



Applicant Name	
Email Address	
Purpose of Visit	
Departure Date	
Phone Number	
Address	

	Yes	Missing
<p>Application form (fully completed and Typed Up) Completed and signed by the applicant,</p> <p>Photograph: One passport sized photo with white background (NOT MORE THAN 5 MONTHS OLD)</p>		
<p>Passport or Travel Document</p> <ul style="list-style-type: none"> - Valid for a period of at least 3 months after exiting the Schengen Area. - The passport or travel document must be recognized by all parties of the Schengen Agreement. <p>Important Note: Passports must be issued Within 10 Years and have to have at least 2 blank pages. A passport older than 10 years that has been extended for a period exceeding 10 years from the date of issuance cannot be accepted.</p>		
<p>Proof establishing the purpose of trip Copy of confirmed round trip air-ticket with dates and flight numbers specifying entry and exit from ALL Schengen State. Please provide a copy for each application. (Confirm travel dates)</p> <ul style="list-style-type: none"> - Itinerary if traveling to additional Schengen States (With Proof of travel to additional Schengen countries if No connecting flights proof of - Car Hire / Ferry / Coach / Train Tickets etc.) - Please ensure the reservation states the passenger's name. - The visa of the final country of destination (if needed) should be obtained before applying for a Schengen visa. 		
<p>Copy of Travel Insurance Policy</p> <ul style="list-style-type: none"> - Covering the entire period of intended stay, - Valid for all Schengen States - Covering any expenses for repatriation, urgent medical attention, emergency hospital treatment or death during stay - Needs to be 0\$ deductible. 		

<p>Minimum coverage EUR 30 000 (equivalent to \$50,000).</p>		
<p>Proof of accommodation: For Tourists: hotel/holiday home confirmed reservation or tour vouchers with a name, address and the telephone of the hotel or rental agreement or if staying with the family or friends, an official letter of invitation signed by your host must be submitted. The host signature must be notarized by the local authorities of the relevant Schengen country.</p> <p>It should clearly state names of applicants, arrival and departure date and address of the hotel. If applicant is travelling to other Schengen States as well, proof of accommodation is needed from each country.</p> <p>If the host is a citizen of Portugal of another European Union Country, he/she must include copy of identification card or national passport; if a legal resident of Portugal or of another E.U. country, proof of legal residency must be also submitted. Applicants married to/or children of Portuguese or E.U. citizens must also submit copy of spouse's or parents passports or national id card.</p>		
<p>For applicants visiting friends or family:</p> <p>A Term of Responsibility form needs to be completed by the inviting person duly notarized or stamped by a Commissioner of Oaths and must specify if they are responsible for Accommodation or for All the Costs. Copy of inviting persons ID / Passport.</p> <p>Cruise:</p> <ul style="list-style-type: none"> - A detailed itinerary of the cruise - Proof of payment for cruise with all applicants' names on it. - You are only able to apply for Portugal if Portugal is your longest stay is in Portugal. 		
<p>Proof of sufficient funds for duration of stay –</p> <ul style="list-style-type: none"> - Recent / Current bank statements of the past three months, traveler checks, letter of employment, international credit cards, etc. - The minimum requirement per day is the equivalent to 40 euros plus 75 Euros per entry in to the country. - Bank statements must show name and address of owners. Electronic printouts are accepted; proof of regular income, e.g. pay slips of the last three months. <p>For Self Employment: Tax returns from previous fiscal year or proof of previous economic activity and of</p>		



<p>an income during previous fiscal year.</p> <p>For Retired: 3 Months of Bank Statement</p>		
<p>For business travelers: Please present the original of either a letter of invitation, official invitation, company letter or proof of participation in group travel.</p> <p>Official invitation letter from inviting company (on official company paper, stamped and signed) containing:</p> <ul style="list-style-type: none"> - Full address & contact details of the company - Name & Position of the countersigning company representatives - The purpose and duration of the trip - Identity of the invited applicant - Person or company who will bear the travel and living costs and if sponsored financial guarantee for the visa applicant's return to Washington. - Hotel reservation unless the invitation letter clearly states that accommodation is provided. <p>Letter from invited company containing :</p> <ul style="list-style-type: none"> - Full address & contact details of the company - Name & position of the countersigning company representative - Confirmation of employment, years of employment, nature of work, type of contract - Purpose and duration of the trip - Conference – Proof of conference Registration 		
<p>MINORS parents/legal guardians must sign:</p> <ul style="list-style-type: none"> - <i>Child 12 years and older must appear in person at the VAC for Biometrics (under 12 years do not need to come in as No Biometrics are taken)</i> - If One / Both Parents are travelling - proof of Flight details required - If One / Both parent is not travelling – submit Affidavit of parental consent duly signed and certified. - Copies of both / Non Travelling parent ID / Passport required. - An unabridged birth certificate should be submitted or the official documents/court decisions establishing the minor’s parents/legal guardians. - If any parent deceased then certified copy of death certificate. Only in case of delay by SA authorities to issue unabridged birth certificate: proof of having lodged the relevant request to the competent 		



<p>authorities (home affairs) showing the parent names and stamped by Home Affairs</p> <ul style="list-style-type: none"> - Letter from School confirming enrolment. A Term of Responsibility from the person responsible for the child whilst on holiday Duly Notarized or stamped by a Commissioner of Oaths and must specify if they are responsible for Accommodation or for All the Costs. - Copy of inviting / responsible persons ID / Passport. - Copy of inviting / responsible persons ID / Passport. - Child under 6 years the Visa is Free of charge - Child between ages 6 – 12 Visa fee is half 		
<p>EEA/EU Dependents:</p> <ul style="list-style-type: none"> - Spouse or children of EEA/EU passport holders are required to submit marriage certificate and/or unabridged birth certificate. - Copy of EEA/EU citizen's passport (verify the original) - Flight reservation with details of applicant and EEA/EU national - Consular fees not charged when above documents duly submitted and to travel with the spouse that holds the EU passport. <p>No proof of adequate funds and accommodation needed</p>		
<p>MAILED IN Copy of Applicants passport Bio Data page (Information page)</p> <p>Copies of previous Schengen visas obtained in the last three years (if not in current passport) APPLICATION FORM SIGNED NEEDS TO BE NOTARIZED. The application will be sent back!</p>		

VFS Submission Officer Name: _____

Applicant Signature: _____