



SECÇÃO CONSULAR DA
EMBAIXADA DE PORTUGAL
PEQUIM

**List of documents needed to apply for residence visa in China
(National visa D4-Research, study, higher education students exchange,
internships, and volunteer work)**

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. Applicant’s criminal record certificate issued by his/her home country’s competent authority. In case the applicant has been living in a foreign country for more than a year, the criminal record certificate shall be issued by the authorities of the country of residence. The certificate should be issued no more than 90 days preceding the date of the visa application and must be certified by the Ministry of Foreign Affairs of the People’s Republic of China and legalized by the Portuguese embassy or consulate.
8. Signed authorization form allowing the Portuguese Immigration and Borders Service (SEF) to consult the applicant’s criminal record certificate in Portugal (not applicable to applicants under 16 y/o).
9. A valid and suitable travel medical insurance that covers medical expenses including urgent medical care and repatriation of remains in case of death.
10. Proof of accommodation in Portugal (or liability/consent form). In case of liability/consent form, it shall be provided information about the location and length of the stay of the student/intern/volunteer in the premises (apartment, dorm or house, for example) of the inviting party, as well as its ID card.
11. Declaration of means of subsistence or liability/consent form (“*termo de responsabilidade*”), followed by other relevant financial documentation as *per* article 11 and 52 of Law no. 23/2007 and Decree no. 1563/2007 (only for cases where such a declaration is mandatory). To evaluate the means of subsistence, earnings resulting from scholarships will be considered.



SECÇÃO CONSULAR DA
EMBAIXADA DE PORTUGAL
PEQUIM

12. (Research Activity):

12.1. Employment contract or copy of the agreement signed with the Portuguese research center/higher education institution. The document shall be signed by both parties and shall mention its duration, campus address and wage. Or;

12.2. Proof of admission issued by the research center/higher education institution in Portugal, mentioning the existence of a scholarship. Or;

12.3. Liability/consent form (“*termo de responsabilidade*”) issued by the research center / higher education institution, stating the applicant admission in a course and financial support for the applicant expenses during his/her stay in Portugal.

13. (University/Polytechnic and Higher Education Studies):

13.1. Letter of admission issued by a higher education institution in Portugal with mention to the course’s term duration, campus address, and school’s contact information (email and telephone).

13.2. Documentation proving that the student has enough financial resources for his/her stay in Portugal. If the study and livelihood related expenses are being covered by the parents, they must provide a declaration issued by their employer mentioning their profession, wage, and contact information. Please note that the declarations in question must be signed and stamped by the employer.

14. (High School Studies – 14 to 21 years old):

14.1. Letter of admission issued by the school in Portugal with mention to the term’s duration, school address and all relevant contacts (email and telephone).

14.2. Documentation proving that the applicant will be hosted by a family. Alternatively, proof that accommodation is guaranteed for all his/her stay in Portugal in adequate facilities.

14.3. Students that hold a scholarship issued by Instituto Camões do not need to provide a proof of means of subsistence.

15. (Unpaid internships):

15.1. Letter of admission issued by a certified entity/company in Portugal.

15.2. Contract for theoretical and practical training related to the same field or fields of study that the applicant is studying/studied. The contract must mention the training program, its duration, schedule, address, conditions, and all related requirements. The document should also contain a provision mentioning that the Portuguese entity/company receiving the applicant will reimburse the Portuguese State for any accommodation and repatriation expenses if the applicant remains in Portugal illegally.

16. (Volunteer Work):



SECÇÃO CONSULAR DA
EMBAIXADA DE PORTUGAL
PEQUIM

16.1. Contract signed between the volunteer work entity and the applicant. The document should present the work activities, schedule, supervision conditions and guarantee all accommodation livelihood expenses (namely, food expenses).

16.2. Copy of the “*Seguro de Responsabilidade Civil*” subscribed by the hosting entity.

Notes:

Notwithstanding the possibility of a shorter decision for the visa application, according to Portuguese law the decision period pertaining to national residence visas may take up to 60 days and the decision period pertaining to national short-term visas may take up to 30 days. However, if SEF requests additional documentation or information the decision period is frozen until the documentation or information in question is submitted by the applicant.

***Minors only:* Proof of familial relationship issued by the Chinese notary, Hukou, and birth certificate. Please note that all the documents must be translated to Portuguese and should be certified by the Ministry of Foreign Affairs of the People’s Republic of China and legalized by the Portuguese embassy or consulate. A document signed by both parents authorizing the trip to Portugal shall be provided (it must be also certified and legalized in the same terms described previously).**

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

By failing to provide all the requested documents, the documentation shall be returned to the applicant without analysis by the competent Portuguese authorities. On the other hand, the submission of all requested documents does not grant the automatic issuing of a visa.

After all visa analysis procedures are completed, only the passport shall be returned to the applicant. Therefore, it is advised that the applicant keep a copy of all the documents submitted.