

VISA REQUIREMENTS

Where to apply

1. If you intend to visit only one Schengen country, you must apply at the Embassy or Consulate of that particular country.
2. If you intend to visit several Schengen countries, you must apply for a visa at the Embassy or Consulate of the country, which is the main destination (**the country you will be spending the most of your time**).
3. If you intend to visit several Schengen countries but do not have a main destination, you should apply for a visa at the Embassy or Consulate of the country, which is your first point of entry to the Schengen area.

If you hold valid Schengen visa, you can not apply for a new one.

In order to obtain a visa the following must be submitted to the Consulate:

1. Valid passport or travel document. Passport must be valid for a period of at least three months following the intended date of departure from Poland or the Schengen area. Please, ensure that your passport have a blank page for the visa sticker.
2. Visa application form must be completed either in block letters or typed in without any omissions, amendments or deletions and signed by the applicant.
3. Valid Swiss residence permit.
4. One recent passport photograph (in colour, printed on high-quality paper, 35x45 mm).
5. Travel health insurance for the whole period of stay in the Schengen area covering medical expenses (emergency hospital treatment and repatriation). The minimum amount of insurance cover: 30 000 euro.
6. Evidence of possession of sufficient financial means.
7. Supporting documents – to confirm the purpose of the applicant’s travel (according to the type of visa):
 - tourism, visiting family/friends – confirmed accommodation booking covering the whole period of stay in Poland/Schengen area, booked travel ticket, certificate from employer/school/university, recent bank statements or traveller’s cheque, formal invitation from your host in Poland which should be entered into the register of invitations in the appropriate Voivodeship Office in Poland,
 - business – formal letter from your employer stating your position at the company, purpose of the visit and its duration, guarantee of covering cost of your stay in Poland,
 - formal invitation letter from the receiving company in Poland (business partner/client) including information on the purpose and duration of visit, guarantee of covering cost of your stay in Poland;
 - participation in cultural, economic, political, scientific or sport events – invitation or notification addressed to applicant by the organizer;
 - scientific activity, training – letter of acceptance or admission from the receiving organization in Poland;
 - studying – certificate of enrolment and proof of payment for the first year of tuition;

- working - promise to issue the work permit or employer's written declaration confirming the intention to employ the foreigner, if the work permit is not required;
- transit - transport documentation, for example a rail/plane ticket and visa of the destination country in the passport;

Attention:

The Consulate reserves the right to request additional documentation or conduct a personal interview with the applicant.

The applications should be submitted to Consular Section of the Embassy of Poland in Berne (Monday-Tuesday, Thursday-Friday, from 9 am till 12 am) personally, by a member of family, by the couriers (only for business visa applications) or by post (only in exceptional cases). You don't need to book an appointment.

Visas are usually issued within 1-3 weeks of receipt of complete documentation.