

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 sand 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/-

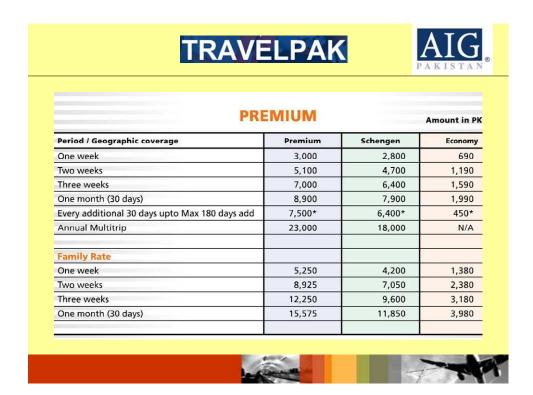
Submission: Tuesday & Wednesday Only: 9AM - 12 PM

Collection: FRIDAY Only (10 AM- 12 PM)









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.