance**
- 9. Confirmed hotel booking**
- 10. Proof of sufficient financial means for the planned stay (travelers cheques, cash, credit cards).**
- 11. All additional documents confirming the financial conditions of the company and applicant (Bank statement of the last 6 months).**
- 12. Working certificate standing applicants position and duration of employment.**
- 13. Proof of income (salary certificates).**
- 14. NIC copy**
- 15. NTN Certificate**
- 16. Authority Letter for collection (The applicant needs to appear personally to the Embassy and for Collection he can authorize someone to pick the passport.)**

Processing time:

3 to 4 Weeks

Visa Fee :

- **Single / Double Entry: PKR 6420**
- OTL- Service charges: PKR 1500/-

Submission: Tuesday & Wednesday Only: 9AM – 12 PM**Collection: FRIDAY Only (10 AM- 12 PM)****TRAVELPAK****AIG**
PAKISTAN®**PREMIUM**

Amount in PK

Period / Geographic coverage	Premium	Schengen	Economy
One week	3,000	2,800	690
Two weeks	5,100	4,700	1,190
Three weeks	7,000	6,400	1,590
One month (30 days)	8,900	7,900	1,990
Every additional 30 days upto Max 180 days add	7,500*	6,400*	450*
Annual Multitrip	23,000	18,000	N/A
Family Rate			
One week	5,250	4,200	1,380
Two weeks	8,925	7,050	2,380
Three weeks	12,250	9,600	3,180
One month (30 days)	15,575	11,850	3,980

REQUIRED INFORMATION FOR VISA PROCESSING:

1. Marital Status
2. Parents Name
3. Spouse's Name, Date of Birth & Place of Birth
4. Home Address & Telephone No.