

- Temporary work visas allow bearers to engage in a paid professional activity, in Portugal, from 1 month to up to 3 years, either under contract to an employer or for self-employment.
- Applications are processed at Consulate and forwarded to the Portuguese Immigration authorities for consideration. A final answer may be received within 1 or 2 months. If application is approved, a visa will be issued by the Consulate.
- Accompanying family members who are nationals of countries that require Schengen visas must apply for a short stay visa and adjust their status with Portuguese Immigration authorities (SEF) once in Portugal. Short stay visas **do not allow holders to engage in paid activities in Portugal**.

Accompanying family members who are nationals of countries that **do not** require Schengen visas must enter the country using their passport (without a visa) and adjust their status with *Portuguese Immigration authorities (SEF) once in Portugal*

No	Requirements	YES	NO
1	1 Visa applications completely filled and duly signed by applicant		
2	A recent color photograph (2X2) must accompany the application form		
3	Certified copies of passport or official travel document valid for at least 3 months beyond date of intended stay in Portugal. The original passport must be submitted once the visa is approved		
4	If not a US citizen, proof of legal status <u>copy front and back</u> (green card, US visa, advance parole etc.). Specify: _____		
5	Work contract, signed by both parties confirming period of employment, salary, benefits, proof of financial support, and housing/accommodations while in Portugal. These documents must be either in Portuguese or translated (please consult schedule of fees below).		
6	Companies in Portugal hiring salaried workers must request previous approval from the IEFP (Instituto de Emprego e Formação Profissional). Proof of the approval should accompany application		
7	Confirmed Accommodation: from the inviting institution if on campus or confirmed hotel reservations, stating name, address and telephone number of the hotel, including confirmation number		
8	Proof of financial support; Bank statements (electronic print outs are accepted);		
9	Criminal Record Certificate (for applicants older than 15), issued by the FBI; This document must be requested with an apostille.		
10	Permission to the Department of Borders and Customs to obtain criminal record from Portugal		
11	Copy of marriage certificate and children's birth certificate (in case of a family).		
12	Proof of Health Insurance that covers medical expenses in Portugal		

VFS Officer Remarks/ Additional documentations:

Place and Date _____

Applicants Signature _____

VFS Officer Name and agent #