

What documents do I need to submit?

1. Visa application form completed via the [e-konsulat](#) system, printed and signed.
2. 3.5 x 4.5 cm colour photo. The photo must be:
 - a. sharp, taken against white background and printed on quality paper,
 - b. newer than 6 months,
 - c. taken en face, clearly showing the eyes and face from both sides from the top of the head to the top of the shoulders with the face covering 70-80% of the photo. The photo must be taken without any headwear or glasses.
3. Passport issued within last ten years, valid for at least three months from the expected return date, with at least two blank pages for visas. If you have another valid passport, you should include it with your visa application. In the case of non-South African citizens, proof of legal stay or a residence permit in South Africa is required, valid for a period of at least three months after the intended date of departure from the Schengen territory.
4. Copy of the passport page with personal data and photo.
5. Copy of an ID document to confirm residence within the consular district of your application.
6. Schengen visa applicants (for single or double entry) must demonstrate that they have adequate and valid travel medical insurance covering any expenses that may arise during their stay in the territory of the EU Member States relating to the need for return travel for medical reasons, the need for urgent medical assistance, emergency hospital treatment or death. Multiple entry Schengen visa applicants must demonstrate that they have adequate and valid travel medical insurance for the period of their first intended visit. The insurance must be valid throughout the territory of the EU Member States and cover the entire period of the planned stay. The insured amount must be no less than 30 000 EUR.

List of approved insurance companies which meet the criteria:

- Absa
 - ACE
 - AIG
 - Allianz
 - AXA
 - Bryte
 - Hollard
 - IMG
 - Old Mutual
 - Santam
 - Swiss Care
 - Tokio Marine
 - Wiener
 - (Some medical aid companies, such as DISCOVERY, MOMENTUM & PROFMED, automatically provide travel insurance to their members)
7. Air ticket and itinerary. Must include dates and flight numbers specifying entry to and exit from the Schengen territories (round trip). Please provide the full itinerary, including departure from and return to South Africa. A flight booking/reservation may be accepted in some cases.

8. Proof of accommodation for the entire duration of the intended stay. A confirmed hotel reservation is requested. A tour itinerary from a registered tour operator is also acceptable.

9. A document to confirm the purpose and the conditions of your planned stay in Poland:

- Business meetings, professional training, conferences, workshops, short term studies or research, cultural or sports events, official meetings: official signed invitation letter from a company, institution or organisation in the Republic of Poland. The invitation should include clear identification of both the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant. If expenses are covered by the host, this needs to be clearly established in the invitation. If applicable, proof of registration and payment is also required. Foreign entrepreneurs and representatives of foreign business entities applying for a visa for business purposes have to be notified by their diplomatic mission accredited in the Republic of Poland and have to obtain the consent of the Polish minister of foreign affairs for such a visit.
- Diplomatic/official visits: Note Verbale from the Department of International Relations and Cooperation (DIRCO) or other relevant ministerial department must be presented.
- Medical treatment: certificate of the receiving health institution must be presented, including reference to the fact that the expected coverage of the medical treatment is available, and other certification of the coverage of the medical treatment.
- Visiting relatives and/or friends: official invitation letter is required from the host, which is registered in a Voivodeship Office in Poland (Urząd Wojewódzki) and confirms that the host will provide accommodation and financial support.
- Spouses of Polish citizens: signed letter from the Polish citizen should be presented, which identifies the spouse and confirms the visit; this must be accompanied by a copy of the Polish citizen's ID or passport, as well as their marriage certificate. There is no visa fee in such cases. If the Polish citizen confirms that s/he will cover all travel costs, then no further documents confirming employment or financial funds from the spouse are required.

10. Proof of employment. Signed letter from employer confirming employment and indicating monthly salary, continued employment after period of leave and duration of absence. In the case of self-employed individuals, a certification from SA Companies and Intellectual Property Commission or SA Revenue Service is required. In the case of students, a letter from the school/college/university in South Africa certifying the applicant's student status is required.

11. Proof that you have enough financial means for the entire duration of the intended stay:

- applicant's last three months bank statements, certified by their bank, or
- pay slips from the applicant's employer (last three months), pension slips, or
- a letter from his/her bank is required confirming credit card limit, or
- traveller's cheques issued on his/her name (originals and copies).

In the case of minors, a signed declaration by the legal representative or sponsor on the coverage of all relevant costs is required (including a copy of said representative's/sponsor's ID or passport, as well as three months of their bank statements or pay slips).

Additionally, when applying for a visa for a minor you should present:

- Notarized consent of the child's parent(s) to apply for a visa, prepared by a notary public and confirmed by a high court (Apostilled). If there is only one guardian, it should be proved by a birth certificate, a court decision on exclusive parental custody or a death certificate of the other parent.
- Originals and copies of parents' passports.
- Original and copy of the birth certificate.

If a child is entered in their parent's or a legal guardian's passport, please submit a separate visa application. The visa will be pasted into the parent's or the legal guardian's passport.

IMPORTANT: All original documents (passports, certificates, official letters, etc.) **MUST** be accompanied by **COPIES** thereof. Copies will not be made at the Consulate, and it is the applicant's responsibility to ensure that all relevant copies are presented during the visa appointment. It is also the applicant's responsibility to deliver any outstanding documents to the Consulate, should their application be incomplete. The deadline for missing documents is determined during the appointment.

Please note:

- You must apply for a visa in a consular office or the embassy's consular department in the consular district of your place of residence.
- Usually, the above documents are enough to receive a visa, however, the consul may require additional documents.
- Apply for a visa not earlier than three months before your planned journey.
- The consul may, but does not have to, invite the applicant for an interview.
- You may be banned from entering any of the Schengen States if you present forged documents or provide false information.
- Receiving the visa does not guarantee that you will enter the Schengen area - the final decision is always made by the authorities of the country where you intend to cross the Schengen area border.