

## BUSINESS VISA CHECKLIST



For the Schengen Business Visa, besides general and obvious documents for granting the visa (application form, photos, passport, passport copy, insurance with sufficient medical coverage), the following papers will be required

- Invitation letter from Polish company which you will be visiting and their detailed address accompanied with the dates of your visit
- A certificate from your employer stating/allowing your business travel
- If there were previous trade relations between the two companies, proof of such events must be provided
- Business bank statement of the latest 6 months
- Memorandum and Article of Association in original certified copy (registered with joint stock companies) Trade License (first issued and present renewal), Proprietorship/Partnership documents
- Regarding the applicant's expenses during stay in the Schengen zone, either the employer or the partner company must state coverage of expenses on the letter or invitation (**at least partially**)