



SECÇÃO CONSULAR DA
EMBAIXADA DE PORTUGAL
PEQUIM

**List of documents needed to apply for short term visa in China
(Schengen visa - Business and professional purposes)**

1. Visa application form (the form must be filled and signed by the applicant).
2. Two passport photos: both photos must be similar, colored, with no digital retouch, size 3.5*4.5 cm, high resolution, and should allow a clear identification of the applicant. Photos that may compromise the identification of the face, of parts of the face due to accessories such as caps, hats, beanies, hair, or earrings will not be admissible.
3. Passport: the date of expiration should not be inferior to 3 months counting after the date of return. Passport should have at least 2 empty pages available.
4. Passport copies: information pages and the pages with stamps.
5. Copies of the information pages, and visas from previous passports.
6. *(Non-Chinese applicants only)*: legal copy of valid proofs of residence in China, such as the “Foreigner's Visa” or “Foreigner's Resident Permit” with a date of expiration of more than 3 month counting after the date of exit from Portuguese territory.
7. A valid and suitable travel medical insurance that covers medical expenses including urgent medical care and repatriation of remains in case of death. The coverage amount should not be inferior to 30.000 Euros.
8. Proof of solvency, preferably the original version of the bank statement from the last 3 months (with no bank deposits).
 - 8.1. *Employer only*: in cases when the employer pays for the applicant's travel and accommodation expenses.
 - 8.2. *Applicant only*: in cases when the applicants pays for his/her own travel and accommodation expenses.
 - 8.3. *Other documents (employed applicants only)*:
 - 8.3.1. Certified copy of the employer's business license (must include Portuguese or English translation).
 - 8.3.2. An employer's letter translated to Portuguese or English, properly stamped, and signed. The letter must include the issue date, must be printed on letterhead paper, should mention the applicant's name, position, salary, and date of start of duty in his current job as well as the name, position, and phone number of the signatory.



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9. Original version of the invitation letter issued by the Portuguese event or training activity organizer, or the Portuguese business partner. The letter should be printed on letterhead paper, must be stamped, signed, and should include the following information:

9.1. Full address and reference to the contact person representing the company.

9.2. Name and position of the signatory.

9.3. Purpose and duration of visit.

9.4. Detailed program.

9.5. Party that shall pay for the travel and accommodation expenses.

9.6. If the inviting party is financially responsible, or not, for the expenses pertaining to the return of the applicant to China.

9.7. Proof of registry issued by a Chamber of Commerce (only if applicable).

10. The applicant may submit any other document that he/she may consider relevant, e.g., proof of any existing commercial or professional partnership with Portuguese entities.

Notes:

For the case of Schengen visas, the decision period may last up until 15 days, but in case a more detailed analysis of the visa request is needed, the decision period may be extended (for up to 45 days).

Visit by invitation only: If the applicant is being invited to visit Portugal, the inviting party may fill the liability/consent form (*‘termo de responsabilidade’*) declaring that it will be liable for all the applicant’s travel and accommodation expenses.

The Embassy of Portugal in Beijing upholds the right to request additional information or documentation and schedule an interview if needed.