



VISA INFORMATION AND PROCESS TO ENTER POLAND FOR THE LWF ASSEMBLY

Please access the links for full instructions:

1. BACKGROUND INFORMATION ON VISA (SCHENGEN) APPLICATION TO ENTER POLAND:

We ask you to read and study this document on applying for a visa to enter Poland:

<https://www.schengenvisainfo.com/poland-visa/>

2. WHO NEEDS A VISA TO ENTER POLAND FOR THE LWF ASSEMBLY?

- a. Check on the Ministry of Foreign Affairs of Republic of Poland website
<https://www.gov.pl/web/diplomacy/visas>
- b. You will find a list of the countries needing a visa to enter Poland
<https://www.schengenvisainfo.com/who-needs-schengen-visa/>

3. HOW TO APPLY FOR A POLISH VISA?

To complete the application process to obtain a visa to Poland, follow these steps:

- a. Find out where you need to apply for a visa to Poland.
- b. Choose the right Poland visa type based on the purpose of your travel
(<https://www.schengenvisainfo.com/schengen-visa-types/#schengen-visa-types-according-to-purpose-of-travel>)
- c. Figure out where you need to apply for a Poland visa
- d. Collect the required documents and submit all to the Polish Embassy
- e. Make a visa appointment. <https://secure.e-konsulat.gov.pl/>
- f. Attend the visa interview
- g. Wait for your application to be processed and final results

4. WHERE TO APPLY FOR A VISA TO ENTER POLAND

- a. For those needing a visa to enter Poland, one has to apply at a Polish Embassy or a Polish Consulate in his/her country of residence:
<https://www.gov.pl/web/diplomacy/polands-missions-abroad>
- b. Some countries do not have a Polish Embassy. In this case application of visas can be made with the Embassy/Consulate of another Schengen country to which Poland has outsourced visa submission
- c. You will find a list of Republic of Poland's mission abroad and alternative consular services in the country: <https://2023.lwfassembly.org/sites/default/files/resources/>

5. WHEN APPLYING FOR A VISA TO ENTER POLAND:

- a. Ensure you access and read carefully the application procedure. Give time to understand the instructions for the visa application and preparation of the necessary supporting documents.

- b. Download/print and fill up the application form properly and accurately:
<https://www.schengenvisainfo.com/download-schengen-visa-application-form/>
- c. Prepare all documentation required in hard copies:
<https://www.schengenvisainfo.com/poland-visa/#what-documents-are-required-for-a-poland-schengen-visa-application>
- d. Submit complete documentation to the Polish Embassy in your country of residence or its agreed office
- e. E-Visa: <https://secure.e-konsulat.gov.pl/>

6. SAMPLE DOCUMENTS TO PREPARE:

This is only a sample list of documents to prepare. It is important that one should access the information directly from the Polish Embassy on list of documents needed when applying for visa (<https://www.gov.pl/web/diplomacy/visas>)

The applicant is responsible in ensuring the completeness of documents submitted

- a. Travel document or a Passport (valid at least 3 months after departure)
- b. Filled in and signed visa application
- c. A photograph
- d. A document confirming the purpose of travel
- e. Confirmation of means of transportation, accommodation/hotel in Krakow (if not subsidized), medical travel insurance coverage
- f. Other documents may be required: such as employment or school certification
- g. Visa payment (see below explanation that the Visa fee has been waived)
- h. Supporting documents may differ depending on the country where a visa application is submitted

7. WHAT DOCUMENTS WILL LWF PROVIDE:

The following documents will be provided and sent by email to the participant. Download and print the documents and attach together with your Visa application when submitting to the Polish Consular services:

- a. Letter of Invitation from the Lutheran World Federation. The letter will include confirmation of the accommodation and full coverage of meals when in Poland
- b. Letter of Invitation from the host church, the Evangelical Church of the Augsburg Confession in Poland (ECACP)
- c. International air ticket from country of residence to Krakow back to country of residence (if LWF is booking your ticket)
- d. Certification of medical emergency and accident insurance while attending the LWF Assembly in Krakow, Poland

8. PAYMENT OF VISA FEES:

The Polish visa fee is Euro 80.00.

The payment of Polish (Schengen) Visa fee specific to one's participation to the LWF Assembly in Krakow Poland **has been waived by the Polish government, if applying directly to a Polish Embassy.**

Please note **VISA FEES are only waived if applying directly to a Polish Embassy.**

- If you are applying through another country consular service as listed in the document, please note that **one has to pay the visa fee to that consular service.**

- Should there be any processing or transaction fee charged, this is the responsibility of the member church/participant applying to pay directly.

9. **IMPORTANT: FOR COUNTRIES WHERE THERE IS NO POLISH EMBASSY**, the requirements to prepare are the same, but the place where you have to apply is not necessarily in your own country of residence. We will send specific instructions on this.

IMPORTANT INFORMATION:

- Kindly ensure you fill up the visa application form completely and accurately.
- Please provide full documentation to support your visa application
- The visa process takes time. We encourage the participants needing visas to apply as early as you can or starting three months before departure. Approval of Visa normally take within 15 days.